Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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Resources:
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1A-1. CoC Name and Number: DE-500 - Delaware Statewide CoC

1A-2. Collaborative Applicant Name: Housing Alliance Delaware, Inc.

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Housing Alliance Delaware, Inc.

1B. Continuum of Care (CoC) Engagement

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:
1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	Yes
Local Jail(s)	Yes	No	Yes
Hospital(s)	Yes	No	Yes
EMS/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No	No

Youth Advocates	Yes	No	Yes
School Administrators/Homeless Liaisons	Yes	No	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	No	No	Yes
LGBT Service Organizations	No	No	Yes
Agencies that serve survivors of human trafficking	No	No	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
NA	Not Applicable	No	No
NA	Not Applicable	No	No
NA	Not Applicable	No	No

1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:
1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicates information during public meetings or other forums the CoC uses to solicit public information;
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and
4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)

1) 30+ system leaders representing service providers, State Soc. Serv. agencies, PHAs, DV orgs, Community Legal Aid, Vet organizations, & others developed CoC's 2-Year Action Plan in 2017 via 1-on-1 interviews, surveys with providers & people with lived experience, & a two day planning event facilitated by OrgCode Consulting. Stakeholders identified most critical issues & developed strategies to address those issues; this became the foundation of the plan. CoC solicits input on plan annually & on CE, policies, service solutions, performance metrics, HMIS, & PIT methodology via Committees more regularly.
2) Quarterly and annual CoC meetings are open to all community members. Meetings & agendas publicly posted on CoC website & invitations are emailed to a broad group of stakeholders, including non-members. Agendas include: committee reports, CoC grant & compliance updates, & guest speakers on topics such as: eviction prevention, new MH facility, & efforts to reduce sex trafficking. Members encouraged to participate on committees, forums for info

gathering & problem solving. 3) Community identifies agenda topics. Grantees requested more info about annual renewal scoring process metrics; Winter CoC meeting focused on HUD & local annual competition scoring. In 2017 Planning, Case Management (CM) emerged as a primary need. CoC now has CM training, incl. an RRH cert. program, & some local funders have increased funding for CM activities. Minutes & committee reports are shared with the Board to inform their decisions & to identify strategies to improve system performance. CoC planning identified Diversion as a system gap; CoC now has DSHA funded Diversion programs. 4) CoC website is in line with Web Content Accessibility Guidelines: text can be resized using zoom feature, there is good contrast, it can be read aloud by website readers, there are no flashing or blinking items, & it directs users to multiple PDFs. CoC reviews website/ materials to improve accessibility.

1B-2. Open Invitation for New Members.

Applicants must describe:
1. the invitation process;
2. how the CoC communicates the invitation process to solicit new members;
3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;
4. how often the CoC solicits new members; and
5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

1) Anyone interested can join the CoC throughout the year via attending a quarterly meeting (dates & agendas posted on CoC website) or fill out an online membership form. Meeting locations rotate to accommodate members throughout DE & increase interest & participation from new members. CoC Membership Committee leads an annual drive in October: they engage in direct & strategic outreach via phone calls & in-person meetings with particular partners needed to support strategic efforts. New Board members are recruited each year; they are elected at the annual meeting by the CoC's voting members. 2) Invitations are made primarily via email & website posting, as well as in-person at other community events. Membership fact sheets & forms on the CoC website are accepted at any time. Members invite people they know from other systems & make public announcements at other events. Membership Committee presents at the annual meeting, targeting recruitment of non-members in attendance. Collaborative Applicant (CA) uses press release, website, & social media to recruit PIT count volunteers to increase interest & participation in CoC. 3) CoC website meets Web Content Accessibility Guidelines: text can be resized using zoom feature, there is good contrast, it can be read aloud by website readers, & it directs users to multiple PDFs. Meetings & trainings are held in ADA locations. Amplification equipment and sign language are available upon request. 4) The CoC solicits new members annually, but new members may join at any time throughout the year. 5) C.A. staff & CoC Board engage in outreach to people who have experienced homelessness, primarily working through providers to make contacts. CoC Board has a member who experienced homelessness & who now works as a peer support specialist at a DV agency. Others who have experienced

homelessness are routinely invited & sometimes attend CoC membership & committee meetings. Providers are encouraged to invite folks to quarterly meetings.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:
1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.
(limit 2,000 characters)

1) The CoC notified the public it was accepting applications (apps.) on 7/15/19 via posting on the CoC website & email to CoC stakeholders, including 50+ people from eligible agencies that have not previously received CoC funds. Interested agencies were invited to attend a 7/25/19 public meeting, at which project apps., deadlines, & submission instructions were explained. That same day, this info was posted on the CoC's website. 2) Using an approved tool, Scoring Comm. evaluates & scores new project apps. submitted to the Collaborative Applicant (CA). Aligned with HUD & local CoC policy priorities & requirements, new projects are evaluated on the extent to which: they meet an unmet need & follow a housing first approach; the applicant has the experience, capacity, & management plan to administer the project & a federal grant, a clear understanding of the program type & how they will carry out project related activities, & has a clear strategy to secure & maintain PH. Guided by CoC's Funding Threshold Requirements, apps. with scores 60 or above are deemed eligible for new project funding. If the amount requested is greater than the amount available, the Comm., guided by the CoC Prioritization Policy & the extent to which each app. improves system performance, identifies which apps. among those eligible will be included in the 2019 competition. 3) CoC publicly announced accepting new project apps. via email & website posting on 7/15/19 & in-person funding meeting on 7/25/19. 4) The C.A., who is also the HMIS & CE lead, has a TTY device for communication with people with hearing impairments, ensures that all CoC meetings are held in ADA venues, offers interpretation services for meetings, & has a website with the following Web Based Accessibility features: text can be resized using zoom feature, good contrast, can be read aloud by website readers, does not contain flashing or blinking items, is organized & easily navigated, & directs users to multiple PDFs. 5) N/A

1C. Continuum of Care (CoC) Coordination

Instructions:

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

1) Two of three ESG jurisdictions have a representative on the CoC Board. The 3rd jurisdiction, the City of Wilmington, had a representative on the Board, but he resigned from his position with the jurisdiction. Staff from 2 of 3 ESG jurisdictions serve on the CoC scoring committee that makes local CoC funding decisions. CoC Board member, Scoring Committee Chair, & Collaborative Applicant (C.A.) staff serve on the ESG funding allocation committees that makes ESG funding decisions in the 3 jurisdictions. These committees review project applications, past performance of applicants, and ensure alignment with the CoC's goals to end homelessness. During the ESG funding allocation process, the C.A. provides information to the ESG jurisdictions about needs and priorities using HMIS data. The C.A. also keeps the ESG jurisdictions aware of the CoC's plan and efforts to end homelessness to inform their funding decisions. 2) The CoC and ESG jurisdictions met several times in 2018 as a funder committee to discuss and align funding strategies, goals, and outcomes. Housing Alliance Delaware, the C.A. and HMIS Lead, sends all ESG subrecipients monthly Data Quality reports from HMIS. The data items included align with CoC system performance metrics and were developed in partnership with the ESG jurisdictions. System Performancedata is shared with ESG jurisdictions to inform their funding decisions. 3) Each of the agencies completing consolidated plans in DE have membership on the CoC. The agencies have been working to sync their Consolidated planning timelines. Two CoC Board members manage the consolidated planning process for their jurisdictions. The next 5-year consolidated plan for all Delaware jurisdictions will be submitted in May of 2020. The CoC provides data from HMIS and narrative responses regarding needs, gaps, and goals to the ESG jurisdictions for the annual Con Plan updates.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. **Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.**	Yes to both
1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.	Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:
1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1) CE protocols were developed in collaboration with DV Coalition to ensure they are victim-centered, trauma-informed (TI), & prioritize safety & confidentiality. People access CE via DV hotline or CE Access Points. DV hotline conducts safety & risk assessments, provides safe options to choose from, & makes direct referrals to DV ES & community-based resources. DV clients have access to CE assessment & referral process. CE access points, both hotline & physical locations, assesses clients for safety & connects those interested in DV resources to the DV hotline and others to traditional ES, assessment, & referral to housing. CE protocols include expedited referral to RRH or PSH for emergency transfer to ensure safety; RRH & PSH providers are required to make a reasonable effort to quickly transfer clients & accept self-certification. With permission, if a provider is unable to transfer a client to another unit in their inventory, they may request help from CE to locate a unit with another provider to quickly facilitate the transfer. 2) All CE callers can choose to be connected to the DV hotline for safety planning & DV resources. If they choose placement in traditional ES, their status is not disclosed to ES staff unless permission is given. DV hotline staff is trained to conduct safety & risk assessments that includes presenting safe options & allowing clients to choose. DE's DV Task Force, comprised of reps from DV providers, DOJ, HHS, local police, & housing providers, work to ensure clients can choose from all resources available to them, such as DOJ-administered victim compensation relocation funds (security deposits & rental assistance). While DV ES administers the CE assessment, to ensure safety & confidentiality, they send the assessment anonymously to the C.A. who then enters it into HMIS using anonymous identifiers. To ensure safety & client choice in the referral process, people are asked to identify areas that are unsafe for them to live.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:
1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in

serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.
(limit 2,000 characters)

1) The Collaborative Applicant (C.A.) coordinates & promotes access to best practices training for homeless assistance agencies in the CoC. The CoC's 2017 Action Plan to End Homelessness identified training & capacity building for providers as a priority. In an effort to continually address this, the DE Coalition Against DV (DCADV) conducted DV training at the 2018 Annual CoC meeting, & annual DV training will be planned and coordinated by the CoC C.A. with the assistance of DCADV. DV training will focus on safety-planning, practices/ protocols that are victim-centered & trauma-informed, & privacy/ confidentiality. CoC projects have the opportunity to collaborate with DCADV, DE's DV Coordinating Council, local DV programs, & community partners/subject-matter experts on trainings. A calendar of training events & topics are provided to all CoC projects no less than annually & include opportunities for input based on provider & survivor experiences. In 2020, CA is facilitating training of law enforcement first responders/ social workers on coordinated entry (CE). 2) C.A. coordinates with DCADV to train CE staff on DV best practices no less than annually. In Q2 of 2019, CE staff attended DCADV's Advocate's Conference which provided learning opportunities around best practices to address DV safety needs, trauma-informed interventions, & empowerment advocacy. CE staff also participate in DE's DV Task Force, which includes regular opportunities to learn & collaborate with community partners. CE staff will be invited to attend a "DV Safety Planning" training series beginning in Q4. CE staff are scheduled to be trained by the local DV programs on specifics of screening, safety planning, warm referrals, & victim-centered/trauma-informed services in Q3 & Q4 2019. In addition, DV staff will be participating in CE's Housing Solutions pilot to develop new ways to effectively manage the RRH lists, enabling ongoing collaboration & safety measure considerations.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.
(limit 2,000 characters)

CoC works with the DV community to assess the special needs related to DV, highlight & respond to resource gaps, & solicit new DV project applications. 2 DV agencies provide ES, RRH, TH, family visitation, & additional services across the CoC. DV providers submit de-identified aggregate data collected in comparable databases to the HMIS lead/ C.A. quarterly. DE's DV Coordinating Council (DVCC) publishes an annual report using this data. According to this report, 266 adults & 190 children were served in a DV ES in FY18; another 114 adults over 18 requested DV ES, but were not placed due to insufficient capacity. According to HMIS, 18% of adults served in ES, TH, & RRH reported having experienced DV or sexual violence (507 adults), & 4% of adults (106 adults) reported actively fleeing at the time of program entry. As of August 2019, 22% (42) of adults on the CE PSH waiting list & 18% (89) of adults on the CE RRH waiting list reported being a DV survivor. CoC & DE Coalition Against

Domestic Violence (DCADV) have been working more closely to coordinate access & resources for survivors. CoC & DV community use other sources of data to assess & respond to the special needs of persons fleeing DV. DE's new eviction prevention program, run by DE Community Legal Aid Society (DCLASI), a pro bono legal firm with a DV Dept., works closely with DCADV on eviction prevention for survivors; data from DV agencies indicates a significant percentage of survivors have eviction histories. DCLASI has & will continue to train DV advocates & providers on educating survivors in a trauma informed way about their housing rights, incl. VAWA & Fair Housing. With data from DV agencies indicating that economic/ financial abuse & housing are significant challenges for survivors, the DV community has ramped up economic justice & financial literacy services, & the DV Task Force created a Housing Committee, currently focused on educating DV staff and survivors about housing resources.

*1C-4. PHAs within CoC. Attachments Required.

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Delaware State Housing Authority	9.00%	Yes-HCV	Yes-HCV
Dover Housing Authority	36.00%	Yes-Both	Yes-HCV

1C-4a. PHAs' Written Policies on Homeless Admission Preferences.

Applicants must:
1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference–if the CoC only has one PHA within its geographic area, applicants may respond for one; or
2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

1) DE has five PHAs: DE State (DSHA), Wilmington, New Castle County (NCC), Dover, & Newark housing authorities. The CoC works with each of the PHAs to identify ways to utilize their resources to achieve long-term housing stability for the most vulnerable in our communities. NCCHA has a homeless preference as a part of their local preference for those living in substandard housing. New Castle County's Division of Community Development & Housing Manager manages the NCCHA & is the President of the CoC Board. DSHA Policy Director joined the CoC Board in 2018. While DSHA does not have a homeless preference documented in its Admin Plan, it has a formal agreement with the Collaborative Applicant (CA) to work together to identify & prioritize households through Coordinated Entry (CE) for Section 811 Mainstream voucher. The CoC provided DSHA with technical assistance on their recent application to HUD for

Mainstream Section 811 vouchers, & CA submitted Aug. 2019 support letter documenting commitment to move-on 20 households from PSH to these vouchers. In 2019, CA met with DSHA & the Division of Services for Children, Youth, & their Families to facilitate improved access to Family Unification Program (FUP) vouchers for families with child protective services involvement by reducing screening barriers for these vouchers. DSHA administers a State funded Rental Assistance Program (SRAP) that operates like HCV & is dedicated to people with serious mental illness or other disabilities exiting institutions or at risk of institutionalization, youth exiting foster care without housing options, & family reunification for families with child protective services involvement. DSHA also administers $430K per year for RRH. For the first time this past year, as part of their work with the CoC to end veterans homelessness, DSHA & NCCHA applied for and were awarded 19 HUD-VASH vouchers.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

**If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs.
(limit 1,000 characters)**

As part of the veterans challenge, all DE PHAs have agreed to allow vets to move on from HUD-VASH to a housing choice voucher (HCV). New Castle County PHA (NCCPHA) & local VA Medical Center operate a Move-On Strategy since Dec. 2015 that has housed 17 Vets. VA staff identify Vets living in HUD-VASH units who no longer need supportive services from the VA to be prioritized for NCCPHA's next available HCV. The vet is not required to move or recalculate rental payments. C.A. provided the Delaware State PHA (DSHA) a support letter for their application to HUD for Mainstream Section 811 vouchers, documenting a commitment to move-on 20 households from PSH to these vouchers. Coordinated Entry (CE) staff are working with PSH providers & DSHA to identify households in PSH who would benefit from moving on to a mainstream voucher. The Wilmington PHA (WHA) has expressed interest to the CoC in implementing a Move-on Strategy for Vets & a broader Move on strategy for others in PSH.

1C-5. Protecting Against Discrimination.

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.
(limit 2,000 characters)**

Actions the CoC has taken to address all forms of discrimination under the Fair Housing Act (FHA) & Equal Access Rule (EAR) include: (1) requiring CoC projects to certify they comply with FHA & EAR to be eligible for CoC Program.

(2) facilitating trainings - On 4/5/2019, DE Community Legal Aid Society (DCLASI) trained C.A. staff & CoC & ESG providers on FHA. C.A.'s 5/9/19 Annual Day for Housing theme was "50 Years of Fair Housing" & included info about the successes of the FHA & continued challenges. The forum was attended by community, government & non-profit leaders. (3) enforcing its Coordinated Entry (CE) Policies & Procedures (P&P) - Non-Discrimination is 1 of CE's 5 guiding principles, built on the foundation of ensuring all persons have fair & equal access to homeless resources & services. CE referrals align with the EAR & local & federal Fair Housing laws. CE is accessible by email, text, phone, or in-person at community sites. CE makes accommodations for persons with visual or hearing impairments, or limited or no English proficiency. CE staff inform clients of their fair housing rights when making referrals. To ensure those who are most vulnerable & least likely to contact CE have equal access, CE staff visit homeless day centers & work with street outreach to ensure those folks are assessed for housing resources. While clients may deny a referral, the only reason a provider can deny a referral is lack of contact. CE P&P require that if a household is denied access for any other reason, there is a case conference with the provider, CE staff, & the case conference team to ensure CE P&P were followed & to work together to identify another appropriate housing option for the client. If it is determined that the provider was denying the referral for reasons that violate FHA or EAR, the referral denial is overturned, the CoC is notified, & the ESG jurisdiction (if applicable) are notified. (4) electing a Fair Housing attorney from DLCASI to the COC Board.

*1C-5a. Anti-Discrimination Policy and Training.

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

*1C-6. Criminalization of Homelessness.

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	X
2. Engaged/educated law enforcement:	X
3. Engaged/educated local business leaders:	
4. Implemented communitywide plans:	

5. No strategies have been implemented:	☐
6. Other:(limit 50 characters)	
	☐
	☐
	☐

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:
1. demonstrate the coordinated entry system covers the entire CoC geographic area;
2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)

1) Coordinated Entry (CE) is CoC-wide, covering all 3 counties in DE. With limited exceptions based on funding, CE refers to all homeless-dedicated ES, TH, RRH, Diversion, and PSH in DE. 2) People access CE by email, phone, text, or visiting 1 of 15 accessible community sites. CE makes accommodations for persons with visual or hearing impairments, or limited or no English proficiency. CE staff visit & assess clients at 6 homeless day centers weekly & work with PATH street outreach to assess the unsheltered & gather documentation for PSH eligibility. 3 MH clinics across the CoC connect clients to CE. Social workers visit 7 libraries across the CoC once a week to connect homeless households to CE. 3) To prioritize people most in need of assistance, people with alternative housing options are connected to Diversion for resources to retain or return to housing. Those who are unsheltered are prioritized for ES; there are no other prioritization factors for ES. ES access is a same-day process. The CoC uses the VI-SPDAT tool, which assesses household vulnerability, to prioritize resources for people most in need of assistance. Access to TH is prioritized by VI-SPDAT score, repeat homeless episodes, & family services involvement. RRH is prioritized by VI-SPDAT score, repeat homeless episodes, & unsheltered status. Access to PSH is prioritized via HUD Notice CPD-16- 011, with the severity of service needs determined by VI-SPDAT score. All VI- SPDAT scores can be superseded through a case conference process to ensure the most vulnerable get access. To ensure timely assistance, households are placed on the CE’s prioritized waiting list the same day they complete their VI-SPDAT. Providers must alert CE when they have an opening, referral is sent to provider from CE as quickly as possible, & provider must make contact with & accept referral within 2 weeks of receipt. CoC funded TH & RRH projects are scored annually on how quickly they move participants into permanent housing.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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1D-1. Discharge Planning Coordination.

Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1E. Local CoC Competition

Instructions

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*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	No

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

1) The CoC considers the following criteria related to severity of needs/vulnerabilities when reviewing & ranking projects: Rate of adults served with a disabling condition; fleeing domestic violence, sexual violence, or stalking at the time of program entry; & with $0 cash income at project entry; & rate of households served who met the criteria for chronic homelessness at project entry. 2) 10 of 100 total points available to TH, RRH, & PSH projects during renewal scoring is based on severity of needs & vulnerabilities, as listed in part (1) of this response. More points are awarded to projects serving households with more severe needs & vulnerabilities, as defined in part (1) of this response. Using this criteria ensures DE projects prioritize serving the most vulnerable & balances their potentially lower performance in areas related to improving system performance. The data on households served is generated from APRs run in HMIS for the period 4/1/18-3/31/19. DV projects use APRs run in their comparable databases. The local renewal application score assigned to each project is the foundation for project ranking & funding decisions. The Scoring Committee, in partnership with the CoC Board, also considers the vulnerability of households served & community need/ gaps analysis data when making project ranking & reallocation decisions. If a project is not serving the population they are required to, or is receiving referrals from outside CE referral process, assessed via review of the project's HMIS data, the CoC considers the project out a compliance and thus, at risk of being reallocated in full or in part. DE's CE prioritizes households with the most severe needs & vulnerabilities, & projects must accept referrals from CE. Therefore, HMIS data for all CoC projects should show projects serving those with the greatest needs & vulnerabilities.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application–including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected–which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process	Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings

1. Email	X	**1. Email**	X
2. Mail		**2. Mail**	
3. Advertising in Local Newspaper(s)		**3. Advertising in Local Newspaper(s)**	
4. Advertising on Radio or Television		**4. Advertising on Radio or Television**	
5. Social Media (Twitter, Facebook, etc.)	X	**5. Social Media (Twitter, Facebook, etc.)**	X
6. Did Not Publicly Post Review and Ranking Process		**6. Did Not Publicly Post CoC Consolidated Application**	

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 13%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:
1. describe the CoC written process for reallocation;
2. indicate whether the CoC approved the reallocation process;
3. describe how the CoC communicated to all applicants the reallocation process;
4. describe how the CoC identified projects that were low performing or for which there is less need; and
5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
(limit 2,000 characters)

1) CoC written Reallocation (Reall.) Policy stipulates CoC may reall. renewal project funding via (1) voluntarily reall. or (2) for reasons related to compliance, performance, cost-effectiveness, returning funds to HUD, or community needs. Scoring Committee (Score Comm.) may recommend reall. in whole or in part to create new projects to more effectively resolve homelessness, improve system performance, & respond to community needs. CoC Board must approve any recommendation for reall. 2) The Score Comm. approved the Reall. Policy June 2018. 3) The Reall. Policy has been posted on the CoC's website since its June 2018 approval, & all renewals were informed about the policy in a 5/6/19 email notification re: the local renewal competition. 4) The Score Comm. determines projects are low performing if they score <60 (DE CoC funding threshold) or if there are major compliance concerns. While all 2019 renewals scored >60, some were identified as low performing due to Coordinated Entry & housing first compliance concerns. Low performing projects are placed on corrective action & receive technical assistance from the C.A., who monitors the corrective action

plan throughout the year. 5) Between FY15 & FY18, DE has reall. 12.58% of its 2015 ARD. Low performing projects may be reall. or ranked at the bottom of Tier 2, depending on the severity of issues. The Score Comm. considers the CoC Action Plan priorities when recommending reall. In past years, projects were reall. for returning funds to HUD, high costs per person served, & poor permanent housing outcomes. For projects placed on corrective action, if performance standards are not met the following year, the project faces reall. The Score Comm. reviewed the 2 projects placed on corrective action in FY18 & determined they would not be reall. or placed on 2nd year of corrective action. The Score Comm. determined concerns with renewal projects identified as low performing in 2019 did not justify reall.

DV Bonus

Instructions

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1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: No

Applicant Name	DUNS Number
This list contains no items	

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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2A-1. HMIS Vendor Identification. Wellsky

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	577	73	298	59.13%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	437	0	188	43.02%
Rapid Re-Housing (RRH) beds	131	0	131	100.00%
Permanent Supportive Housing (PSH) beds	1,004	0	822	81.87%
Other Permanent Housing (OPH) beds	0	0	0	

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)

1) ES & TH bed coverage rates are <85% due primarily to a privately-funded, faith-based org with 132 ES beds (23% of DE's ES inventory) & 151 TH beds refusing to use HMIS. This org. was first HMIS user, but when a new E.D. was hired ~15 years ago, the org. stopped participating for religious & philosophical reasons. Another privately-funded, faith-based org that refuses to use HMIS has 90 TH beds. Both orgs are proud to be unencumbered by government regulation & bureaucracy. DE CoC has & will continue to engage these 2 orgs. over the next 12 months to generate renewed interest in HMIS participation. CoC Board members have approached the E.D.s of both orgs; one has expressed interest in the CoC, but not in joining HMIS. The PSH bed coverage rate is below 85% because HUD VASH (167 beds/ 17% of PSH inventory) does not participate. All other PSH beds & VA-funded projects (ES, GPD, etc.) participate in HMIS. The VA participates on several CoC subcommittees, including the DE CoC Veterans' Welcome Home Team, & works closely with the CoC on many local initiatives related to veteran homelessness. To increase PSH bed coverage rate to at least 85% over the next 12 months, HMIS lead agency will work with the VA to establish a plan of action for getting HUD-VASH into HMIS. 2) To increase overall HMIS bed coverage to at least 85% (currently 69.32%), the CoC must have an additional 326 beds participating in HMIS. During the next 12 months, HMIS lead will create a workgroup of relevant parties to develop & implement a plan of action to get the 167 HUD-VASH beds into HMIS; the VA has expressed interest. The CoC will invite the 2 privately-funded, faith-based orgs (1 with 90 TH beds, & the other with 132 ES & 151 TH beds) to participate in CoC meetings, & CoC board members will meet with Board members of both organizations to encourage their participation in HMIS. The CoC will focus on getting the larger org into HMIS to meet the 326 bed threshold needed to achieve 85%.

*2A-3. Longitudinal System Analysis (LSA) Submission.

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.	Yes

*2A-4. HIC HDX Submission Date.

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)	06/24/2019

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).	01/30/2019
2B-2. PIT Count Data–HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).	05/01/2019

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:
1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's sheltered PIT count results; or
3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)

1) The primarily methodology change this year for the sheltered count was increasing volunteers in code purple (extreme winter weather) shelters. In 2018, surveys were not able to be completed thoroughly in Sussex code purple shelters due to lack of volunteers. In addition to having increased coverage of code purple shelters for the count, it was a record cold night with single digit temperatures, which brought more people into the code purple shelters in the more rural Sussex County, where camps are more prevalent and cheap alternatives (i.e., motels, couchers, etc.) are more sparse. With code purple shelters at capacity, people were transported to other shelters where the CoC

had volunteers available to interview them. The CoC also collects information via the systemwide HMIS & due to increased one-on-one training with users related to data entry requirements for the PIT, there were improvements in data quality. 2) Increased volunteer coverage & use of code purple for the extreme cold, which expanded shelter capacity for the night, & improved HMIS data quality may have resulted in more comprehensive sheltered count data.

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

Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC's 2019 sheltered PIT count.	No

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:
1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's unsheltered PIT count results; or
3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)

1) The Collaborative Applicant (C.A.) doubled the number of volunteers from 50 in 2018 to 120+ in 2019, primarily by partnering with a large healthcare system, Christiana Care (C.C.). C.A. secured donated vans & drivers from C.C. & another healthcare provider to cover more of the CoC's geographic area. With the increase in volunteers, the CoC was able to cover all emergency rooms, all-night eateries, libraries, & known encampments. C.A. received technical assistance from C.C. on survey format & trauma informed interviewing, & communicated with all ER depts. & first responders throughout the state to obtain current information regarding known camp locations & places used for rest. The CoC also conducted next day interviews at sites across the state known to be locations where people experiencing homelessness might spend their days. People at next-day interview sites were asked about where they stayed the night before. This year, Connections CSP, the largest provider of medication assisted opioid treatment in the State, had all of their offices Statewide conduct PIT survey with clients who identified as homeless. The CoC identified additional next-day sites, including West End Neighborhood Youth programs, the Creative Vision Factory, more libraries, & food pantries. C.A. enhanced volunteer skill by utilizing dozens of C.C. medical staff & conducting in-person training in every county. 2) The CoC and C.A worked together to make improvements to the 2019 unsheltered PIT count & methodology, including the application of more robust surveying in Sussex, where prior year PIT data was not as thorough. By adding volunteers, improving training, securing more resources, adding more locations to be visited, the DE

2019 PIT count was the most comprehensive and thorough to date.. As a possible consequence, the number of unsheltered increased from 93 to 95, although the overall statewide number decreased from 1082 to 921.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.	Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:
1. plan the 2019 PIT count;
2. select locations where youth experiencing homelessness are most likely to be identified; and
3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)

1) The Collaborative Applicant (C.A.) worked with stakeholders from a number of organizations, including those serving Youth, to plan the 2019 PIT. C.A sought & received support from the University of Delaware Center for Community Services for volunteers & technical assistance in survey technique & geography mapping. 2) C.A. staff consulted with former homeless youth about the spaces & places where youth tend to congregate or seek out services. This resulted in the CoC sending volunteers to survey folks at the Creative Vision Factory in Wilmington the day after the count. The Creative Vision Factory is a peer run studio and gallery for individuals on the behavioral health spectrum; it was identified as a place where many homeless youth spend their days. 3) Approximately 15 youth ages 18-24 from higher education & the healthcare provider Christiana Care volunteered for the 2019 PIT cont. C.A recruited volunteers via social media; contacted local higher education institutions including Delaware State University & Delaware Technical and Community College (DTCC) to identify youth to volunteer for the count; & met with the Sussex campus dean of DTCC to recruit youth in that county. The Dean shared information regarding students who are experiencing homelessness.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:
1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness.
(limit 2,000 characters)

1) Improvements discussed in 2B-3 and 2B-5, including increased coverage of

code purple shelters, increased day after interview sites (including libraries & food pantries), & increased data quality all contributed to a more complete count of individuals & families experiencing chronic homelessness. In addition, the CoC Collaborative Applicant (C.A.) provided clearer training about what constitutes chronic homelessness. 2) Increased data quality by HMIS shelters serving families with children led to improvements in the count for those families experiencing homelessness. In addition, C.A. was able to improve coordination with The Division of State Services Centers to obtain statewide data on motel vouchers that DSSC issues for families with children. C.A. also contacted faith-based communities sponsoring families with children in extended stay motels while they looked for permanent stable housing. 3) The volunteer surveyors included many from veteran service partners who know where & how homeless veterans seek refuge in all three counties. The COC had VA officials on call on PIT night at the VA offices Elsmere, DE who could check the Veteran status of anyone interviewed that night identifying as a veteran. They were then added to the DE list of homeless Veterans and asked if they wanted to be connected to VA resources, including the SSVF.

3A. Continuum of Care (CoC) System Performance

Instructions

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*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	1,934

3A-1a. First Time Homeless Risk Factors.

Applicants must:
1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;
2. describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1) In 2018, the CoC added 2 questions to the PIT survey to understand how eviction & incarceration histories contribute to homelessness locally as HMIS data indicated a high number of first time homeless & returning population had these histories. Of those who responded, 24% reported having been evicted in the past year from a home where they were a lease holder, & 32% reported having been incarcerated at some point in their lives. 2) CoC uses aggregate data from CE & HUD's LSA report to identify first time homeless risk factors. The CoC is implementing strategies to prevent people from becoming homeless, & has identified "eviction prevention" and "shelter diversion" as the primary strategies at this time. According to "Eviction Lab" DE's eviction rate is

more than 2x the national average, with approx. 14 evictions/day. In 2019, legal services agencies in DE, in partnership with the CoC & DSHA, & funded by the Federal Home Loan Bank of Pittsburgh, began an eviction prevention program to provide free legal representation to households facing eviction. These funds are also being leveraged by the CoC to implement system-level shelter diversion to keep households from entering the homeless system who can access a safe alternative. Diversion funds assist with back rent, utility arrears, & security deposits to assist people to get into permanent housing. Diversion often assists people who have experienced eviction & have income, but who are unable to access permanent housing without additional financial assistance. The Vera Institute of Justice selected DE as a site to provide technical assistance to the five public housing authorities to develop policies that reduce barriers for those with criminal backgrounds in accessing Public Housing and HCVs. 3) The CoC Board is responsible for overseeing the strategy, with support from the Collaborative Applicant, who is also the coordinated entry provider & HMIS lead.

*3A-2. Length of Time Homeless as Reported in HDX.

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	102

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:
1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1) CoC's strategy to reduce LOT households remain homeless includes (1) targeted prioritization - Coordinate Entry (CE) prioritizes chronically homeless with longest LOT homeless for open PSH units & households with multiple shelter stays or homeless episodes for RRH. (2) improved RRH capacity - In response to a 2018 CE evaluation identifying the need for RRH providers to speed up housing placements, the C.A. designed & implemented an RRH case management certification program. (3) increasing number of PH units - CoC has secured additional $430,000 in RRH funding through Delaware State Housing Authority (DSHA) & Federal Home Loan Bank of Pittsburgh (started Q1 2019). CoC secured $75,000 for a housing locator position in Sussex County. (4) reducing barriers - C.A. secured funding from a healthcare provider to remove barriers (i.e. utility arrears) for people moving into their PH & is working with child welfare to reduce barriers to their Family Unification Program vouchers. (5) making it a priority - CE staff train providers on accurately reporting program entrance & exit dates, & CoC evaluates TH renewals on length of stay & RRH renewals on the LOT it takes to move a household from homelessness into PH.

2) CoC relies primarily on HMIS data to identify households with the longest LOT homeless, repeat shelter stays, or repeat homeless episodes. When HMIS history does not match the household's self-reported LOT, CE housing specialists follow up with partners to determine LOT homelessness, particularly if the household was served in programs not in HMIS or has been unsheltered. CE's partnership with day centers & outreach workers is critical to identifying & prioritizing households with the longest LOT homeless. CE policies trigger a case conference when a household with a long LOT homeless is not connected to housing quickly. 3) Collaborative Applicant/ HMIS lead is responsible for overseeing the CoC's strategy to reduce the LOT households remain homeless.

*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	46%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:
1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1) CoC's strategy to increase the rate households move from homelessness to permanent housing (PH) is leveraging funds to increase the number of & improve the quality & performance of RRH programs. CoC evaluates programs on their rate of exits to PH. To ensure housing first practices are implemented system-wide, CoC Collaborative Applicant (CA) is implementing a best practices training plan focused on housing focused case management, housing first, motivational interviewing, & housing stabilization. CoC is implementing a

variety of strategies to increase access to affordable housing for people experiencing homelessness. CoC, using the current VASH/PHA move-on program model, is developing PSH move-on programs with several local PHAs. CA was awarded funding from a healthcare system to provide financial assistance to households to remove barriers, such as utility arrears, to moving into PH. CA is working with child welfare system to reduce barriers for families eligible for their Family Unification Program vouchers. 2) The CoC Board has adopted exits to permanent housing as a priority & is responsible for developing & overseeing strategies to increase exits to permanent housing. 3) CoC PSH retention rate is 98%. DE CoC plans to continue current practices, incl. providing low barrier PSH with Assertive Treatment Teams assigned to those with the most severe behavioral health needs & assisting people in PSH to connect to mainstream resources. CoC has minimal turnover in its PSH & is exploring ways to create new PSH & move-on households from PSH to mainstream vouchers. DE State Housing Authority is establishing a set-aside of national housing trust fund (HTF) funding for PSH. CoC is also working with Dept. of Health & Soc. Serv. to explore using project-based state-funded rental assistance to develop new PSH. The CoC Board has adopted this as a CoC priority. 4) The CoC Board is responsible for developing & overseeing strategies to increase exits to permanent housing.

*3A-4. Returns to Homelessness as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	10%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	17%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:
1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
2. describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.
(limit 2,000 characters)

1) The CoC uses HMIS & CE data to identify households returning to homelessness & targets them for additional housing & services through CE. Households who have returned to homelessness have evidenced that they need additional support to remain stably housed. Households with >1 homeless episode are prioritized for RRH per CoC's RRH standards. Using 3-years of system performance data, CoC knows that half or more of all returns will occur within 12 months of PH exit. 2) The CoC is using data to develop & implement strategies to reduce returns. In 2017, the CoC edited its RRH standards to help

reduce the rate of returns from RRH: requiring at least 1 follow-up after rental assistance ends prior to closing the case in HMIS; case conferences, a process for granting exceptions through CE when a household needs more assistance than the standards permit; & the implementation of progressive engagement in RRH. 1/3 of all returns in DE are households who exit from ES to PH without RRH assistance. CoC can reduce this rate by referring more households in ES to RRH; providing them with more assistance, access to housing stabilization services, tenancy education, & opportunities to increase income. CoC will continue to apply for CoC & other funding to increase RRH inventory. In 2019, the DE State Housing Authority will double their annual RRH allocation. The CoC is also looking to target its homeless prevention to households at risk of returning to homelessness. In 2018, the CoC conducted an environmental scan of homeless prevention resources & found that most are targeted to those least likely to become homeless rather than those most in need. In 2019, the CoC implemented a prevention assistance program funded through PHFA to provide legal assistance to people at risk of eviction & financial assistance to families with children at high risk of homelessness, enabling households at risk to maintain their housing. 3) The CoC Board is responsible for overseeing these strategies.

*3A-5. Cash Income Changes as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	16%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	15%

3A-5a. Increasing Employment Income.

