

DE COC REVIEW OF 2022 COC FUNDING POLICIES & RENEWAL EVALUATION

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Delaware Continuum of Care



TODAY'S TOPICS

- Review FY2022 CoC Funding Policies
 - Review changes from 2021
 - Covers: Ranking; New Project Solicitation, Evaluation & Selection; Renewal Project Evaluation; Reallocation; Appeals; Conflicts of Interest
- Review of Application & Scoring Tools
 - Project Types to be covered: PSH, RRH, TH, TH-RRH
 - Review of different parts of the application, primarily the Compliance Review and Performance Evaluation
 - Review changes from 2021
- Walkthrough of Application
- Q&A

*We will take questions throughout but will also reserve time at the end for Q&A
Reminder – everyone should mute but if you have a question, you can use chat box, “raise hand” feature or unmute yourself.*

REVIEW OF 2022 COC FUNDING POLICIES

Background

Funding Process Overview

Roles & Responsibilities

Conflict of Interest Policy

Renewal Project Application, Evaluation, & Scoring Policies

New Project Solicitation, Evaluation, & Scoring Policies

Reallocation Policies

Prioritization & Ranking Policy

Appeals Policy

Quality Improvement Policy

COC PROGRAM FUNDING POLICIES FOR 2022

- In 2020, we pulled from FY19 policies covering Prioritization of Projects, Threshold Review, Evaluation, Reallocation and descriptions of the CoC's NOFA processes & consolidated those into a single policies document
- Revised the 2020 policies document for FY2021, with minimal changes
- FY2022 policies revisions:
 - Most policies are very similar but restructured a bit to improve flow and to focus on process
 - Additional explanatory info was included where needed. Examples:
 - Definitions of key terms & DE-CoC Funding Process Overview section added
 - Roles & Responsibilities expanded

Contains sections covering:

- Background
- Funding Process Overview
- Roles & Responsibilities
- Conflict of Interest Policy
- Renewal Project Application, Evaluation, & Scoring Policies
- New Project Solicitation, Evaluation, & Scoring Policies
- Reallocation Policies
- Prioritization & Ranking Policy
- Appeals Policy
- Quality Improvement Policy

COC PROGRAM COMPETITION BACKGROUND

- Provides a brief overview of the CoC NOFO
- Describes need for CoC to review/rank projects
- Removed language about FY2020 renewal process
- Added language about FY2021 funding levels

DE-COC FUNDING PROCESS OVERVIEW

- New Section
- Describes CoC's purpose for Funding Policies and goals
 - Maximize funding
 - Create new resources in order to respond to the increased needs
 - Build upon the CoC's existing infrastructure by increasing capacity
 - Incentivize all CoC-funded providers to continuously monitor and improve their project performance, implement HUD policy priorities, and participate in the CoC
- Emphasizes that DE-CoC seeks to conduct a fair, unbiased, and transparent funding process that is in compliance with HUD regulations

ROLES AND RESPONSIBILITIES

- Revised: former section DE-CoC Scoring Committee
- Expanded based on FY21 competition feedback for more clarity around different roles and responsibilities and how each group contributes to the process
- Outlines the roles & responsibilities of:
 - Funding Committee
 - Non-Conflicted CoC Board - pulled directly from Governance Charter
 - CoC Lead Agency - pulled directly from Governance Charter

ROLES & RESPONSIBILITIES

Funding Committee

- Review and recommend updated CoC NOFO funding policies
- Create local funding application process, scoring tools w/performance targets, & appeals process
- Evaluate/score renewal and new projects
- Recommend new project priorities and selection
- Make recommendations for funding allocations/reallocations
- Rank projects for Priority List
- Identify projects for quality improvement

Non-Conflicted CoC Board

- Review and approve Funding Committee membership
- Create CoC funding application submission timeline
- Review and approve CoC NOFO funding policies
- Review scoring, new project selection, ranking and reallocation recommendations made by Funding Committee and approve/adopt final decisions
- Review appeals
- Review/approve annual consolidated application for CoC Program funding

Lead Agency/HAD

- Ensure the DE-CoC meets all CoC NOFO requirements
- Draft annual CoC funding process timeline
- Collect and ensure accuracy of all required CoC funding application info from project applicants
- Coordinate/carry out activities necessary to submit the annual consolidated application to HUD
- Submit a final draft of consolidated application to the Board for approval
- Submit the annual CoC consolidated application to HUD
- Apply for CoC Planning funds and provide the required local match (cash or in-kind)
- Administer Quality Improvement Plans for projects

CONFLICT OF INTEREST POLICY

- Because it is important that those making funding decisions not have conflicts of interest, the Conflict of Interest Policy is embedded in the policies
- Revised: addition of new language for clarity and process definition
- New clause to ensure funding coordination
 - Revised to allow other homeless assistance funders (many fund CoC projects) to participate in decision-making as long they do not have a financial or informational gain
- Revised conflict of interest disclosure process: requires that Funding Committee and CoC Board members complete the Conflict of Interest Form no less than annually and to disclose any conflicts that arise immediately
 - Added transparency to the disclosure process and how COIs are tracked
 - Where there is a conflict, the CoC Board member with the conflict is barred from participating in discussion or voting on matters in which they have a conflict and Scoring Committee members with conflicts cannot participate
- Provides examples of conflicts of interest that may arise
- The CoC Lead Agency – HAD – is barred from from participating in discussion or voting on matters in which HAD receives funding

RENEWAL PROJECT APPLICATIONS, EVALUATIONS & SCORING

Renewal Project Factors

- Language revised to make evaluation factor categories broad enough to allow for flexibility and transparency
- Categories included in evaluation stated at the top of the section:
 - Threshold Requirements
 - HUD and CoC Policy Priorities
 - Performance Outcomes
 - Compliance with HUD and CoC Rules, Regulations, and Standards
 - Financials & Grants Management
 - CoC Participation
 - HMIS Participation

Scoring Tool Development

- Created as a separate section & covers process
- Added for transparency
- Includes:
 - Review of Grantee Debriefs
 - Analysis of point structure and evaluation data to inform benchmarks
 - Info presented to FC for discussion and finalization of tools
 - Tools publicly shared & distributed to grantees
 - Evaluation & scoring commence upon tool approval

RENEWAL PROJECT APPLICATIONS, EVALUATIONS & SCORING

Renewal Project Evaluation & Scoring

- Outlines the process to be used - no significant difference in the process itself. This sub-section was revised to focus on process rather than the specifics around evaluation factors.
- Includes:
 - Data clean-up period and process
 - Change: no guarantee of specific timeframe, can happen in tandem with the submission period
 - Clarity on expectation that projects are maintaining high quality data & have opportunities to address data issues throughout the year
 - Evaluation launch process
 - Application availability and submission
 - Review of submitted applications by HAD & Funding Committee for scoring, reallocation, and Quality Improvement Plan
 - Added language to clarify threshold items and what actions can be taken if threshold is not met by a project
 - Change to threshold for Financials & Grant Management: Added grants management and adjusted fund recapture percentage
 - Change to threshold for Compliance: Added failure to meet requirements in prior year quality improvement
- Review of Funding Committee recommendations by Non-Conflicted Board
- Notification to grantees
- Appeals option

RENEWAL PROJECT APPLICATIONS, EVALUATIONS & SCORING

Consolidation & Expansion

- New sub-section
- Process for how the Funding Committee and Non-Conflicted Board decide on allowing projects to consolidate. Factors that may be considered include:
 - Tier 2 competitiveness
 - Project size after consolidation
 - Expected impact of consolidation on grant performance
 - Grantee's ability to track grant performance after consolidation
 - Projects with above average performance may consolidate with another project with less than one year of operation, even if the newer project has yet to have a performance evaluation score.
- Specifies expansion projects have to go through new project solicitation process