Applicants must:
1. describe the CoC's strategy to increase employment income;
2. describe the CoC's strategy to increase access to employment;
3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.
(limit 2,000 characters)

1) CoC's strategy includes partnering with CoC providers to connect participants to job training & living wage jobs through connections to GED programs/traditional high school or credit recovery programs, employment skills training (resumes, cover letters, interviewing, etc.), & employment (employ.) opportunities through partnerships with private & public employment partners. CoC Programs are evaluated on the extent to which they increase participants' employ. income. One agency provides employ.-related training, state & fed.

Certs. through the Environmental Jobs program, & a nationally recognized cert. in Customer Service. 2) CoC uses a number of strategies to increase access to employ., including employing participants in social enterprise businesses; connection to Dept. of Vocational Rehab (DVR) programs & the Dept. of Labor (DOL) mobile Van which provides on-site employment services at provider locations; connection to training programs; connection to employers; & connection to expungement clinics. CoC providers operate social enterprise businesses, with 1 recognized as a best practice nationwide that has created 350 new good paying jobs for people with traditional employ. Barriers. A provider of multiple ES, RRH, & PSH programs runs a Job Placement Center in partnership with DOL to provide employ. assistance to those experiencing homelessness in the community. 3) CoC & providers have relationships with mainstream employ. organizations. A provider of multiple ES, RRH, & PSH programs works with Job Corps training facility in Wilmington to assist people access training for good paying jobs. More than 100 PSH clients receive ACT team services, & each ACT team includes a DVR employ. specialist that helps clients access employ. income. YWCA contracts with Dept. of Transportation for their OJT program to increase opportunities for women & racial minorities in high paying construction jobs. 4) The CoC Board oversees the CoC's strategy to increase jobs and Income.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:
1. describe the CoC's strategy to increase non-employment cash income;
2. describe the CoC's strategy to increase access to non-employment cash sources;
3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.

1) CoC's strategy to increase non-employment cash income is to partner with CoC providers to ensure they are trained to assist participants to access public benefits, & all participants are quickly enrolled in all benefits for which they are eligible. CoC systematically keeps program staff up to date regarding mainstream resources available for program participants through close partnership with the 15 DE Division of State Service Centers (DSSC), which serve as one-stop shops to enroll in state & fed Mainstream Benefits, behavioral health services, & Dept. of Labor programs. CoC has made increasing non-employment cash income a performance metric for evaluating CoC programs & sends providers HMIS reports regularly to provide feedback on their performance in this & other areas. Most CoC program staff are trained (ASSIST & SOAR) to support clients apply & recertify for Medicaid, SNAP, General Assistance, TANF, & Social Security. 2) CoC has worked to increase funding for case management & to build the capacity of case managers in order to increase access to non-employment cash sources for participants. All PSH, RRH & TH have case managers who systematically assist clients to complete applications for public benefits, using online application systems developed by the State & Federal governments (SSA.gov and ASSIST). Many people who are referred to CoC programs are eligible for SS, SSI, SSDI, GA, etc., but have had difficulty navigating the complex application process & recertification of income. Most programs have ASSIST and SOAR trained case managers, enabling them to support clients apply for Medicaid, SNAP, General Assistance, TANF, & Social Security. A large family provider has particular expertise in helping families

secure child support. CoC providers regularly refer participants to community expungements clinics as needed to remove barriers to accessing benefits, income, & housing. 3) CoC Board oversees the CoC's strategy to increase non-employment cash Income.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:
1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.
(limit 2,000 characters)

1) CoC & providers work closely with Job Placement Centers & have developed strong partnerships with private employers & employment organizations. Examples include partnerships with healthcare facilities & transportation companies that hire graduates of Certified Nursing Assistant (CNA) & Commercial Driving License (CDL) training programs. A CoC provider sponsors participants to attend these training programs. Another provider partners with a grocery store chain to hire participants. CoC's largest PSH provider operates social enterprise businesses (janitorial service, construction clean up, medical trans. & a commercial catering), that have helped > 600 individuals with barriers to employment get & keep a job over the last 3 years & have built partnerships with employers, securing contracts to clean state office buildings, & to provide school lunches, summer food, & CACFP meals. 2) CoC & providers have built strong relationships with public/provider orgs to support education/employment. Examples include: A family provider secured a contract with Del-DOT for on-the-job recruitment and training (OJT) program that places women & minorities in high paying construction jobs. PSH providers utilize training provided by the Food Bank of Delaware which has Culinary & Warehouse training, & relationships with >100 businesses who provide internships & employment. Youth PSH provider provides employment-related training, state & federal certs. through the Environmental Jobs program, a nationally recognized cert. in Customer Service, & works with Wilmington Job Corps which has a preference for homeless youth for training in Office Admin., Facilities Maintenance, CNA, & Culinary Arts. A provider of ES, RRH, & PSH works with training institutes & a community college, as well as benefactors willing to fund training & employers ready to hire graduates of CNA & CDL programs. CoC's largest PSH provider provides Vocational (Voc.) Assessment, Direct Placement, & On-the-job Training.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	☐
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	☐
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	☐
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	☐
5. The CoC works with organizations to create volunteer opportunities for program participants.	☐
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	☐
7. Provider organizations within the CoC have incentives for employment.	☐
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	☐

3A-6. System Performance Measures Data–HDX Submission Date

05/29/2019

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

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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The FY 2019 CoC Program Competition Notice of Funding Availability at:
https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
2. Number of previous homeless episodes	X
3. Unsheltered homelessness	X
4. Criminal History	X
5. Bad credit or rental history	
6. Head of Household with Mental/Physical Disability	X

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:
1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;
2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.
(limit 2,000 characters)

1) CoC strategy to re-house families within 30 days includes ES diversion, improved prioritization, increased PH resources, & reduced barriers. Launched in 2019, ES diversion provides financial assist. & case management to people with safe options re-establish housing. CE improved RRH prioritization to ensure families least likely to self-resolve are referred to RRH, & may initiate a case conference if a family is not housed within 30 days. DE State PHA (DSHA) expanded rental assistance & services for homeless families identified by liaisons in schools. CoC secured $430,000 PHFA funding for RRH; new RRH units came online summer 2019. DE Dept. of Health & Soc. Serv. created a Housing Stabilization Unit designed to provide assistance similar to RRH & is exploring using TANF funds to support this work. Collaborative Applicant (CA) worked with DSHA & child protection agency to reduce barriers families face accessing Family Unification Program vouchers. 2) CA worked with consultant to develop & deliver a RRH certification course required for all RRH providers to build their capacity. CoC providers systematically enroll households in mainstream benefits; & connect them to community, employment, & education resources. Even with excellent case management & community connections, some families will have difficulty maintaining housing once RRH services & subsidies end. CoC Board is exploring ways to support (1) families with more complex needs than initially identified transition to permanent housing subsidy without having to move & (2) families in training programs where the training takes longer than the length of time RRH subsidies will support the family. CoC Board is
exploring funding aftercare programs to intervene when people who have received RRH assistance face a new crisis, such as a car breakdown or unexpected medical bills. 3) CoC Board is responsible for overseeing CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

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

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	X

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	No
2. Human trafficking and other forms of exploitation	No
3. LGBT youth homelessness	No
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	No
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
2. Number of Previous Homeless Episodes	X
3. Unsheltered Homelessness	X
4. Criminal History	X
5. Bad Credit or Rental History	

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:
1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.
(limit 3,000 characters)

1) CoC has implemented the following strategies to increase housing & services for all youth: (1) applying for addl. CoC funds to expand inventory - CoC is recommending West End Neighborhood House (WENH) for 2019 new project funding for 6 youth-specific PSH beds in 2 buildings they've acquired & are in the process of rehabilitating, expanding youth PSH inventory in DE from 11 to 17 beds. CoC is recommending 2 organizations (Salvation Army & Family Promise) for 2019 new project funding to create 2 new RRH programs that will serve 29 households, including youth. (2) increasing resources for youth with child welfare history - DE advocated for & has 40 state-funded housing vouchers set-aside for youth aging out of foster care who do not have stable housing. DE Dept. of Services for Children, Youth, & Their Families (DSCYF) operates an Independent Living Program for youth 18-21 aging out of foster care. During CY 2018, the DE Dept. of Health & Social Services, Division of Substance Abuse & Mental Health created the Office of Special Populations to address care coordination for subpopulations within the Division. They hired a case manager who specializes in youth aging out of services with the Dept. of Services for Children, Youth, & Their Families or the Division of Prevention & Behavioral Health Services to the Division of Substance Abuse & Mental Health to increase seamless transition of services. (3) Improving utilization of existing resources - Collaborative Applicant (C.A.) has formal agreement with RHY-funded organization to improve coordination between Coordinated Entry (CE) and RHY resources for youth under 18. 2) CoC has implemented the following strategies to increase housing & services for unsheltered youth: (1) improving youth access to CE - WENH purchased a property in Wilmington to provide drop-in services to youth who are unsheltered or unstably housed (often couch surfing in unsafe places), & is raising funds to complete the center & cover operating costs. CoC hopes the drop-in center will identify the scope of youth homelessness in Wilmington & the service & housing needs of youth to inform strategies for addressing youth homelessness. C.A. and WENH are planning to have mobile CE assessors visit the drop-in center regularly to assess youth to improve their access to housing & resources. (2) improving the CoC's PIT methodology to count youth - C.A. staff consulted with formerly homeless youth during PIT count planning, resulting in CoC conducting surveys at day centers youth identified as locations where homeless youth congregate. (3) revising Coordinated Entry (CE) policies and procedures to improve access to assessment and housing for youth - CoC modified CE policies to make it clear that people who are unsheltered are eligible for PSH & RRH without first having to enter a shelter. This clarification provides more opportunity for unsheltered youth who do not feel comfortable staying in adult shelters to become permanently housed.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:
1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;
2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and
3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)

1) CoC compares HIC data and other data on available youth-dedicated housing resources to compare the available inventory for youth year over year, to determine whether there is an increased availability of resources for youth. DE CoC compares PIT, AHAR, & CE data year over year to measure if more youth are accessing the system & are being captured during the PIT Count. 2) CoC will use CE data to determine whether the CE system is accessible to youth experiencing homelessness, as evidenced by the # of youth accessing CE, the # of youth who access permanent housing through CE, & the # of youth who lose contact through CE who need to be re-engaged. DE CoC will use population-specific (18-24) LSA Stella data to measure rate of first time homeless, length of time homeless, rates of exit to permanent housing, increases in income, & returns to homelessness for youth served to assess if there is a need for more or improved youth-specific housing & resources. 3) CoC believes the measures it uses are appropriate to determine the effectiveness of strategies. The creation of additional permanent housing units for youth should result in a reduction in the number of youth experiencing homelessness, a reduction in the length of time youth experiencing homelessness, & an increase in the rates of exit to permanent housing among youth. The dedication of housing & services to youth aging out of foster care at risk of homelessness should result in a reduction of youth experiencing homelessness for the first time, & overall. The opening of a youth drop-in center should result in more youth feeling comfortable accessing the system, thus more youth captured in CE and during the annual PIT count. While DE CoC makes efforts every year to capture youth during the unsheltered PIT Count & has strong relationships with street outreach, CoC recognizes that the scope of the issue remains hidden as long as the system lacks a safe youth-affirming space, such as a drop-in center, for youth to congregate & access services.

3B-1e. Collaboration–Education Services.

Applicants must describe:

1. the formal partnerships with:
a. youth education providers;
b. McKinney-Vento LEA or SEA; and
c. school districts; and

2. how the CoC collaborates with:
a. youth education providers;
b. McKinney-Vento Local LEA or SEA; and
c. school districts.
(limit 2,000 characters)

1) CoC collaborates directly with DE school districts to provide housing & services to homeless families (using Department of Education homeless definition) via 2 programs: HomeWorks and Christina Project. Through formal partnerships, both programs involve homeless liaisons in school districts/ LEAs identifying homeless families, DE State Housing Authority (DSHA) providing the family with a state-funded rental assistance voucher, & DE's Division of Social Services newly created Housing Stabilization Unit providing the family with housing location & stabilization services. In FY2018, 38 vouchers were issued & 33 units were leased. To date, 197 families have been assisted since the program's inception. 2) All homeless assistance agencies in the CoC that serve

families with children have strong collaborative partnerships with youth education providers & their local LEAs/ school districts to ensure that all children in families experiencing homelessness are supported in school, & that they are meeting McKinney requirements. The CoC has conducted outreach to the SEAs & LEAs to ensure cross engagement in planning efforts. In 2018, the CoC C.A. presented to the LEA homeless liaisons at their quarterly statewide meeting about CE, the CoC, & homelessness in DE. The state coordinator (SEA staff) attended 2 CoC meetings in the past year & shared information with the CoC about the types of services offered to homeless families & how they implement and meet McKinney Vento requirements.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The Delaware CoC has a policy that requires all homeless assistance agencies (ES, TH, RRH, & PSH) in the Delaware CoC to inform homeless households of their eligibility for education services under McKinney Vento. These policies are in the CoC's coordinated entry (CE) policies and procedures. CE refers directly to all open ES, TH, RRH, and PSH beds and units that receive ESG or CoC funds in DE. Per CE Policies, any time a family with a school-aged child enters ones of these units or is referred to one of these programs, the receiving agency is required to inform the family of their eligibility for services under McKinney Vento, and work in partnership with the family and the school districts/ LEAs to make sure the family and the children receive the services that they need and are eligible for while they are experiencing homelessness. If the family is being referred to RRH or PSH while enrolled in another agency's temporary program (ES, TH), the provider is required to contact the ES or TH provider agency about the children's educational needs and services to ensure a smooth transition that does not result in a break or disruption in educational services or school attendance.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No

Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. Yes

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
1. select all that apply to indicate the findings from the CoC's Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	
2. People of different races or ethnicities are less likely to receive homeless assistance.	
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	X
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	

7. The CoC did not conduct a racial disparity assessment.	

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	X
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	
3. The CoC has identified strategies to reduce disparities in their homeless system.	X
4. The CoC has implemented strategies to reduce disparities in their homeless system.	
5. The CoC has identified resources available to reduce disparities in their homeless system.	
6: The CoC did not conduct a racial disparity assessment.	

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

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4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits.

Applicants must:
1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.
(limit 2,000 characters)

1) CoC systematically keeps program staff up to date regarding mainstream resources available for program participants through close partnership with the 15 DE Division of State Service Centers (DSSC), which serve as Coordinate Entry (CE) access points & one-stop shops to enroll in state & fed Mainstream Benefits, behavioral health services, & Dept. of Labor programs. Every client who reports needing assistance with services or benefits is connected to their nearest DSSC. DSSC Director is a CoC Board member & provides information about services & mainstream resources for quarterly CoC membership meetings. CoC members from mainstream resource & service agencies (substance use, MH, health, etc.) attend quarterly meetings to share info & updates. 2) CoC disseminates information at quarterly membership meetings, & via email, as needed for time sensitive info. DE State Housing Authority sends weekly email updates to CoC membership re: affordable housing opportunities. Collaborative Applicant (CA) solicits feedback from & responds to providers about informational needs. 3) DE Department of Health & Social Services (DHSS) ASSIST is used by CoC provider staff throughout DE to assist clients access health care benefits through Medicaid & ACA. Some CoC providers operate ASSIST sites, directly enrolling clients in mainstream benefits & Medicaid. 4) Case managers at most providers serve as benefit coordinators & assist clients in understanding their benefits, arranging transportation to medical appointments, accessing non-covered medical care such as dental & eye care, & accessing & utilizing State and private prescription programs. Most organizations (83% of renewal CoC projects) are Certified in SSI/SSDI Outreach and Recovery (SOAR), to provide technical assistance to assist people with disabilities who are homeless be connected to Social Security benefits. 5) The CoC Board is responsible for overseeing the CoC's strategy for mainstream benefits.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	27
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	27
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:
1. describe the CoC's street outreach efforts, including the methods it

uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1) DE's SAMHSA-funded PATH Street Outreach (S.O.) engages & assists those who are unsheltered access shelter, services, & CE, with particular focus on people with diagnosed mental illness. S.O. is trained to conduct VI-SPDAT assessments with all persons they engage & send assessments to CE for prioritization & follow up. DE Division of State Service Centers (DDSSC) Social workers conduct outreach in 7 libraries across the CoC weekly to engage people experiencing homelessness, connect them to mainstream resources such as SNAP & Medicaid, & to CI for housing. 2) PATH S.O. workers are assigned to each county in DE, covering 100% of the state. DDSSC Social Workers visit libraries across the CoC on a weekly basis. 3) S.O. occurs Mon-Fri in the highest need/hotspot areas of the CoC. There is a staff person on-call 24/7 to deal with crisis calls from community partners, including police. S.O. occurs less frequently in areas of the CoC where folks experiencing unsheltered homelessness have not previously been identified
4) Funded by SAMHSA, while S.O. engages all those unsheltered, it targets those with SPMI, encampments, day centers, & public libraries where people most in need are known to spend time. S.O. staff are SOAR-certified to be able to assist people with disabilities access income & housing. S.O. staff are trained by the CoC to identify people experiencing chronic homelessness (CH) as defined by HUD & to notify CE immediately. S.O. partners with CE housing specialists to assist CH clients collect documentation to verify CH status to move from the streets to housing. PATH has peer support specialists on staff who are able to help engage with those who are least likely to reach out for assistance. Library S.O. staff engage people sleeping on benches, receiving meals provided by local churches, carrying an unusually large number of personal belongings, or using the bathrooms to clean up.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	155	131	-24

4A-5. Rehabilitation/Construction Costs–New Projects. No

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

2019 CoC Program Competition is requesting $200,000 or more in funding for housing rehabilitation or new construction.	
4A-6. Projects Serving Homeless under Other Federal Statutes.	No
Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.	

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

Document Type	Required?	Document Description	Date Attached
_FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/25/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.	No	Moving On Multifa...	09/25/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA Administratio...	09/25/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	CE Assessment Tool	09/25/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/25/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Projects Rejected...	09/26/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	09/25/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/25/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	Consolidated Appl...	09/26/2019
3A. Written Agreement with Local Education or Training Organization.	No	Local Education o...	09/25/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	State or Local Wo...	09/25/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Racial Disparitie...	09/25/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Other	No		

Attachment Details

Document Description: FY 2019 CoC Competition Report

Attachment Details

Document Description: Moving On Multifamily Preference

Attachment Details

Document Description: PHA Administration Plan Preference

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Projects Rejected/ Reduced Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Public Announcement

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Local Education or Training Organization Agreement

Attachment Details

Document Description: State or Local Workforce Agreement

Attachment Details

Document Description: Racial Disparities Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/14/2019
1B. Engagement	09/25/2019
1C. Coordination	09/25/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/25/2019
1F. DV Bonus	No Input Required
2A. HMIS Implementation	09/25/2019
2B. PIT Count	09/25/2019
3A. System Performance	09/25/2019
3B. Performance and Strategic Planning	09/25/2019
4A. Mainstream Benefits and Additional Policies	09/25/2019
4B. Attachments	09/26/2019

Submission Summary	No Input Required

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #01:

FY 2019 CoC Competition Report (HDX)

Attachment #01 documents include the following:

- FY 2019 HDX Competition Report

2019 HDX Competition Report

PIT Count Data for DE-500 - Delaware Statewide CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	**1070**	**994**	**1082**	**921**
Emergency Shelter Total	621	564	702	606
Safe Haven Total	0	0	5	0
Transitional Housing Total	398	372	282	220
Total Sheltered Count	**1019**	**936**	**989**	**826**
Total Unsheltered Count	**51**	**58**	**93**	**95**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**74**	**127**	**189**	**168**
Sheltered Count of Chronically Homeless Persons	72	102	170	131
Unsheltered Count of Chronically Homeless Persons	2	25	19	37

2019 HDX Competition Report

PIT Count Data for DE-500 - Delaware Statewide CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**108**	**129**	**125**	**118**
Sheltered Count of Homeless Households with Children	108	127	125	112
Unsheltered Count of Homeless Households with Children	0	2	0	6

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**55**	**107**	**91**	**70**	**66**
Sheltered Count of Homeless Veterans	53	103	85	67	62
Unsheltered Count of Homeless Veterans	2	4	6	3	4

2019 HDX Competition Report

HIC Data for DE-500 - Delaware Statewide CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	**577**	**73**	**298**	**59.13%**
Safe Haven (SH) Beds	**0**	**0**	**0**	**NA**
Transitional Housing (TH) Beds	**437**	**0**	**188**	**43.02%**
Rapid Re-Housing (RRH) Beds	**131**	**0**	**131**	**100.00%**
Permanent Supportive Housing (PSH) Beds	**1004**	**0**	**822**	**81.87%**
Other Permanent Housing (OPH) Beds	**0**	**0**	**0**	**NA**
Total Beds	2,149	73	1439	69.32%

2019 HDX Competition Report

HIC Data for DE-500 - Delaware Statewide CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	410	471	656	56

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	39	64	34	28

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	144	216	155	131

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for DE-500 - Delaware Statewide CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	2648	2039	52	74	22	31	50	19
1.2 Persons in ES, SH, and TH	3038	2241	75	102	27	39	57	18

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	2699	1950	258	387	129	73	132	59
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	3114	2123	272	404	132	79	157	78

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range.Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	42	6	14%	4	10%	2	5%	12	29%
Exit was from ES	623	99	16%	47	8%	38	6%	184	30%
Exit was from TH	102	13	13%	13	13%	7	7%	33	32%
Exit was from SH	0	0		0		0		0	
Exit was from PH	650	29	4%	32	5%	39	6%	100	15%
TOTAL Returns to Homelessness	1417	147	10%	96	7%	86	6%	329	23%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	994	1082	88
Emergency Shelter Total	564	702	138
Safe Haven Total	0	5	5
Transitional Housing Total	372	282	-90
Total Sheltered Count	936	989	53
Unsheltered Count	58	93	35

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	3112	2280	-832
Emergency Shelter Total	2678	2048	-630
Safe Haven Total	0	0	0
Transitional Housing Total	545	308	-237

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	272	423	151
Number of adults with increased earned income	21	57	36
Percentage of adults who increased earned income	8%	13%	5%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	272	423	151
Number of adults with increased non-employment cash income	89	119	30
Percentage of adults who increased non-employment cash income	33%	28%	-5%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	272	423	151
Number of adults with increased total income	107	139	32
Percentage of adults who increased total income	39%	33%	-6%

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	205	116	-89
Number of adults who exited with increased earned income	26	19	-7
Percentage of adults who increased earned income	13%	16%	3%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	205	116	-89
Number of adults who exited with increased non-employment cash income	34	17	-17
Percentage of adults who increased non-employment cash income	17%	15%	-2%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	205	116	-89
Number of adults who exited with increased total income	53	35	-18
Percentage of adults who increased total income	26%	30%	4%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2831	2068	-763
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	548	679	131
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	2283	1389	-894

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	3628	2847	-781
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	792	913	121
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	2836	1934	-902

FY2018 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	47	89	42
Of persons above, those who exited to temporary & some institutional destinations	11	14	3
Of the persons above, those who exited to permanent housing destinations	25	58	33
% Successful exits	77%	81%	4%

Metric 7b.1 – Change in exits to permanent housing destinations

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	3036	2150	-886
Of the persons above, those who exited to permanent housing destinations	1250	990	-260
% Successful exits	41%	46%	5%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	755	776	21
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	726	758	32
% Successful exits/retention	96%	98%	2%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

DE-500 - Delaware Statewide CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	510	477	499	558	558	580	568	485	727	666	772	942	176	144	216	155				
2. Number of HMIS Beds	288	345	374	426	331	356	275	168	546	520	593	775	176	144	216	155				
3. HMIS Participation Rate from HIC (%)	56.47	72.33	74.95	76.34	59.32	61.38	48.42	34.64	75.10	78.08	76.81	82.27	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1956	1954	2547	2374	522	521	518	311	590	592	831	950	651	959	1411	1299	241	122	92	47
5. Total Leavers (HMIS)	1694	1689	2252	2063	396	361	320	192	126	130	136	117	491	676	1032	760	17	21	0	1
6. Destination of Don't Know, Refused, or Missing (HMIS)	439	387	301	603	26	22	44	18	3	1	7	4	25	71	72	5	1	4	0	0
7. Destination Error Rate (%)	25.91	22.91	13.37	29.23	6.57	6.09	13.75	9.38	2.38	0.77	5.15	3.42	5.09	10.50	6.98	0.66	5.88	19.05		0.00

2019 HDX Competition Report

Submission and Count Dates for DE-500 - Delaware Statewide CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/30/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	5/1/2019	No
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/29/2019	Yes

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #02:

1C-4. PHA Administration Plan—

Moving On Multifamily Assisted Housing Owners' Preference

Attachment #02 documents include the following:

- Letter of Intent signed by Housing Alliance Delaware, CoC Collaborative Applicant, describing how it will work with Delaware State Housing Authority, to move-on households from PSH to mainstream vouchers
- Data-sharing and Usage Agreement between Housing Alliance Delaware, CoC Collaborative Applicant and HMIS Lead, and Delaware State Housing Authority (DSHA), describing the process by which households in PSH will be moved onto mainstream vouchers

100 West 10th Street,
Suite 611
Wilmington, DE 19801
302-654-0126

HOUSING ALLIANCE DELAWARE

8 Loockerman Street,
Suite 201
Dover, DE 19901
302-678-2286

August 30, 2019

Mr. Anas Ben Addi
Director
Delaware State Housing Authority
18 The Green
Dover, DE 19901

RE: **Intent to Partner – HUD Mainstream Vouchers**

Dear Mr. Ben Addi:

Housing Alliance Delaware (HAD) recognizes the Delaware State Housing Authority (DSHA) as a key partner in Delaware's Plan to Prevent and End Homelessness. We offer our full support for DSHA's application for HUD Mainstream Vouchers, and commit to directing potentially eligible applicants within Delaware's homeless services system to this new housing resource.

As you know, HAD is the Lead Agency for Delaware's Continuum of Care (CoC), a statewide, community-based collaborative that ensures a responsive, fair, and just approach to addressing homelessness, and strives to achieve housing for all. Within that role, HAD manages both the Centralized Intake system, by which households experiencing homelessness are assessed and prioritized for services and housing, and the Community Management Information System (CMIS), the repository for client-level information about people and families experiencing homelessness in Delaware. CMIS is used by more than 30 homeless assistance projects throughout our state, and provides valuable information about the scope of homelessness within our communities. Through these sources, CMIS data shows there are approximately 424 adults with a disabling condition who are experiencing homelessness on the Permanent Supportive Housing list in Delaware. HUD Mainstream Vouchers would be a great resource for these households seeking a decent, safe, and affordable stable and supported housing.

This year, HAD would also welcome the opportunity to coordinate with DSHA to utilize Mainstream Vouchers to help households transition from Permanent Supportive Housing (PSH) when it has been determined that they no longer require the intensive level of support that PSH entails. Transitioning households from PSH to Mainstream Vouchers will free up valuable PSH resources (which are always in short supply) for some of Delaware's most vulnerable people. HAD anticipates that, over the course of the next year, we can work with DSHA to help 20 households moving on from Permanent Supportive Housing to Mainstream Vouchers. This includes the tenants exiting the PSH program in the City of Wilmington being discontinued in April 2020.

As the CoC Lead Agency in Delaware, HAD also coordinates the annual submission of funding applications to HUD on behalf of homeless assistance projects in our state. Over the past three years, the total funding awarded has been $24 million, which has supported 30 homeless assistance projects. In this capacity, HAD is able to direct service providers to support applicants who are experiencing homelessness in accessing a wide variety of housing resources.

Should DSHA be awarded additional Mainstream Vouchers through this funding round, HAD will commit to:

- Working with housing providers to ensure access to available housing and supportive services;
- Meet with DSHA staff monthly to review Permanent Supportive Housing highest prioritized households;
- Review DSHA housing process with providers to ensure compliance with DSHA Housing Application Policy and Standards;
- Meet with DSHA staff quarterly to review:
    - Length of Time- Referral to Intake
    - Length of Time- Intake to Stably Housed
    - Application Denials and Alternate Housing Resources
    - Challenges and Supportive Services

We welcome any opportunity to support DSHA's efforts to fully utilize the additional and valuable Mainstream NED Vouchers.

If you have any questions, please feel free to contact Christina Showalter at 302-654-0126 extension 101.

Sincerely,

Christina Showalter, Esq.

Executive Director

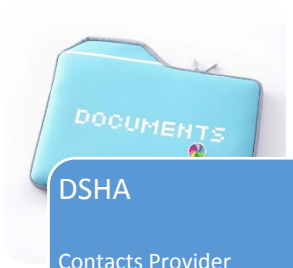
Permanent Supportive Housing to Mainstream Voucher Process

PSH Referrals to DSHA
PSH Providers-Housed
Compliance with Community Resources
PSH Waitlist-Homeless

DSHA Review
DSHA Reviews list
Confirms PSH HH is currrently on DSHA list
Reviews DSHA Eligibility

DSHA sends List to HAD
Update Provider Contact
Return updated contact list for Prospective DSHA Voucher Recipients

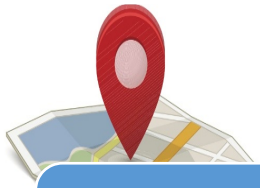
HAD: Prep for Move On
HAD Staff will review current PSH HH



DSHA

Contacts Provider
Request Documentation
Verifies HH eligibility

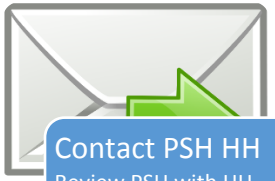
DSHA and Provider
Coordinates Appointment with Provider
Coordinates Issuance of Voucher Appointment



Provider and HH
Locate Housing
Returns RFTA* to DSHA

DSHA Inspects Housings
Applicant Signs Lease
Applicant Moves In

PSH Waitlist
Review List for Priority
Identify HH



Contact PSH HH
Review PSH with HH

Send Referral to Provider

PSH Provider
PSH HH is contacted
PSH Intake Process
PSH HH moves in

LF 9/2019

811 Mainstream Interview Items

The following items listed below MUST be brought with you to your Interview unless otherwise stated. Also, a CRIMINAL HISTORY check will be completed on all family members over the age of 18 living in the household.

___ **1. Disabled – between the ages of 18 and 61**

___ **2. Birth Certificate(s) and Social Security Card(s): For all members of the household. And Picture ID for any member over the age of 18.**

___ **3. Household Income: You must bring verification of Household Income.**

Social Security/SSDI/SSI: Benefit Letter showing monthly payments and deductions. Statements of any other source of income received in the household (Child support, annuities, regular monetary gifts, VA Benefits, Retirement)

___ **4. Asset Certification: You will be asked to sign an Asset Certification for asset's less than $25,000 to include: Banking, Retirement Funds, Whole Life Insurance, etc.**

___ **5. Daycare: Name, Address & phone number of the Daycare(s) your children attend.**

___ **6. Whole Life Insurance Policy: Any type of cash value insurance.**

___ **7. Custody/Child Placement Agreement: Bring any court papers or Notarized letter from the absent parent stating who has placement of children.**

___ **8. Veterans Preference Verification: You must provide a copy of the DD-214 or DD-1300.**

FOR DISABILITY VERIFICATION Please provide the following along with the above information

___ **11. Doctors: Name, Address and Phone Numbers of any Doctors you are currently making monthly payments to.**
Medications: that you take monthly please provide a printout. Just need to know your out-of-pocket expenses for the last 12 months.

Data-Sharing and Usage Agreement

Delaware State Housing Authority

and

Housing Alliance Delaware, Inc.

This Agreement (the "Agreement") by and between the Delaware State Housing Authority ("DSHA") and Housing Alliance Delaware, Inc. ("HAD") (collectively, the "Parties") is entered into as of March 21, 2019 in order to provide the terms under which HAD will share certain housing needs related data with DSHA in order to achieve the mutual goal of efficiently providing, and assisting others to provide, quality, affordable housing opportunities and appropriate supportive services to low- and moderate-income Delawareans:

WHEREAS, HAD maintains the Centralized Intake Permanent Supportive Housing Priority List and the Centralized Intake Rapid Re-Housing Priority List (collectively the "HAD Lists");

WHEREAS, the HAD Lists contain personal identifiable information of individuals experiencing homelessness and housing instability and that information is provided to HAD in confidence for the sole purpose of assistance in securing appropriate housing;

WHEREAS, HAD maintains the information contained on HAD Lists in confidence in the ordinary course of business and has an interest in maintaining the confidential nature of the HAD Lists;

WHEREAS, DSHA maintains a Housing Waiting List for the Federal Housing Choice Voucher and Public Housing Programs, a Housing Referral List for the Section 811 program, and a Housing Referral List for the Low Income Housing Tax Credit Target Units (collectively the "DSHA Lists");

WHEREAS, the DSHA Lists contain personal identifiable information of individuals experiencing homelessness and housing instability and that information is provided to DSHA in confidence for the sole purpose of assistance in securing appropriate housing;

WHEREAS, DSHA maintains the information contained on DSHA Lists in confidence in the ordinary course of business and has an interest in maintaining the confidential nature of the DSHA Lists;

WHEREAS, HAD is committed to securing appropriate and stable permanent housing for the individuals on the HAD Lists;

WHEREAS, the mission of DSHA is to efficiently provide, and assist others to provide, quality, affordable housing opportunities and appropriate supportive services to low- and moderate-income Delawareans;

WHEREAS, the individuals on the DSHA Lists are connected to a system that refers them to appropriate and stable permanent housing;

WHEREAS, currently there is no ability to compare the individuals on the HAD Lists to the DSHA Lists; and

WHEREAS, the Parties agree that information sharing will further the mutual goal of securing stable and appropriate housing for individuals on both the HAD Lists and the DSHA Lists.

NOW, THEREFORE, in exchange for mutual benefit and with the intent to be mutually bound by the conditions below the Parties agree as follows:

1) The Whereas clauses set forth above are incorporated into and made part of this Agreement;
2) Upon execution of this Agreement, HAD will provide the HAD Lists to DSHA;
3) The confidentiality of the HAD Lists and DSHA Lists (collectively, the "Lists") and the resulting use of either will be protected as follows:
    a. The Parties mutually agree to the confidential nature of the Lists and the personal identifiable information contained therein and will mutually act to the fullest extent allowable by law to protect the information contained in the Lists or obtained by analysis from the Lists from disclosure to third parties;
    b. Any information contained in the Lists or information obtained as a result of an analysis of the Lists will not be voluntarily released to a third party without the prior written agreement of both Parties, unless as may be required by law;
    c. The Parties will not release the names of individuals, or information that could be linked to an individual, nor will the Parties present the results of comparison of the Lists analysis in any manner to any third party, unless as may be required by law;
    d. In the event that any information contained in the Lists or obtained by analysis from the Lists are made public, the Parties will act with diligence within the confines of the law to contain and retrieve the information;
    e. The Parties will comply with all Federal and State laws and regulations governing the confidentiality of the information that is the subject of this Agreement;
    f. The Parties may not share any information obtained by or results from this Agreement with a third party without the prior express written consent of the other Party, excepting that the Parties may share this information with their legal counsel in the ordinary course of obtaining confidential legal advice and such sharing will not be a breach under this Agreement;
    g. The Lists transferred pursuant to the terms of this Agreement will be utilized exclusively for the purpose of research in order to determine the level and implications of duplication between the HAD Lists and the DSHA Lists; and
    h. Any analysis reported to a third party permitted under condition b. shall be de-identified community-level information and will not contain any personal identifiable information from either the HAD Lists or the DSHA Lists.
4) If disclosure of all or any part of the Lists, or analysis generated from the lists, is required by any law, or is requested by any person pursuant to any law, the receiving party shall

notify the disclosing party in sufficient time to allow the disclosing party the opportunity to challenge the disclosure of all or any part of the information;

5) DSHA will share results of the comparison of the Lists with HAD;
6) The HAD Lists will be shared only with DSHA staff responsible for maintaining and implementing the DSHA Lists and will not be available to DSHA employees other than as necessary to fulfill the purposes of this Agreement;
7) DSHA will not utilize the HAD Lists for the purpose of direct outreach to individuals on the HAD Lists or contact any individual on the HAD Lists in order to provide services or housing except as may be otherwise made by DSHA in the ordinary course of business absent access to the HAD Lists;
8) Neither party may assign this Agreement, whether by operation of law or otherwise, without the prior written consent of the other party;
9) The parties agree that jurisdiction over any action arising out of or relating to this Agreement shall be brought or filed in a court of competent jurisdiction located in the State of Delaware and this Agreement will be construed and interpreted under the laws of the State of Delaware; and
10) If any provision of this Agreement is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Agreement shall remain operative and binding on the Parties.

[Signature Page Follows]

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Housing Alliance Delaware, Inc.