NEW PROJECT SOLICITATION, EVALUATION & SELECTION

- Describes the process used to select new projects – no significant changes
- New Project Solicitation created as separate sub-section to clarify it's a different process from new project selection
 - CoC will issue an open RFP and those who wish to compete for funds will need to submit applications
 - HAD develops RFP and scoring tool to comply w/NOFO and HUD/local priorities
 - Public Meeting to be held for review of RFP and application process
- New Project Evaluation & Scoring sub-section describes application process in general and roles assigned to HAD, the Funding Committee and the CoC Board
 - HAD: collect applications and review for eligibility requirements
 - Funding Committee: review eligibility; score projects; meet to make selection and ranking recommendations for Board
 - CoC Board: reviews Funding Committee recommendations and makes final decisions regarding selection and ranking
 - Provides for appeals option for applicants not selected

New project evaluation factors:

- Addresses an unmet need
- Quality of organization and management plan to administer project
- Capacity to operate project type using best practices
- Experience/capacity with grant administration
- Ability to move households into permanent housing
- Factors identified in RFP

REALLOCATION POLICY

- No significant changes but content re-organized into sub-sections
- Voluntary reallocation sub-section
 - Voluntary reallocation process: Agency notifies CoC Lead Agency in writing stating amount, reasons, whether they want to use funds for another use
 - CoC Lead Agency notifies and provides information to CoC Non-Conflicted Board, which reviews and determines outcome of request
- Involuntary Reallocation sub-section
 - Reasons: Project does not meet performance expectations, threshold requirements, and/or CoC's established needs/priorities or HUD priorities (revised language to be explicitly clear in what situations or what factors allow the FC to choose to reallocate a project)
 - HAD reviews projects for threshold requirements compliance and provides documentation to Funding Committee
 - Funding Committee reviews documentation and determines which projects do not meet performance expectations, threshold requirements and/or no longer meet needs or priorities of CoC and/or HUD and send list of recommended reallocations to CoC NC Board with reasons outlined
 - CoC NC Board meets to review reallocation recommendations and make final determination regarding reallocations, both full and partial
 - Agencies provided with right to appeal reallocation decision
- Use of Reallocated Funds
 - CoC NC Board makes decisions on use of voluntarily reallocated funds
 - Involuntarily reallocated funds go through RFP process

PRIORITIZATION & RANKING POLICY

- Actual prioritization factors are very similar to prior years but re-organized to improve clarity
- Project Ranking Factors sub-section
 - Renewal project ranking based on threshold review, scores from the DE-CoC scoring tool, prior/current Quality Improvement Plans, CoC priorities and local need, overall competitiveness for funding
 - First-year renewals to be ranked in Tier 1 b/c CoC cannot reallocate these projects due to CoC NOFO rules or score the projects because they don't have a full year of data to review/score
 - New project specifies ranking based on threshold review, scores from the DE-CoC scoring tool, alignment w/CoC priorities and local need, ability to pass HUD quality threshold review, overall competitiveness for funding
 - SSO-CE & HMIS renewals to be ranked in Tier 1 because these projects fund the CoC's basic infrastructure. Projects will submit evaluations and be scored. Additionally, the CoC Board will look to conduct year-round monitoring
 - **Funding Committee and Non-Conflicted Board to review ranking scenarios and determine which to use based on factors outlined in this section, competitiveness for funding and compliance.**
- Project Ranking Process sub-section details steps for ranking
 - Must wait for all projects to be selected and then scenarios will be developed and reviewed w/Funding Committee
 - NC Board will review Funding Committee recommendation for ranking and make final decision on ranking to submit.
- Applicant Notification & Public Posting sub-section outlines what info is to be included in notification and how applicants are to be notified

APPEAL POLICY

- General Appeal Policy
- Appeals from renewal projects allowed for
 1. Project Scoring errors
 2. Reallocation of CoC funding (partial or full)
 3. Improper application/interpretation of HUD/CoC rules/regulations concerning the participation of the applicant in the CoC Application process
- Appeals from new project applicants that wish to provide a factual rebuttal of the reasons their application was not selected
- Agencies will have 3 days from decision to submit appeal in writing using the CoC Funding Appeal Form
- CoC Board (non-conflicted members) will have 7 days to investigate, follow up with appellant and respond in writing.
 - Due to time constraints, this may be done electronically
 - Added: If appeal results result in a change in ranking, all project applicants will be notified
- Agencies not satisfied can appeal to HUD in accordance with the directions provided in the pertinent CoC NOFA