By: _____
Christina Showalter
Executive Director

Date: March 20, 2019

Delaware State Housing Authority

By: _____
Anas Ben Addi
Director

Date: March 27, 2019

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #03:

1C-4. PHA Administrative Plan—

Homeless Preference

Attachment #03 documents include the following:

- New Castle County Housing Authority Chapter 4 describing substandard housing and homelessness preference
- Dover Housing Authority Admissions and Continued Occupancy Policy describing homeless veteran preference

New Castle County Housing Authority Administration Plan Chapter 4
Substandard housing, homeless, and veteran preference language highlighted

1) APPLICATIONS, WAITING LIST AND TENANT SELECTION

1. INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

2. *PART I: THE APPLICATION PROCESS*

1. 4-I.A. Overview

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

2. 4-I.B. Applying for Assistance

[HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]
Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy
Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

~~A phone bank will be created which will record the date and time of request for an application.~~ The Housing Authority will accept on-line applications for a lottery to establish a Housing Choice Voucher waiting list. Only one family request will be accepted per log-on. All applicants will have an equal chance of being selected in the computerized lottery during the open period. After that time period, a computerized lottery will be conducted to select the waiting list

Once the time and date of an applicant's interview is established, a blank application will be mailed to the individual requesting the application be filled out and an interview time and a date will be scheduled for the applicant

~~Families may obtain application forms from the PHA's office during normal business hours. Families may also request by telephone or by mail that an application be mailed to them via first class mail.~~

~~Completed applications must be returned to the PHA by mail, by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.~~

3. 4-I.C. Accessibility of The Application Process

1. Elderly and Disabled Populations

[24 CFR 8 and HCV GB, pp. 4-11 – 4-13]
The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

2. Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4. 4-I.D. Placement on The Waiting List

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

1. Ineligible for Placement on the Waiting List

PHA Policy
If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

2. Eligible for Placement on the Waiting List

PHA Policy
The PHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the PHA.

3. PART II: MANAGING THE WAITING LIST

1. 4-II.A. Overview

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.
In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

2. 4-II.B. Organization of The Waiting List

[24 CFR 982.204 and 205]
The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

PHA Policy
The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

PHA Policy
The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

3. 4-II.C. Opening and Closing the Waiting List

[24 CFR 982.206]

1. Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

2. Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- Wilmington News Journal
- El Tiempo
- Public service Announcements
- New Castle County website
- Latin American Community Center
- Other housing authorities within the State of Delaware
- New Castle County Approved Counseling Agencies
- Press Release
- State Service Centers
- State Agencies (DHSS, Children and Family Services)
- New Castle County Libraries, Activity Centers, Public Buildings
- New Castle County TV Station – possibly talk to Antonio Prado about doing a show about the opening of the waiting list
- New Castle County Facebook page, twitter
- CDH Stakeholder List (includes all agencies we fund, advocacy groups,
- County Council members and staff)

4-II.D. Family Outreach

[HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4. 4-II.E. Reporting Changes in Family Circumstances

PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

4-II.F. Updating the Waiting List

[24 CFR 982.204]
HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

1. Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

PHA Policy
The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control.

2. Removal from the Waiting List

PHA Policy
If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

4. PART III: SELECTION FOR HCV ASSISTANCE

1. 4-III.A. Overview

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

2. 4-III.B. Selection and HCV Funding Sources

1. Special Admissions

[24 CFR 982.203]
HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

2. Targeted Funding

[24 CFR 982.204(e)]
HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy
The PHA administers the following types of targeted funding:
[Insert list of all types of targeted funding here]

3. Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

3. 4-III.C. Selection Method

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

1. Local Preferences

[24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local preferences:

- The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
- The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who haves either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA.
- The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

The PHA will first assist families that have been terminated from the HCV program due to insufficient funding and then assist families that qualify for the VAWA preference.

- ***Residency:*** For families that live in the jurisdiction, work, or have been hired to work within the jurisdiction of the New Castle County Housing Authority.
- ***Working:*** Head or co-head of household must be employed a minimum of 20 hours per week and must maintain this source of employment for a minimum of 90 days.
- ***Victims of Domestic Violence:*** For families that include victims of domestic violence. To qualify for this preference,
  - Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family must have occurred within the past 90 days or be of a continuing nature.
  - The family must have been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home.
  - The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

- ***Rent Burden***: For families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting List and continuing through the verification of preference.
For purposes of this preference, "family income" is gross monthly income as defined in the regulations.

  "Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities which can be either:

  - The PHA's reasonable estimate of the cost of such utilities, using the Section 8 Utility Allowance; or
  - The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if the information is not obtainable for the entire period, the average of at least the last three months.

  An applicant family may choose which method to use to calculate utilities expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in family income. The applicant must show that they actually paid the utility bills, regardless of whose name the service is under.

  To qualify for the rent burden preference, the applicant must pay rent directly to the landlord or agent.

  If the applicant pays their share of the rent to a cohabitant and is not named on the lease, the PHA will require both verification from the landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant.

  If the applicant is subletting, the lesser must have the legal right to sublet.

  If an applicant owns a mobile home, but rents the space upon which it is located, then, the "rent" must include the monthly payment made to amortize the purchase price of the home.

  Members of a cooperative are "renters" for the purpose of qualifying for the preference. In this case, "rent" would mean the charges under the occupancy agreement.

- ***Substandard Housing***: Families whose dwelling units meet one or more of the following criteria provided that the family did not cause the condition:
  - Is dilapidated as cited by officials of local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of family.
  - Does not have operable indoor plumbing.
  - Does not have usable flush toilet in the unit for the exclusive use of the family.
  - Does not have usable tub or shower in the unit for the exclusive use of the family.
  - Does not have adequate, safe electrical service.
  - Does not have an adequate, safe source of heat.
  - Should, but does not, have a kitchen. (Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).
  - Has been declared unfit for human habitation by a government agency.

  Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

  Applicants living in public housing or publicly assisted housing shall not be denied this preference if unit meets the criteria for substandard housing.

  An applicant who is a "homeless family" is considered to be living in substandard housing.

  "Homeless Families" shall be defined as a family that:

Lack a fixed, regular and adequate nighttime residence; and

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing) or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

Homeless families may maintain their place on the waiting list while completing a transitional housing program.

Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.

Persons who reside as part of a family unit shall not be considered a separate household.

- ***Veterans:*** A veteran is defined by federal law as any person who served for any length of time in any military service branch (Veteran's benefits are based on Congressional regulations determined by Honorable Discharge or Under Honorable Conditions status)
- ***Elderly:*** Anyone 65 years of age or older
- ***Disabled:*** An individual with a disability is a person who Has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such impairment.

2. Income Targeting Requirement

[24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937

Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-nee

3. Income Targeting Requirement

[24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

4. Verification of Waiting List Preferences

Residency Preference: For families who live, work or have been hired to work in the jurisdiction of the PHA.

- In order to verify that an applicant is a resident, the PHA will require a minimum of **[five]** of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voters registration records, credit reports, statement from household with whom the family is residing.
- For families who have been hired to work in the jurisdiction of the PHA, a statement from the employer will be required.

Victims of Domestic Violence: The PHA will offer a local preference to families that include victims of domestic violence.

- The PHA will require written verification from the police, a social service agency, the court, a clergyperson, a physician, and/or a public or private facility giving shelter and/or counseling to victims.
- The documentation must verify that the family has been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home and identify when the actual or threatened physical violence against the applicant last occurred.
- The family must certify that the abuser will not return to the household without the advance written approval of the PHA.

Rent Burden: Paying more than 50% of income for rent:

- Families will be required to verify their income, the amount of rent and utilities they are obligated to pay, and the period of time they have been residing in the unit.
- Families must furnish copies of rental receipts/the lease/canceled checks/money orders. The PHA **[may]** contact the landlord directly by mail or telephone.
- The PHA compares the address with address(s) used on other documents in the file.
- In cases where the family pays rent to a co-renter or sublets the unit, the PHA requires a certification from the person who receives the money from the applicant, and verification from the owner that the family resides in the unit.
- If there is no rental agreement, and no other landlord verification, the PHA will require documentation for **[4]** months
- If there is no lease or occupancy agreement and the family is receiving public assistance, the PHA may verify the amount of rent and address of the unit with the appropriate social service agency.

Substandard Housing: Families who claim to be living in a substandard housing unit:

- Written verification by a government agency
- PHA inspection
- Landlord's statement of unit condition verified by PHA inspection
- Inspection form completed and certified by family head of household

"Homeless" Families:

- Written certification by a public or private facility providing shelter, the police, or a social services agency.
- The PHA designates agencies for this purpose. Any suitable agency may verify. Prior to processing the application, the PHA requires a second certification from the
- same source that the applicant is not yet permanently housed and has been continuously homeless or temporarily housed since claiming the preference.
- A PHA inspector may verify that the applicant is living in a place not normally used for human habitation.
- If a family is in transitional housing and wishes the PHA to hold the family's place on the waiting list, a statement is required from the agency providing the transitional housing.

Veterans:

- **DD12 Form 214 -** These are veterans discharge papers and separation documents and must be accompanied with photo ID as valid proof of military service.
- **Veterans Identification Card -** Also known as a veteran's universal access photo ID card

Elderly:

- Birth certificate and a photo Identification card
- Passport

Disabled: All criteria below must be met:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment

5. Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. All preferences will be treated equally and only (1) preference is attainable. A family that has applied for and has a preference verified shall receive greater weight than a family without a preference. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

Any applicant who does not qualify for the preference at the time of the eligibility interview will be placed back on the waiting list based upon date and time of application. A written notice of this determination will be sent to the applicant and the applicant will be given the opportunity of an informal interview.

4. 4-III.D. Notification of Selection

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview
- All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

5. 4-III.E. The Application Interview

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination though a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for ***[insert amount of time reasonable for PHA]***. If not, all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

6. 4-III.F. Completing the Application Process

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. Targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Dover Housing Authority

Homeless Veteran Preference Language highlighted

- In case of dissolution of marriage or family disputes, DHA will abide the court's determination on whom shall assume the head of household on the application.
- If the head of household is deceased prior to or during the application process, one of the remaining adult family members on the application will automatically become the head of household, provided such person meets all eligibility requirements. In circumstances where there is more than one (1) surviving adult family member, the family shall determine which surviving family member should be head of household as long as they are part of the original application.
- If the head of household is deceased and the remaining family members are minors, the person granted legal custody of such children will become the head of household and is entitled to the original date of application, provided such person meets all eligibility requirements.

In addition to the desires of the family, DHA will consider the interest of disabled or elderly family members, and any instance of actual threatened physical violence.

Placement on the Waiting List does not indicate that the applicant is eligible for admission or that the applicant will receive a housing offer. DHA will assume that the facts certified to by the applicant in the preliminary application are correct, although those facts will be verified later in the application process.

V. PREFERENCES IN SELECTION OF TENANTS

DHA has established Preferences that enable qualifying applicants to be placed higher than other applicants on the waiting list.

DHA will give preference in the selection of tenants as noted below:

Federal Disaster/Current Participant

Federal Disaster Victim/Non-current Participant

Victim of Domestic Violence

Homeless Veteran

Living in Dover/Working**

Living in Dover/Elderly/Disabled

Living in Dover/Not Working

** To meet the Working Preference, applicants must certify and provide proof of employment of at least 20 hours per week for a minimum period of at least 3 months prior to and up to the date of the interview for housing.

Before execution of a lease with an applicant, the preference will be verified to determine whether or not the applicant is still eligible for the preference. A preference does not guarantee admission. The applicant must still meet DHA tenant screening criteria before being accepted as a tenant.

Situations of some families who did not qualify for a local or ranking preference when they applied may change so they qualify for a preference. The family must contact DHA so their status may be recertified or re-verified. Applicants whose preference status changes while they are on the waiting list retain their original date and time of application.

If DHA determines that the family does now qualify for a preference, they will be moved up on the waiting list in accordance with their preference and their date and time of application.

VI. INTERVIEW AND VERIFICATION OF INFORMATION

DHA will determine if a sufficient number of vacant units exist or will become available in the coming 30-90 days. If it is determined that a need exists, any applicants who have reached the top 10 of the waiting list will be contacted and scheduled for an interview to complete their applicant file.

All information from each applicant form must be verified; any information relative to the acceptance or rejection of an applicant must be documented and placed in the applicant's file. This may include reports of interviews, letters or telephone conversations with reliable sources. As a minimum, these reports will include the date, the source of the information, including the name and title of the individual contacted, and a description of the information received.

The following items will be verified in accordance with DHA's Procedure on Verifications, to determine qualifications for admission to DHA's housing program:

- Identify of each adult or emancipated minor household member
- Family composition and type (Elderly/Disabled/near elderly /non-elderly)
- Annual Income
- Assets and Asset Income
- Deductions from Income
- Local preferences
- Social security numbers of all family members
- Applicant Screening Information
- Citizenship or eligible immigration status
- Current landlord references

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #04:

1C-7. Centralized or Coordinated Assessment System

Attachment #04 documents include the following:

- CE Standard Assessment – Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) for Single Adults
- CE Standard Assessment – Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) for Families with Children
- CE Screening Questions asked of every household seeking emergency shelter assistance
- CE Eligibility Questions asked of every household assessed using the VI-SPDAT to assist CE make referrals to programs most likely to resolve the household's homelessness

Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.0

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COMMUNITY SOLUTIONS

ORG CODE

Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

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SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/

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Administration

Interviewer's Name	**Agency**	☐ Team ☐ Staff ☐ Volunteer
_____	_____	
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ : __ __ AM/PM	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**	
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes	☐ No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

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A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

☐ Shelters
☐ Transitional Housing
☐ Safe Haven
☐ **Outdoors**
☐ **Other (specify):** _____
☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

2. How long has it been since you lived in permanent stable housing? _____ ☐ Refused

3. In the last three years, how many times have you been homeless? _____ ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? ____ ☐ Refused

b) Taken an ambulance to the hospital? ____ ☐ Refused

c) Been hospitalized as an inpatient? ____ ☐ Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ____ ☐ Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? ____ ☐ Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.** **SCORE:**

5. Have you been attacked or beaten up since you've become homeless? ☐ **Y** ☐ N ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.** **SCORE:**

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7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.** **SCORE:**

8. Does anybody force or trick you to do things that you do not want to do? ☐ **Y** ☐ N ☐ Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.** **SCORE:**

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? ☐ **Y** ☐ N ☐ Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? ☐ Y ☐ **N** ☐ Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT.** **SCORE:**

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.** **SCORE:**

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE.** **SCORE:**

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.** **SCORE:**

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D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	☐ **Y**	☐ N	☐ Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	☐ **Y**	☐ N	☐ Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	☐ **Y**	☐ N	☐ Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ **Y**	☐ N	☐ Refused
19. When you are sick or not feeling well, do you avoid getting help?	☐ **Y**	☐ N	☐ Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?	☐ **Y**	☐ N	☐ N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.** **SCORE:**

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	☐ **Y**	☐ N	☐ Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.** **SCORE:**

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern?	☐ **Y**	☐ N	☐ Refused
b) A past head injury?	☐ **Y**	☐ N	☐ Refused
c) A learning disability, developmental disability, or other impairment?	☐ **Y**	☐ N	☐ Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.** **SCORE:**

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**. **SCORE:**

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25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ **Y** ☐ N ☐ Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.**	**SCORE:**

27. *YES OR NO:* Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? ☐ **Y** ☐ N ☐ Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.**	**SCORE:**

Scoring Summary

DOMAIN	SUBTOTAL
PRE-SURVEY	/1
A. HISTORY OF HOUSING & HOMELESSNESS	/2
B. RISKS	/4
C. SOCIALIZATION & DAILY FUNCTIONS	/4
D. WELLNESS	/6
GRAND TOTAL:	/17

RESULTS	
Score:	**Recommendation:**
0-3:	no housing intervention
4-7:	an assessment for Rapid Re-Housing
8+:	an assessment for Permanent Supportive Housing/Housing First

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

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Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
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- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
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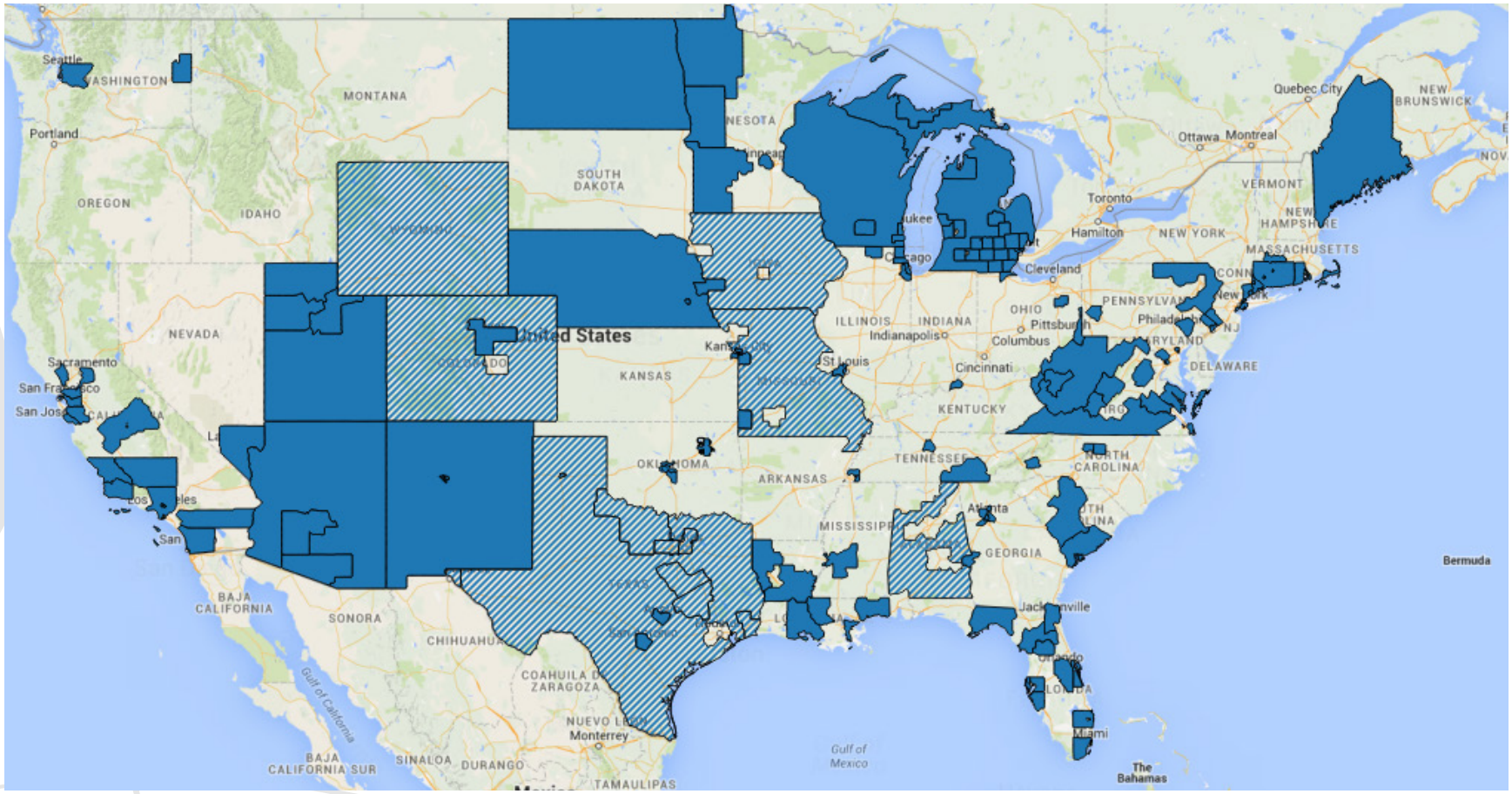
Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



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A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama
- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
- Wyoming Statewide is in the process of implementing

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Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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COMMUNITY SOLUTIONS

ORG CODE

Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
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SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/

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Administration

Interviewer's Name	**Agency**	☐ Team ☐ Staff ☐ Volunteer
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ : __ __ AM/PM	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes ☐ No

PARENT 2

☐ No second parent currently part of the household

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes ☐ No

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

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Children

1. How many children under the age of 18 are currently with you? _____ ☐ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ ☐ Refused
3. *IF HOUSEHOLD INCLUDES A FEMALE:* Is any member of the family currently pregnant? ☐ **Y** ☐ N ☐ Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

SCORE:

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)

☐ Shelters
☐ Transitional Housing
☐ Safe Haven
☐ **Outdoors**
☐ **Other (specify):** _____
☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

6. How long has it been since you and your family lived in permanent stable housing? _____ ☐ Refused
7. In the last three years, how many times have you and your family been homeless? _____ ☐ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

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B. Risks

8. In the past six months, how many times have you or anyone in your family...

   a) Received health care at an emergency department/room? ____ ☐ Refused

   b) Taken an ambulance to the hospital? ____ ☐ Refused

   c) Been hospitalized as an inpatient? ____ ☐ Refused

   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ____ ☐ Refused

   e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? ____ ☐ Refused

   f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.** **SCORE:**

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? ☐ **Y** ☐ N ☐ Refused

10. Have you or anyone in your family threatened to or tried to harm themself or anyone else in the last year? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.** **SCORE:**

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.** **SCORE:**

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? ☐ **Y** ☐ N ☐ Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.** **SCORE:**

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C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? ☐ **Y** ☐ N ☐ Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? ☐ Y ☐ **N** ☐ Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR **MONEY MANAGEMENT.** **SCORE:**

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.** **SCORE:**

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE.** **SCORE:**

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.** **SCORE:**

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? ☐ **Y** ☐ N ☐ Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? ☐ **Y** ☐ N ☐ Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? ☐ **Y** ☐ N ☐ Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? ☐ **Y** ☐ N ☐ Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.** **SCORE:**

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24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? ☐ **Y** ☐ N ☐ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.** **SCORE:**

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? ☐ **Y** ☐ N ☐ Refused

b) A past head injury? ☐ **Y** ☐ N ☐ Refused

c) A learning disability, developmental disability, or other impairment? ☐ **Y** ☐ N ☐ Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.** **SCORE:**

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use? ☐ **Y** ☐ N ☐ N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**. **SCORE:**

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? ☐ **Y** ☐ N ☐ Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.** **SCORE:**

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? ☐ **Y** ☐ N ☐ Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.** **SCORE:**

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E. Family Unit

32.	Are there any children that have been removed from the family by a child protection service within the last 180 days?	☐ **Y**	☐ N	☐ Refused
33.	Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY LEGAL ISSUES.** **SCORE:**

34.	In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?	☐ **Y**	☐ N	☐ Refused
35.	Has any child in the family experienced abuse or trauma in the last 180 days?	☐ **Y**	☐ N	☐ Refused
36.	*IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week?	☐ Y	☐ **N**	☐ N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR **NEEDS OF CHILDREN.** **SCORE:**

37.	Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?	☐ **Y**	☐ N	☐ Refused
38.	Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY STABILITY.** **SCORE:**

39.	Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?	☐ Y	☐ **N**	☐ Refused
40.	After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...			
	a) 3 or more hours per day for children aged 13 or older?	☐ **Y**	☐ N	☐ Refused
	b) 2 or more hours per day for children aged 12 or younger?	☐ **Y**	☐ N	☐ Refused
41.	*IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:* Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?	☐ **Y**	☐ N	☐ N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR **PARENTAL ENGAGEMENT.** **SCORE:**

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Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	
A. HISTORY OF HOUSING & HOMELESSNESS	/2	**Score:** **Recommendation:**
B. RISKS	/4	0-3 no housing intervention
C. SOCIALIZATION & DAILY FUNCTIONS	/4	4-8 an assessment for Rapid Re-Housing
D. WELLNESS	/6	9+ an assessment for Permanent Supportive Housing/Housing First
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : _____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

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Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

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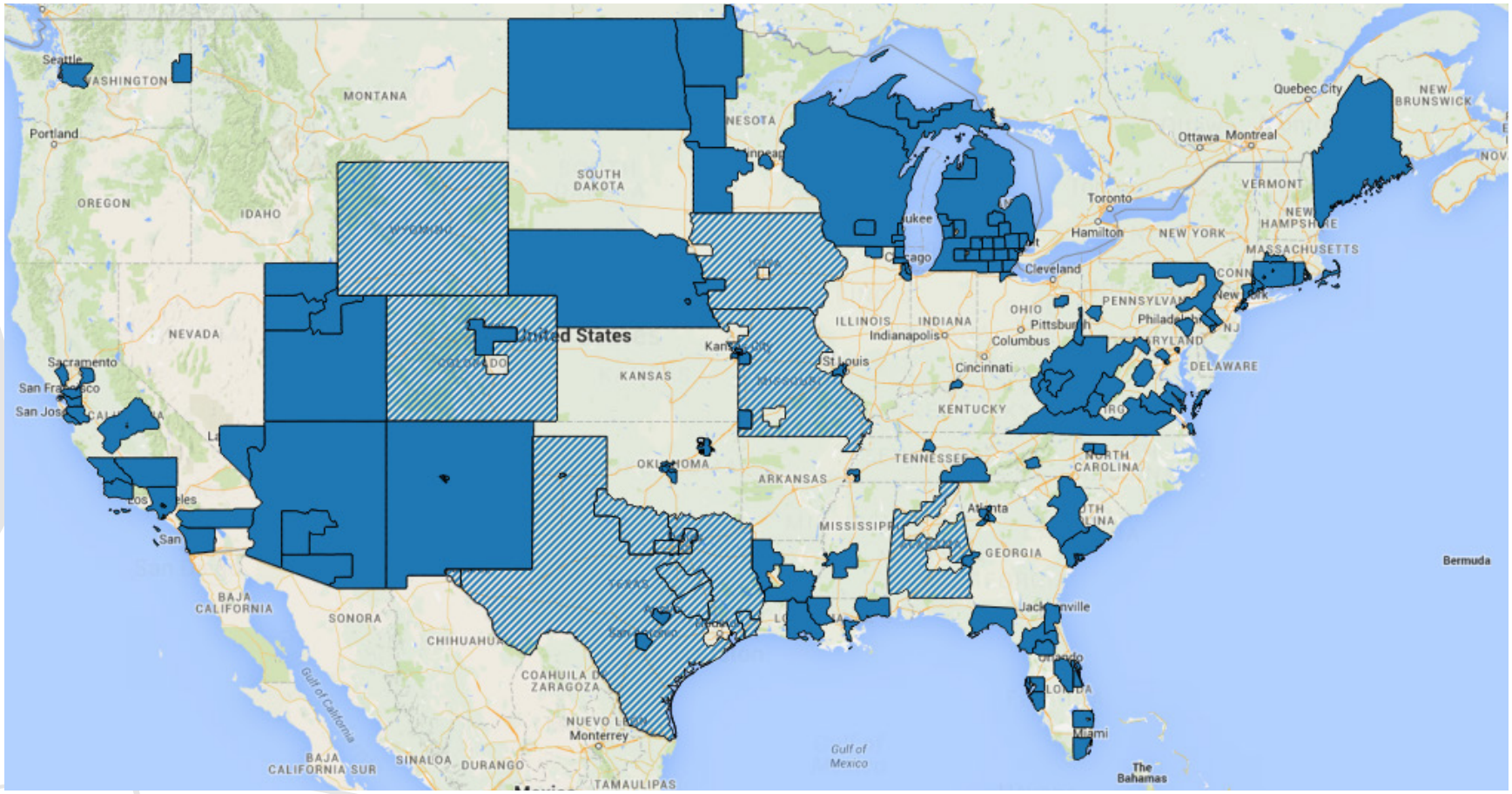

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- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
- Wyoming Statewide is in the process of implementing

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100 West 10th Street,
Suite 611
Wilmington, DE 19801
302-654-0126

HOUSING ALLIANCE DELAWARE

8 Loockerman Street,
Suite 201
Dover, DE 19901
302-678-2286

Centralized Intake Must-Ask Questions for Each Call:

- Do you or anyone in your household have a disabling condition?
  - Ask if able to climb up and down stairs, uses handicap accessible devices, etc.

- Are you or anyone in your household fleeing domestic violence or are anyone in your household a victim or survivor of domestic violence?
  - Highlight this information on spreadsheet
  - Provide referral information

- Are you a veteran? Spouse or Widow of a Veteran?
  - Obtain branch of service, active duty, discharge information, DOB, SSN, etc.
  - Provide to CI Supervisor, copy CI Manager

- Are you a Sex Offender?
  - Be sure to explain we are asking to make sure we provide the best shelter placement, housing assistance, etc.

- Are you between the ages of 18-24 years of age?

- Have you or anyone in your household been a victim of human trafficking?

INSTITUTIONAL HISTORY

Sex Offender	-Select- G
Were you ever in the foster care system?	-Select- G

HOUSING INFORMATION

Zip Code of Last Permanent Address	0 G
Zip data quality	-Select- G
Housing Status (Retired)	-Select- G
Residence Prior to Project Entry	-Select- G
If Other Type of Residence, specify	G
Length of Stay in Previous Place	-Select- G

Current Living Situation

Client Location *	DE-500 G
County of Residence	-Select- G
First Time Homeless?	No G
Continuously Homeless for at Least One year	-Select- G
Number of Times the Client has been Homeless in the Past Three Years	-Select- G
If 4 or more, Total Number of Months Homeless in the Past Three Years	-Select- G
Total number of months continuously homeless immediately prior to project entry	0 G
Length of Time Homeless - Status Documented?	Yes G
Homelessness Primary Reason	-Select- G

Have you been evicted by your landlord in the last twelve months?	-Select- G

INCOME, NON-CASH BENEFITS, AND EMPLOYMENT

Income from Any Source	-Select- G

TRAUMA HISTORY

Domestic violence victim/survivor	-Select- G
Is this episode of homelessness a result of DV?	-Select- G

HEALTH INFORMATION

Covered by Health Insurance	-Select- G

MILITARY INFORMATION

UDE Reminder: Veteran Status and SSN to be entered on Client Profile Tab

Months Served on Active Duty in the Military	0 G
Receiving Veterans Services?	-Select- G
Were you ever involved in combat?	-Select- G

ASSESSMENT SUMMARY

Centralized Intake Household Type	Two Parent Family G
Is Client Chronically Homeless?	-Select- G

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #05:

1E-1. Public Posting- 15 Day Notification Outside e-Snaps—Projects Accepted

Attachment #05 documents include the following:

- Date and time-stamped Project Accepted Email and letter sent to West End Neighborhood House
- Date and time-stamped Project Accepted email and letter sent to Salvation Army
- Date and time-stamped Project Accepted email and letter sent to Family Promise
- Date and time-stamped public notification email sent from Collaborative Applicant to the community with funding decision documents attached (renewal and new projects accepted, rejected, and reallocated)
- Data and time-stamped screenshots of CoC's website documenting public posting of renewal and new projects accepted, reallocated, and rejected

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

Revised Acceptance Letter

1 message

Cher Chandler <cchandler@housingalliancede.org> Wed, Sep 11, 2019 at 1:26 PM
To: Paul Calistro <pcalistro@westendnh.org>, Wes Davis <wdavis@westendnh.org>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Good Day Paul and Wes,

Please find the attached revised Acceptance Letter showing West End Neighborhood House's *new budget amount*.

Thank you,

Cher

Cher Chandler

Assistant CoC Planning Manager

Housing Alliance Delaware

100 W. 10th Street, Suite 611

Wilmington, DE 19801

P: 302-654-0126

F: 302-351-7258

cchandler@housingalliancede.org

If you are in need of Emergency Shelter please call or text: 1-833-346-3233

HOUSING ALLIANCE DELAWARE

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West End Accept Letter.pdf
163K

NEW PROJECT ACCEPTANCE – (EXPANSION)

SEPTEMBER 11, 2019

PAUL CALISTRO
WEST END NEIGHBORHOOD HOUSE

RE: Renewal Project Expansion application submitted to Delaware CoC

PAUL,

Thank you for submitting one application to the Delaware Statewide-CoC under the FY2019 Continuum of Care RFP. WEST END NEIGHBORHOOD HOUSE'S application was recommended by the CoC's Scoring Committee during their AUGUST 21, 2019 meeting and approved by the Governing Board on SEPTEMBER 4, 2019.

The organization has been approved to apply for:

(1) Permanent Supportive Housing, Dedicated PLUS. The approved budget equals $161,902.00

Next steps:

- Please respond by COB on SEPTEMBER 11, 2019 with the project's official name to CCHANDLER@HOUSINGALLIANCEDE.ORG. This must be the name that will be provided within your new project application to HUD.
- You will need to create a new project application on e-snaps, HUD's CoC online application system. **The application must be entered in e-snaps by SEPTEMBER 18, 2019**. If you are not familiar with the e-snaps system, please use the tools available at: https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/
- By COB SEPTEMBER 18, 2019, please provide a PDF of your application to our office for review. The email should be sent to CCHANDLER@HOUSINGALLIANCEDE.ORG. Please make sure the subject line includes the words "New Project Application – West End Neighborhood House".

Thank you for the commitment of your organization and staff to be a partner to the Delaware CoC as we work together to reduce and end homelessness.

Sincerely,

Carrie Casey
Chair, Delaware CoC Governing Board

cc:
Brandy Nauman
Chair of CoC Scoring Committee

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

Revised Acceptance Letter

1 message

Cher Chandler <cchandler@housingalliancede.org> Wed, Sep 11, 2019 at 1:25 PM
To: "Carl S. Colantuono" <carl.colantuono@use.salvationarmy.org>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Good Day Carl,

Please find the attached revised Acceptance Letter showing Salvation Army's *new budget amount*.

Thank you,

Cher

Cher Chandler

Assistant CoC Planning Manager

Housing Alliance Delaware

100 W. 10th Street, Suite 611

Wilmington, DE 19801

P: 302-654-0126

F: 302-351-7258

cchandler@housingalliancede.org

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Salvation Army Accept Letter.pdf
163K

NEW PROJECT ACCEPTANCE – (NON-EXPANSION)

SEPTEMBER 11, 2019

CARL COLANTUONO
THE SALVATION ARMY

RE: New project application submitted to Delaware CoC

CARL,

Thank you for submitting one application to the Delaware Statewide-CoC under the FY2019 Continuum of Care RFP. THE SALVATION ARMY's application was recommended by the CoC's Scoring Committee during their AUGUST 21, 2019 meeting and approved by the Governing Board on SEPTEMBER 4, 2019.

The organization has been approved to apply for:

(1) Rapid Re-Housing assistance 14 households in a single point in time. The approved budget equals $304,660.00

Next steps:

- Please respond by COB on SEPTEMBER 11, 2019 with the project's official name to CCHANDLER@HOUSINGALLIANCEDE.ORG. This must be the name that will be provided within your new project application to HUD.
- You will need to create a new project application on e-snaps, HUD's CoC online application system. **The application must be entered in e-snaps by SEPTEMBER 18, 2019**. If you are not familiar with the e-snaps system, please use the tools available at: https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/
- By COB SEPTEMBER 18, 2019, please provide a PDF of your application to our office for review. The email should be sent to CCHANDLER@HOUSINGALLIANCEDE.ORG. Please make sure the subject line includes the words "New Project Application – The Salvation Army".

Thank you for the commitment of your organization and staff to be a partner to the Delaware CoC as we work together to reduce and end homelessness.

Sincerely,

Carrie Casey
Chair, Delaware CoC Governing Board

cc:
Brandy Nauman
Chair of CoC Scoring Committee

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

Revised Acceptance Letter

1 message

Cher Chandler <cchandler@housingalliancede.org> Wed, Sep 11, 2019 at 1:24 PM
To: Tyler Shade <tyler@familypromisede.org>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Good Day Tyler,

Please find the attached revised Acceptance Letter showing Family Promise's *new budget amount*.

Thank you,

Cher

Cher Chandler

Assistant CoC Planning Manager

Housing Alliance Delaware

100 W. 10th Street, Suite 611

Wilmington, DE 19801

P: 302-654-0126

F: 302-351-7258

cchandler@housingalliancede.org

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Family Promise Accept Letter.pdf
153K

NEW PROJECT ACCEPTANCE – (NON-EXPANSION)

September 11, 2019

TYLER SHADE
FAMILY PROMISE OF NORTHERN NEW CASTLE COUNTY

RE: New project application submitted to Delaware CoC

TYLER,

Thank you for submitting one application to the Delaware Statewide-CoC under the FY2019 Continuum of Care RFP. The FAMILY PROMISE OF NORTHERN NEW CASTLE COUNTY application was recommended by the CoC's Scoring Committee during their AUGUST 21, 2019 meeting and approved by the Governing Board on SEPTEMBER 4, 2019.

The organization has been approved to apply for:

(1) Rapid Re-Housing assistance 15 households in a single point in time. The approved budget equals $324,809.00

Next steps:

- Please respond by COB on SEPTEMBER 11, 2019 with the project's official name to CCHANDLER@HOUSINGALLIANCEDE.ORG. This must be the name that will be provided within your new project application to HUD.
- You will need to create a new project application on e-snaps, HUD's CoC online application system. **The application must be entered in e-snaps by SEPTEMBER 18, 2019**. If you are not familiar with the e-snaps system, please use the tools available at: https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/
- By COB SEPTEMBER 18, 2019, please provide a PDF of your application to our office for review. The email should be sent to CCHANDLER@HOUSINGALLIANCEDE.ORG. Please make sure the subject line includes the words "New Project Application – Family Promise of Northern New Castle County".

Thank you for the commitment of your organization and staff to be a partner to the Delaware CoC as we work together to reduce and end homelessness.

Sincerely,

Carrie Casey
Chair, Delaware CoC Governing Board

cc:
Brandy Nauman
Chair of CoC Scoring Committee

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

FY19 Public Notice Funding

5 messages

Cher Chandler <cchandler@housingalliancede.org> Mon, Sep 16, 2019 at 2:44 PM
To: Aimee String <aimee.string@delaware.gov>, Allen Knuckles <alshane13@yahoo.com>, Amber Cole <acole@peoplesplace2.com>, Amelia Ramsaran <aramsaran@housingalliancede.org>, Amy Seramone <aseramone@amerihealthcaritas.com>, Andrew Henderson <Andrew.Henderson@hhinc.org>, Annie Mountain <amountain@ministryofcaring.org>, Anthea Piscarik <apiscarik@ministryofcaring.org>, Beau Zebley <beau@beauzebley.com>, Becky Martin <rebeccam5054@yahoo.com>, Bernita Futch <bfutch@housingalliancede.org>, Bill Love <enochlove@hotmail.com>, Bill Perkins <fhbp@msn.com>, "Br. Ronald Giannone" <rg@ministryofcaring.org>, Brad Shannon <bshannon@delawarehiv.org>, Brad Whaley <bwhaley@sussexcountyde.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Brother Peter Avitable <bhpnyc@verizon.net>, C A Aponte <caaponte@christianacare.org>, Cara Sawyer <cara.sawyer@delaware.gov>, "Carl S. Colantuono" <carl.colantuono@use.salvationarmy.org>, "Carol J. Carr" <ccarr@ministryofcaring.org>, Carolyn Petrak <cpetrak@abilitynetworkde.org>, Carrie Casey <CCasey@nccde.org>, Carrie Hyla <carrie.hyla@delaware.gov>, Cathy McKay <cmckay@connectionscsp.org>, Chamayne Lewis <clewis@connectionscsp.org>, Charmaine Quarles <cquarles@delawarehiv.org>, Cher Chandler <cchandler@housingalliancede.org>, Christine Copeman <Christine.Copeman@highmark.com>, Christy Gleason <christy_gleason@coons.senate.gov>, Clytia Royster <CRoyster@ywcade.org>, D S White <dswhite@uwde.org>, Dabbah Maximore <Dabbah@destatehousing.com>, "Dale W. Smith" <dwsmithlv91@gmail.com>, Dan Atkins <datkins@declasi.org>, Dana Newman <dnewman@ccwilm.org>, Dave Mosley <dmosley@dchv.org>, Debra McKenna <dmckenna@peoplesplace2.com>, Debra Taylor <Debra.Taylor@doe.k12.de.us>, Deianna Tyree <DTyree@childinc.org>, Devon Manning <devon@destatehousing.com>, Diana Mason <diana.mason@delaware.gov>, Dianna Casey <dcasey@delawarehiv.org>, Dionna Sargent <dsargent@dcicnet.org>, Donna Connor <DConnor@ywca.org>, Dorothy Medeiros <dmedeiros@sainthelenas.org>, E Johnson <imguarded@gmail.com>, Elev8Us Organization <elev8usorg@gmail.com>, Elizabeth Everett <eeverett@westendnh.org>, Elizabeth Sapp Howett <elizabeth.sapphowett@state.de.us>, Ella Edwards <EEdwards@hjmc.org>, Emily Vera <evera@mhainde.org>, Erin Gallagher <egallagher@housingalliancede.org>, Fiona Mulligan <FMulligan@ywcade.org>, Fred <Fred.Banuelos@fhlb-pgh.com>, Genelle Taylor <genelle.taylor@delaware.gov>, Geoff Rishell <Grr54@msn.com>, Gloria Benson <gloria.benson@delaware.gov>, Gloria Wafula <gwafula@housingalliancede.org>, Greg Valentine <greg.valentine@delaware.gov>, Heather Mackson <hmackson@lcsde.org>, Heidi Collier <heidi.collier@delaware.gov>, James Dumas <james.dumas@chimes.org>, Jamie Sayler <jsayler@firststatecaa.org>, Janell Stanton <jstanton@peoplesplace2.com>, Jean Briggs <jean.briggs@seaford.k12.de>, Jeanine Kleimo <jkleimo@verizon.net>, Jennifer Parsons <jmparsons@ccwilm.org>, Jennifer Seo <jseo@mhainde.org>, Jessica Finan <jfinan@homeofthebravefdn.org>, Jesus De Las Salas <jdelassalas@ymcade.org>, Jim Kelly <jkelly@ymcade.org>, Jim Peffley <jpeffley@cinnaire.com>, Jimia Redden <jredden@ymcade.org>, Joanna Champney <joanna.champney@delaware.gov>, Joanne Miller <joanne.miller@delaware.gov>, Joanne Miro <profjmiro@aol.com>, "Joe L. Myer" <jmyer@ncall.org>, Joel Harris <joelharris@stpatrickscenter.org>, Johane Cherico <jcherico@delawarehiv.org>, John Baker <jbaker@peoplesplace2.com>, John Bates <jbates@ministryofcaring.org>, John Hill <jhill@whadelaware.org>, John Hulse <john.hulse@doe.k12.de.us>, Joni Patterson <jpatterson@connectionscsp.org>, Judson Malone <judmalone@gmail.com>, Julie P Devlin <julie.devlin@delaware.gov>, Karen Favors <karen.favors@va.gov>, Karen Gradie <kgradie.dimh@gmail.com>, Karen Spellman <kspell-kspellman@whadelaware.org>, Kathleen <kmullin@amerihealthcaritas.com>, Kathy Bevans <kathybevans328@aol.com>, Kecia Winchester <kecia.winchester@delaware.gov>, Keisha Baynard <Keisha.Baynard@capital.k12.de.us>, Kerry Sheldon <ksheldon@brandywinecounseling.org>, Khadija Robinson <krobinson@ministryofcaring.org>, Kim Courtney <thecourtneyhouse@yahoo.com>, Kimberly Brockenbrough <kimbrockenbrough@icloud.com>, Kimberly Ellis <kellis@ccwilm.org>, Larence Kirby <larence.kirby@delaware.gov>, Latricia Thomas <latriciathomas@acfmw.com>, LBJNAVCRET <lbjnavcret@hotmail.com>, Lee Bunting <lbunting@ymcade.org>, Linda Brittingham <lbrittingham@christianacare.org>, Lisa Forever <lforever@housingalliancede.org>, Lisa Plummer <lplummer@connectionscsp.org>, Lottie Lee <lottie.lee@delaware.gov>, Lynne Betts <lynne03betts@gmail.com>, M Tiedeman <michael.tiedman@va.gov>, Mamie Charest <mcharest@peoplesplace2.com>, Marcey Razac <mrezac@dcadv.org>, Maria Bynum <maria.l.bynum@hud.gov>, Mariann Kenville-Moore <mkenville-moore@dcadv.org>, Mark Taylor <mark.taylor10@va.gov>, Marlena Gibson <marlena@destatehousing.com>, Marsha Conley <marshac1948@verizon.net>, Maryann Marshall <mam610@verizon.net>, Meghann Karasic <mkarasic@declasi.org>, Melanie Rosser <melanie.rosser@delaware.gov>, Melissa Smith <melissa.smith@delaware.gov>, Moira E Dillon <moira.dillon@delaware.gov>, Nancy Clark <NClark@whadelaware.org>, Nancy Woodruff <nwoodruff110@comcast.net>, Nicole Freedman <NFreedman@ymcade.org>, Nicole Waters <NWaters@nccde.org>, Nikki Gonzalez <nikkigonzalez2@gmail.com>, Orenda Poindexter <opoindexter@ywcade.org>, Patricia Hill <phill@mhphope.org>, Patricia Pettaway Ward <ppettawayward@ywcade.org>, Paul Baumbach <paul.baumbach@delaware.gov>, Paul Calistro <pcalistro@westendnh.org>, Paula Witcher <paula.witcher@vmcenter.org>,

Peter Wine <peter.wine@vmcenter.org>, Rae Moore <rae.moore@state.de.us>, Raegan Brewer <rbrewer@chimes.org>, Renee Beaman <renee.beaman@delaware.gov>, Renee Roberts <Suzanne.Roberts@td.com>, Rich Emge <REmge@cozen.com>, Richelle Vible <rvible@ccwilm.org>, Robyn Gott <sojo_rbg@yahoo.com>, Rod Fesel <rod.fesel@capital.k12.de.us>, Rodger Bungy <rbungy@dchv.org>, Roune Betts <rbetts@housingalliancede.org>, Ruthann Messick <RMessick@fbd.org>, Ryan Leonardo <ryan.leonardo@ymail.com>, Ryan Poulsen <ryan.poulsen@va.gov>, S Monnen <smonnen@gaudenzia.org>, Sara Keifer <Skeifer415@gmail.com>, Sara Weimer <sweimer279@gmail.com>, Shameka Johnson <shameka.johnson@capital.k12.de.us>, Shawn Allen <shawn.allen@delaware.gov>, Shay Scott <sscott@hjmc.onmicrosoft.com>, Sherry Stirk <sherry.stirk@gmail.com>, Sophia Cywinski <sophia.cywinski@delaware.gov>, Stacey Marchesani <stacey@housingalliancede.org>, Stephanie Staats <sstaats@ywcade.org>, Steve Peuquet <speuquet@udel.edu>, Susan <loveincofmiddelmarva@gmail.com>, Susan Holloway <susan.holloway@delaware.gov>, Susan Kent <sussexcountyhomelesscoalition@gmail.com>, Taiwo Sapara <taiwo.sapara@use.salvationarmy.org>, Tasha Scott <tasha-scott@comcast.net>, Teresa Sharpe <tevans1955@yahoo.com>, Terri Townsend <terri.townsend@delaware.gov>, Terrie Williams <TWilliams@hjmc.org>, Terry Breland <harmony3459@aol.com>, Theresa Jackson <theresa.jackson@delaware.gov>, Tina Showalter <tshowalter@housingalliancede.org>, Tracey Harvey <tharvey@dover.de.us>, "Trinette M. Redinger Ramsey" <trinette.redingerramsey@delaware.gov>, Tyler <Coons>, Tyler Berl <tberl@housingalliancede.org>, Vickie Bryant <vbryant@peoplesplace2.com>, Vicky Moncrief <vmoncrief@ccwilm.org>, Vinay Patel <vpatel@housingalliancede.org>, Wes Davis <wdavis@westendnh.org>, Whittona Burrell <papb01@aol.com>, Yvonne May <yvonnemay19@yahoo.com>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Tina Showalter <tshowalter@housingalliancede.org>, "leigh@dma-housing.com" <leigh@dma-housing.com>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Good Day CoC Committee Members,

The Delaware Statewide-CoC invites you to view the enclosed *FY19 Priority Listing, Final Ranking, and Project Application Scores*.

This information, along with the CoC's Review and Ranking Process, is posted on Housing Alliance Delaware's website at https://www.housingalliancede.org/the-delaware-continuum-of-care.

Thank you,

Cher Chandler

Cher Chandler
Assistant CoC Planning Manager
Housing Alliance Delaware
100 W. 10th Street, Suite 611
Wilmington, DE 19801
302.654.0126
cchandler@housingalliancede.org

3 attachments

FY19 Priority Listing.pdf
204K

All Scores_Project Ranking.pdf
215K

Final Scores_Project Ranking.pdf
212K

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100 West 10th Street,
Suite 611
Wilmington, DE 19801
302-654-0126

HOUSING ALLIANCE DELAWARE

8 Loockerman Street,
Suite 201
Dover, DE 19901
302-678-2286

Dear Delaware Statewide Continuum of Care grantees, members and stakeholders:

The below is an important notice regarding the FY 2019 CoC NOFA Competition.

This email summarizes the list of projects that have been accepted by the CoC and will be included in the DE Statewide-CoC 2019 Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that have been reallocated and applicants for new projects that were not accepted for inclusion in the CoC Application. Please note that all projects that are being fully or partially reallocated have been informed of the reallocation prior to the distribution of this email.

RENEWAL PROJECTS

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD. Each of these projects will be submitted at the full Annual Renewal Amount, as indicated on the CoC's 2019 Grant Inventory Worksheet. Listed in alphabetical order:

- Child, Inc., Rapid Re-Housing, $153,036.00
- Connections CSP, Easy Access, $505,422.00
- Connections CSP, Enterprise, $312,926.00
- Connections CSP, Judy's House, $188,539.00
- Connections CSP, New Century, $1,315,449.00
- Connections CSP, Next Step, $269,769.00
- Connections CSP, Next Step 2, $184,396.00
- Connections CSP, Next Step 3, $176,572.00
- Connections CSP, Next Step 4, $380,646.00
- Connections CSP, New Hope 2, $968,014.00
- Connections CSP, PH for 20, $378,335.00
- Connections CSP, Positive Progress, $298,500.00
- Family Promise of NNCC, Transitional-Rapid Re-Housing, $201,512.00
- Housing Alliance Delaware, Centralized Intake, $261,888.00
- Housing Alliance Delaware, Delaware HMIS, $96,900.00
- The Ministry of Caring, Bethany House I, $52,604.00
- The Ministry of Caring, Bethany House II, 43,692.00
- The Ministry of Caring, House of Joseph Residence, $72,206.00
- The Ministry of Caring, House of Joseph II, $402,492.00
- The Ministry of Caring, Mary Mother of Hope, $69,774.00
- The Ministry of Caring, Nazareth Permanent Housing, $164,735.00
- The Ministry of Caring, Rapid Re-Housing Plus, $169.147.00
- The Ministry of Caring, St. Francis Transitional Residence, $204,225.00
- West End Neighborhood House, Life Lines II, $214,596.00
- YWCA, Home-Life Management Center II, $330,235.00
- YWCA, Rapid Re-Housing Project, $211,706.00

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9/16/2019

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Suite 611
Wilmington, DE 19801
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Dover, DE 19901
302-678-2286

The following projects voluntarily reallocated and will not be submitted for renewal funding:

- People's Place, Rapid Re-Housing for DV, $126,300.00
- YMCA of Delaware, Supportive Housing Program, $264,181.00

NEW PROJECTS

The CoC received six new project applications totaling $1,093,568.90 in funding. The CoC had a total of $1,190,677.00 in funding to award. This amount includes funding from the following sources: the CoC Bonus ($400,890), the DV Bonus ($399,306), and voluntary reallocation of People's Place and YMCA of Delaware housing projects ($390,481).

The following new projects have been accepted for inclusion on the Project Priority List for funding:

- Family Promise of NNCC, Pathway to Housing, $324,809.00 (combination of Reallocation and Bonus)
- Salvation Army, Accelerated Housing Program, $304,660.00 (combination of Reallocation and Bonus)
- West End Neighborhood House, Life Lines PSH III, $161,902.00 (Bonus)

The following organizations submitted preliminary applications to the CoC, but were not selected for funding:

- Child, Inc. Rapid Re-Housing; Applicant rescinded proposal for DV Bonus new project funding
- Catholic Charities, Rapid Re-Housing, $200,00.00; Application did not meet DE CoC threshold requirements
- Delaware Center for Homeless Veterans, Rapid Re-Housing, $216,270.00, Application did not meet DE CoC threshold requirements

If you have any questions, please contact Cher Chandler at cchandler@housingalliancede.org.

The CoC's final ranking is enclosed.

Thank you for your participation in the Delaware Statewide-CoC and your ongoing commitment and efforts to end homelessness.

Sincerely,

Cher Chandler
Assistant CoC Planning Manager
Housing Alliance Delaware

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9/16/2019

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #06:

1E-1. Public Posting- 15 Day Notification Outside e-Snaps—Projects Rejected or Reduced

Attachment #06 documents include the following:

- Date and time-stamped Project Rejection Email and letter sent to Delaware Center for Homeless Veterans
- Date and time-stamped Project Rejection email and letter sent to Catholic Charities, Catholic Charities' Appeal Letter, and Date and time-stamped email from DE CoC Board notifying Catholic Charities of final funding rejection decision
- Date and time-stamped public notification email sent from Collaborative Applicant to the community with funding decision documents attached (renewal and new projects accepted, rejected, and reallocated)
- Data and time-stamped screenshots of CoC's website documenting public posting of renewal and new projects accepted, reallocated, and rejected
- Letter from Child, Inc. rescinding their application for new project funding
- Letter from Young Men's Christian Association of Delaware voluntarily reallocating renewal funding for its Central Y Residence Supportive Housing Program project
- Email from People's Place voluntarily reallocating renewal funding for its Rapid Re-Housing For Domestic Violence Survivors at People's Place project

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

New Project Application Letter

1 message

Cher Chandler <cchandler@housingalliancede.org> Thu, Sep 12, 2019 at 8:17 AM
To: Dave Mosley <dmosley@dchv.org>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Tina Showalter <tshowalter@housingalliancede.org>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Dear Dave,

On behalf of the Delaware CoC, you will find attached the *New Project Rejection Letter* for Delaware Center For Homeless Veterans.

If you are interested in filing an appeal, please review the DE CoC Appeals Process below.

All projects have the right to appeal their project's score. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.

2. Appeals must be submitted in writing within two (2) days after project scores. Address all appeals to Carrie Casey at carrie.casey@newcastlede.gov.

3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.

4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

Thank you,

Cher Chandler

Cher Chandler

Assistant CoC Planning Manager

Housing Alliance Delaware

100 W. 10th Street, Suite 611

Wilmington, DE 19801

P: 302-654-0126

F: 302-351-7258

cchandler@housingalliancede.org

If you are in need of Emergency Shelter please call or text: 1-833-346-3233

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NEW PROJECT REJECTION

September 12, 2019

DAVE MOSELEY
DELAWARE CENTER FOR HOMELESS VETERANS

RE: New project application submitted to the Delaware Statewide CoC

DAVE MOSELEY,

Thank you for submitting an application to the Delaware Statewide - CoC under the FY2019 Continuum of Care RFP.

The CoC received six new project applications totaling $1,093,568.90 in funding. These project applications were reviewed and scored by the CoC's Scoring Committee during their full day face-to-face meeting on August 21, 2019. The results and recommendations of the Scoring Committee were reviewed and approved by the CoC's Governing Board on September 4, 2019.

The CoC had limited funding available for new projects and unfortunately, DELWAWARE CENTER FOR HOMELESS VETERAN's application was not selected for funding because of the following:

- Received an application score of 48.8% - DE CoC's minimum score threshold requirement is 60%
- Recent audit not conducted/provided to objectively determine budget performance

The DE CoC has an Appeal Policy that allows all applicants to appeal their project application score. If you decide to appeal, please submit your appeal in writing to Carrie Casey at Carrie.Casey@newcastlede.gov prior to **SEPTEMBER 13, 2019, 4:30 PM**. If you would like to schedule a debriefing with the CoC after the NOFA is submitted to discuss ways to improve your application for next year's competition, please feel free to submit a request to cchandler@housingalliancede.org

Thank you for your interest and commitment to the work that you do.

Sincerely,

Carrie Casey
President, Delaware Statewide-CoC Governing Board

cc:
Brandy Nauman
Chair of CoC Scoring Committee

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

Catholic Charities New Project Letter

7 messages

Cher Chandler <cchandler@housingalliancede.org> Thu, Sep 12, 2019 at 8:19 AM
To: Wenona Sutton <wsutton@ccwilm.org>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Tina Showalter <tshowalter@housingalliancede.org>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Dear Wenona,

On behalf of the Delaware CoC, you will find attached the *New Project Rejection Letter* for Catholic Charities.

If you are interested in filing an appeal, please review the DE CoC Appeals Process below.

All projects have the right to appeal their project's score. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.

2. Appeals must be submitted in writing within two (2) days after project scores. Address all appeals to Carrie Casey at carrie.casey@newcastlede.gov.

3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.

4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

Thank you,

Cher Chandler

Cher Chandler

Assistant CoC Planning Manager

Housing Alliance Delaware

100 W. 10th Street, Suite 611

Wilmington, DE 19801

NEW PROJECT REJECTION

September 12, 2019

WENONA SUTTON
CATHOLIC CHARITIES, INC.

RE: New project application submitted to the Delaware Statewide CoC

WENONA SUTTON,

Thank you for submitting an application to the Delaware Statewide - CoC under the FY2019 Continuum of Care RFP.

The CoC received six new project applications totaling $1,093,568.90 in funding. These project applications were reviewed and scored by the CoC's Scoring Committee during their full day face-to-face meeting on August 21, 2019. The results and recommendations of the Scoring Committee were reviewed and approved by the CoC's Governing Board on September 4, 2019.

The CoC had limited funding available for new projects and unfortunately, CATHOLIC CHARITIES's application was not selected for funding for the following reasons:

- Received an application score of 55% - DE CoC's minimum score threshold requirement is60%
- Audit findings

The DE CoC has an Appeals Policy that allows all applicants to appeal their project application score. If you decide to appeal, please submit your appeal in writing to Carrie Casey at Carrie.Casey@newcastlede.gov prior to **SEPTEMBER 13, 2019, 4:30 PM**. If you would like to schedule a debriefing with the CoC after the NOFA is submitted to discuss ways to improve your application for next year's competition, please feel free to submit a request to cchandler@housingalliancede.org.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Carrie Casey
President, Delaware Statewide-CoC Governing Board

cc:
Brandy Nauman
Chair of CoC Scoring Committee

Catholic Charities

Diocese of Wilmington

September 13, 2019

Carrie Sawyer Casey
President, Delaware Statewide –CoC Governing Board
Brandy Nauman
Coc Scoring Committee Chair
Delaware CoC Governing Board
77 Reads Way
New Castle, DE 19720

Dear Ms. Casey and Ms. Nauman:

Please consider this letter a formal request of appeal of the denied Catholic Charities, Inc.'s FY19 Delaware CoC New Project Application. We understand the competitive nature of the grant process for this fund and would like to ask that our application be reconsidered.

As explained in the submitted application, Catholic Charities provides Rapid Rehousing and Homeless Prevention programs to hundreds of households throughout the state of Delaware and Maryland's lower eastern shore.

Based on the findings you provided that were responsible for the denial, we would like to provide the below responses:

- 2017 Audit findings appear in 2018 audit findings (Schedule of Findings and Questioned Costs, Child and Adult Care Food Program; pp. 42-44 and Weatherization Assistance for Low-Income Persons; pp. 46-48).
    - New Project Evaluation Tool, Criteria 2 and 3: Demonstrate organizational and management plan to administer project; demonstrate experience and organizational capacity to administer a federal grant.

  Response: Catholic Charities has resolved the audit findings associated with the Department of Agriculture, Child and Adult Care Food Program billing errors found in the 2017 and 2018 audits. In 2019, we adopted an automated billing system to address the immaterial human errors that occurred during manual reimbursement submissions.

Additionally, the audit finding from the Department of Energy, Weatherization Assistance for Low-Income Persons audit was addressed with an upgrade of the program's database.

- Operating Costs included in amount requested. This is ineligible for CoC Program RRH.
    - New Project Evaluation Tool, Criteria 5: Demonstrate clear understanding of program type intending to administer.

Response: We included Operating Cost in the budget in error. We acknowledge that Operating Cost is ineligible and withdraw the expense from the budget resulting in a total amended grant budget of $198,200.

- One full-time, statewide Case Manager with a caseload of 40 individuals/households.
    - New Project Evaluation Tool, Criteria 6: Demonstrate commitment and clear strategy to house clients quickly and help them maintain housing.

Response: Catholic Charities employs six full-time Case Managers. All six Case Managers contribute to the success of our Rapid Rehousing program. Five of the six Case Managers handle both Rapid Rehousing and Homeless Prevention clients. One Case Manager is dedicated to Rapid Rehousing clients only.

- U.S. Citizen or Legal Resident- Does not support low-barrier and Housing First requirements
    - New Project Evaluation Tool, Criteria 4: Demonstration of low barriers to entry for clients and follows a housing first program model.

Response: We included this criteria in error. We acknowledge our error and withdraw the criteria. Catholic Charities does not and will not turn away clients due to lack of citizenship. Rapid Rehousing applicants may enter the program without income, with poor credit, and without a financial and/or rental history. Catholic Charities uses a supportive services approach upon engaging the client

in problem-solving. The goal is to, whenever possible, help clients overcome any and all barriers that prevent stable housing.

We appreciate your time and thank for your consideration of Catholic Charities.

Sincerely,

Wenona Sutton

Wenona Sutton
Director, Community Relations

From: Casey, Carrie <Carrie.Casey@newcastlede.gov>
Sent: Monday, September 16, 2019 1:52 PM
To: Wenona Sutton <wsutton@ccwilm.org>
Cc: Brandy Nauman <bnauman@sussexcountyde.gov>; Cher Chandler <cchandler@housingallianceDE.org>
Subject: Re: Catholic Charities - CoC Scoring Committee Final Decision

Dear Ms.Sutton, I am sorry for calling you Ms.Weller in my email.

Thanks Carrie Casey

Get Outlook for iOS

From: Casey, Carrie <Carrie.Casey@newcastlede.gov>
Sent: Monday, September 16, 2019 1:14 PM
To: Wenona Sutton
Cc: Brandy Nauman; Cher Chandler
Subject: Catholic Charities - CoC Scoring Committee Final Decision

Good Afternoon Ms. Weller,
As noted, Brandy Nauman, Delaware Continuum of Care (CoC) Scoring Committee Chair, and I received on Friday, September 13, 2019, Catholic Charities formal request of appeal to the CoCfor the rejectedCatholic Charities Inc. FY2019 Delaware CoC New Project Application. The letter was sent to the CoC Scoring Committee members this weekend for review. The CoC Scoring Committee met this morning to discuss the appeal. After the appeal was reviewed, Catholic Charities' application score of 55 has remained unchanged, and the application has been rejectedfor CoC funding.
This is the CoC's Scoring Committee final decision and the conclusion of the CoC appeals process. The CoC will be posting the final ranking of the CoC funded projects today, Monday, September 16, 2019. We appreciate the additional information provided and encourage Catholic Charities to include this level of detail in future CoC applications.
Per HUD (24.CFR.35(c)), if Catholic Charities believes you were denied the opportunity to participate in the local CoC planning in a reasonable manner and were rejected or reallocated by the CoC, youmay appeal the rejection directly to HUD by submitting a Solo Applicant prior to the deadline of September 30, 2019.
Please find below a link to the HUD Notice of Funding Availability for the 2019 CoC Program Competition: https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-

Competition-NOFA.pdf. Information regarding the requirements to file an appeal are found on page 76.
Please find bellowing information about completing the project application appeal in e-snaps
: https://files.hudexchange.info/resources/documents/FY-2019-Project-Application-Appeals-Navigational-Guide.pdf.
Thank you,
Carrie Casey, CoC Chair
Brandy Nauman, CoC Scoring Committee Chair

Carrie Sawyer Casey
Manager, Division of Community Development and Housing
James H. Gilliam Building
New Castle County
77 Reads Way
New Castle, DE 19720
(302) 395-5616
Carrie.casey@newcastlede.gov
www.nccde.org/housing

From: Wenona Sutton <wsutton@ccwilm.org>
Sent: Friday, September 13, 2019 3:59 PM
To: Casey, Carrie <Carrie.Casey@newcastlede.gov>
Cc: Brandy Nauman <bnauman@sussexcountyde.gov>
Subject: RE: [EXTERNAL] RE: Catholic Charities New Project Letter

>>> EXTERNAL MAIL<<<

Hello Carrie,

Please find attached our letter of appeal. Let me know if you have any questions or concerns.

Thank you again for your consideration and time.

Many thanks,

Wenona

Wenona Sutton
Director of Community Relations
Catholic Charities, Inc.
2601 W. 4th St.
Wilmington, DE 19805
(302) 655-9624 ext. 1140
wsutton@ccwilm.org
www.cdow.org/charities.html

More than 185 years of caring service in the Diocese of Wilmington

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

FY19 Public Notice Funding

5 messages

Cher Chandler <cchandler@housingalliancede.org> Mon, Sep 16, 2019 at 2:44 PM
To: Aimee String <aimee.string@delaware.gov>, Allen Knuckles <alshane13@yahoo.com>, Amber Cole <acole@peoplesplace2.com>, Amelia Ramsaran <aramsaran@housingalliancede.org>, Amy Seramone <aseramone@amerihealthcaritas.com>, Andrew Henderson <Andrew.Henderson@hhinc.org>, Annie Mountain <amountain@ministryofcaring.org>, Anthea Piscarik <apiscarik@ministryofcaring.org>, Beau Zebley <beau@beauzebley.com>, Becky Martin <rebeccam5054@yahoo.com>, Bernita Futch <bfutch@housingalliancede.org>, Bill Love <enochlove@hotmail.com>, Bill Perkins <fhbp@msn.com>, "Br. Ronald Giannone" <rg@ministryofcaring.org>, Brad Shannon <bshannon@delawarehiv.org>, Brad Whaley <bwhaley@sussexcountyde.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Brother Peter Avitable <bhpnyc@verizon.net>, C A Aponte <caaponte@christianacare.org>, Cara Sawyer <cara.sawyer@delaware.gov>, "Carl S. Colantuono" <carl.colantuono@use.salvationarmy.org>, "Carol J. Carr" <ccarr@ministryofcaring.org>, Carolyn Petrak <cpetrak@abilitynetworkde.org>, Carrie Casey <CCasey@nccde.org>, Carrie Hyla <carrie.hyla@delaware.gov>, Cathy McKay <cmckay@connectionscsp.org>, Chamayne Lewis <clewis@connectionscsp.org>, Charmaine Quarles <cquarles@delawarehiv.org>, Cher Chandler <cchandler@housingalliancede.org>, Christine Copeman <Christine.Copeman@highmark.com>, Christy Gleason <christy_gleason@coons.senate.gov>, Clytia Royster <CRoyster@ywcade.org>, D S White <dswhite@uwde.org>, Dabbah Maximore <Dabbah@destatehousing.com>, "Dale W. Smith" <dwsmithlv91@gmail.com>, Dan Atkins <datkins@declasi.org>, Dana Newman <dnewman@ccwilm.org>, Dave Mosley <dmosley@dchv.org>, Debra McKenna <dmckenna@peoplesplace2.com>, Debra Taylor <Debra.Taylor@doe.k12.de.us>, Deianna Tyree <DTyree@childinc.org>, Devon Manning <devon@destatehousing.com>, Diana Mason <diana.mason@delaware.gov>, Dianna Casey <dcasey@delawarehiv.org>, Dionna Sargent <dsargent@dcicnet.org>, Donna Connor <DConnor@ywca.org>, Dorothy Medeiros <dmedeiros@sainthelenas.org>, E Johnson <imguarded@gmail.com>, Elev8Us Organization <elev8usorg@gmail.com>, Elizabeth Everett <eeverett@westendnh.org>, Elizabeth Sapp Howett <elizabeth.sapphowett@state.de.us>, Ella Edwards <EEdwards@hjmc.org>, Emily Vera <evera@mhainde.org>, Erin Gallagher <egallagher@housingalliancede.org>, Fiona Mulligan <FMulligan@ywcade.org>, Fred <Fred.Banuelos@fhlb-pgh.com>, Genelle Taylor <genelle.taylor@delaware.gov>, Geoff Rishell <Grr54@msn.com>, Gloria Benson <gloria.benson@delaware.gov>, Gloria Wafula <gwafula@housingalliancede.org>, Greg Valentine <greg.valentine@delaware.gov>, Heather Mackson <hmackson@lcsde.org>, Heidi Collier <heidi.collier@delaware.gov>, James Dumas <james.dumas@chimes.org>, Jamie Sayler <jsayler@firststatecaa.org>, Janell Stanton <jstanton@peoplesplace2.com>, Jean Briggs <jean.briggs@seaford.k12.de>, Jeanine Kleimo <jkleimo@verizon.net>, Jennifer Parsons <jmparsons@ccwilm.org>, Jennifer Seo <jseo@mhainde.org>, Jessica Finan <jfinan@homeofthebravefdn.org>, Jesus De Las Salas <jdelassalas@ymcade.org>, Jim Kelly <jkelly@ymcade.org>, Jim Peffley <jpeffley@cinnaire.com>, Jimia Redden <jredden@ymcade.org>, Joanna Champney <joanna.champney@delaware.gov>, Joanne Miller <joanne.miller@delaware.gov>, Joanne Miro <profjmiro@aol.com>, "Joe L. Myer" <jmyer@ncall.org>, Joel Harris <joelharris@stpatrickscenter.org>, Johane Cherico <jcherico@delawarehiv.org>, John Baker <jbaker@peoplesplace2.com>, John Bates <jbates@ministryofcaring.org>, John Hill <jhill@whadelaware.org>, John Hulse <john.hulse@doe.k12.de.us>, Joni Patterson <jpatterson@connectionscsp.org>, Judson Malone <judmalone@gmail.com>, Julie P Devlin <julie.devlin@delaware.gov>, Karen Favors <karen.favors@va.gov>, Karen Gradie <kgradie.dimh@gmail.com>, Karen Spellman <kspell-kspellman@whadelaware.org>, Kathleen <kmullin@amerihealthcaritas.com>, Kathy Bevans <kathybevans328@aol.com>, Kecia Winchester <kecia.winchester@delaware.gov>, Keisha Baynard <Keisha.Baynard@capital.k12.de.us>, Kerry Sheldon <ksheldon@brandywinecounseling.org>, Khadija Robinson <krobinson@ministryofcaring.org>, Kim Courtney <thecourtneyhouse@yahoo.com>, Kimberly Brockenbrough <kimbrockenbrough@icloud.com>, Kimberly Ellis <kellis@ccwilm.org>, Larence Kirby <larence.kirby@delaware.gov>, Latricia Thomas <latriciathomas@acfmw.com>, LBJNAVCRET <lbjnavcret@hotmail.com>, Lee Bunting <lbunting@ymcade.org>, Linda Brittingham <lbrittingham@christianacare.org>, Lisa Forever <lforever@housingalliancede.org>, Lisa Plummer <lplummer@connectionscsp.org>, Lottie Lee <lottie.lee@delaware.gov>, Lynne Betts <lynne03betts@gmail.com>, M Tiedeman <michael.tiedman@va.gov>, Mamie Charest <mcharest@peoplesplace2.com>, Marcey Razac <mrezac@dcadv.org>, Maria Bynum <maria.l.bynum@hud.gov>, Mariann Kenville-Moore <mkenville-moore@dcadv.org>, Mark Taylor <mark.taylor10@va.gov>, Marlena Gibson <marlena@destatehousing.com>, Marsha Conley <marshac1948@verizon.net>, Maryann Marshall <mam610@verizon.net>, Meghann Karasic <mkarasic@declasi.org>, Melanie Rosser <melanie.rosser@delaware.gov>, Melissa Smith <melissa.smith@delaware.gov>, Moira E Dillon <moira.dillon@delaware.gov>, Nancy Clark <NClark@whadelaware.org>, Nancy Woodruff <nwoodruff110@comcast.net>, Nicole Freedman <NFreedman@ymcade.org>, Nicole Waters <NWaters@nccde.org>, Nikki Gonzalez <nikkigonzalez2@gmail.com>, Orenda Poindexter <opoindexter@ywcade.org>, Patricia Hill <phill@mhphope.org>, Patricia Pettaway Ward <ppettawayward@ywcade.org>, Paul Baumbach <paul.baumbach@delaware.gov>, Paul Calistro <pcalistro@westendnh.org>, Paula Witcher <paula.witcher@vmcenter.org>,

Peter Wine <peter.wine@vmcenter.org>, Rae Moore <rae.moore@state.de.us>, Raegan Brewer <rbrewer@chimes.org>, Renee Beaman <renee.beaman@delaware.gov>, Renee Roberts <Suzanne.Roberts@td.com>, Rich Emge <REmge@cozen.com>, Richelle Vible <rvible@ccwilm.org>, Robyn Gott <sojo_rbg@yahoo.com>, Rod Fesel <rod.fesel@capital.k12.de.us>, Rodger Bungy <rbungy@dchv.org>, Roune Betts <rbetts@housingalliancede.org>, Ruthann Messick <RMessick@fbd.org>, Ryan Leonardo <ryan.leonardo@ymail.com>, Ryan Poulsen <ryan.poulsen@va.gov>, S Monnen <smonnen@gaudenzia.org>, Sara Keifer <Skeifer415@gmail.com>, Sara Weimer <sweimer279@gmail.com>, Shameka Johnson <shameka.johnson@capital.k12.de.us>, Shawn Allen <shawn.allen@delaware.gov>, Shay Scott <sscott@hjmc.onmicrosoft.com>, Sherry Stirk <sherry.stirk@gmail.com>, Sophia Cywinski <sophia.cywinski@delaware.gov>, Stacey Marchesani <stacey@housingalliancede.org>, Stephanie Staats <sstaats@ywcade.org>, Steve Peuquet <speuquet@udel.edu>, Susan <loveincofmiddelmarva@gmail.com>, Susan Holloway <susan.holloway@delaware.gov>, Susan Kent <sussexcountyhomelesscoalition@gmail.com>, Taiwo Sapara <taiwo.sapara@use.salvationarmy.org>, Tasha Scott <tasha-scott@comcast.net>, Teresa Sharpe <tevans1955@yahoo.com>, Terri Townsend <terri.townsend@delaware.gov>, Terrie Williams <TWilliams@hjmc.org>, Terry Breland <harmony3459@aol.com>, Theresa Jackson <theresa.jackson@delaware.gov>, Tina Showalter <tshowalter@housingalliancede.org>, Tracey Harvey <tharvey@dover.de.us>, "Trinette M. Redinger Ramsey" <trinette.redingerramsey@delaware.gov>, Tyler <Coons>, Tyler Berl <tberl@housingalliancede.org>, Vickie Bryant <vbryant@peoplesplace2.com>, Vicky Moncrief <vmoncrief@ccwilm.org>, Vinay Patel <vpatel@housingalliancede.org>, Wes Davis <wdavis@westendnh.org>, Whittona Burrell <papb01@aol.com>, Yvonne May <yvonnemay19@yahoo.com>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Tina Showalter <tshowalter@housingalliancede.org>, "leigh@dma-housing.com" <leigh@dma-housing.com>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Good Day CoC Committee Members,

The Delaware Statewide-CoC invites you to view the enclosed *FY19 Priority Listing, Final Ranking, and Project Application Scores*.