QUALITY IMPROVEMENT POLICY

- Outlines process by which agencies are placed on a Quality Improvement Plan (QIP) for a project and how the QIP is to be developed
- Funding Committee determines which projects to place on a QIP
- Agency is responsible for implementing the changes to address issues
- QIP placement and/or outcomes may affect project scoring and ranking during subsequent CoC funding competitions
- **Failure to meet one or more of the requirements in the QIP may result in the partial or full reallocation of CoC project funds**
- HAD responsible for assisting in developing & administering the QIP, which will clearly state the identified threshold and/or performance issue(s), improvement goals, required changes or action items and by whom and set completion deadlines for activities
- HAD to meet w/agency to discuss QIP contents, plan, deadlines, etc., and answer questions
- HAD may provide additional TA or refer to HUD TA and will perform regular check ins with agency (perhaps as part of quarterly technical assistance and evaluation process)
- Funding Committee notified when agency placed on QIP and of continuing progress, and will use QIP information to inform funding recommendations

QUESTIONS?



2022 COC RENEWAL PROJECT EVALUATION & SCORING TOOLS

PSH

RRH

TH

TH-RRH

RENEWAL PROJECT APPLICATION

Renewal Project Application has been revised:

- Single application for PSH, RRH, TH, & TH-RRH project types
- Individualized Project Profiles will be sent to agencies with pre-filled information to be certified through the application
- The Application Checklist provides a list of all documentation required for the submission
- Revised Scoring Tool covering PSH, RRH, TH, & TH-RRH project types shows the benchmarks for the Performance Review and points awarded for meeting the various benchmarks

Materials due 4:00PM on July 14, 2022

RENEWAL PROJECT APPLICATION

Grantee Information

- Contacts

Renewal Project Threshold

- Project Information
- Renewal Project Budget
- Grantee Financials
- CoC Grants Management
- HUD & CoC Compliance

Performance Evaluation

- Covers project performance, is largely data driven
- Agencies will certify data from Project Profile or provide explanation for why it is inaccurate
- Questions on Housing First/Low Barrier and Support Services will require some narrative responses
- Outline project materials to be reviewed and expectations for what should be included. Topics: Fair Housing, Equal Access, Anti-Discrimination, Client Eligibility, CI Participation, CMIS Participation, Education Rights, Consumer Participation, Termination/Appeals, Safety Planning

Certification

- Must be signed by agency CEO/President/Executive Director
- Certifying information provided is accurate and true

RENEWAL PROJECT THRESHOLD

Project Information:

- Confirm Project Profile info on:
 - type of project
 - number of units/beds and households served
 - types of HHs served
 - unit composition
 - geography
- Confirm grant terms

Renewal Project Budget:

- Full budget
- Any grant amendments
- Match
- Whether reallocating funds
- Requesting consolidation
- Considering expansion request

Grantee Financials:

- Liquidity
- Financial Audit findings
- Delinquent federal debt
- Debarments
- Sufficient financial management system

CoC Grants Management:

- Drawdown of funds
- HUD Monitoring
- Corrective Action Plan updates
- valid SAM registration, EIN/TIN, & UEI

HUD & CoC Compliance:

- Fair Housing
- Equal Access
- Anti-Discrimination
- Housing First/Low Barrier
- Client Eligibility
- CI Participation
- CMIS Participation
- CoC Participation
- Consumer Participation

QUESTIONS?