This information, along with the CoC's Review and Ranking Process, is posted on Housing Alliance Delaware's website at https://www.housingalliancede.org/the-delaware-continuum-of-care.

Thank you,

Cher Chandler

Cher Chandler
Assistant CoC Planning Manager
Housing Alliance Delaware
100 W. 10th Street, Suite 611
Wilmington, DE 19801
302.654.0126
cchandler@housingalliancede.org

3 attachments

FY19 Priority Listing.pdf
204K

All Scores_Project Ranking.pdf
215K

Final Scores_Project Ranking.pdf
212K

The Delaware Continuum of | FY19+Priority+Listing.p
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Suite 611
Wilmington, DE 19801
302-654-0126

HOUSING ALLIANCE DELAWARE

8 Loockerman Street,
Suite 201
Dover, DE 19901
302-678-2286

Dear Delaware Statewide Continuum of Care grantees, members and stakeholders:

The below is an important notice regarding the FY 2019 CoC NOFA Competition.

This email summarizes the list of projects that have been accepted by the CoC and will be included in the DE Statewide-CoC 2019 Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that have been reallocated and applicants for new projects that were not accepted for inclusion in the CoC Application. Please note that all projects that are being fully or partially reallocated have been informed of the reallocation prior to the distribution of this email.

RENEWAL PROJECTS

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD. Each of these projects will be submitted at the full Annual Renewal Amount, as indicated on the CoC's 2019 Grant Inventory Worksheet. Listed in alphabetical order:

- Child, Inc., Rapid Re-Housing, $153,036.00
- Connections CSP, Easy Access, $505,422.00
- Connections CSP, Enterprise, $312,926.00
- Connections CSP, Judy's House, $188,539.00
- Connections CSP, New Century, $1,315,449.00
- Connections CSP, Next Step, $269,769.00
- Connections CSP, Next Step 2, $184,396.00
- Connections CSP, Next Step 3, $176,572.00
- Connections CSP, Next Step 4, $380,646.00
- Connections CSP, New Hope 2, $968,014.00
- Connections CSP, PH for 20, $378,335.00
- Connections CSP, Positive Progress, $298,500.00
- Family Promise of NNCC, Transitional-Rapid Re-Housing, $201,512.00
- Housing Alliance Delaware, Centralized Intake, $261,888.00
- Housing Alliance Delaware, Delaware HMIS, $96,900.00
- The Ministry of Caring, Bethany House I, $52,604.00
- The Ministry of Caring, Bethany House II, 43,692.00
- The Ministry of Caring, House of Joseph Residence, $72,206.00
- The Ministry of Caring, House of Joseph II, $402,492.00
- The Ministry of Caring, Mary Mother of Hope, $69,774.00
- The Ministry of Caring, Nazareth Permanent Housing, $164,735.00
- The Ministry of Caring, Rapid Re-Housing Plus, $169.147.00
- The Ministry of Caring, St. Francis Transitional Residence, $204,225.00
- West End Neighborhood House, Life Lines II, $214,596.00
- YWCA, Home-Life Management Center II, $330,235.00
- YWCA, Rapid Re-Housing Project, $211,706.00

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The following projects voluntarily reallocated and will not be submitted for renewal funding:

- People's Place, Rapid Re-Housing for DV, $126,300.00
- YMCA of Delaware, Supportive Housing Program, $264,181.00

NEW PROJECTS

The CoC received six new project applications totaling $1,093,568.90 in funding. The CoC had a total of $1,190,677.00 in funding to award. This amount includes funding from the following sources: the CoC Bonus ($400,890), the DV Bonus ($399,306), and voluntary reallocation of People's Place and YMCA of Delaware housing projects ($390,481).

The following new projects have been accepted for inclusion on the Project Priority List for funding:

- Family Promise of NNCC, Pathway to Housing, $324,809.00 (combination of Reallocation and Bonus)
- Salvation Army, Accelerated Housing Program, $304,660.00 (combination of Reallocation and Bonus)
- West End Neighborhood House, Life Lines PSH III, $161,902.00 (Bonus)

The following organizations submitted preliminary applications to the CoC, but were not selected for funding:

- Child, Inc. Rapid Re-Housing; Applicant rescinded proposal for DV Bonus new project funding
- Catholic Charities, Rapid Re-Housing, $200,00.00; Application did not meet DE CoC threshold requirements
- Delaware Center for Homeless Veterans, Rapid Re-Housing, $216,270.00, Application did not meet DE CoC threshold requirements

If you have any questions, please contact Cher Chandler at cchandler@housingalliancede.org.

The CoC's final ranking is enclosed.

Thank you for your participation in the Delaware Statewide-CoC and your ongoing commitment and efforts to end homelessness.

Sincerely,

Cher Chandler
Assistant CoC Planning Manager
Housing Alliance Delaware

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9/16/2019

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The CoC's final ranking is enclosed.

Thank you for your participation in the Delaware Statewide-CoC and your ongoing commitment and efforts to end homelessness.

Sincerely,

Cher Chandler
Assistant CoC Planning Manager
Housing Alliance Delaware

CHILD, INC.
507 PHILADELPHIA PIKE
WILMINGTON, DELAWARE
19809-2154
TELEPHONE (302) 762-8989
FAX (302) 762-8983

August 27, 2019

Tina Showalter, Esquire
Executive Director
Housing Alliance Delaware
100 West 10th St.
Suite 611
Wilmington, DE 19801

RE: CHILD, Inc.'s 2019 CoC New Project Application – WITHDRAW from consideration

Dear ~~Ms. Showalter,~~ Tina

Please accept this letter as CHILD, Inc.'s request to withdraw our FY2019 CoC new project RRH application from consideration for funding.

We were under the impression that this new application was required in order to be considered by the CoC committee for second year funding for our project which was initially awarded during the 2018 application process.

Kind Regards,

Lori Sitler, Executive Director

the **YMCA of Delaware**

April 26, 2019

Rachel Stucker
Associate Director
Housing Alliance Delaware

Ref: YMCA's CoC-funded housing units.

Dear Mrs. Stucker,

This is to confirm that the YMCA of Delaware will not be renewing/applying for the HUD CoC funded competition for the year 2020- 2021.

It has been a pleasure working with the Housing Alliance Delaware and the CoC program, we are looking forward to a seamless transition.

Sincerely

Jesus H De Las Salas
Sr. Executive Director
YMCA of Delaware – Central YMCA

Blanche Creech <bcreech@peoplesplace2.com>
to Charest, me, Marcey, Tina, Kimberly, Cher

Aug 20, 2019, 3:57 PM

Good afternoon Lauren and Housing Alliance Delaware,

Unfortunately, People's Place will not be applying for regular or DV bonus funding; this includes not renewing our current project awarded last year. Though we are appreciative of current funding and our partnership with HAD, we have significant obstacles that we have been unable to overcome with our current project. I will be happy to discuss this further.

Thank you,
Blanche

Blanche Creech | Domestic Violence Services
People's Place
1131 Airport Road
Milford, DE 19963
30-422-8033

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #07:

1E-1. Public Posting— 30-Day Local Competition Deadline

Attachment #07 documents include the following:

- 5/6/19 Email sent from Collaborative Application to renewal projects advising of local competition process and deadline of 6/7/19 for submission of renewal applications with renewal applications attached
    - First Page of Renewal Applications (PSH, RRH, TH, HMIS, and SSO for CE) noting 6/7/19 deadline
- 7/15/19 Email sent from Collaborative Application to potential applicants advising of local competition process, inviting them to 7/25/19 grantee meeting
- 7/29/19 email sent from Collaborative Applicant with all new project application documents and timelines attached
    - Renewal Project Competition Timeline
    - New Project competition Timeline
    - New Project Application with 8/9/19 deadline noted on cover page
- Screenshot of CoC website documenting renewal project application deadline of 6/7/19 and new project deadline of 8/9/19

Aja White

From: Aja White
Sent: Monday, May 06, 2019 3:52 PM
To: Cathy McKay ; Kristi Felts; Holly Johnson; John Bates; Carol J. Carr; Chaz L. Enerio; Khadija Robinson; Capri Wiggins; Ryan Catalani; greg@familypromisede.org; Patricia Pettaway Ward ; Stephanie Staats ; Matthew Johnson ; Orenda Poindexter; Wes Davis; Paul Calistro; Elizabeth Everett; 'Deianna Jason'; Deianna Tyree; Lori Sitler; John Baker; Blanche Creech; Janell Stanton
Cc: Tyler Shade
Subject: Launch of 2019 CoC Evaluation Phase
Attachments: 2019 RRH Performance Evaluation Tool.pdf; 2019 Compliance Tool.pdf; 2019 RRH Project Scoring Tool.pdf; 2019 Start-Up Evaluation Tool.pdf; 2019 TH Project Scoring Tool.pdf; 2019 TH Evaluation Tool.pdf; 2019 PSH Evaluation Tool.pdf; 2019 PSH Project Scoring Tool.pdf; CoC Grantee Certification 2019.pdf

Greetings,

Today officially begins the project evaluation phase of the FY19 CoC competition. All evaluation tools and required attachments are due ***Friday, June 7, 2019 by 4:00pm.***

All evaluation and scoring tools are attached to this email. Documents related to the funding competition, including the attached tools, can be found on our website at the following link: https://www.housingalliancede.org/the-delaware-continuum-of-care. The policies that guide the local CoC funding process – Prioritization Policy, Reallocation Policy, and Threshold Requirements are also available on the CoC webpage.

Your agency will receive a separate email with you project's Annual Performance Report (APR) from CMIS. These are the official APRs that you will need to use to complete the project evaluation tool.

If you operate a renewal project that has not been operating for 1 full year or not yet started, please complete the ***Start-Up Progress and Review Evaluation.***

Thank you,

Aja White
CoC Program Manager
Housing Alliance Delaware
100 W. 10th Street Suite 611
Wilmington, DE 19801
P: 302-654-0126 ext. 103
F: 302-351-7258
awhite@housingalliancede.org
If you are in need of Emergency Shelter please call: **1 833 FIND BED** (1-833-346-3233)

"Overcoming poverty is not a task of charity, it is an act of justice. Like Slavery and Apartheid, poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings." -Nelson Mandela

2019 Continuum of Care
Renewal Project Evaluation Tool
Permanent Supportive Housing

INTRODUCTION

All Permanent Supportive Housing (PSH) projects with renewal grants that will expire within calendar year 2020 are eligible to apply under the FY2019 CoC NOFA process. This tool is used by the local CoC Scoring Committee to evaluate renewal projects that have completed at least 1 full year of operation. If your renewal project has not yet completed 1 full year in operation, you do not need to complete and submit this performance evaluation tool.

SUBMISSION

The submission deadline is Friday, **June 7, 2019 by 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org. Late applications will not be accepted. Additionally, all fields in the tool that require data must be completed using the project's APR from CMIS for the timeframe 4/1/18 – 3/31/19.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

APPEALS

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Aja White at awhite@housingalliancede.org.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

RESULTS

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

2019 Continuum of Care
Renewal Project Evaluation Tool
Rapid Re-Housing

INTRODUCTION

All Rapid Re-Housing (RRH) projects with CoC grants that will expire within calendar year 2020 are eligible to apply as a renewal grant under FY2019 CoC NOFA process. This tool is used by the local CoC Scoring Committee to evaluate renewal projects that have completed at least 1 full year of operation. If your renewal project has not yet completed 1 full year in operation, you do not need to complete and submit this performance evaluation tool.

SUBMISSION

The submission deadline is Friday, **June 7, 2019 by 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org. Late applications will not be accepted. Additionally, all fields in the tool that require data must be completed using the project's APR from CMIS for the timeframe 4/1/18 – 3/31/19.

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- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

2019 Continuum of Care
Renewal Project Evaluation Tool
Transitional Housing

INTRODUCTION

All Transitional Housing projects funded with Continuum of Care grants that will expire within calendar year 2020 are eligible to apply as a renewal grant under FY2019 CoC NOFA process. This tool is used by the local CoC Scoring Committee to evaluate renewal projects that have completed at least 1 full year of operation.

SUBMISSION

The submission deadline is Friday, **June 7, 2019 by 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org. Late applications will not be accepted. Additionally, all fields in the tool that require data must be completed using the project's APR from CMIS for the timeframe 4/1/18 – 3/31/19.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

APPEALS

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Aja White at awhite@housingalliancede.org.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

RESULTS

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

2019 Continuum of Care
Renewal Project Evaluation Tool
Coordinated Entry

INTRODUCTION

Coordinated Entry projects funded with Continuum of Care grants that will expire within calendar year 2020 are eligible to apply as a renewal grant under FY2019 CoC NOFA process.

SUBMISSION

The submission deadline is **June 7, 2019 at 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, awhite@housingalliancede.org.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Carrie Casey at carrie.casey@newcastlede.gov.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

Dissemination of Ranking Results

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

2019 Continuum of Care
Renewal Project Evaluation Tool
Homeless Management Information System

INTRODUCTION

All HMIS projects funded with Continuum of Care grants that will expire within calendar year 2020 are eligible to apply as a renewal grant in the FY2019 CoC NOFA process.

SUBMISSION

The submission deadline is **June 7, 2019 at 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org.

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Carrie Casey at carrie.casey@newcastlede.gov.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

Dissemination of Ranking Results

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

Required Attachments

- Continuum of Care HMIS Policies & Procedures
- Continuum of Care Data Quality Standards
- Written Authority from Delaware Continuum of Care to fulfill duties of HMIS Lead/Administrator

From: Aja White <awhite@housingallianceDE.org>
Sent: Monday, July 15, 2019 8:24 AM
To: Aja White <awhite@housingallianceDE.org>
Subject: FY2019 Con nuum of Care (CoC) No ce of Funding Availability (NOFA)

Housing Alliance Delaware Requests Proposals
for
Con nuum of Care Homeless Assistance Projects

Continuum of Care Grantee Meeting
Friday July 25, 2019 1:00pm – 3:00pm
Del-Tech Community College
100 Campus Dr., Room 407, Dover, DE 19901

The FY2019 Continuum of Care (CoC) Notice of Funding Availability (NOFA) was released by the U.S. Department of Housing and Urban Development (HUD) on July 3, 2019. In this notice, HUD announced that they are making new Continuum of Care funds available to communies. The HUD CoC NOFA is available for review online: https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/

-

Agencies interested in applying for new CoC funds, or planning to apply for renewal CoC funds, must have a representave in a endance at the CoC Grantee Meeng on July 25, 2019 from 1:00pm – 3:00pm at Del-Tech Community College Terry Campus, **100 Campus Drive**, **Conference Room 407** in Dover, Delaware. At this meeng the HUD CoC NOFA will be reviewed, project applicaons will be distributed, and applicants will have an opportunity to ask quesons about CoC funding and the process for applying for funds. ***If your agency does not have a representative at this meeting you will not be eligible to apply for new or renewal CoC funds in 2019.***

Delaware is eligible to apply for up to $700,000 to create the following types of new homeless assistance projects:

1. Permanent Supportive Housing for individuals or families, with all beds dedicated for the chronically homeless, or meeng the DedicatedPLUS criteria set forth by HUD I the NOFA;
2. Rapid Re-Housing for individuals, families, or youth;
3. Joint Transional Housing-Rapid Re-Housing (TH-RRH) projects;
4. Coordinated Entry; and
5. Domesc Violence Bonus Projects *(limited funds)*
   a. Rapid Re-Housing
   b. Joint TH-RRH
   c. Coordinated Entry

Permanent Supportive Housing applications dedicated to chronically homeless individuals or families will be prioritized.

Strong project applications will meet HUD's minimum administrative requirements, align with HUD's priorities and the priories of the Delaware Connuum of Care, demonstrate feasibility, indicate plans to implement best practices, and demonstrate a dedication to helping Delaware end homelessness. Please direct any quesons to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org.

Thank you,

Aja White
CoC Program Manager
Housing Alliance Delaware
100 W. 10th Street Suite 611
Wilmington, DE 19801
P: 302-654-0126 ext. 103
F: 302-351-7258
awhite@housingalliancede.org
If you are in need of Emergency Shelter please call: **1 833 FIND BED** (1-833-346-3233)

Aja White

From: Aja White
Sent: Monday, July 29, 2019 10:13 AM
To: Janell Stanton; greg@familypromisede.org; Tyler Shade; Mason, Diana; Marlena Gibson; David Mosley; Terrie Williams ; Matthew Johnson ; paulbland@gmail.com; Devon Dejansky; kristen.stobbe@vmcenter.org; kenneth.buckmon@vmcenter.org; esmith@peoplesplace2.com; Peter Wine; Paula Witcher; Carl S. Colantuono (carl.colantuono@use.salvationarmy.org); Karen Spellman; Diedra Harper; Susan Kent; Holly Johnson; Kristi Felts; Taiwo Sapara; maryd486@gmail.com; ronhargrove123 @yahoo.com; Kimberly Ellis; wsutton@ccwilm.org; Patricia Pettaway Ward ; Paula Savini; Carol J. Carr; John Bates; Ronisha Quinn (rquinn@ccwilm.org); Elizabeth Everett; Robyn Gott; Elev8Us Organization; Casey, Carrie; Ryan Poulsen; Marie Marole
Subject: FY19 CoC Public Meeting
Attachments: 2019 Supplemental Questionnaire.pdf; 2019 CoC New Project Application.pdf; FY19 Funding Timeline for Renewal Projects.pdf; FY19 Funding Timeline for New Projects.pdf; 2019 Supplemental Questionnaire.docx; 2019 CoC New Project Application.docx; COC NOFA PRESENTATION 2019.pdf

Greetings,

Thank you for attending the *FY19 CoC Public Meeting*. The meeting materials are available on our website for your convenience. Please feel free to reach out to me with any questions!

Attached Documents:

- Supplemental questionnaire
- Funding timeline (renewal)
- Funding timeline (new)
- New Application
- NOFA presentation

Thank you,

Aja White
CoC Program Manager
Housing Alliance Delaware
100 W. 10th Street Suite 611
Wilmington, DE 19801
P: 302-654-0126 ext. 103
F: 302-351-7258
awhite@housingalliancede.org
If you are in need of Emergency Shelter please call: **1 833 FIND BED** (1-833-346-3233)

"Overcoming poverty is not a task of charity, it is an act of justice. Like Slavery and Apartheid, poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings." -Nelson Mandela

Delaware Continuum of Care FY19 Funding Timeline for Renewal Projects

June 7 by 4:00 pm	Project Evaluation and Compliance Tool due
August 9 by 4:00 pm	Renewal Application due in e-snaps Supplemental Questionnaire $500 application fee
September 25	Project Ranking posted on website
September 30	Collaborative Application due to HUD

Delaware Continuum of Care

Delaware Continuum of Care FY19 Funding Timeline for New Projects

August 9 by 4:00 pm	New Applications due
Prior to September 4	Notify Selected Projects*
September 25	Project Ranking posted on website
September 30	Collaborative Application due to HUD

***Selected projects will have to complete an application in e-snaps and pay a $500 application fee within 2 weeks of notification**

FY 2019 Delaware Continuum of Care
New Project Application

The FY2019 CoC Notice of Funding Availability (NOFA) was released by HUD (U.S Department of Housing and Urban Development) on July 3, 2019. All agencies applying for new project funds should review the HUD CoC NOFA, which can be found here:

Application Deadline
New project applications must be submitted to Housing Alliance Delaware by **August 9, 2019 at 4:00pm.**
All required submission materials, including the project application, must be submitted via email to awhite@housingalliancede.org. Any application received after this deadline will be considered ineligible, and will not be considered for funding.

Eligible Applicants
Applicants are eligible if they are a 501 (c) 3 non-profit agency, state or local government, or instrumentality of the state or local government. Private individuals and for-profit entities are not eligible to apply. All applicants must have an Active SAM Registration and DUNS number in order to be eligible to apply.

Eligible Project Types
Applicants may apply for new funds to implement the following project types:

a. Permanent Supportive Housing
    a. 100% of beds dedicated to the chronically homeless, or
    b. Project meets the HUD criteria of DedicatedPLUS as outlined in the 2019 CoC NOFA
b. Rapid Re-Housing
c. Joint Transitional-Rapid Re-Housing
d. Domestic Violence Assistance Projects
    a. Rapid Re-Housing
    b. Joint Transitional-Rapid Re-Housing
    c. Coordinated Entry

Funding Priorities
The Delaware CoC will prioritize projects for funding that create additional permanent housing units for homeless people and families, and that utilize a housing first model of service delivery.

Application Review Process
All applications for new CoC funds will be reviewed by the CoC Scoring committee. This committee will determine which projects to include in Delaware's CoC application to HUD in 2019. Any new project selected by the CoC Scoring committee to be included in Delaware's CoC application to HUD will be required to submit a $500.00 application fee to Housing Alliance Delaware.

Required Submission Materials:
All items must be submitted. Incomplete applications and will not be considered for funding.

1. New Project Application
2. Most recent agency audit
3. Evidence of Active SAM Registration
4. Proof of Non-profit status (if applicable)
5. Signed *Grantee Certification*. This document must be signed by the agency CEO or authorized leadership.
6. A letter from the agency CEO or authorized leadership indicating that the agency will provide no less than 25% of matching funds that will be used for CoC eligible activities, either in cash, in-kind contributions, or a combination of the 2 types, as required by HUD. Please find information about the

CoC Match requirements on the HUD Exchange website:
https://www.hudexchange.info/programs/coc/toolkit/grant-administration/#match-requirements

What makes a CoC Project Applicant Competitive?

*A demonstrated commitment to best practices in service model and delivery in homeless services and housing.

*A demonstrated commitment to ensuring that project has low barriers to entry for clients and that the project is dedicated to a housing first model of service delivery.

*The demonstrated organizational capacity to administer a federal grant, maximizes resources, and operates efficiently.

*Clear strategies to quickly and permanently house participants and help them maintain housing.

New Project Application

I. Application Information

1. Applicant (Agency) Legal Name: _____

2. Employer/Taxpayer Identification #:_____

3. [1]DUNS Number: _____

4. Is your agency's SAM (System of Award Management) registration active[2]? ☐ Yes ☐ No

5. Type of Applicant Agency

☐Non-profit Organization

☐State or local government, or instrument of state or local government

6. Agency Address

a. Street:
b. City:
c. State:
d. Zip Code:

7. Name and Contact of person to be contacted about application

a. Prefix:
b. First Name:
c. Last Name:
d. Title:
e. Organizational Affiliation:
f. Phone Number:
g. Fax Number:
h. Email:

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[1] To be eligible to apply for federal HUD funds, an agency is required to have a DUNS number.
[2] To be eligible to apply for federal HUD funds, an agency is required to have an Active SAM Registration.

8. Type of Application (Select Only One)

☐New Project

☐Renewal Project Expansion Grant

- Name and Project Type of Renewal Project: _____
- Total renewal project grant: $_____
- Please answer the following:
  - # of new people to be served: _____
  - # of new units to be created: _____
  - Please provide a detailed narrative of the type and/or quantity of additional services to be provided:

9. Project Type

☐Permanent Supportive Housing, 100% dedicated to chronically homeless

☐Permanent Supportive Housing, DedicatedPLUS

☐Rapid Re-Housing

☐Joint Transitional-Rapid Re-Housing

☐Coordinated Entry

10. Is this project dedicated to serving survivors of domestic violence, dating violence, and stalking?

☐ Yes ☐ No

11. Funding Request $ _____

12. If your request cannot be fully funded, indicate the least amount of funds required to make this project viable: $_____

13. Population(s) to Be Served (Select all that apply)

☐Adult-Only Households ☐ Households with Children ☐ Youth (Ages 18-24)

14. Total # of households to be served:_____

15. Total # of new permanent housing units that will be created:_____

16. Total # of new permanent housing beds that will be created:_____

17. Select the locations where homeless households will be assisted (Select all that apply):

☐City of Wilmington

☐New Castle County

☐Kent County

☐Sussex County

☐All 3 Counties in Delaware

18. Has this agency administered this Project Type previously?

☐ Yes ☐ No

If yes, please describe the agency's experience doing so and prior successes.

II. Project Administration

19. Is the applicant delinquent on any federal debt?

☐ Yes ☐ No

a. If yes, please explain:

20. Does the applicant plan to sub-contract with any other agency or agencies to perform any duties of the project (this agency will be called a sub-recipient)?

☐ Yes ☐ No

(If no, skip to question 15)

- If yes, identify the sub-recipient(s) by name and describe the experience of the potential sub-contracted agency to effectively utilize federal funds to perform the duties related to this project:

- If yes, describe the experience of the sub-recipient(s) in leveraging other federal, state, local, and private sector funds.

- If yes, describe the basic organization and management structure of the sub-recipient(s), and include evidence of internal and external coordination and an adequate financial accounting system.

21. Please describe the experience of the applicant effectively utilizing federal funds to perform the duties related to this project.

22. Please describe the applicant's experience leveraging federal, state, local, and private sector funds.

23. Please describe the applicant's basic organization and management structure, and evidence an adequate financial accounting system.

24. Does this agency have any unresolved monitoring or audit findings? If yes, please explain.

☐ Yes ☐ No

25. Will this new project incorporate activities into an existing project?

☐ Yes

☐ No

If yes, please describe the implementation plan.

26. Matching Funds: HUD requires CoC projects to have 25% of the total grant amount in matching funds (except for leasing funds). Matching funds can be in the form of cash commitments or in-kind commitments, and can only be used for CoC eligible activities. HUD requires each project applicant to include documented proof of matching funds in the application that they submit directly to HUD. Please indicate below the amount of documentable matching funds that are dedicated to this project, and the source.

Cash or In-Kind	Amount of Matching Funds	Source of Matching Funds

27. Eligible Costs: The following summarizes the eligible costs to operate the new project. Please indicate the amount of funds being requested for each eligible cost. Please refer to the HUD Exchange website and CoC Program Interim Rule for more information about eligible costs:
https://www.hudexchange.info/programs/coc/coc-2-0-training-materials/
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

Eligible Costs	Amount Requested
Acquisition	
Rehabilitation	
New Construction	
Leased Units	
Leased Structure	
Rental Assistance	
Supportive Services	
Operating	
HMIS	
Admin (No more than 10%)	
TOTAL GRANT BUDGET	

III. Project Detail

28. Please describe the scope of the proposed project in detail. Please include an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

29. Please identify and describe the unmet need or gap in services that this new project will fill. Please use data as supporting evidence.

30. Please describe the services plan for this project, including how services are funded and how services will be carried out to ensure that all households served are provided with flexible and appropriate support services that meet their needs.

31. Will the project implement a voluntary services model?

☐ Yes
☐ No

32. Will the project screen out participants based on any of the following? Please indicate yes or no for each item.

a. Having too little or little income _____
b. Active or history of substance abuse _____
c. Unwillingness to take prescribed medications _____
d. Unwillingness to participate in a service plan _____
e. Criminal Record (exceptions for state mandates) _____
f. History of Domestic Violence (lack of protective order, police involvement, etc) _____

33. Will the project terminate participants from the project for any of the following reasons? Please indicate yes or no for each item.

a. Failure to participate in supportive services _____
b. Failure to make progress on a service plan _____
c. Loss of income or failure to increase income _____
d. Being a victim of Domestic Violence _____
e. Other activity not covered in a lease _____

34. Will the project follow a housing first approach?

☐ Yes
☐ No

If yes, please describe in detail how this project will follow a housing first approach (e.g. policies and procedures that will be followed at the program level)

35. Will the project quickly move participants into permanent housing?

☐ Yes
☐ No

If yes, please describe your project's strategies and plans to quickly move participants into permanent housing.

36. Please describe how participants will be assisted to increase their incomes.

37. Please describe how your case management services will help participants stabilize in housing.

38. Please describe how you will provide services that prevent households from returning to homelessness.

39. RAPID RE-HOUSING AND JOINT TH/PH-RRH Projects ONLY: Please describe your strategy for developing and maintaining landlord relationships.

40. Will your agency follow all policies and procedures related the Delaware's Coordinated Entry system, Centralized Intake?

☐ Yes ☐ No

41. Please indicate your target housing measures.

Housing Measure	Target # of People	Universe # of People Served	Target %
Persons who remain in permanent housing at the end of the operating year, or exit the project to permanent housing destinations			

42. Please indicate one more HEARTH Act measure that you will use to measure the outcomes of your project.

Measure	Target # of People	Universe # of People Served	Target %

IV. Certification

*****By signing this document I certify that the information included in this funding application is true and accurate to the best of my knowledge.

*****I certify that if this project is selected by the Delaware CoC Scoring committee for inclusion in the FY2019 Delaware CoC funding application to HUD, I have the ability to complete the online HUD application process in ESNAPS by September 18, 2019.

*****I understand that all CoC-funded agencies are monitored by the Continuum of Care for project performance related to the HEARTH Act measures and other locally determined measures.

_____

CEO/Authorized Agency Official

_____

Signature

_____

Date

V. Resources for Your Reference

1. **Resources on Housing First**
   a. https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
   b. https://endhomelessness.org/resource/housing-first/

2. **Resources on rapid re-housing**
   a. This document created by the National Alliance to End Homelessness outlines "The Core Components of Rapid Re-Housing." http://www.endhomelessness.org/page/-/files/RRH%20Core%20Elements%20Brief.pdf
   b. A webinar focused on one of the core components of rapid re-housing - rent and move-in assistance: http://www.endhomelessness.org/library/entry/webinar-recording-core-components-of-rapid-re-housing-rent-and-move-in-assi
   c. A webinar focused on one of the core components of rapid re-housing – case management and services: http://www.endhomelessness.org/library/entry/webinar-recording-core-components-of-rapid-re-housing-case-management-and-s

3. **Resources on permanent supportive housing**
   a. https://www.usich.gov/resources/uploads/asset_library/Implementing_Housing_First_in_Permanent_Supportive_Housing.pdf
   b. This document created by CSH outlines the Dimensions of Quality Supportive Housing. http://www.csh.org/wp-content/uploads/2013/07/CSH_Dimensions_of_Quality_Supportive_Housing_guidebook.pdf
   c. This toolkit created by SAMHSA provides information on how to structure a permanent supportive housing project to meet standards of an evidence based practice http://homeless.samhsa.gov/channel/Permanent-Supportive-Housing-KIT-557.aspx

4. **Resources on new Joint TH/PH-RRH Component**
   a. https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/

Application Materials for New Projects

New Project Application - PDF

New Project Application - Word

2019 Grantee Certification

New Project Evaluation Tool

2019 Supplemental Questionnaire

Important Deadlines:

- August 9, 2019 4:00 pm - Renewal Applications due in ESNAPS
- August 9, 2019 4:00 pm - New Applications due via email cchandler@housingallianceDE.org

Application Materials for Renewal Projects

2019 Compliance Review Tool

2019 Grantee Certification

2018 Supplemental Questionnaire

Start-Up Evaluation Tool

HMIS Project Evaluation Tool

HMIS Project Scoring Tool

Coordinated Entry Evaluation Tool

Coordinated Entry Scoring Tool

Transitional Housing Evaluation Tool

Transitional Housing Scoring Tool

Rapid Re-Housing Evaluation Tool

Rapid Re-Housing Scoring Tool

Permanent Supportive Housing Evaluation Tool

Permanent Supportive Housing Scoring Tool

Important Deadlines:

- June 7, 2019 4:00pm - Compliance Tools DUE
- June 7, 2019 4:00pm - Evaluation Tools DUE

2019 Delaware CoC Funding Policies

Delaware CoC Reallocation Policy

FY 2019

DE-500 – Delaware Statewide CoC

Attachment #08:

1E-1. Public Posting— Local Competition Announcement

Attachment #08 documents include the following:

- 5/6/19 Email sent from Collaborative Application to renewal projects advising of local competition process and deadlines, with all application documents and scoring tools attached, and information about CoC's Reallocation Policy, Prioritization Policy, and Funding Threshold requirements being posted on the CoC's website
    - 1st page of Renewal PSH Evaluation and Scoring Tool
    - 1st page of Renewal RRH Evaluation and Scoring Tool
    - 1st page of Renewal TH Evaluation and Scoring Tool
    - 1st page of Renewal HMIS Evaluation and Scoring Tool
    - 1st page of Renewal SSO for CE Evaluation and Scoring Tool
    - Compliance Review Tool
    - Grantee Certification Form
    - Screenshot of CoC's Funding Threshold, Prioritization, and Reallocation Policies posted on CoC's website
- 7/15/19 Email sent from Collaborative Application to potential applicants advising of local competition process, inviting them to July 25th grantee meeting
- 7/29/19 email sent from Collaborative Applicant with all new project application documents and timelines attached
    - Screenshot of Renewal and New Project application and scoring materials posted on CoC's website
    - New Project Application
    - Screenshot of New Project Scoring Tool posted on CoC's website

Aja White

From: Aja White
Sent: Monday, May 06, 2019 3:52 PM
To: Cathy McKay ; Kristi Felts; Holly Johnson; John Bates; Carol J. Carr; Chaz L. Enerio; Khadija Robinson; Capri Wiggins; Ryan Catalani; greg@familypromisede.org; Patricia Pettaway Ward ; Stephanie Staats ; Matthew Johnson ; Orenda Poindexter; Wes Davis; Paul Calistro; Elizabeth Everett; 'Deianna Jason'; Deianna Tyree; Lori Sitler; John Baker; Blanche Creech; Janell Stanton
Cc: Tyler Shade
Subject: Launch of 2019 CoC Evaluation Phase
Attachments: 2019 RRH Performance Evaluation Tool.pdf; 2019 Compliance Tool.pdf; 2019 RRH Project Scoring Tool.pdf; 2019 Start-Up Evaluation Tool.pdf; 2019 TH Project Scoring Tool.pdf; 2019 TH Evaluation Tool.pdf; 2019 PSH Evaluation Tool.pdf; 2019 PSH Project Scoring Tool.pdf; CoC Grantee Certification 2019.pdf

Greetings,

Today officially begins the project evaluation phase of the FY19 CoC competition. All evaluation tools and required attachments are due ***Friday, June 7, 2019 by 4:00pm.***

All evaluation and scoring tools are attached to this email. Documents related to the funding competition, including the attached tools, can be found on our website at the following link: https://www.housingalliancede.org/the-delaware-continuum-of-care. The policies that guide the local CoC funding process – Prioritization Policy, Reallocation Policy, and Threshold Requirements are also available on the CoC webpage.

Your agency will receive a separate email with you project's Annual Performance Report (APR) from CMIS. These are the official APRs that you will need to use to complete the project evaluation tool.

If you operate a renewal project that has not been operating for 1 full year or not yet started, please complete the ***Start-Up Progress and Review Evaluation.***

Thank you,

Aja White
CoC Program Manager
Housing Alliance Delaware
100 W. 10th Street Suite 611
Wilmington, DE 19801
P: 302-654-0126 ext. 103
F: 302-351-7258
awhite@housingalliancede.org
If you are in need of Emergency Shelter please call: **1 833 FIND BED** (1-833-346-3233)

"Overcoming poverty is not a task of charity, it is an act of justice. Like Slavery and Apartheid, poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings." -Nelson Mandela

2019 Continuum of Care
Renewal Project Evaluation Tool
Permanent Supportive Housing

INTRODUCTION

All Permanent Supportive Housing (PSH) projects with renewal grants that will expire within calendar year 2020 are eligible to apply under the FY2019 CoC NOFA process. This tool is used by the local CoC Scoring Committee to evaluate renewal projects that have completed at least 1 full year of operation. If your renewal project has not yet completed 1 full year in operation, you do not need to complete and submit this performance evaluation tool.

SUBMISSION

The submission deadline is Friday, **June 7, 2019 by 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org. Late applications will not be accepted. Additionally, all fields in the tool that require data must be completed using the project's APR from CMIS for the timeframe 4/1/18 – 3/31/19.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

APPEALS

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Aja White at awhite@housingalliancede.org.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

RESULTS

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

Permanent Supportive Housing Scoring Tool - 2019

Agency and Project Name:			
Reviewer Name:	**Outcome**	**Maximum points**	**Points Awarded**
1. Data Quality		**10**	
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No			
2. Housing Stability:		**20**	
% of persons achieving housing stability: 20: > 80% / 10: 79%-70% / 5: 69%-65%/ 0: <65%			
3. Increased or Maintained Income		**5**	
% of adult participants who increased or maintained cash income from entry to exit: 5: 100%-85% / 3: 84% - 70% / 0: < 70%			
4. Bed Utilization Rate *(This measure is pulled from CMIS by Housing Alliance DE; Site-Based Projects Only)*		**5**	
5: 100% - 85% / 3: 84% - 65% / 0: <65%			
5. Housing First		**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
6. Low Barrier Access to Housing and Services		**10**	
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
7. Severity of Need: Rate of Adults served with disabling condition		**10**	
10: 100%-80% / 5: 79% - 60% / 0: <60%			
9. Participation in CoC Planning		**5**	

Permanent Supportive Housing Scoring Tool - 2019

5: Yes agency has voting member AND participated in at least 4 CoC membership meeting in 2017 or 2018 / 2: No			
10. Chronic Homeless Beds		**10**	
10: 100% - 80% of beds in project are dedicated or prioritized for CH / 5: 79% - 60% of beds in project are dedicated or prioritized for CH/ 0: < 60% of beds in project are dedicated or prioritized			
11. Chronically Homeless Households Served		**5**	
5: 100% - 90% / 2: 89% - 80% / 0: < 80%			
12. Support Services		**10**	
10: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly and correctly implemented, services provided are housing focused and able to meet the intensive services needs of the clients served / 5: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
13. Cost Effectiveneness		**N/A**	
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points		**100**	
Points Awarded			
Project Score (Awarded/100)			

2019 Continuum of Care
Renewal Project Evaluation Tool
Rapid Re-Housing

INTRODUCTION

All Rapid Re-Housing (RRH) projects with CoC grants that will expire within calendar year 2020 are eligible to apply as a renewal grant under FY2019 CoC NOFA process. This tool is used by the local CoC Scoring Committee to evaluate renewal projects that have completed at least 1 full year of operation. If your renewal project has not yet completed 1 full year in operation, you do not need to complete and submit this performance evaluation tool.

SUBMISSION

The submission deadline is Friday, **June 7, 2019 by 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org. Late applications will not be accepted. Additionally, all fields in the tool that require data must be completed using the project's APR from CMIS for the timeframe 4/1/18 – 3/31/19.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

APPEALS

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Aja White at awhite@housingalliancede.org.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

RESULTS

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

Rapid Re-Housing Scoring Tool - CoC 2019

Agency and Project Name:			
Reviewer Name:	**Outcome**	**Maximum Points**	**Points Awarded**
1. Data Quality		**10**	
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No			
2. Housing Stability		**20**	
% of persons achieving housing stability: 20: > 80% / 10: 80%-70% / 5: 69%-65%/ 0: <65%			
3. Increased Income		**15**	
% of adult participants who increased cash income from any source from entry to exit: 15: > 80% / 10: 80% - 50% / 5:49% - 30% / 0: < 30%			
4. Length of Time from Project Enrollment to Housing Move-In		**10**	
10: 40% or more of clients were housed in less than 30 days / 5: 40% or more of clients were housed in less than 60 days / 0: less than 40% of clients were housed within 60 days or less			
5. Housing First		**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
6. Low Barrier Access to Housing and Services		**10**	
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
7. Severity of Need: Rate of Adults Fleeing Domestic Violence		**5**	
5: > 5% / 3: 5% - 2% / 0: <2%			

Rapid Re-Housing Scoring Tool - CoC 2019

8. Severity of Need: Rate of Adults Served with $0 cash income at project entry		**5**	
5: > 20% / 3: 20% - 10% / 0: <10%			
9. Participation in CoC Planning		**5**	
5: Yes agency has voting member AND participated in at least 4 CoC membership meetings in 2017 or 2018 / 2:			
10. Support Services		**10**	
10: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly implemented, services provided are housing focused and able to meet the services needs of the clients / 5: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
11. Cost Effectiveneness		**N/A**	
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points		**100**	
Points Awarded			
Project Score (Awarded/100)			

2019 Continuum of Care
Renewal Project Evaluation Tool
Transitional Housing

INTRODUCTION

All Transitional Housing projects funded with Continuum of Care grants that will expire within calendar year 2020 are eligible to apply as a renewal grant under FY2019 CoC NOFA process. This tool is used by the local CoC Scoring Committee to evaluate renewal projects that have completed at least 1 full year of operation.

SUBMISSION

The submission deadline is Friday, **June 7, 2019 by 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org. Late applications will not be accepted. Additionally, all fields in the tool that require data must be completed using the project's APR from CMIS for the timeframe 4/1/18 – 3/31/19.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

APPEALS

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Aja White at awhite@housingalliancede.org.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

RESULTS

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

Transitional Housing Scoring Tool - CoC 2019

Agency and Project Name:			
Reviewer Name:	**Outcome**	**Maximum Points**	**Points Awarded**
1. Data Quality		**10**	
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No			
2. Housing Stability		**20**	
% of persons achieving housing stability: 20: > 80% / 10: 79%-70% / 5: 69%-65%/ 0: <65%			
3. Average Length of Stay in Program		**10**	
10: < 180 days / 5: 180 - 365 days / 0: > 365 days			
4. Increased Income		**10**	
% of adult participants who increased cash income from any source from entry to exit: 10: > 50% / 5: 50% - 30% / 0: < 30%			
5. Bed/Unit Utilization Rate		**5**	
5: 100% - 85% / 3: 84% - 65% / 0: <65%			
6. Housing First		**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
7. Low Barrier Access to Housing and Services		**10**	
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
8. Severity of Need: Rate of Adults served with disabling condition		**5**	

Transitional Housing Scoring Tool - CoC 2019

5: > 30% / 3: 30% - 10% / 0: <10%			
9. Severity of Need: Rate of Adults Fleeing Domestic Violence		**5**	
5: > 5% / 3: 5% - 2% / 0: <2%			
10. Severity of Need: Rate of Adults Served with $0 cash income at project entry		**5**	
5: > 20% / 3: 20% - 10% / 0: <10%			
11. Participation in CoC Planning		**5**	
5: Yes agency has voting member AND participated in at least 4 CoC membership meeting in 2017 or 2018 / 2:			
12. Support Services		**5**	
5: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly and correctly implemented, services provided are housing focused and able to meet the variable services needs of the clients served / 3: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
13. Cost Effectiveneness		**N/A**	
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points		**100**	
Points Awarded			
Project Score (Awarded/100)			

2019 Continuum of Care
Renewal Project Evaluation Tool
Homeless Management Information System

INTRODUCTION

All HMIS projects funded with Continuum of Care grants that will expire within calendar year 2020 are eligible to apply as a renewal grant in the FY2019 CoC NOFA process.

SUBMISSION

The submission deadline is **June 7, 2019 at 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org.

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Carrie Casey at carrie.casey@newcastlede.gov.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

Dissemination of Ranking Results

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

Required Attachments

- Continuum of Care HMIS Policies & Procedures
- Continuum of Care Data Quality Standards
- Written Authority from Delaware Continuum of Care to fulfill duties of HMIS Lead/Administrator

2018 Scoring Tool
HMIS

Project Name:		
Agency Name:		
Reviewer Name:	**Maximum Points**	**Points Awarded**
1. Signed User Agreements	**15**	
15: Yes, meets requirement / 0: No, Does not meet requirement		
2. New User Access and Training	**15**	
15: Yes, meets requirement / 0: No, Does not meet requirement		
3. Signed Agency Agreements	**15**	
15: Yes, meets requirement 0: No, Does not meet requirement		
4. User Trainings Provided Regularly	**10**	
10: Yes, sufficient / 5: Needs improvement / 0: User training not provided		
5. Written Authority from CoC	**15**	
15: Yes, meets Requirement / 0: No, Does not meet requirement		
6. Roles and Responsibilities	**15**	
15: Yes, meets Requirement / 0: No, Does not meet requirement		
7. Data Quality Standards	**15**	
15: Yes, standards are set and communicated sufficiently / 5: Standards in place, but needs improvement / 0: No standards in place		
8. CMIS Bed Coverage Rates	**10**	
10: All project types above 85% / 5: One or more projects types below 85%, but sufficient explanation / 0: One or more project types below 85%, and explanation not sufficient		
9. Federal Reporting Requirements	**20**	
20: All reports submitted by deadline / 0: One or more reports not submitted by deadline		

2018 Scoring Tool

HMIS

Total possible points	**130**	
Total points awarded		
Project Score (points awarded/possible points)		

2019 Continuum of Care
Renewal Project Evaluation Tool
Coordinated Entry

INTRODUCTION

Coordinated Entry projects funded with Continuum of Care grants that will expire within calendar year 2020 are eligible to apply as a renewal grant under FY2019 CoC NOFA process.

SUBMISSION

The submission deadline is **June 7, 2019 at 4:00pm.** Please submit the project evaluation tool and all required supporting documentation to Aja White, CoC Program Manager, awhite@housingalliancede.org.

SUPPORTING DOCUMENTATION

All projects are required to submit the following supporting documentation by the deadline indicated above. Without the supporting documentation, the application will be considered incomplete.

1. **The project's policies and procedures.**
    a. The expectation is that these policies and procedures will include at minimum: client eligibility; referral sources/how the project identifies eligible clients; the type and duration of assistance provided to clients; any occupancy agreement or lease agreement used with clients; any program rules if applicable; cause for program termination and process for terminating assistance to clients; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.).

All projects have the right to appeal their project's score and/or ranking. Appeal procedures are as follows:

1. All appeals will be reviewed by the CoC Scoring Committee established by the Delaware Continuum of Care.
2. Appeals must be submitted in writing within two (2) days after project scores and/or ranking are released. Address all appeals to Carrie Casey at carrie.casey@newcastlede.gov.
3. Appeals should clearly outline the issue being appealed, the argument for overturning the decision, and any evidence to support the argument.
4. Appeal decisions will be emailed in writing to the agency. All decisions of the CoC Scoring Committee are considered final.

Dissemination of Ranking Results

- Project applicant ranking and scoring results will be placed on the Housing Alliance Delaware website, www.housingalliancede.org, and distributed by email.
- Questions about this Evaluation Tool, application deadlines, process, or to receive copies the materials, please contact Aja White, awhite@housingalliancede.org.

2018 Scoring Tool
Coordinated Entry

Project Name:		
Agency Name:		
Reviewer Name:	**Maximum Points**	**Points Awarded**
1. Full Geographic Coverage	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
2. Accessibility	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
3. Serving Survivors of Domestic Violence	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
4. Serving Clients with Limited English Profiency	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
5. Community Partnership and Engagement	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
6. Full Participation	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
7. Standard Assessment	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
8. Prioritization	**10**	
10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations		
9. Referral Process	**10**	
10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations		
10. Homeless Outreach	**10**	
10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations		

2018 Scoring Tool
Coordinated Entry

11. Data Quality: Project has 5% or less of missing/refused/don't know data for all data elements	**10**	
10: Yes/ 0: No		
12. Housing First	**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No		
13. Low Barrier Access	**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No		
Total possible points	**130**	
Total points awarded		
Project Score (points awarded/possible points)		

2019 Continuum of Care Compliance Review

Introduction

All projects that are funded through the Delaware Continuum of Care, with grants that will expire within calendar year 2020, are eligible to apply as a renewal grant in the FY2019 CoC NOFA process. Projects planning to apply for renewal CoC funds in FY2019 are required to complete and submit this compliance review for each renewal project.

Deadlines & Submission

LATE SUBMISSIONS WILL NOT BE ACCEPTED AND WILL NOT BE CONSIDERED FOR FUNDING.

The submission deadline is **June 7, 2019 by 4:00pm.** Please submit this form and all required supporting documentation to Housing Alliance Delaware electronically to awhite@housingalliancede.org.

Supporting Documentation

The following documentation must be submitted by the deadline indicated above in order for the compliance tool to be complete.

1. **Financial Management**
    a. E-Loccs screen-shot of all drawdowns made on the grant during the most ***recently completed grant term*** for the project.
    b. E-Loccs screen-shot of all drawdowns made on the project during the ***current grant term***.
        i. (If your project is currently without an active operating grant, please attach a brief letter indicating/explaining this, and indicate when you expect the next grant term to begin).
    c. A copy of the agency's most recently completed full Financial Audit, including any management letters.
2. **The project's Data Entry Policies and Procedures**
    a. These policies and procedures must include, at minimum: Frequency of data review, which must occur, at minimum, on a monthly basis; Description of what reports are used to complete data reviews; and an outline of the process for how data reviews are used to monitor and improve the project's data quality.
3. **Grantee Certification**
    a. The Grantee Certification document is provided by Housing Alliance Delaware. It must be signed and dated.
4. **Letter of Intent to Voluntarily Reallocate, if applicable**
    a. If your agency would like to apply to reallocate a renewal project to create a new project, please submit a letter of intent that includes the reason for reallocation, the benefit that will result, and the number and type of new beds or resources that will be created as a result of the proposed reallocation. If your agency does not plan to apply to reallocate, this letter is not required.

2019 Continuum of Care Compliance Review

I. PROJECT INFORMATION

Agency Name:

Project Name:

Provide the name of the CPD HUD representative for this project:

Primary Contact Person about this grant:	
Title/Position:	Phone Number (with extension):
Email Address:	
Secondary Contact Person about this grant:	
Title/Position:	Phone Number (with extension):
Email Address:	

Project Site Configuration Type:

☐ Single site, single building ☐ Single site, multiple buildings ☐ Scattered Sites

Location of Units (city/town/county): _____

HOUSING TYPE

☐ Single apartment (non-SRO) units ☐ Single homes/townhouses/duplexes ☐ Shared housing
☐ Single Room Occupancy (SRO) units ☐ Non-residential: services only

PROJECT TYPE

☐ Transitional Housing ☐ Permanent Supportive Housing ☐ Rapid Re-Housing
☐ Transitional Rapid Re-housing ☐ Coordinated Entry

HOUSEHOLD TYPES SERVED	
	Check all that apply
Households with Children	
Single Adults/Adults Only	
Unaccompanied youth (ages 18 to 24)	

2019 Continuum of Care Compliance Review

PROJECT BEDS AND UNITS		
	Temporary	**Permanent**
TOTAL # OF BEDS IN PROJECT (estimate if scattered site)		
TOTAL # OF UNITS IN PROJECT (estimate if scattered site)		

II. COMPLIANCE REVIEW

1. COC PROJECT BUDGET	
Budget Line Item	**Amount**
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL CoC GRANT AWARD	$

2. MATCH INFORMATION	
Anticipated Source of Match for FY2019 Grant	
Amount of Match (no less than 25% of grant funds, except for leasing funds)	$

3. Did this project drawdown all awarded HUD CoC funds on the most recently completed grant?

☐ Yes ☐ No ☐ N/A (This project has not completed a full grant term)

4. **Does your agency have 90 days working capital to ensure liquidity while awaiting reimbursement from HUD?**

   ☐ Yes ☐ No

5. **Did your agency submit this project's most recent Annual Performance Report to HUD by the report deadline?**

   ☐ Yes

   ☐ No; provide a detailed explanation explaining why the project was not able to submit the most recent APR by the submittal deadline.

   ☐ N/A for projects that have not yet completed a full grant term.

6. **Has this project been monitored by HUD since the 2018 CoC NOFA period?**

   ☐ Yes ☐ No

   ***If yes,* Date of your monitoring visit: _____**

   a. **Are there findings as a result of your HUD monitoring*?***

   ☐ Yes (If yes, you must attach all correspondence with HUD to-date)

   ☐ No

   b. **Are there findings with corrective actions that will be or have been implemented?**

   ☐ Yes ☐ No ☐ N/A

   c. **Are there outstanding project findings with no corrective actions taken?**

   ☐ Yes ☐ No

   Please provide any additional and detailed information about HUD's monitoring process and outcomes.

7. **Were there any findings reported in your agency's most recently completed financial audit?**

   ☐ Yes ☐ No

   If yes, please describe in detail the findings and your agency's plan to address them. Or, attach evidence that the findings have been addressed and resolved.

8. Were any of your agency's CoC-funded projects placed on Corrective Action Plan in 2018 by the Delaware CoC?

☐ Yes (Complete the information below) ☐ No

Project Name: _____

Below, list each of the reasons this project was placed Corrective Action Plan, accompanied by the specific actions taken to resolve each issue, and the final outcome for each issue. If more than one project was placed on Corrective Action Plan, please do the same for each project.

9. Fair Housing

Does your project follow all federal and state fair housing laws, and provide all participants with information about their fair housing rights?

☐ Yes ☐ No

10. Age/Gender Participation

Under the HEARTH Act, any project receiving CoC funds to provide services or housing to households with children is not permitted to not deny admission to a household based on the age/gender of any minor children.

Does the project accept all households with children under 18 without regard to the age and/or gender of the children?

☐ Yes ☐ No ☐ N/A (Project does not serve households with children)

11. Consumer Participation in Policy Making

Under the HEARTH Act, each recipient or sub recipient is required to provide for the participation of not less than one (1) homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided.

Does the project have the participation of at least one (1) homeless or formerly homeless individual on the board of directors or other equivalent policymaking entity for the agency?

☐ Yes ☐ No

2019 Continuum of Care Compliance Review

12. Equal Access to Housing Regardless of Sexual Orientation, Gender Identity, or Familial Status

HUD published a final rule (77 FR 53579) for the Equal Access to Housing in HUD Projects. HUD is implementing the policy to ensure that its core programs are open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, marital status or familial composition. Among other things, this rule requires that all programs that serve households with children serve all household types with children, including male-headed households, 2-parent households, female-headed households, etc.

Does the project comply with HUD's Equal Access rule?

☐ Yes ☐ No

13. CMIS Participation

CMIS participation is a requirement and priority for the Delaware Continuum of Care and HUD. CMIS participation and good data quality are essential in assisting the Delaware CoC measure success in implementing our CoC's Action Plan and meeting HUD's HEARTH Act Performance Measures. All CoC-funded agencies that serve homeless persons (except for victim service providers) are required to participate in CMIS data entry and collection, which includes completing the necessary training and certifications.

Does your agency have policies/procedures in place to regularly check the project's data quality that includes the items outlined below?

- Frequency of data review, which must occur, at minimum, on a monthly basis;
- Description of what reports are used to complete the data review; and
- Outline of the process for how data reviews are used to improve the project's data quality.

☐ Yes, policies and procedures have been put in place that outline frequency of data review, a description of what reports are used, and an outline of the process for how data reviews are used improve the project's data quality. Data policies and procedures must be attached.

☐ No

☐ N/A, this project is a DV project. We use a CoC-approved alternative database for collecting the Required HUD data elements. Name of comparable database _____

2019 Continuum of Care Compliance Review

14. Housing First

Does your project have policies and procedures in place that ensure program staff follow a Housing First model (offers quick access to permanent housing with housing as the primary focus, without preconditions such as programmatic compliance, clinical treatment, sobriety, etc.)?

☐ Yes ☐ No ☐ N/A, this project is not funded to be housing first

15. Low Barrier Access

Does your project provide low barrier access to services and housing assistance for all clients eligible for assistance, regardless of income, active or history of substance abuse, criminal records (with the exception of state mandates), willingness to participate in services or treatment, etc.?

☐ Yes ☐ No ☐ N/A, this project is not funded to be low barrier

16. Centralized Intake Participation

Does this project participate fully in the Delaware CoC's coordinated entry system, Centralized Intake, and follow all policies and procedures that are required?

☐ Yes ☐ No ☐ N/A, this project is a DV project

17. Client Eligibility

Does this project only admit clients/households into the project that are eligible for this project according to the HUD CoC funding received? (e.g. chronically homeless for dedicated or prioritized beds, literally homeless, etc.)

☐ Yes ☐ No

Please describe in detail the eligibility criteria for this project, and how your agency determines and verifies client eligibility for enrollment in the program:

2019 Continuum of Care Compliance Review

Domestic Violence Projects Only

18. Safety Planning

Does this project have policies and procedures in place to ensure comprehensive safety planning that reduces a victims risk through a trauma informed care model?

☐ Yes ☐ No

Certification and Acknowledgement

I certify on behalf of my agency that all information contained in this review is accurate and true based on our current records for the project. I understand that falsifying information or failing to provide accurate information may result in the removal of this project from funding consideration.

Printed Name:_____
Executive Director/CEO/President

Signature:_____ Date_____
Executive Director/CEO/President

Delaware Continuum of Care Grantee Certification

Background: Housing Alliance Delaware is the CoC Lead Agency, HMIS Lead Agency, and Collaborative Applicant for the Delaware Continuum of Care. Housing Alliance Delaware is charged by HUD to operate and administer CoC activities and monitor CoC grantee performance, as outlined in the CoC Interim Rule (24 CFR Part 578). To further clarify expectations and recipient responsibilities, Housing Alliance Delaware is setting out some of the primary CoC recipient responsibilities in this document to be signed by an authorized representative of the CoC grant recipient agency.

CoC grant recipients enter into grant agreements with HUD. The grantee is responsible for adhering to all requirements and obligations outlined by HUD as a recipient of CoC funds.

Before applying for CoC renewal or new funding all project applicants should review the CoC Interim Rule (24 CFR Part 578) as it provides the requirements for implementing and administering the CoC program. Also, all applicants should utilize the HUD Exchange website to the extent that it helps them better understand their obligations. The HUD Exchange website is host to webinars, training materials, guide books, and other information regarding the implementation of the CoC program.

HMIS Participation

CoC grant recipients must collect all required data elements for all persons served in any CoC funded project in the local HMIS system, CMIS. This includes Universal Data elements, and any additional data elements required for the particular project type. Domestic Violence service providers are prohibited from using this system, but must demonstrate that they use a comparable database. All data entered into CMIS should be complete and of high quality.

Coordinated Entry

CoC grant recipients are required to participate in the CoC's coordinated entry system. In Delaware we call this system Centralized Intake.

Grant Performance and Reports

- Grantees are expected to draw down and utilize all CoC funds. Under no circumstances should CoC funds be returned to HUD (unless disaster, emergency, etc.).
- Grantees are expected to submit all Point in Time and Housing Inventory Chart information to CoC/HMIS Lead by local deadlines.
- Grantees must submit all Annual Performance Reports (APRs) to HUD by the deadline set by HUD.
- Annual Performance Reports submitted to HUD must match the data that is in CMIS for the project. APRs run in CMIS are used in the project scoring and evaluation process during the annual funding competition.
- If a grantee requests to add a new CMIS user, the new user is required to attend a New User Training with CMIS staff of Housing Alliance Delaware. If CMIS users need ongoing training they are expected to ask the CMIS Lead for training to improve their ability to enter quality data.
- If a recipient can no longer administer a grant they will consult with the CoC Lead Agency and the CoC Board immediately.

Fair Housing

- Grantees must follow all Fair Housing laws and regulations in the administration of their CoC funded project.
- Grantees must have a relevant representative attend a fair housing training at least once annually.

Participation in CoC Planning and Governance Activities

Participation Expectations

- Attend ¾ of CoC membership meetings annually
- Have an individual who is a voting member of the CoC
- Participate in any committees that are specifically about the project type that the grantee operates

CoC Funds Application Process

- Grantees, new and renewal, must abide by all deadlines, requirements, policies, and procedures set forth by the Delaware CoC Board, CoC Scoring Committee, and CoC Lead Agency in order to be eligible to apply for new or renewal funds in the CoC competition.
- Grantees must follow all policies and procedures set forth by HUD related to the CoC funding application process.
- Grantees understand that the CoC funding process is a performance-based and competitive process.

AGENCY NAME: _____

I have read and understand the expectations set forth in this certification.

_____	_____
Signature	Date
_____	_____
Printed Name	Date
_____	_____
Title	Date

2019 Delaware CoC Funding Policies

Delaware CoC Reallocation Policy

Delaware CoC Prioritization Policy

2019 Funding Threshold Requirements

2018 CoC Funding

2018 Collaborative Application

2018 Priority Listing

2018 Project Ranking

2018 CoC Funding

Housing Alliance Delaware is pleased to announce that the Delaware Continuum of Care was awarded $8,249,505 to directly fund 29 CoC projects and 884 beds for Delaware's homeless population.

Documents & Publications

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Continuum of Care 2019
Project Applicant Threshold Requirements

Threshold Requirements are the minimum requirements that a project applicant must meet in order to be considered eligible to apply for CoC funds in Delaware. If threshold requirements are not met by a renewal project applicant, reallocation may be considered. (For more information, Please review the *Delaware Continuum of Care Reallocation Policy*).

Application Submission

- Project applicant meets all submission deadlines for application materials, supportive documentation, and any other required materials.
- All project application materials are complete.

Financials

- Project applicant submits an agency audit that does not contain significant unresolved finding. If there are findings, the agency reports its plan to address them, and this plan is determined to be sufficient and comprehensive by the CoC Scoring committee.
- Project applicant submits any HUD monitoring report completed since the previous application period for the project. The report does not have significant unresolved findings. If the report does have findings, the agency reports its plan to address them, and this plan is determined to be sufficient and comprehensive by the CoC Scoring committee.
- A renewal project must not have any funds recaptured by HUD for any reason, including failure to utilize all grant funds by the deadline.

Compliance

- Project applicant complies with all relevant CoC Interim Rule and HEARTH Act laws and regulations.
- Project applicant is serving eligible households with CoC funds (e.g. chronic homeless dedicated beds are occupied by chronically homeless households; PSH beds occupied by persons with disabling conditions; RRH serves people from streets and shelters, etc).
- Project applicant is an eligible entity (501 c3 non-profit or local government entity)

Performance

- Project applicant receives a score of 60% or higher on the project scoring tool.
- If a project was placed on Corrective Action Plan during the previous CoC funding competition, all items in the Corrective Action Plan have been corrected and sufficiently addressed. This determination is made by the CoC Scoring committee.

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Delaware Continuum of Care
Prioritization Policy 2019

1. To be eligible for prioritizing and ranking, all projects – new and renewal – must pass all facets of the application evaluation process including:
    a. All projects must meet all HUD eligibility criteria
    b. All projects must be HEARTH & CoC regulation compliant
    c. All projects must meet the application deadlines as set by the DE-CoC and HUD
    d. All projects must meet eligibility criteria outlined in HUD NOFA

2. Ranking within tiers will be based on scores from the DE-CoC scoring tool, project performance, and local need as demonstrated by data. The Scoring committee will also consider which projects will be most competitive in the CoC funding process based on HUD's HEARTH Act performance measures and HUD's policy priorities as outlined in the HUD CoC NOFA.

3. The renewal project scoring tool emphasizes projects that promote the HEARTH Act goals of ending homelessness and HUD's policy priorities as outlined in the NOFA. Measures that reflect HUD's expectations regarding project performance review are considered. Annual Performance Reports are used to measure project outcomes and performance.

4. The CoC Scoring committee will review HUD's policy priorities as outlined in the annual NOFA and determine if any changes need to be made to the local scoring or ranking process in order to best align with HUD's priorities and requirements. The committee reserves the right to make any changes as needed to ensure compliance and competitiveness.

5. All new project applications for CoC bonus dollars will be evaluated by the CoC Scoring committee. The committee will determine whether or not new project applications for bonus dollars will be included in Delaware's application to HUD. All project applicants will be notified of whether or not their new project application will be included.

6. New project applications for CoC bonus dollars will be most competitive if they align with HUD policy priorities, demonstrate the organization capacity to administer federal grant funds, demonstrate a clear understanding of best practices in the delivery of the program model, adopt a housing first model of service delivery, and meet local need.

7. Projects required by HEARTH & the CoC regulation will be ranked in Tier 1 because the projects are federally required and the primary funding source for these projects is HUD CoC funding.
    a. References
        i. HMIS – Homeless Management Information Systems Requirements
        ii. Centralized Intake, or coordinated entry system

8. The CoC Lead agency will not participate in any discussion or deliberation about prioritization that may impact their funding.

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Delaware Continuum of Care
Reallocation Policy 2019

I. Policy Statement

A. Under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), the HUD reallocation process allows Continuums of Care (CoC) to fund new projects by transferring all or a part of funds from any existing CoC grant to create a new project.

B. A reallocation project is eligible to be funded if the following apply:
- The reallocation project is for an eligible project type. HUD determines eligible reallocation project types in the CoC NOFA each year.
- The reallocation project meets all of HUD's threshold requirements.

C. The DE Continuum of Care has the authority reallocate funds granted through the CoC program as needed to more effectively resolve homelessness, help households achieve stable housing, and improve CoC performance.

D. CoC program funds may be reallocated either by a voluntary process or by a competitive system transformation process.

II. Competitive Reallocation

E. The CoC Scoring Committee reserves the right to reallocate renewal funding and make it available for new projects through a competitive process.

F. The CoC Lead Agency may initiate a competitive system transformation process due to a renewal grantee voluntarily ending a CoC project.

G. As part of the annual process for renewal projects, applicants are required to supply information so that it can be determined if each renewal project meets local and federal threshold requirements.

H. If it is determined that a renewal project does not meet minimum threshold requirements, an emergency meeting of the CoC Board will be held to determine whether or not funds should be released for through the competitive reallocation process. The following process will be followed:
1. Due to the time constraints involved in grant applications, voting may be handled via conference call, e-mail or web site communication.
2. Any member of the Board whose agency receives funding through the CoC program shall recuse him or herself from the Board deliberation process.
3. The CoC Board will make the final decision whether or not to reject the renewal application for any agency that does not meet the minimum threshold requirements.

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4. All Board deliberations will be documented in meeting minutes.
5. If any renewal projects' application is rejected, the funds that were allocated to that project will be released as new funds and agencies in DE will have the opportunity to bid for them.

III. Voluntary Reallocation Process

I. CoC grantees are able to self-nominate to voluntarily reallocate CoC renewal funds to create a new project.

J. A grantee seeking the ability to reallocate funding through the Voluntary process must do so in accordance with the timeline set by the CoC Lead agency in that year's application process and complete a new project application by the deadline set by the CoC Lead agency in order to be eligible and considered.

K. The CoC Scoring Committee will review the application and make a determination regarding the acceptance and ranking of the proposed project, and whether or not it will be in included in Delaware's CoC funding application to HUD.

L. If the proposed new project is not accepted by the CoC Scoring Committee, the committee may choose to allow the renewal project to remain in place, or release the funds to the community for competitive bid.

IV. Recusal

M. The CoC Lead Agency will not participate in any discussion or deliberation about reallocation that may impact their CoC funding.

V. Revision History

Reason for Revision	Date Revised
Original Reallocation Policy updated	May 2012
Revised to include updated language	February 2015
Revised to reflect FY15 CoC NOFA	October 2015
Revised based on CoC Scoring Cmte. feedback	April 2016
Revised based on CoC Scoring Cmte. feedback	June 2017
Approved by CoC Scoring Committee	June 2018

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From: Aja White <awhite@housingallianceDE.org>
Sent: Monday, July 15, 2019 8:24 AM
To: Aja White <awhite@housingallianceDE.org>
Subject: FY2019 Con nuum of Care (CoC) No ce of Funding Availability (NOFA)

Housing Alliance Delaware Requests Proposals
for
Con nuum of Care Homeless Assistance Projects

Continuum of Care Grantee Meeting
Friday July 25, 2019 1:00pm – 3:00pm
Del-Tech Community College
100 Campus Dr., Room 407, Dover, DE 19901

The FY2019 Continuum of Care (CoC) Notice of Funding Availability (NOFA) was released by the U.S. Department of Housing and Urban Development (HUD) on July 3, 2019. In this notice, HUD announced that they are making new Continuum of Care funds available to communies. The HUD CoC NOFA is available for review online: https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/

-

Agencies interested in applying for new CoC funds, or planning to apply for renewal CoC funds, must have a representave in a endance at the CoC Grantee Meeng on July 25, 2019 from 1:00pm – 3:00pm at Del-Tech Community College Terry Campus, **100 Campus Drive**, **Conference Room 407** in Dover, Delaware. At this meeng the HUD CoC NOFA will be reviewed, project applicaons will be distributed, and applicants will have an opportunity to ask quesons about CoC funding and the process for applying for funds. ***If your agency does not have a representative at this meeting you will not be eligible to apply for new or renewal CoC funds in 2019.***

Delaware is eligible to apply for up to $700,000 to create the following types of new homeless assistance projects:

1. Permanent Supportive Housing for individuals or families, with all beds dedicated for the chronically homeless, or meeng the DedicatedPLUS criteria set forth by HUD I the NOFA;
2. Rapid Re-Housing for individuals, families, or youth;
3. Joint Transional Housing-Rapid Re-Housing (TH-RRH) projects;
4. Coordinated Entry; and
5. Domesc Violence Bonus Projects *(limited funds)*
   a. Rapid Re-Housing
   b. Joint TH-RRH
   c. Coordinated Entry

Permanent Supportive Housing applications dedicated to chronically homeless individuals or families will be prioritized.

Strong project applications will meet HUD's minimum administrative requirements, align with HUD's priorities and the priories of the Delaware Connuum of Care, demonstrate feasibility, indicate plans to implement best practices, and demonstrate a dedication to helping Delaware end homelessness. Please direct any quesons to Aja White, CoC Program Manager, Housing Alliance Delaware, awhite@housingalliancede.org.

Thank you,

Aja White
CoC Program Manager
Housing Alliance Delaware
100 W. 10th Street Suite 611
Wilmington, DE 19801
P: 302-654-0126 ext. 103
F: 302-351-7258
awhite@housingalliancede.org
If you are in need of Emergency Shelter please call: **1 833 FIND BED** (1-833-346-3233)

Aja White

From: Aja White
Sent: Monday, July 29, 2019 10:13 AM
To: Janell Stanton; greg@familypromisede.org; Tyler Shade; Mason, Diana; Marlena Gibson; David Mosley; Terrie Williams ; Matthew Johnson ; paulbland@gmail.com; Devon Dejansky; kristen.stobbe@vmcenter.org; kenneth.buckmon@vmcenter.org; esmith@peoplesplace2.com; Peter Wine; Paula Witcher; Carl S. Colantuono (carl.colantuono@use.salvationarmy.org); Karen Spellman; Diedra Harper; Susan Kent; Holly Johnson; Kristi Felts; Taiwo Sapara; maryd486@gmail.com; ronhargrove123 @yahoo.com; Kimberly Ellis; wsutton@ccwilm.org; Patricia Pettaway Ward ; Paula Savini; Carol J. Carr; John Bates; Ronisha Quinn (rquinn@ccwilm.org); Elizabeth Everett; Robyn Gott; Elev8Us Organization; Casey, Carrie; Ryan Poulsen; Marie Marole
Subject: FY19 CoC Public Meeting
Attachments: 2019 Supplemental Questionnaire.pdf; 2019 CoC New Project Application.pdf; FY19 Funding Timeline for Renewal Projects.pdf; FY19 Funding Timeline for New Projects.pdf; 2019 Supplemental Questionnaire.docx; 2019 CoC New Project Application.docx; COC NOFA PRESENTATION 2019.pdf

Greetings,

Thank you for attending the *FY19 CoC Public Meeting*. The meeting materials are available on our website for your convenience. Please feel free to reach out to me with any questions!