PERFORMANCE EVALUATION

Major change in FY22:

Single Scoring Tool that covers PSH (site-based & scattered-site), RRH, TH, TH-RRH, and DV-RRH

Numerical order of criteria the same across project types

Tool & Application will indicate which project types are applicable under each criterion

Changes to FY22 renewal project evaluation tool:

- Adding new items (scored and unscored)
- Include metrics that align with FY21 NOFO to help CoC be more competitive this year
- Adding threshold items into scoring so that final scores are more reflective of funding outcomes
- All projects made to be worth same amount of points - 100 points



Changes to FY22 renewal project evaluation metrics:

- ❑ CMIS performance analysis completed across system to ensure benchmarks are reasonable
- ❑ More flexibility in DQ points – based on provider feedback
- ❑ Severity of need metrics to apply across all project types, which include:
 - Fleeing DV at Entry
 - No Income at Entry
 - Disability Status
 - Unsheltered Homelessness at Entry



FY22 NEW UN-SCORED METRICS

We add new metrics as unscored items:

- To evaluate how well they work, generally
- Give you a head's up that it might be scored in the future
- Continue to improve how we evaluate projects based on HUD and local CoC expectations and requirements

Eval Metric	Purpose	Project Types
Literal Homeless Status at Entry	Compliance	All
Unsheltered Homeless Status at Entry	Severity of Need	All
Project Openings filled by CI Referral	Compliance	All
% of Participants Enrolled in Health Insurance	Performance	All

FIRST-TIME SCORED METRICS

- These metrics are newly scored
- They were either compliance/threshold items in the past, or unscored performance metrics

Eval Metric	Purpose	Project Types
Data Timeliness	Performance	All
Non-cash/mainstream benefits	Performance	All
DEI Assessment	Performance/HUD expectation	All
Grant Draw Down	Threshold	All
Cost Effectiveness (CoC \$/PH Outcome)	Performance	All

PERFORMANCE EVALUATION: TOPICS COVERED & SCORING BY PROJECT TYPE

Scored Metric	SS PSH	SB PSH	RRH	TH-RRH	TH	DV-RRH
DATA QUALITY	10	10	10	10	10	10
DATA TIMELINESS	3	3	3	3	3	3
LITERAL HOMELESSNESS	0	0	0	0	0	0
CHRONIC HOMELESSNESS	4	4	0	0	0	0
DISABILITY STATUS	1	1	1	1	1	1
UNSHELTERED HOMELESSNESS	0	0	0	0	0	0
INCOME STATUS	1	1	1	1	1	1
DV STATUS	1	1	1	1	1	1
PROJECT OPENINGS FILLED BY CI REFERRAL	0	0	0	0	0	0
LENGTH OF TIME TO PERMANENT HOUSING	12	0	12	12	0	12
INCREASED OR MAINTAINED INCOME	4	4	6	6	6	6
NON-CASH/ MAINSTREAM BENEFITS	2	2	4	4	4	4
HEALTH INSURANCE	0	0	0	0	0	0
LENGTH OF STAY	0	0	0	0	6	0
BED/UNIT UTILIZATION RATE	0	12	0	0	6	0
PERMANENT HOUSING STABILITY	12	12	12	12	12	12
COST EFFECTIVENESS	2	2	2	2	2	2
DRAWDOWN	4	4	4	4	4	4
DIVERSITY, EQUITY, INCLUSION	2	2	2	2	2	2
COC PARTICIPATION	6	6	6	6	6	6
HOUSING FIRST/LOW BARRIER APPROACH	12	12	12	12	12	12
SUPPORT SERVICES	12	12	12	12	12	12
PROGRAM MATERIALS	12	12	12	12	12	12
FY22 Maximum Points Available	SS PSH	SB PSH	RRH	TH-RRH	TH	DV-RRH
	100	100	100	100	100	100

DATA QUALITY

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q6a, Q6b and Q6c
- Scoring: Project has less than 5% error rate for range of required data elements
 - 10: 16 data elements meet <5% benchmark
 - 8: 15 -13 data elements meet <5% benchmark
 - 6: 12 -10 data elements meet <5% benchmark
 - 0: Fewer than 10 data elements meet <5% benchmark
- Differences from 2021:
 - FY21 - 5 points for 10-14

			SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH	
1				Data Quality					
				<i>Project has less than 5% error rate for range of required data elements</i>			<i>APR Q6a, 6b, 6c, 6d</i>		
				The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the data quality metric is complete and accurate:			Select		
	1a	Submit a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.							
If no									

DATA TIMELINESS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

		Data Timeliness		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
		% of Entry/Exit records entered in less than or equal to 3 days		APR Q6e					
2		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the data timeliness metric is complete and accurate:		Select					
	If no	2a	Submit a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.						