Attached Documents:

- Supplemental questionnaire
- Funding timeline (renewal)
- Funding timeline (new)
- New Application
- NOFA presentation

Thank you,

Aja White
CoC Program Manager
Housing Alliance Delaware
100 W. 10th Street Suite 611
Wilmington, DE 19801
P: 302-654-0126 ext. 103
F: 302-351-7258
awhite@housingalliancede.org
If you are in need of Emergency Shelter please call: **1 833 FIND BED** (1-833-346-3233)

"Overcoming poverty is not a task of charity, it is an act of justice. Like Slavery and Apartheid, poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings." -Nelson Mandela

Application Materials for New Projects

New Project Application - PDF

New Project Application - Word

2019 Grantee Certification

New Project Evaluation Tool

2019 Supplemental Questionnaire

Important Deadlines:

- August 9, 2019 4:00 pm - Renewal Applications due in ESNAPS
- August 9, 2019 4:00 pm - New Applications due via email cchandler@housingallianceDE.org

Application Materials for Renewal Projects

2019 Compliance Review Tool

2019 Grantee Certification

2018 Supplemental Questionnaire

Start-Up Evaluation Tool

HMIS Project Evaluation Tool

HMIS Project Scoring Tool

Coordinated Entry Evaluation Tool

Coordinated Entry Scoring Tool

Transitional Housing Evaluation Tool

Transitional Housing Scoring Tool

Rapid Re-Housing Evaluation Tool

Rapid Re-Housing Scoring Tool

Permanent Supportive Housing Evaluation Tool

Permanent Supportive Housing Scoring Tool

Important Deadlines:

- June 7, 2019 4:00pm - Compliance Tools DUE
- June 7, 2019 4:00pm - Evaluation Tools DUE

2019 Delaware CoC Funding Policies

Delaware CoC Reallocation Policy

FY 2019 Delaware Continuum of Care
New Project Application

The FY2019 CoC Notice of Funding Availability (NOFA) was released by HUD (U.S Department of Housing and Urban Development) on July 3, 2019. All agencies applying for new project funds should review the HUD CoC NOFA, which can be found here:

Application Deadline

New project applications must be submitted to Housing Alliance Delaware by **August 9, 2019 at 4:00pm.**
All required submission materials, including the project application, must be submitted via email to awhite@housingalliancede.org. Any application received after this deadline will be considered ineligible, and will not be considered for funding.

Eligible Applicants

Applicants are eligible if they are a 501 (c) 3 non-profit agency, state or local government, or instrumentality of the state or local government. Private individuals and for-profit entities are not eligible to apply. All applicants must have an Active SAM Registration and DUNS number in order to be eligible to apply.

Eligible Project Types

Applicants may apply for new funds to implement the following project types:

a. Permanent Supportive Housing
    a. 100% of beds dedicated to the chronically homeless, or
    b. Project meets the HUD criteria of DedicatedPLUS as outlined in the 2019 CoC NOFA
b. Rapid Re-Housing
c. Joint Transitional-Rapid Re-Housing
d. Domestic Violence Assistance Projects
    a. Rapid Re-Housing
    b. Joint Transitional-Rapid Re-Housing
    c. Coordinated Entry

Funding Priorities

The Delaware CoC will prioritize projects for funding that create additional permanent housing units for homeless people and families, and that utilize a housing first model of service delivery.

Application Review Process

All applications for new CoC funds will be reviewed by the CoC Scoring committee. This committee will determine which projects to include in Delaware's CoC application to HUD in 2019. Any new project selected by the CoC Scoring committee to be included in Delaware's CoC application to HUD will be required to submit a $500.00 application fee to Housing Alliance Delaware.

Required Submission Materials:

All items must be submitted. Incomplete applications and will not be considered for funding.

1. New Project Application
2. Most recent agency audit
3. Evidence of Active SAM Registration
4. Proof of Non-profit status (if applicable)
5. Signed *Grantee Certification*. This document must be signed by the agency CEO or authorized leadership.
6. A letter from the agency CEO or authorized leadership indicating that the agency will provide no less than 25% of matching funds that will be used for CoC eligible activities, either in cash, in-kind contributions, or a combination of the 2 types, as required by HUD. Please find information about the

CoC Match requirements on the HUD Exchange website:
https://www.hudexchange.info/programs/coc/toolkit/grant-administration/#match-requirements

What makes a CoC Project Applicant Competitive?

*A demonstrated commitment to best practices in service model and delivery in homeless services and housing.

*A demonstrated commitment to ensuring that project has low barriers to entry for clients and that the project is dedicated to a housing first model of service delivery.

*The demonstrated organizational capacity to administer a federal grant, maximizes resources, and operates efficiently.

*Clear strategies to quickly and permanently house participants and help them maintain housing.

New Project Application

I. Application Information

1. Applicant (Agency) Legal Name: _____

2. Employer/Taxpayer Identification #:_____

3. [1]DUNS Number: _____

4. Is your agency's SAM (System of Award Management) registration active[2]? ☐ Yes ☐ No

5. Type of Applicant Agency

☐Non-profit Organization

☐State or local government, or instrument of state or local government

6. Agency Address

a. Street:
b. City:
c. State:
d. Zip Code:

7. Name and Contact of person to be contacted about application

a. Prefix:
b. First Name:
c. Last Name:
d. Title:
e. Organizational Affiliation:
f. Phone Number:
g. Fax Number:
h. Email:

---

[1] To be eligible to apply for federal HUD funds, an agency is required to have a DUNS number.
[2] To be eligible to apply for federal HUD funds, an agency is required to have an Active SAM Registration.

8. Type of Application (Select Only One)

☐New Project

☐Renewal Project Expansion Grant

- Name and Project Type of Renewal Project: _____
- Total renewal project grant: $_____
- Please answer the following:
  - # of new people to be served: _____
  - # of new units to be created: _____
  - Please provide a detailed narrative of the type and/or quantity of additional services to be provided:

9. Project Type

☐Permanent Supportive Housing, 100% dedicated to chronically homeless

☐Permanent Supportive Housing, DedicatedPLUS

☐Rapid Re-Housing

☐Joint Transitional-Rapid Re-Housing

☐Coordinated Entry

10. Is this project dedicated to serving survivors of domestic violence, dating violence, and stalking?

☐ Yes ☐ No

11. Funding Request $ _____

12. If your request cannot be fully funded, indicate the least amount of funds required to make this project viable: $_____

13. Population(s) to Be Served (Select all that apply)

☐Adult-Only Households ☐ Households with Children ☐ Youth (Ages 18-24)

14. Total # of households to be served:_____

15. Total # of new permanent housing units that will be created:_____

16. Total # of new permanent housing beds that will be created:_____

17. Select the locations where homeless households will be assisted (Select all that apply):

☐City of Wilmington

☐New Castle County

☐Kent County

☐Sussex County

☐All 3 Counties in Delaware

18. Has this agency administered this Project Type previously?

☐ Yes ☐ No

If yes, please describe the agency's experience doing so and prior successes.

II. Project Administration

19. Is the applicant delinquent on any federal debt?

☐ Yes ☐ No

a. If yes, please explain:

20. Does the applicant plan to sub-contract with any other agency or agencies to perform any duties of the project (this agency will be called a sub-recipient)?

☐ Yes ☐ No

(If no, skip to question 15)

- If yes, identify the sub-recipient(s) by name and describe the experience of the potential sub-contracted agency to effectively utilize federal funds to perform the duties related to this project:

- If yes, describe the experience of the sub-recipient(s) in leveraging other federal, state, local, and private sector funds.

- If yes, describe the basic organization and management structure of the sub-recipient(s), and include evidence of internal and external coordination and an adequate financial accounting system.

21. Please describe the experience of the applicant effectively utilizing federal funds to perform the duties related to this project.

22. Please describe the applicant's experience leveraging federal, state, local, and private sector funds.

23. Please describe the applicant's basic organization and management structure, and evidence an adequate financial accounting system.

24. Does this agency have any unresolved monitoring or audit findings? If yes, please explain.

☐ Yes ☐ No

25. Will this new project incorporate activities into an existing project?

☐ Yes

☐ No

If yes, please describe the implementation plan.

26. Matching Funds: HUD requires CoC projects to have 25% of the total grant amount in matching funds (except for leasing funds). Matching funds can be in the form of cash commitments or in-kind commitments, and can only be used for CoC eligible activities. HUD requires each project applicant to include documented proof of matching funds in the application that they submit directly to HUD. Please indicate below the amount of documentable matching funds that are dedicated to this project, and the source.

Cash or In-Kind	Amount of Matching Funds	Source of Matching Funds

27. Eligible Costs: The following summarizes the eligible costs to operate the new project. Please indicate the amount of funds being requested for each eligible cost. Please refer to the HUD Exchange website and CoC Program Interim Rule for more information about eligible costs:
https://www.hudexchange.info/programs/coc/coc-2-0-training-materials/
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

Eligible Costs	Amount Requested
Acquisition	
Rehabilitation	
New Construction	
Leased Units	
Leased Structure	
Rental Assistance	
Supportive Services	
Operating	
HMIS	
Admin (No more than 10%)	
TOTAL GRANT BUDGET	

III. Project Detail

28. Please describe the scope of the proposed project in detail. Please include an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

29. Please identify and describe the unmet need or gap in services that this new project will fill. Please use data as supporting evidence.

30. Please describe the services plan for this project, including how services are funded and how services will be carried out to ensure that all households served are provided with flexible and appropriate support services that meet their needs.

31. Will the project implement a voluntary services model?

☐ Yes
☐ No

32. Will the project screen out participants based on any of the following? Please indicate yes or no for each item.

a. Having too little or little income _____
b. Active or history of substance abuse _____
c. Unwillingness to take prescribed medications _____
d. Unwillingness to participate in a service plan _____
e. Criminal Record (exceptions for state mandates) _____
f. History of Domestic Violence (lack of protective order, police involvement, etc) _____

33. Will the project terminate participants from the project for any of the following reasons? Please indicate yes or no for each item.

a. Failure to participate in supportive services _____
b. Failure to make progress on a service plan _____
c. Loss of income or failure to increase income _____
d. Being a victim of Domestic Violence _____
e. Other activity not covered in a lease _____

34. Will the project follow a housing first approach?

☐ Yes
☐ No

If yes, please describe in detail how this project will follow a housing first approach (e.g. policies and procedures that will be followed at the program level)

35. Will the project quickly move participants into permanent housing?

☐ Yes
☐ No

If yes, please describe your project's strategies and plans to quickly move participants into permanent housing.

36. Please describe how participants will be assisted to increase their incomes.

37. Please describe how your case management services will help participants stabilize in housing.

38. Please describe how you will provide services that prevent households from returning to homelessness.

39. RAPID RE-HOUSING AND JOINT TH/PH-RRH Projects ONLY: Please describe your strategy for developing and maintaining landlord relationships.

40. Will your agency follow all policies and procedures related the Delaware's Coordinated Entry system, Centralized Intake?

☐ Yes ☐ No

41. Please indicate your target housing measures.

Housing Measure	Target # of People	Universe # of People Served	Target %
Persons who remain in permanent housing at the end of the operating year, or exit the project to permanent housing destinations			

42. Please indicate one more HEARTH Act measure that you will use to measure the outcomes of your project.

Measure	Target # of People	Universe # of People Served	Target %

IV. Certification

*****By signing this document I certify that the information included in this funding application is true and accurate to the best of my knowledge.

*****I certify that if this project is selected by the Delaware CoC Scoring committee for inclusion in the FY2019 Delaware CoC funding application to HUD, I have the ability to complete the online HUD application process in ESNAPS by September 18, 2019.

*****I understand that all CoC-funded agencies are monitored by the Continuum of Care for project performance related to the HEARTH Act measures and other locally determined measures.

_____

CEO/Authorized Agency Official

_____

Signature

_____

Date

V. Resources for Your Reference

1. **Resources on Housing First**
   a. https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
   b. https://endhomelessness.org/resource/housing-first/

2. **Resources on rapid re-housing**
   a. This document created by the National Alliance to End Homelessness outlines "The Core Components of Rapid Re-Housing." http://www.endhomelessness.org/page/-/files/RRH%20Core%20Elements%20Brief.pdf
   b. A webinar focused on one of the core components of rapid re-housing - rent and move-in assistance: http://www.endhomelessness.org/library/entry/webinar-recording-core-components-of-rapid-re-housing-rent-and-move-in-assi
   c. A webinar focused on one of the core components of rapid re-housing – case management and services: http://www.endhomelessness.org/library/entry/webinar-recording-core-components-of-rapid-re-housing-case-management-and-s

3. **Resources on permanent supportive housing**
   a. https://www.usich.gov/resources/uploads/asset_library/Implementing_Housing_First_in_Permanent_Supportive_Housing.pdf
   b. This document created by CSH outlines the Dimensions of Quality Supportive Housing. http://www.csh.org/wp-content/uploads/2013/07/CSH_Dimensions_of_Quality_Supportive_Housing_guidebook.pdf
   c. This toolkit created by SAMHSA provides information on how to structure a permanent supportive housing project to meet standards of an evidence based practice http://homeless.samhsa.gov/channel/Permanent-Supportive-Housing-KIT-557.aspx

4. **Resources on new Joint TH/PH-RRH Component**
   a. https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/

Delaware+CoC+2019+New+Proj
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Delaware CoC 2019 New Project Evaluation Tool

This tool is used to help guide the CoC scoring committee as they consider what new project applications to include in Delaware's CoC application. Committee members will review all new projects, and use this tool to guide discussion. The committee will also consider local needs in Delaware, the extent to which each project will help us to achieve our goal to end homelessness and meets HUD and community priorities.

- Name of Scoring Committee Member: _____
- Name of Project Applicant: _____
- Requested Funding (circle one): Permanent Housing Bonus DV Bonus
- Type of Project (circle one): Permanent Supportive Housing Rapid Re-Housing Joint TH-RRH Other
- How many new permanent housing beds does this project create? _____

1. **10 Possible Points:** Please score the project\based on the extent to which the proposed project meets an **unmet need** in Delaware or fills a **gap in services**.

   0 1 2 3 4 5 6 7 8 9 10

2. **10 Possible Points:** Please score the project based on the extent to which the project applicant has demonstrated the existing organizational and management plan needed to administer the project.

   0 1 2 3 4 5 6 7 8 9 10

3. **5 Possible Points:** Please score the project based on the extent to which the project applicant has demonstrated that the agency has the **experience and organizational capacity** to successfully administer a federal grant.

   0 1 2 3 4 5

4. **10 Possible Points:** Please score the applicant based on the extent to which they have demonstrated that the project has **low barriers to entry** for clients (does not screen out), does not terminate client participation for reasons outside what would be included in a lease agreement, and follows a **housing first program model**.

   0 1 2 3 4 5 6 7 8 9 10

5. **10 Possible Points:** Please score the applicant on the extent to which the applicant has demonstrated a clear understanding of the program type that they intend to administer, and has clearly described how they intend to carry out project related activities.

   0 1 2 3 4 5 6 7 8 9 10

6. **10 Possible Points:** Please score the applicant on the extent to which they demonstrate a commitment and clear strategy to housing clients quickly and helping them to maintain housing.

   0 1 2 3 4 5 6 7 8 9 10

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #09:

1E-4. Public Posting- CoC-Approved Consolidated Application

Attachment #09 documents include the following:

- 9/27/19 email notification to CoC membership directing them to the CoC website to view the Consolidated Application and Priority Listing
- Screenshot of CoC Application, Attachments Page, and Priority Listing posted in CoC website
- 9/16/19 email notification to CoC membership with renewal and new project application scores attached
- Screenshot of project application scores and project ranking posted on CoC's website
- PSH, RRH, TH, SSO for CE, and HMIS Scoring Tools
- 1 completed Rapid Re-Housing Renewal Scoring Tool
- Screenshot of DE CoC Review and Ranking Process posted on CoC's website

Gmail **Lauren Whitleigh <lauren.whitleigh@gmail.com>**

FY19 Public Notice Funding

5 messages

Cher Chandler <cchandler@housingalliancede.org> Mon, Sep 16, 2019 at 2:44 PM
To: Aimee String <aimee.string@delaware.gov>, Allen Knuckles <alshane13@yahoo.com>, Amber Cole <acole@peoplesplace2.com>, Amelia Ramsaran <aramsaran@housingalliancede.org>, Amy Seramone <aseramone@amerihealthcaritas.com>, Andrew Henderson <Andrew.Henderson@hhinc.org>, Annie Mountain <amountain@ministryofcaring.org>, Anthea Piscarik <apiscarik@ministryofcaring.org>, Beau Zebley <beau@beauzebley.com>, Becky Martin <rebeccam5054@yahoo.com>, Bernita Futch <bfutch@housingalliancede.org>, Bill Love <enochlove@hotmail.com>, Bill Perkins <fhbp@msn.com>, "Br. Ronald Giannone" <rg@ministryofcaring.org>, Brad Shannon <bshannon@delawarehiv.org>, Brad Whaley <bwhaley@sussexcountyde.gov>, Brandy Nauman <bnauman@sussexcountyde.gov>, Brother Peter Avitable <bhpnyc@verizon.net>, C A Aponte <caaponte@christianacare.org>, Cara Sawyer <cara.sawyer@delaware.gov>, "Carl S. Colantuono" <carl.colantuono@use.salvationarmy.org>, "Carol J. Carr" <ccarr@ministryofcaring.org>, Carolyn Petrak <cpetrak@abilitynetworkde.org>, Carrie Casey <CCasey@nccde.org>, Carrie Hyla <carrie.hyla@delaware.gov>, Cathy McKay <cmckay@connectionscsp.org>, Chamayne Lewis <clewis@connectionscsp.org>, Charmaine Quarles <cquarles@delawarehiv.org>, Cher Chandler <cchandler@housingalliancede.org>, Christine Copeman <Christine.Copeman@highmark.com>, Christy Gleason <christy_gleason@coons.senate.gov>, Clytia Royster <CRoyster@ywcade.org>, D S White <dswhite@uwde.org>, Dabbah Maximore <Dabbah@destatehousing.com>, "Dale W. 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Peter Wine <peter.wine@vmcenter.org>, Rae Moore <rae.moore@state.de.us>, Raegan Brewer <rbrewer@chimes.org>, Renee Beaman <renee.beaman@delaware.gov>, Renee Roberts <Suzanne.Roberts@td.com>, Rich Emge <REmge@cozen.com>, Richelle Vible <rvible@ccwilm.org>, Robyn Gott <sojo_rbg@yahoo.com>, Rod Fesel <rod.fesel@capital.k12.de.us>, Rodger Bungy <rbungy@dchv.org>, Roune Betts <rbetts@housingalliancede.org>, Ruthann Messick <RMessick@fbd.org>, Ryan Leonardo <ryan.leonardo@ymail.com>, Ryan Poulsen <ryan.poulsen@va.gov>, S Monnen <smonnen@gaudenzia.org>, Sara Keifer <Skeifer415@gmail.com>, Sara Weimer <sweimer279@gmail.com>, Shameka Johnson <shameka.johnson@capital.k12.de.us>, Shawn Allen <shawn.allen@delaware.gov>, Shay Scott <sscott@hjmc.onmicrosoft.com>, Sherry Stirk <sherry.stirk@gmail.com>, Sophia Cywinski <sophia.cywinski@delaware.gov>, Stacey Marchesani <stacey@housingalliancede.org>, Stephanie Staats <sstaats@ywcade.org>, Steve Peuquet <speuquet@udel.edu>, Susan <loveincofmiddelmarva@gmail.com>, Susan Holloway <susan.holloway@delaware.gov>, Susan Kent <sussexcountyhomelesscoalition@gmail.com>, Taiwo Sapara <taiwo.sapara@use.salvationarmy.org>, Tasha Scott <tasha-scott@comcast.net>, Teresa Sharpe <tevans1955@yahoo.com>, Terri Townsend <terri.townsend@delaware.gov>, Terrie Williams <TWilliams@hjmc.org>, Terry Breland <harmony3459@aol.com>, Theresa Jackson <theresa.jackson@delaware.gov>, Tina Showalter <tshowalter@housingalliancede.org>, Tracey Harvey <tharvey@dover.de.us>, "Trinette M. Redinger Ramsey" <trinette.redingerramsey@delaware.gov>, Tyler <Coons>, Tyler Berl <tberl@housingalliancede.org>, Vickie Bryant <vbryant@peoplesplace2.com>, Vicky Moncrief <vmoncrief@ccwilm.org>, Vinay Patel <vpatel@housingalliancede.org>, Wes Davis <wdavis@westendnh.org>, Whittona Burrell <papb01@aol.com>, Yvonne May <yvonnemay19@yahoo.com>
Cc: "Casey, Carrie" <Carrie.Casey@newcastlede.gov>, Tina Showalter <tshowalter@housingalliancede.org>, "leigh@dma-housing.com" <leigh@dma-housing.com>, Lauren Whitleigh <lauren.whitleigh@gmail.com>

Good Day CoC Committee Members,

The Delaware Statewide-CoC invites you to view the enclosed *FY19 Priority Listing, Final Ranking, and Project Application Scores*.

This information, along with the CoC's Review and Ranking Process, is posted on Housing Alliance Delaware's website at https://www.housingalliancede.org/the-delaware-continuum-of-care.

Thank you,

Cher Chandler

Cher Chandler
Assistant CoC Planning Manager
Housing Alliance Delaware
100 W. 10th Street, Suite 611
Wilmington, DE 19801
302.654.0126
cchandler@housingalliancede.org

3 attachments

FY19 Priority Listing.pdf
204K

All Scores_Project Ranking.pdf
215K

Final Scores_Project Ranking.pdf
212K

The Delaware Continuum of | All+Scores_Project+Ran
https://static1.squarespace.com/static/59ca9d72268b96cb977e74fd/t/5d7fd40227708631a436c0e3/1568658434857/All+Scores_Project+Ranking.pdf
1 of 1 | Fit to page | Page view | Read aloud | Add notes

Delaware Continuum of Care - 2019 Funding Request - Projects Accepted

Rank	AGENCY	PROJECT NAME	TYPE	Score - Reviewer 1	Score - Reviewer 2	Score - Reviewer 3	Score - Reviewer 4	Score - Reviewer 5	Score - Reviewer 6	Score - Reviewer 7	Score - Reviewer 8	Score - Reviewer 9	Final Score	Amount	Funding Type	Tier
1	Ministry of Caring	House of Joseph Residence	PSH										0	$ 72,206.00	1st Time Renewal	
2	Child, Inc	Rapid Rehousing	RRH										0	$ 153,036.00	1st Time Renewal	
3	Family Promise	Transitional-Rapid Rehousing	TH-RRH										0	$ 201,512.00	1st Time Renewal	
4	YWCA Delaware	YWCA Rapid Rehousing Project	RRH										0	$ 211,706.00	1st Time Renewal	
5	Connections CSP	Judy's House	PSH	95	95	95	95	92	95	95	80	100	93.56	$ 188,539.00	Renewal	
6	Connections CSP	Next Step 2	PSH	89	95	87	95	85	95	95	80	100	91.22	$ 184,396.00	Renewal	
7	Connections CSP	Next Step 4	PSH	89	84	83	84	79	87	89	78	95	85.33	$ 380,646.00	Renewal	
8	Connections CSP	PH for 20	PSH	79	84	85	79	82	85	84	75	89	82.44	$ 378,335.00	Renewal	
9	Connections CSP	New Century	PSH	79	89	80	79	82	85	84	85	89	83.56	$ 1,315,449.00	Renewal	
10	Connections CSP	Enterprise	PSH	95	95	95	95	90	95	95	65	100	91.67	$ 312,926.00	Renewal	
11	Connections CSP	New Hope 2	PSH	77	82	83	81	77	85	82	73	87	80.78	$ 968,014.00	Renewal	
12	The Ministry of Caring	Mary Mother of Hope	PSH	80	80	71	82	85	85	85	83	82	81.44	$ 69,774.00	Renewal	
13	The Ministry of Caring	House of Joseph II	PSH	63	75	77	83	88	88	83	78	93	80.89	$ 402,492.00	Renewal	
14	The Ministry of Caring	Bethany House	PSH	75	75	75	82	85	85	85	83	85	81.11	$ 52,604.00	Renewal	
15	Connections CSP	Next Step	PSH	89	95	88	95	89	95	95	80	100	91.78	$ 269,769.00	Renewal	
16	The Ministry of Caring	Bethany House II	PSH	75	78	70	82	85	85	85	85	85	81.11	$ 43,692.00	Renewal	
17	Connections CSP	Next Step 3	PSH	95	85	93	84	79	95	84	70	85	85.56	$ 176,572.00	Renewal	
18	The Ministry of Caring	St. Francis Transitional Residence	TH	76	78	64	71	70	83	78	93	78	76.78	$ 204,225.00	Renewal	
19	The Ministry of Caring	Rapid Rehousing Plus	RRH	70	68	74	75	75	80	75	80	80	75.22	$ 169,147.00	Renewal	
20	West End Neighborhood House	Life Lines II	PSH	50	79	67	81	71	82	85	83	82	75.56	$ 214,596.00	Renewal	
21	Connections CSP	Positive Progress	PSH	68	84	78	68	72	75	73	75	79	74.67	$ 298,500.00	Renewal	
22	Housing Alliance Delaware	Delaware HMIS	HMIS	77	73	54	81	68	81	81	70	81	74.00	$ 96,900.00	Renewal	
23	The Ministry of Caring	Nazareth Permanent Housing	PSH	90	90	78	82	85	85	85	83	85	84.78	$ 164,735.00	Renewal	
24	Connections CSP	Easy Access	PSH	84	84	84	84	84	90	79	65	100	83.78	$ 505,422.00	Renewal	
25	Housing Alliance Delaware	Delaware Centralized Intake	SSO	65	68	65	77	68	72	88	40	73	68.44	$ 261,888.00	Renewal	
26	YWCA Delaware	Home-Life Management Center II	TH	69	71	63	66	66	73	73	50	71	66.89	$ 253,163.00	Renewal	
	YWCA Delaware	Home-Life Management Center II	TH	69	71	63	66	66	73	73	50	71	66.89	$ 77,072.00	Renewal	
27	Family Promise of NNCC	Pathway to Housing	RRH	78	83	95	85	49			85		79.17	$ 324,809.00	NEW - Reallocation	
27	West End Neighborhood House	Life Lines PSH III	PSH	71	83	93	85	53			80		77.5	$ 161,902.00	NEW - Reallocation + Bonus	Tier 2
28	Salvation Army	Accelerated Housing Program	RRH	64	67	38	78	53			60		60	$ 304,660.00	NEW - Bonus	
N/A	Housing Alliance Delaware	Continuum of Care Planning	PLAN											$ 240,534.00	$ 8,659,221.00	

Delaware Continuum of Care - 2019 Funding Request - Projects Rejected

AGENCY	PROJECT NAME	TYPE	Score - Reviewer 1	Score - Reviewer 2	Score - Reviewer 3	Score - Reviewer 4	Score - Reviewer 5	Score - Reviewer 6	Score - Reviewer 7	Score - Reviewer 8	Score - Reviewer 9	Score	Amount	Reason Being Rejected
Peoples Place	Rapid Rehousing For DV	RRH											$ 126,300.00	Renewal - Voluntary Reallocation
YMCA of Delaware	Supportive Housing Program	PSH											$ 264,181.00	Renewal - Voluntary Reallocation
Catholic Charities	Rapid Re-housing	RRH	58	69	49	80	36			38		55	$ 200,000.00	New - Proposal didn't meet DE CoC's 60% minimum score
Delaware Center for Homeless Veterans	Rapid Re-housing	TH-RRH	42	56	35	69	42			N/A		48.8	$ 216,270.00	New - Proposal didn't meet DE CoC's 60% minimum score
Child, Inc.	Rapid Re-housing	RRH-DV	84	78	87	82	51			83		77.5	$ 289,810.00	New - Applicant rescinded proposal for DV Bonus funding

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9/16/2019

Delaware Continuum of Care - 2019 Funding Request - Projects Accepted

Rank	AGENCY	PROJECT NAME	TYPE	Score - Reviewer 1	Score - Reviewer 2	Score - Reviewer 3	Score - Reviewer 4	Score - Reviewer 5	Score - Reviewer 6	Score - Reviewer 7	Score - Reviewer 8	Score - Reviewer 9	Final Score	Amount	Funding Type	Tier
1	Ministry of Caring	House of Joseph Residence	PSH										0	$ 72,206.00	1st Time Renewal	
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5	Connections CSP	Judy's House	PSH	95	95	95	95	92	95	95	80	100	93.56	$ 188,539.00	Renewal	
6	Connections CSP	Next Step 2	PSH	89	95	87	95	85	95	95	80	100	91.22	$ 184,396.00	Renewal	
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14	The Ministry of Caring	Bethany House	PSH	75	75	75	82	85	85	85	83	85	81.11	$ 52,604.00	Renewal	Tier 1
15	Connections CSP	Next Step	PSH	89	95	88	95	89	95	95	80	100	91.78	$ 269,769.00	Renewal	
16	The Ministry of Caring	Bethany House II	PSH	75	78	70	82	85	85	85	85	85	81.11	$ 43,692.00	Renewal	
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24	Connections CSP	Easy Access	PSH	84	84	84	84	84	90	79	65	100	83.78	$ 505,422.00	Renewal	
25	Housing Alliance Delaware	Delaware Centralized Intake	SSO	65	68	65	77	68	72	88	40	73	68.44	$ 261,888.00	Renewal	
26	YWCA Delaware	Home-Life Management Center II	TH	69	71	63	66	66	73	73	50	71	66.89	$ 253,163.00	Renewal	
	YWCA Delaware	Home-Life Management Center II	TH	69	71	63	66	66	73	73	50	71	66.89	$ 77,072.00	Renewal	
27	Family Promise of NNCC	Pathway to Housing	RRH	78	83	95	85	49			85		79.17	$ 324,809.00	NEW - Reallocation	
27	West End Neighborhood House	Life Lines PSH III	PSH	71	83	93	85	53			80		77.5	$ 161,902.00	NEW - Reallocation + Bonus	Tier 2
28	Salvation Army	Accelerated Housing Program	RRH	64	67	38	78	53			60		60	$ 304,660.00	NEW - Bonus	
N/A	Housing Alliance Delaware	Continuum of Care Planning	PLAN											$ 240,534.00	$ 8,659,221.00	

Delaware Continuum of Care - 2019 Funding Request - Projects Rejected

AGENCY	PROJECT NAME	TYPE	Score - Reviewer 1	Score - Reviewer 2	Score - Reviewer 3	Score - Reviewer 4	Score - Reviewer 5	Score - Reviewer 6	Score - Reviewer 7	Score - Reviewer 8	Score - Reviewer 9	Score	Amount	Reason Being Rejected
Peoples Place	Rapid Rehousing For DV	RRH											$ 126,300.00	Renewal - Voluntary Reallocation
YMCA of Delaware	Supportive Housing Program	PSH											$ 264,181.00	Renewal - Voluntary Reallocation
Catholic Charities	Rapid Re-housing	RRH	58	69	49	80	36			38		55	$ 200,000.00	New - Proposal didn't meet DE CoC's 60% minimum score
Delaware Center for Homeless Veterans	Rapid Re-housing	TH-RRH	42	56	35	69	42			N/A		48.8	$ 216,270.00	New - Proposal didn't meet DE CoC's 60% minimum score
Child, Inc.	Rapid Re-housing	RRH-DV	84	78	87	82	51			83		77.5	$ 289,810.00	New - Applicant rescinded proposal for DV Bonus funding

Project Type Key
HMIS = Homeless Management Information System
PLAN = Continuum of Care Planning, CoC Lead only
PSH = Permanent Supportive Housing
RRH = Rapid Re-Housing
SSO = Supportive Services Only
TH = Transitional Housing
TH-RRH = Joint Transitional - Rapid Re-Housing

Annual Renewal Demand = $8,017,797

Permanent Supportive Housing Scoring Tool - 2019

Agency and Project Name:			
Reviewer Name:	**Outcome**	**Points Awarded**	**Maximum Points**
1. Data Quality			**10**
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No			
2. Housing Stability:			**20**
% of persons achieving housing stability: 20: > 80% / 10: 79%-70% / 5: 69%-65%/ 0: <65%			
3. Increased or Maintained Income			**5**
% of adult participants who increased or maintained cash income from entry to exit: 5: 100%-85% / 3: 84% - 70% / 0: < 70%			
4. Bed Utilization Rate *(This measure is pulled from CMIS by Housing Alliance DE; Site-Based Projects Only)*			**5**
5: 100% - 85% / 3: 84% - 65% / 0: <65%			
5. Housing First			**10**
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
6. Low Barrier Access to Housing and Services			**10**
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
7. Severity of Need: Rate of Adults served with disabling condition			**10**
10: 100%-80% / 5: 79% - 60% / 0: <60%			
9. Participation in CoC Planning			**5**

Permanent Supportive Housing Scoring Tool - 2019

5: Yes agency has voting member AND participated in at least 4 CoC membership meeting in 2017 or 2018 / 2: No			
10. Chronic Homeless Beds			**10**
5: 100% - 80% of beds in project are dedicated or prioritized for CH / 2: 79% - 60% of beds in project are dedicated or prioritized for CH/ 0: < 60% of beds in project are dedicated or prioritized			
11. Chronically Homeless Households Served			**5**
5: 100% - 90% / 2: 89% - 80% / 0: < 80%			
12. Support Services			**10**
10: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly and correctly implemented, services provided are housing focused and able to meet the intensive services needs of the clients served / 5: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
13. Cost Effectiveneness			**N/A**
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points			**100**
Points Awarded			
Project Score (Awarded/100)			

Rapid Re-Housing Scoring Tool - CoC 2019

Agency and Project Name:			
Reviewer Name:	**Outcome**	**Maximum Points**	**Points Awarded**
1. Data Quality		**10**	
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No			
2. Housing Stability		**20**	
% of persons achieving housing stability: 20: > 80% / 10: 80%-70% / 5: 69%-65%/ 0: <65%			
3. Increased Income		**15**	
% of adult participants who increased cash income from any source from entry to exit: 15: > 80% / 10: 80% - 50% / 5:49% - 30% / 0: < 30%			
4. Length of Time from Project Enrollment to Housing Move-In		**10**	
10: 40% or more of clients were housed in less than 30 days / 5: 40% or more of clients were housed in less than 60 days / 0: less than 40% of clients were housed within 60 days or less			
5. Housing First		**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
6. Low Barrier Access to Housing and Services		**10**	
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
7. Severity of Need: Rate of Adults Fleeing Domestic Violence		**5**	
5: > 5% / 3: 5% - 2% / 0: <2%			

Rapid Re-Housing Scoring Tool - CoC 2019

8. Severity of Need: Rate of Adults Served with $0 cash income at project entry		**5**	
5: > 20% / 3: 20% - 10% / 0: <10%			
9. Participation in CoC Planning		**5**	
5: Yes agency has voting member AND participated in at least 4 CoC membership meetings in 2017 or 2018 / 2:			
10. Support Services		**10**	
10: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly implemented, services provided are housing focused and able to meet the services needs of the clients / 5: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
11. Cost Effectiveneness		**N/A**	
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points		**100**	
Points Awarded			
Project Score (Awarded/100)			

Transitional Housing Scoring Tool - CoC 2019

Agency and Project Name:			
Reviewer Name:	**Outcome**	**Maximum Points**	**Points Awarded**
1. Data Quality		**10**	
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No			
2. Housing Stability		**20**	
% of persons achieving housing stability: 20: > 80% / 10: 79%-70% / 5: 69%-65%/ 0: <65%			
3. Average Length of Stay in Program		**10**	
10: < 180 days / 5: 180 - 365 days / 0: > 365 days			
4. Increased Income		**10**	
% of adult participants who increased cash income from any source from entry to exit: 10: > 50% / 5: 50% - 30% / 0: < 30%			
5. Bed/Unit Utilization Rate		**5**	
5: 100% - 85% / 3: 84% - 65% / 0: <65%			
6. Housing First		**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
7. Low Barrier Access to Housing and Services		**10**	
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
8. Severity of Need: Rate of Adults served with disabling condition		**5**	

Transitional Housing Scoring Tool - CoC 2019

10: > 30% / 5: 30% - 10% / 0: <10%			
9. Severity of Need: Rate of Adults Fleeing Domestic Violence		**5**	
5: > 5% / 3: 5% - 2% / 0: <2%			
10. Severity of Need: Rate of Adults Served with $0 cash income at project entry		**5**	
5: > 20% / 3: 20% - 10% / 0: <10%			
11. Participation in CoC Planning		**5**	
5: Yes agency has voting member AND participated in at least 4 CoC membership meeting in 2017 or 2018 / 2:			
12. Support Services		**5**	
5: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly and correctly implemented, services provided are housing focused and able to meet the variable services needs of the clients served / 3: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
13. Cost Effectiveneness		**N/A**	
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points		**100**	
Points Awarded			
Project Score (Awarded/100)			

2018 Scoring Tool
Coordinated Entry

Project Name:		
Agency Name:		
Reviewer Name:	**Maximum Points**	**Points Awarded**
1. Full Geographic Coverage	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
2. Accessibility	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
3. Serving Survivors of Domestic Violence	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
4. Serving Clients with Limited English Profiency	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
5. Community Partnership and Engagement	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
6. Full Participation	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
7. Standard Assessment	**10**	
10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement		
8. Prioritization	**10**	
10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations		
9. Referral Process	**10**	
10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations		
10. Homeless Outreach	**10**	
10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations		

2018 Scoring Tool
Coordinated Entry

11. Data Quality: Project has 5% or less of missing/refused/don't know data for all data elements	**10**	
10: Yes/ 0: No		
12. Housing First	**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No		
13. Low Barrier Access	**10**	
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No		
Total possible points	**130**	
Total points awarded		
Project Score (points awarded/possible points)		

2018 Scoring Tool
HMIS

Project Name:		
Agency Name:		
Reviewer Name:	**Maximum Points**	**Points Awarded**
1. Signed User Agreements	**15**	
15: Yes, meets requirement / 0: No, Does not meet requirement		
2. New User Access and Training	**15**	
15: Yes, meets requirement / 0: No, Does not meet requirement		
3. Signed Agency Agreements	**15**	
15: Yes, meets requirement 0: No, Does not meet requirement		
4. User Trainings Provided Regularly	**10**	
10: Yes, sufficient / 5: Needs improvement / 0: User training not provided		
5. Written Authority from CoC	**15**	
15: Yes, meets Requirement / 0: No, Does not meet requirement		
6. Roles and Responsibilities	**15**	
15: Yes, meets Requirement / 0: No, Does not meet requirement		
7. Data Quality Standards	**15**	
15: Yes, standards are set and communicated sufficiently / 5: Standards in place, but needs improvement / 0: No standards in place		
8. CMIS Bed Coverage Rates	**10**	
10: All project types above 85% / 5: One or more projects types below 85%, but sufficient explanation / 0: One or more project types below 85%, and explanation not sufficient		
9. Federal Reporting Requirements	**20**	
20: All reports submitted by deadline / 0: One or more reports not submitted by deadline		

2018 Scoring Tool

HMIS

Total possible points	**130**	
Total points awarded		
Project Score (points awarded/possible points)		

Rapid Re-Housing Scoring Tool - CoC 2019

Agency and Project Name: MINISTRY OF CARING / RAPID REHOUSING CONSOLIDATED			
Reviewer Name:	**Outcome**	**Maximum Points**	**Points Awarded**
1. Data Quality		10	10
Project has less than 5% missing/refused/don't know data for all identified data elements: 10: Yes / 0: No		2%	
2. Housing Stability		20	20
% of persons achieving housing stability: 20: > 80% / 10: 80%-70% / 5: 69%-65%/ 0: <65%		93%	
3. Increased Income		15	5
% of adult participants who increased cash income from any source from entry to exit: 15: > 80% / 10: 80% - 50% / 5:49% - 30% / 0: < 30%		37%	
4. Length of Time from Project Enrollment to Housing Move-In		10	0
10: 40% or more of clients were housed in less than 30 days / 5: 40% or more of clients were housed in less than 60 days / 0: less than 40% of clients were housed within 60 days or less		55% >60	
5. Housing First		10	~~10~~ 5
10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No			
6. Low Barrier Access to Housing and Services		10	10
10: Yes, and description clearly reflects low barriers to entry and policies and procedures clearly reflect this / 5: Yes, but description and/or policies and procedures do not clearly reflect low barriers to entry / 0: No			
7. Severity of Need: Rate of Adults Fleeing Domestic Violence		5	5
5: > 5% / 3: 5% - 2% / 0: <2%		35%	

Rapid Re-Housing Scoring Tool - CoC 2019

8. Severity of Need: Rate of Adults Served with $0 cash income at project entry		5	5
5: > 20% / 3: 20% - 10% / 0: <10%		48%	
9. Participation in CoC Planning		5	5
5: Yes agency has voting member AND participated in at least 4 CoC membership meetings in 2017 or 2018 / 2:			
10. Support Services		10	10
10: Support services provided are at sufficient capacity (e.g. client/staff ratio), best practices are utilized, voluntary services model is clearly implemented, services provided are housing focused and able to meet the services needs of the clients / 5: Support services are provided but it is not clear how well services implemented / 0: There are serious concerns about the capacity of the project to provide sufficient support services to clients in the housing program.			
11. Cost Effectiveneness		N/A	
The CoC Scoring Committee will consider this metric in their ranking and funding decisions. This item is not scored.			
Scoring Section			
Total possible points		100	~~80~~ 75
Points Awarded			
Project Score (Awarded/100)			

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DE COC REVIEW AND RANKING PROCESS 2019

Background

The U.S. Department of Housing and Urban Development (HUD) requires Continua of Care (CoCs) to evaluate outcomes of projects funded under the Continuum of Care Program and to design, operate, and follow a collaborative process for the development and submission of applications in response to a NOFA. HUD requires CoCs to review all project applications submitted for inclusion in the CoC application and either accept and rank, or reject them.

The 2019 HUD CoC NOFA requires Collaborative Applicants to rank all accepted projects, except CoC Planning, in two tiers. Higher ranked projects will be assigned to Tier 1 and lower ranked projects will be assigned to Tier 2. Tier 1 is equal to 100 percent of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time plus 94 percent of the combined Annual Renewal Amounts for all other projects eligible for renewal. Project applications in Tier 1 (excluding new DV Bonus project) will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and quality threshold review. Tier 2 is the difference between Tier 1 and the CoC's Annual Renewal Demand (ARD) plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects) and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR). Tier 2 projects compete nationally using the following scoring factors: the CoC Application score, where the project is ranked in Tier 2, and low barriers to project entry.

The DE CoC Scoring Committee is convened to fulfill DE CoC's HUD requirements. The Committee, in collaboration with the Housing Alliance of Delaware, is charged with developing and implementing an objective and transparent review and ranking process used to develop DE CoC's project ranking for its 2019 Consolidated Application to HUD for CoC Program funding. The Scoring Committee is a volunteer nine-member panel of subject matter experts, chaired by a CoC Board Member appointed by the CoC Board Chair. Scoring Committee members independently review and score applications using their approved scoring tool for threshold compliance with the HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act, the Continuum of Care Notice of Funding Availability (NOFA), and the performance standards in the local renewal and new project evaluation tools.

The following policies were developed by the Scoring Committee, in collaboration with the Housing Alliance of Delaware, to guide their review and ranking process. These policies and

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requirements were posted publicly on the Housing Alliance of Delaware's website prior to the May 6, 2019 launch of the local renewal project evaluation competition.

- CoC 2019 Project Applicant Threshold Requirements: describes the minimum application submission, financial, compliance, and performance requirements each project applicant must meet in order to be considered for CoC Program funding in DE CoC
- Delaware CoC Reallocation Policy 2019: describes the process by which renewal projects may be reallocated to fund new projects, either via voluntary reallocation or via a competitive system transformation process to more effectively resolve homelessness, help households achieve stable housing, and improve CoC performance. Renewal projects are reallocated using the competitive transformation process when a project does not meet the CoC 2019 Project Applicant Threshold Requirements, which includes not meeting HUD or DE CoC compliance requirements or not meeting the minimum renewal application score of 60% or above
- Delaware CoC Prioritization Policy 2019: describes the criteria used by the CoC Scoring Committee to make funding selection and ranking decisions. When ranking projects, the Scoring Committee considers HUD CoC Program and NOFA requirements; performance of each project as established by the score they were assigned using the approved evaluation and scoring tools; and community need, as established by review of system gaps and data on the CI waiting list and referrals and input from the CoC.

Guided by the Policies above, the Scoring Committee, in collaboration with Housing Alliance of Delaware, creates objective evaluation and scoring tools based on CoC Program Requirements, the CoC NOFA, DE CoC's Policies and Procedures, and HUD's system performance measures. The Scoring Committee is oriented to DE CoC community needs as it relates to current housing stock, gaps, and coordinated entry waiting list and referral data, as well as information regarding the incidence, needs, and gaps related to housing and services for survivors of domestic violence, dating violence, and stalking. Every effort is made to avoid conflict, or the appearance thereof. Before Committee members score applications, they are asked to determine whether a conflict of interest exists with any applicant and sign "no conflict of interest" forms. If a conflict or the appearance of a conflict exists, the Committee member will recuse themselves from scoring the proposal(s) of that applicant. The Scoring Committee uses the approved Scoring Tool to evaluate project applications and assign a score to each project application. The Scoring Committee considers project application score, compliance with HUD CoC Program and DE CoC requirements, community need, and the extent to which projects improve system performance when making their project ranking recommendations.

Evaluating Renewal Projects

In order to be considered for inclusion in the Delaware Statewide Continuum of Care (CoC) Consolidated Application, organizations must submit the local 2019 Continuum of Care Program

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Renewal Application, which includes submitting the Compliance Review Tool, the CoC Grantee Certification Form, the Renewal Project Evaluation Tool, and the project's policies and procedures. Each project type (TH, RRH, PSH, SSO, and HMIS) has an evaluation and scoring tool unique to that project type, including one for start-up / first time renewal projects. Applicants are required to submit performance data out of HMIS for the period 4/1/18 – 3/31/219. Projects are scored on compliance with Housing First and low barriers to entry requirements; performance in the follow outcome areas: housing stability, increase or maintenance of income, reductions in length of time homeless, severity of needs of the households served, bed utilization, and data quality; quality of service provision; and participation in CoC planning. The Scoring Committee uses a cost effectiveness analysis to determine if there should be funding reductions to any renewal project. The Collaborative Applicant confirms that projects applying under the TH, RRH, TH-RRH, and PSH project components have met the local Coordinated Entry threshold requirement by committing to filling 100% of project openings through Coordinated Entry. The Scoring Committee considers information in supplemental narratives and attachments when making final scoring and ranking recommendations. Projects renewing for the first time that do not have one year of data are reviewed for progress made to date to start-up the project and will automatically be ranked at the top of Tier 1.

The local renewal evaluation process launched on Monday, May 6, 2019, with a submission deadline of Friday, June 7, 2019, providing organizations 5 weeks to prepare their submission. Applications are submitted to the Housing Alliance of Delaware, the Collaborative Applicant for the Delaware Statewide CoC. Housing Alliance of Delaware provides organizations the evaluation tool to be used to score their applications and technical assistance. Applications received are first reviewed by Housing Alliance of Delaware staff to establish they pass threshold requirements. All renewal project applications that pass threshold are then reviewed and scored by the DE CoC Scoring Committee using the approved scoring tool. The Scoring Committee gathered on July 16, 2019 to finalize and average scores, and determine if any renewal project would be reallocated, based on the DE CoC Reallocation Policy 2019 establishing that projects can be reallocated either voluntarily or via a competitive system transformation process to more effectively resolve homelessness, help households achieve stable housing, and improve CoC performance. Projects that receive a score below 60% do not pass DE CoC's threshold requirements for funding. If the project receives a score below 60%, Housing Alliance of Delaware works with them on a corrective action plan to improve performance; all items in the corrective action plan must be addressed in order for the project to be considered for funding during the subsequent NOFA competition. If the project does not address the items in their corrective action plan, the Scoring Committee considers reallocating this project.

Delaware Statewide-CoC
Housing Alliance Delaware
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Note. While Coordinated Entry (CE) and the Homeless Management Information System (HMIS) are scored, because these grants are necessary for the effective operation of the Delaware HMIS and Coordinate Entry system, including the support for all CoC projects to be in compliance with CoC HMIS and Coordinate Entry requirements, they are ranked in Tier 1.

Evaluating New Projects

The 2019 HUD CoC NOFA allows CoCs to apply for new project funding through Reallocation, Bonus, or the DV Bonus. Eligible projects include Rapid Rehousing (RRH), Permanent Supportive Housing (PSH, not eligible for DV Bonus), Joint TH/PH-RRH, and Supportive Services Only for Coordinated Entry. In order to be considered for inclusion in the Delaware Statewide Continuum of Care Consolidated Application, local organizations must submit a new project application, a signed CoC grantee certification, their most recent agency audit, evidence of active SAM Registration, proof of Non-profit status (if applicable), and a match letter. The local competition for new projects launched on July 15, 2019 with a submission deadline of Friday, August 9, 2019, providing organizations four weeks to prepare their applications. Applications received are first reviewed by Housing Alliance of Delaware staff to establish they pass threshold. All proposals that pass threshold requirements are then independently reviewed and scored by the DE CoC Scoring Committee using the local new project evaluation tool. New projects are evaluated on the extent to which the proposed project meets an unmet need in Delaware or fills a gap in services, existing organizational and management plan needed to administer the project, the organization's capacity to operate the project type using best practices for which they are applying, experience and organizational capacity to successfully administer a federal grant, and ability to move individuals quickly into permanent housing using housing first approach. The Scoring Committee gathered on August 21, 2019 to finalize and average individual reviewer scores and make new project selection decisions, and finalize the DE CoC 2019 Project Ranking Order. New project applications receiving a score of below 60% do not pass DE CoC's threshold requirements for new project funding. Project scores form the basis for preliminary ranking within the local priorities.

DE CoC Decision-Making / Approval Process

Once the Scoring Committee has made its funding and project ranking recommendations, a CoC Board member who serves on the Scoring Committee, presents the recommendations along with the process and rationale followed by the Scoring Committee to the CoC Board for approval. The CoC Board meets to consider and approve the final Project Scoring and Ranking. The Board has final decision-making power regarding DE CoC's ranking and funding strategy, such as determining whether or not projects, due to substandard performance or underutilization of funding, will have their grants reduced in order to reallocate funding to create new project to more effectively resolve homelessness, help households achieve stable housing, and improve CoC performance.

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DE CoC 2019 Ranking Priorities and Order

For DE CoC's 2019 Application to HUD for CoC Program funding, projects are ranked according to the following priorities:

- Performance, as defined by the project's 2019 local application scores
- Preserve first time renewal projects, as they have not been operating long enough to fully evaluate their performance
- Preserve renewal projects

The DE CoC project applications included in the 2019 consolidated application to HUD will be ranked in the following order:

1. Projects that are renewing in 2019 for the first time and do not have 1 year of performance data to receive a score
2. Renewal projects from highest local application score to lowest local application score
3. New projects from highest local application score to lowest local application score

DE CoC 2019 Review and Ranking Process Timeline

- **March 18, 2019:** Scoring Committee finalizes Renewal Application Evaluation and Scoring Tools
- **May 6, 2019**: DE CoC Local renewal competition launches; Housing Alliance of Delaware posts all relevant materials, including DE CoC Appeals Process, on its website and sends email to all renewal applicants
- **June 7, 2019**: Renewal Project Applications due to Housing Alliance of Delaware
- **July 16, 2019:** Scoring Committee convenes to finalize and average renewal application scores
- **July 16, 2019**: Scoring Committee finalizes the New Application Evaluation and Scoring Tools
- **July 15, 2019:** DE CoC launches local new project competition; Housing Alliance of Delaware posts all relevant materials on its website and emails information about the competition to broad group of stakeholders
- **July 25, 2019:** Housing Alliance of Delaware hosts NOFA briefing for all new and renewal project applicants
- **August 9, 2019:** New project applications due to Housing Alliance of Delaware
- **August 21, 2019:** Scoring Committee convenes to finalize and average new project application scores, select new projects, and finalize project ranking for 2019 CoC Competition

Delaware Statewide-CoC
Housing Alliance Delaware
Created Date 09/05/2019

Type here to search
3:34 PM
9/16/2019

100 West 10th Street,
Suite 611
Wilmington, DE 19801
302-654-0126

HOUSING ALLIANCE DELAWARE

8 Loockerman Street,
Suite 201
Dover, DE 19901
302-678-2286

- **September 4, 2019:** Review and Ranking Process, along with project ranking, presented to CoC Board for their approval
- **September 12, 2019:** Housing Alliance of Delaware notifies all new projects applicants about the decision to accept or reject their application for funding
- **September 16, 2019:** Local renewal and new project application scores and 2019 project ranking posted on Housing Alliance of Delaware's website

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9/16/2019

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #10:

3A. Written Agreement with Local Education or Training Organization

Attachment #10 documents include the following:

- Support Letter from Food Bank of Delaware documenting their prioritization of people experiencing homelessness for their employment training programs
- Support Letter from Ministry of Caring documenting their prioritization of people experiencing homelessness for employment and training through their Job Placement Center

Food Bank OF DELAWARE | Delaware Food Works

A community free of hunger
www.fbd.org

September 17, 2019

RE: Letter of support for Delaware Continuum of Care related to education/training resources for people experiencing homelessness

To U.S. Department of Housing and Urban Development,

This letter documents the support of the Food Bank of Delaware (FBD) for the Delaware Continuum of Care related to serving the education and training needs of people experiencing homelessness in our community.

In addition to food security programs, The Food Bank of Delaware provides both training and exam opportunities for ServSafe® Certification, in both Spanish and English, a 14 week culinary employment training program in both our Milford and Newark facilities and an 11 week employment training program in warehousing and inventory control in Newark. These programs are open to all Delawareans.

The FBD strives to work together with homeless service partners across the Delaware Continuum of Care to create a coordinated system that aligns resources and services. This is so that individuals experiencing homelessness have access to the range of support and assistance they need to further their education and training, to achieve economic independence and self-sufficiency. Specifically, our organization provides the following training to individuals experiencing homelessness in Delaware:

- The Culinary School, a 14-week food service training program resulting in ServSafe® Manager certification
- L.O.G.I.C. (Logistics, Operations, General Warehousing and Inventory Control) training an 11-week training program resulting in OSHA-10 General Industry and Forklift certification
- ServSafe® Manager certification through one and two day class formats (both class and exam offered in both Spanish and English)

We also commit to the following strategies to support the work of the Delaware Continuum of Care in providing education/training services to people experiencing homelessness:

222 Lake Drive
Newark, DE 19702
Phone: (302) 292-1305
Fax: (302) 292-1309

MEMBER OF FEEDING AMERICA

1040 Mattlind Way
Milford, DE 19963
Phone: (302) 424-3301
Fax: (302) 424-4160

Food Bank OF DELAWARE Delaware Food Works

A community free of hunger
www.fbd.org

1. Develop and deliver training for Delaware Continuum of Care staff and provider agencies covering services offered through Food Bank of Delaware and process for accessing services;
2. Provide open houses, seminars, tabling sessions, and other forums for Delaware Continuum of Care participants (indicate frequency) to learn about the courses and resources provides through Food Bank of Delaware
3. Designate a Food Bank of Delaware liaison who can accept referrals from Delaware Continuum of Care staff and provider agencies for participants experiencing homelessness, and facilitate "warm hand-offs" of participants served by Continuum of Care staff and provider agencies to Food Bank of Delaware services;
4. Provide on-going updates about Food Bank of Delaware resources and processes;
5. Provide reports and/or access to participant data, as needed;
6. Participate in Delaware Continuum of Care meetings and workgroups to enhance cross-system coordination between the homeless assistance system and education/training program;
7. Ensure the following Food Bank of Delaware are reserved for participants experiencing homelessness:

If additional information is needed, please reach out to me via email at cmcgarry@fbd.org or 302-294-0194.

Sincerely,

Charlotte McGarry
Chief Programs Officer

THE MINISTRY OF CARING INC.

Founded 1977

Bethany House I & II
Housing for women with special needs

Child Care Center
Early learning center for poor and homeless children

Distribution Center
Supplies, furniture & clothing

Emmanuel Dining Room
Food facilities to feed the hungry

Francis X. Norton Center
Community center

Guardian Angel Child Care
Child care for children of working parents

House of Joseph I
Emergency shelter for single men

House of Joseph II
Housing for men and women living with HIV/AIDS

House of Joseph Residence
Housing for single men and women

Il Bambino
Infant care for children of the working poor

Job Placement Center
Employment service for the disadvantaged

Maria Lorenza Longo House
Supportive housing for single women

Mary Mother of Hope House I
Emergency shelter for single women

Mary Mother of Hope Residence
Housing for single women

Mary Mother of Hope House II & III
Emergency shelters for families

Nazareth Housing I & II
Housing for families

Padre Pio House
Housing for men with special needs

Pierre Toussaint Dental Office
Dental service for the poor

Sacred Heart Housing
Housing for single women

Samaritan Outreach
Basic assistance and rapid rehousing for the homeless

St. Clare Medical Outreach
Mobile health service for the poor

St. Francis Residence
Housing for families

The Ministry of Caring Inc.
115 East 14th Street
Wilmington, DE 19801

September 19, 2019

RE: Letter of support for Delaware Continuum of Care related to education/training resources for people experiencing homelessness

To U.S. Department of Housing and Urban Development,

This letter documents the support of The Ministry of Caring Inc. for the Delaware Continuum of Care related to serving the education and training needs of people experiencing homelessness in our community.

The Ministry has provided a Job Placement Center since 1985, helping hundreds with job training and placement. Case management is also an integral component of our program. Since 1977, the Ministry has supported low-income, no-income and homeless clients in the spirit of our motto, "the poor should never be treated poorly."

We strive to work together with homeless service partners across the Delaware Continuum of Care to create a coordinated system that align resources and services so that individuals experiencing homelessness have access to the range of support and assistance they need to further their education and training, to achieve economic independence and self-sufficiency.

We commit to the following strategies to support the work of the Delaware Continuum of Care in providing employment services to people experiencing homelessness:

1. A partnership with the State of Delaware, Department of Health and Social Services, Division of Social Services (DSS) to provide training and education for CAN and CDL certification.
2. Deliver trainings for Delaware Continuum of Care participants on employment related skills, such as a resume development, interview skills, soft skills required for obtaining and maintaining a job, etc., through our Job Placement Center which is open daily.
3. Enable the Delaware Continuum of Care staff and provider agencies, "warm hand-offs" of participants served by Continuum of Care staff and provider agencies to **Ministry** services;
4. Provide on-going updates about **Ministry** resources and processes;
5. Provide reports and/or access to participant data, as needed;
6. Participate in Delaware Continuum of Care meetings and workgroups to enhance cross-system coordination between the homeless assistance system and workforce system
7. Ministry services are reserved and accessible for participants experiencing homelessness.

If additional information is needed, please reach out to us:

The Ministry of Caring
John Bates
Deputy Director, Program Services
jbates@ministryofcaring.org
302.516.1076

Sincerely,

John Bates
Ministry of Caring Inc.

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #11:

3A. Written Agreement with State or Local Workforce Development Board

Attachment #11 documents include the following:

- Support letter from Delaware Works, Delaware's Workforce Development Board, documenting their priority of serving the employment and workforce needs of people experiencing homelessness

Gary R. Stockbridge, Chairman
William J. Potter, Executive Director

Phone: (302) 761-8160
Fax: (302) 762-2138

September 23, 2019

RE: Letter of support for Delaware Continuum of Care related to employment/ workforce resources for people experiencing homelessness

To U.S. Department of Housing and Urban Development,

This letter documents the support of Delaware Workforce Development Board (DWDB) for the Delaware Continuum of Care related to serving the employment and workforce needs of people experiencing homelessness in our community.

The DWDB ensures that the citizens of Delaware are provided with occupational training and employment service opportunities to help them achieve employment, sustaining them and their families.

We strive to work together with homeless service partners across the Delaware Continuum of Care to create a coordinated system that aligns resources and services so that individuals experiencing homelessness have access to the range of support and assistance they need to achieve economic independence and self-sufficiency. Specifically, our organization provides the following resources to individuals experiencing homelessness in Delaware:

- Identifies high demand employment sectors
- Funds organizations that provide training for adults and youth to fill job openings in high demand employment sectors

We commit to the following strategies to support the work of the Delaware Continuum of Care in providing employment services to people experiencing homelessness:

1. Develop and deliver training for Delaware Continuum of Care staff and provider agencies covering services offered through DWDB and process for accessing services;

2. Provide on-going updates about DWDB resources and processes;

3. Provide reports and/or access to participant data, as needed;

4. The DWDB will involve a representative from the Delaware Homeless CoC in Annual Planning Retreat;

5. Participate in Delaware Continuum of Care meetings and workgroups to enhance cross-system coordination between the homeless assistance system and workforce system

If additional information is needed, please reach out to us:

William J. Potter
Executive Director
Delaware Workforce Development Board
Email Address: William.Potter@delaware.gov
Telephone: (302) 761-8183

FY 2019

DE-500 – Delaware Statewide

Continuum of Care

Attachment #12:

3B-3. Summary of Racial Disparities Assessment

Attachment #12 documents include the following:

- DE-500 Delaware Statewide CoC Racial Disparities Assessment Summary, 2019

DE-500 Delaware Statewide CoC Racial Disparities Assessment Summary, 2019

Methodology

The CoC conducted an analysis of homeless system data to assess for potential disparities based on race or ethnicity in the provision and outcomes of services to people experiencing homelessness in Delaware. The CoC used the following data sources: 1) Population data from the American Community Survey (ACS) 2011-2015 year estimates; 2) Poverty rate data from the American Community Survey (ACS) 2011-2015 year estimates; 3) Point in Time Count data 2019; 4) HMIS data. This data was broken out by race and ethnicity to assess for potential disparities. HMIS data was used to analyze individuals experiencing homelessness, individuals accessing crisis housing, individuals accessing transitional housing, housing exiting homelessness to permanent housing, and individuals returning to homelessness. This data was broken out by race and ethnicity to assess for potential disparities within provision and outcomes of services. The CoC used the Department of Housing and Urban Development (HUD) "CoC Racial Equity Tool" and the National Alliance to End Homelessness (NAEH) "Racial Equity Tool" to guide this analysis.

Distribution of Race and Ethnicity

The following tables compares the racial composition of the populations living in poverty and those experiencing homelessness to that of Delaware's total population. The table uses data from the HUD CoC Racial Equity Analysis Tool which is self-populated with data for each CoC from the American Community Survey (ACS) and the CoC Point-in-time (PIT) for each CoC.

Table 1

	All (ACS)[1]				In Poverty (ACS)[1]				Experiencing Homelessness (PIT)[2]				Experiencing Sheltered Homelessness (PIT)[2]				Experiencing Unsheltered Homelessness (PIT)[2]			
	All		In Families with Children		All		In Families with Children		All		In Families with Children		All		In Families with Children		All		In Families with Children	
Race and Ethnicity	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
All People	**926,454**		**753,531**		**108,315**		**76,925**		**994**		**379**		**936**		**373**		**58**		**6**	
Race																				
White	642,623	69%	530,896	70%	58,607	54%	41,950	55%	398	40%	101	27%	365	39%	96	26%	33	57%	5	83%
Black	200,481	22%	162,060	22%	36,377	34%	25,548	33%	544	55%	250	66%	521	56%	249	67%	23	40%	1	17%
Native	3,140	0%	2,507	0%	417	0%	311	0%	1	0%	0	0%	1	0%	0	0%	0	0%	0	0%
Asian/Pacific Islander	33,949	4%	29,478	4%	2,017	2%	1,382	2%	9	1%	6	2%	9	1%	6	2%	0	0%	0	0%
Other/Multi-Racial	46,261	5%	28,590	4%	10,897	10%	7,733	10%	42	4%	22	6%	40	4%	22	6%	2	3%	0	0%
Ethnicity																				
Hispanic	80,706	9%	66,577	9%	19,972	18%	14,120	18%	82	8%	50	13%	78	8%	50	13%	4	7%	0	0%
Non-Hispanic	845,748	91%	686,954	91%	88,343	82%	62,805	82%	912	92%	329	87%	858	92%	323	87%	54	93%	6	####

Tables 2a

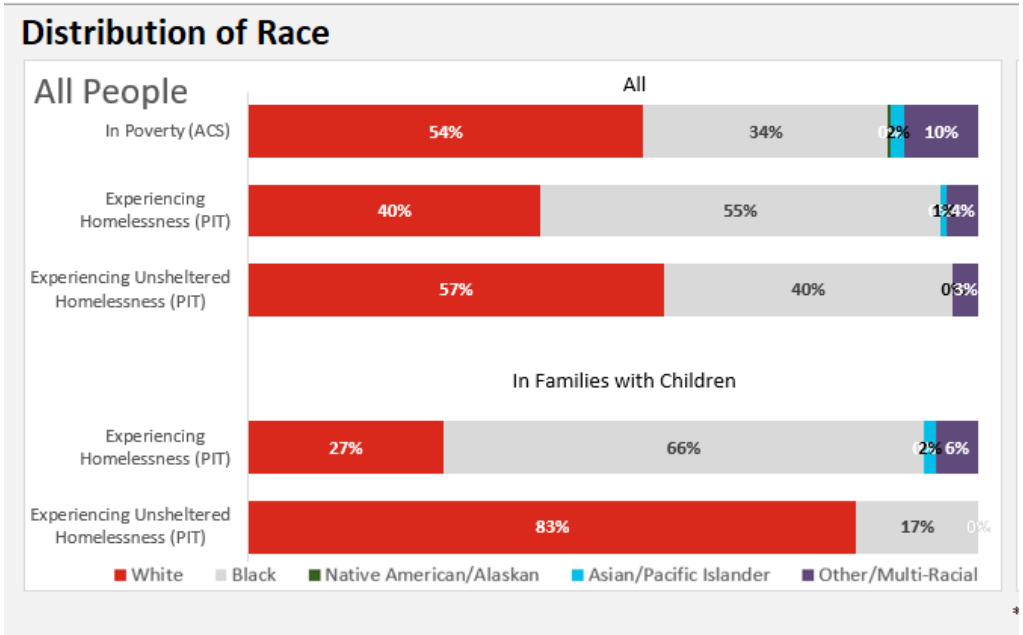
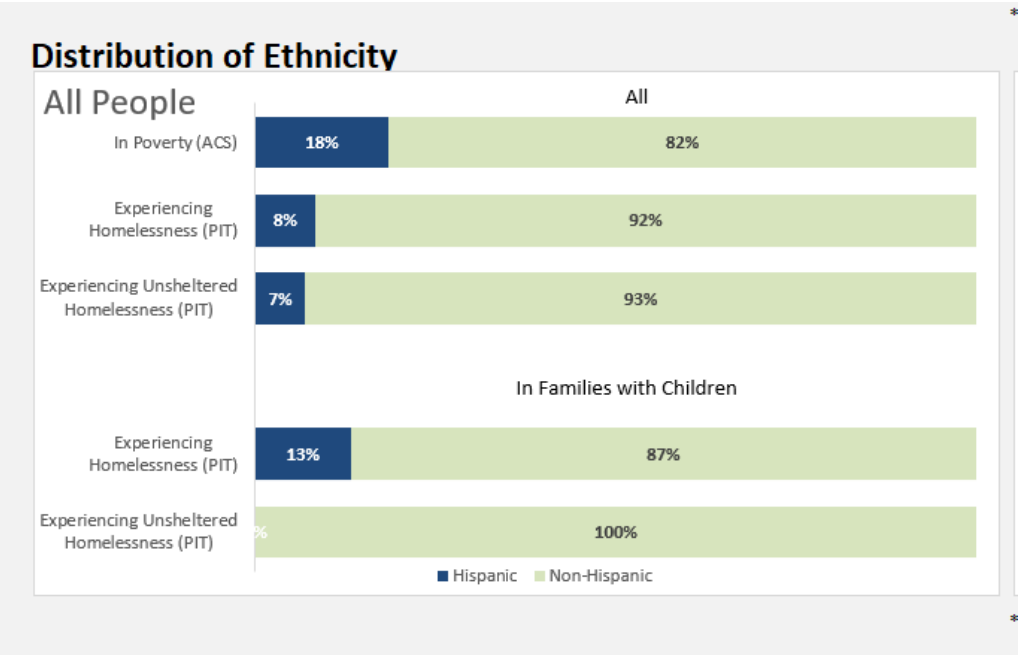

Distribution of Race
All People
All
In Poverty (ACS)
54%
34%
2%
10%
Experiencing Homelessness (PIT)
40%
55%
1%
4%
Experiencing Unsheltered Homelessness (PIT)
57%
40%
0%
3%
In Families with Children
Experiencing Homelessness (PIT)
27%
66%
2%
6%
Experiencing Unsheltered Homelessness (PIT)
83%
17%
0%
White
Black
Native American/Alaskan
Asian/Pacific Islander
Other/Multi-Racial

Table 2b



Race: Based on the Tables 1, 2a, and 2b above, White individuals make up 69% of the population within the CoC's geography, 54% of those living in poverty, and 40% of those experiencing homelessness. Black individuals make up 22% of the population within the CoC's geography, 34% of those living in poverty, and 55% of those experiencing homelessness. Data indicates that Black individuals are more likely to experience homelessness in Delaware than White individuals, and more likely to experience poverty than White individuals. Black individuals are overrepresented within the homeless system when compared to the overall population size of Black individuals within Delaware. Data related to Asian/Pacific Islander and Other/Multi-Racial individuals does not indicate disparities in rates of homelessness when compared to the size of the population.

Ethnicity: Hispanic individuals make up 9% of the population within the CoC's geography, 18% of those living in poverty, and 8% of those experiencing homelessness. Non-Hispanic individuals make up 91% of the population within the CoC's geography, 82% of those living in poverty, and 92% of those living in poverty. While data indicates Hispanic individuals are more likely to experience poverty than Non-Hispanic individuals, data also indicates that Hispanic individuals may be less likely to experience homelessness.

Because PIT data for unsheltered homelessness is low (58 total households), the CoC was unable to analyze disparities based on this data.

Provision of Services and Outcomes within the Homeless System

The CoC used the NAEH Racial Equity Tool to examine potential disparities in provision of services and outcomes of services within the homeless system, such as the demographics of those getting into housing and those returning to homelessness. The NAEH tool used Community Management Information System data from 10/1/17 – 9/30/18.

Table 3

Outcomes	White	African American	Native American	All Other Races	Hispanic	Not Hispanic
Experienced Homelessness	39%	59%	1%	1%	7%	93%
Entered Crisis Housing	36%	62%	1%	1%	8%	92%
Entered Transitional Housing	30%	69%	0%	1%	8%	92%
Exited to Permanent Housing	33%	66%	0%	1%	8%	92%
Returned to Homelessness	34%	64%	1%	1%	7%	93%

Table 4

1-Who Experiences Homelessness?

Unduplicated total number of people in HMIS for each racial and ethnic group below

White	African American	Native American	All Other Races	Total
1656	2522	30	43	*4251*
39%	59%	1%	1%	

Hispanic	Not Hispanic	Total
307	3953	*4260*
7%	93%	

Table 5

2-Who Gets into Crisis Housing?

*Total number of each group entering **Emergency Shelter***

White	African American	Native American	All Other Races	Total
852	1448	16	28	*2344*
36%	62%	1%	1%	

Hispanic	Not Hispanic	Total
187	2163	*2350*
8%	92%	

*Total number of each group entering **Transitional Housing***

White	African American	Native American	All Other Races	Total
99	228	1	3	*331*
30%	69%	0%	1%	

Hispanic	Not Hispanic	Total
25	307	*332*
8%	92%	

Table 6

3-Who Gets into Permanent Housing?

Total number of exits to Permanent Housing from all project types by group

White	African American	Native American	All Other Races	Total
351	698	5	6	*1060*
33%	66%	0%	1%	

Hispanic	Not Hispanic	Total
90	970	*1060*
8%	92%	

Table 7

4-Who Returns to Homelessness?

Total number of returns to homelessness by race below

White	African American	Native American	All Other Races	Total
113	210	2	4	*329*
34%	64%	1%	1%	

Hispanic	Not Hispanic	Total
24	305	*329*
7%	93%	

Race: Based on the data above in Tables 4-7, it appears that while African Americans may have greater or proportional access to various program types, they also appear to have a much greater rate of returns to homelessness. This may be a reason for further inquiry to analyze potential causes and strategies to address this disparity.

Ethnicity: There do not appear to be apparent disparities in access to housing or outcomes from housing/service provision for Hispanic individuals as compared to Non-Hispanic individuals.

Key Findings:

- **Rate of homelessness:** Data indicates that Black individuals are more likely to experience homelessness in Delaware than White individuals, and more likely to experience poverty than White individuals. Black individuals are overrepresented within the homeless system when compared to the overall population size of Black individuals within Delaware. While data indicates Hispanic individuals are more likely to experience poverty than Non-Hispanic individuals, data also indicates that Hispanic individuals may be less likely to experience homelessness.
- **Provision of Services:** There do not appear to be apparent disparities in provision of homeless services for African American individuals or individuals of other races as compared to White individuals, nor for Hispanic individuals as compared to White individuals.
- **Outcomes:** It appears that while African Americans may have greater or proportional access to various program types, they also appear to have a much greater rate of returns to homelessness. This may be a reason for further inquiry.

Next Steps:

The CoC Board reviewed racial disparity data and voted to:

1) Present the data in this report to the general membership for discussion and recommendations
2) Provide this information to jurisdictions currently involved in developing the Statewide Analysis of Impediments to Fair Housing
3) Develop several hypotheses as to why African Americans return to homelessness from permanent housing at a much higher rate than other races and identify data sources that can be used to test these hypotheses.

   Hypotheses to investigate may include:

   a. The returns to homelessness number is based on counting the number of people and not number of households, African American households returning to homeless may be larger families.
   b. Mental health issues have greater stigma in the African American Community and some of these returning households may have been provided less support than needed due to unwillingness to share mental health challenges.
4) Identify strategies to address the racial disparity in returns to homelessness