- APR Q6e
- Scoring: % of Entry/Exit records entered in less than or equal to 3 days
 - 3: 100%-80% of all entry/exit records entered in <=3 days
 - 1.5: 79%-50% of all entry/exit records entered in <=3 days
 - 0: <50% of all entry/exit records entered in <=3 days
- Differences from 2021:
 - Was new and not scored in FY21

LITERAL HOMELESSNESS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q15
- New in FY22 - NOT SCORED
 - Looking for 100% of clients served literally homeless at entry
- Will use APR data to assess % of participants meeting category 1 literal homelessness and will also incorporate information on those meeting category 4 definition (fleeing/attempting to flee DV)

			Literal Homelessness					
			SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
			<i>% of participants that were literally homeless at entry</i>			<i>APR Q15</i>		
3	The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the literal homelessness metric is complete and accurate:		Select					
	If no	3a	Submit a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.					

CHRONIC HOMELESSNESS

SS PSH, SB PSH

- APR Q8a and Q26a
- Scoring: PSH ONLY (site-based & scattered site): Percent of chronically homeless households served
 - 4: 100%-90%
 - 2: 89%-80%
 - 0: <80%
- Agency may provide comments regarding non-chronic served in project, HAD will review and factor in this info

		Chronic Homelessness		SB PSH	SS PSH			
		% of chronically homeless households served			APR Q26a, 8a			
		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the chronic homelessness metric is complete and accurate:			Select			
4	If no	4a	Submit a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.					
		PSH ONLY	If the project served households that do not meet the chronic homeless definition according to the project's APR data for the performance period, provide a detailed explanation of the reason for each non-chronic household served and include the CMIS ID# for each household in your explanation.					
	4b							

DISABILITY STATUS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q13a2
- Scoring: % of adults served with 1+ Disabling Conditions at START
 - RRH, TH, TH-RRH, DV-RRH:
 - 1: >50%
 - 0.5: 50%-20%
 - 0:<20%
 - PSH:
 - 1: 100%
 - 0: <100%
- Changes from FY21:
 - In FY21, only applicable to PSH
 - Worth 10 points in FY21

		Disability Status				SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH	
		% of adult participants with one or more disabling conditions						APR Q13a2				
		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the disability status metric is complete and accurate:						Select				
5	If no	5a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.									
5b	PSH ONLY		If the project served adult participants that did not have a disabling condition, or an unknown disabling condition, submit a detailed explanation of the reason for each adult served with no/unknown disabling condition and include the CMIS ID# for each in your explanation.									

UNSHELTERED HOMELESSNESS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

		Unsheltered Homelessness					
		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
		% of adults that were unsheltered at entry			APR Q15, 5a		
6	The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the unsheltered homelessness metric is complete and accurate:		Select				
	If no	6a	Submit a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.				

- APR Q15, Q5a
- % of adults unsheltered at entry
- New in FY22 - NOT SCORED
 - Preliminary benchmark of >30% of clients served unsheltered at entry to meet upper benchmark
 - Preliminary benchmark of 10%-30% of clients served unsheltered at entry to meet lower benchmark

INCOME STATUS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

Income Status			SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
% of adults with no income at entry			APR Q16, 5a					
7	The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the income status metric is complete and accurate:		Select					
	If no	7a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.					

- APR Q5a and Q16
- Scoring: % of adults with no income (from any source) at entry
 - 1: >25%
 - 0.5: 25%-10%
 - 0: <10%
- Changes from FY21
 - Cash income in FY21
 - Upper benchmark was 20% in FY21
 - Point value decreased from 5 points in FY21
 - Not applicable to PSH in FY21

DV STATUS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q5a and Q14b
- Scoring: % of adults actively fleeing DV at entry
 - Non-DV:
 - 1: >=10%
 - 0.5: 10%-5%
 - 0: <5%
 - DV Only:
 - 1: 100%
 - 0: <100%
- Changes from FY21
 - Upper benchmark was 5% in FY21
 - Point value decreased from 5 points in FY21
 - Not applicable to PSH in FY21

		DV Status				SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
		% of adults actively fleeing DV at entry				APR Q14b, 5a					
8		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the DV status metric is complete and accurate:				Select					
	If no	8a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.								

PROJECT OPENINGS FILLED BY CI REFERRAL

SS PSH, SB PSH, RRH, TH, TH-RRH

Project Openings Filled by CI Referral			SB PSH	SS PSH	RRH	TH	TH RRH
<i>% of project entries that resulted from a CI referral</i>			<i>CoC-CMIS Referrals Report</i>				
The renewal project data from the performance period provided in the FY22 Renewal Project Profile for the CI referral metric is complete and accurate:			Select				
9	If no	9a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.				
9b		If the renewal project entered participants from sources outside of CI, submit a detailed explanation of the reason for each external program entry and/or a CI referral waiver (if applicable). Include the CMIS ID# for each participant served not referred by CI in your explanation.					

- CoC-CMIS Referrals Report
- Percent of project entries that resulted from a CI referral
- New in FY22 - NOT SCORED
 - Preliminary benchmark of 100%-85% to meet upper benchmark
 - Preliminary benchmark of 84%-60% to meet lower benchmark

LENGTH OF TIME TO PERMANENT HOUSING

SS PSH, RRH, TH-RRH, DV-RRH

Length of Time to Permanent Housing			SB PSH	RRH	TH RRH	DV RRH
% of persons who obtained permanent housing within a given timeframe from project enrollment			APR Q22c			
10	The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the length of time to permanent housing metric is complete and accurate:		Select			
	If no	10a Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.				

- APR Q5a and Q22c
- % of persons who obtained permanent housing within a given timeframe from project enrollment
- Scoring:
 - 12: $\geq 20\%$ clients housed within 30 days
 - 9: $\geq 40\%$ clients housed within 60 days
 - 6: $\geq 60\%$ clients housed within 180 days
 - 0: $< 60\%$ clients housed within 180 days
- Changes from FY21
 - Benchmarks were set by project type
 - Point value was 10 points in FY21
 - Not applicable to PSH in FY21

INCREASED OR MAINTAINED INCOME

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q19a1, Q19a2
- Includes Stayers & Leavers
 - Stayers who are not yet due for annual assessment will be excluded
- Scoring: % of adults who increased/ maintained income from any source from entry to annual assessment or exit
- PSH:
 - 4: $\geq 70\%$
 - 2: 69%-50%
 - 0: $< 50\%$
- RRH, TH, TH-RRH, DV-RRH
 - 6: $\geq 70\%$
 - 3: 69%-50%
 - 0: $< 50\%$
- Changes from FY21:
 - Reduced from 10 points in FY21
 - All project types had same point values in FY21

		Increased of Maintained Income					
		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
11		% of adults who increased/maintained income from any source from entry to annual assessment and/or exit				APR Q19a1,19a2	
		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the increased or maintained income metric is complete and accurate:				Select	
	if no	11a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.				

NON-CASH/MAINSTREAM BENEFITS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q20b
 - Stayers not yet required to have annual assessment are excluded
- % of adult participants with 1+ source(s) of non-cash benefits from entry to annual assessment or exit
- PSH:
 - 2: >=60
 - 1: 59%-40%
 - 0.5: 39%-30%
 - 0 points: <30%
- RRH, TH, TH-RRH, DV-RRH:
 - 4: >=60
 - 2: 59%-40%
 - 1: 39%-30%
 - 0: <30%
- Was new/unscored in FY21, benchmarks adjusted

		Non-cash/Mainstream Benefits				SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
12	% of adults with 1+ source(s) of non-cash benefits from entry to annual assessment and/or exit						APR Q20b				
	The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the non-cash/mainstream benefit metric is complete and accurate:						Select				
	If no	12a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.								

HEALTH INSURANCE

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

		Health Insurance					
		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
13		% of participants with 1 source of health insurance from entry to annual assessment and/or exit					
		APR Q21					
		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the health insurance metric is complete and accurate:		Select			
If no	13a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.					

- APR Q21
 - Stayers not yet required to have annual assessment are excluded
- % of participants with 1+ source(s) of health insurance from entry to annual assessment or exit
- New in FY22 – NOT SCORED
- Preliminary Benchmarks:
 - >=60%
 - 59%-40%;
 - 39%-30%
 - <30%

LENGTH OF STAY

TH

- APR Q22b
- Average length of stay (in days) for program leavers
- TH Only:
 - 6: < 180 days;
 - 3: 180 - 365 days;
 - 0: > 365 days
- Changes from FY21
 - Applied to TH-RRH in FY21, not in FY22
 - 5 points for TH and Th-RRH in FY21
 - Stayers and leavers in FY21

		Length of Stay		TH
		<i>Average length of stay (in days) for program leavers</i>		APR Q22b
14		The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the length of stay metric is complete and accurate:		<input type="text" value="Select"/>
	If no	14a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.	<input type="text"/>

BED/UNIT UTILIZATION RATE

PSH (SITE-BASED ONLY), TH

- Unit Utilization for family projects, Bed Utilization for non-family projects
- For PSH Site-Based Projects
 - 12: 100% - 80%
 - 6: 79% - 60%
 - 3: 69%- 50%
 - 0: <50%
- For TH
 - 6: 100% - 80%
 - 3: 79% - 60%
 - 1.5: 69 - 50%
 - 0: <50%
- Change from FY21
 - Not Scored for FY21 due to COVID

		Bed/Unit Utilization		SB			TH		
		PSH							
15		% of beds or units (family projects only) utilized by program participants			CoC-CMIS Bed/Unit Utilization Report				
		The renewal project data from the performance period provided in the FY22 Renewal Project Profile for the bed/unit utilization metric is complete and accurate:			Select				
	If no	15a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.						

PERMANENT HOUSING STABILITY

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- APR Q23c
- % of persons achieving housing stability: exiting to a positive housing destination AND FOR PSH ONLY retained in project
 - 12: 100%-80%
 - 6: 79%-70%
 - 3: 69%-60%
 - 0: <60%
- Persons whose destinations excluded them from the Percentage calculation include those who exited to the following destinations:
 - Foster care home or group foster care home
 - Hospital or other residential non-psychiatric medical facility
 - Long-term care facility or nursing home
 - Deceased
- Changes from FY21:
 - Reduced from 20 points
 - Lowest benchmark was 65% in FY21

		Permanent Housing Stability				SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
		% Persons achieving permanent housing stability				APR Q23c					
16	The renewal project APR data from the performance period provided in the FY22 Renewal Project Profile for the permanent housing stability metric is complete and accurate:		Select								
	If no	16a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.								
	[Empty text box for explanation]										

COST EFFECTIVENESS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

Cost Effectiveness			SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
<i>Project cost per client served and per permanent housing outcome</i>			<i>CoC Spending Report, Eloccs, Sage APR</i>					
17	The renewal project data from the performance period provided in the FY22 Renewal Project Profile for the cost effectiveness metric is complete and accurate:		Select					
	If no	17a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information.					

- DE-CoC Spending Report, eLOCCS, Sage, APR
- Project cost per client served and per permanent housing outcome
 - 2: cost per PH outcome is in top 20% for all projects
 - 1: cost per PH outcome is in top 40% for all projects
 - 0: cost per PH outcome is below top 40% for all projects
- Not scored in FY21

DRAWDOWN

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- DE-CoC Spending Report, eLOCCS, Sage, APR
- % of FY19 CoC Grant Funds Drawdown
 - 4: 100% of FY19 grant funds drawn
 - 2: 99%-97% of FY19 grant funds drawn
 - 0: < 97% of FY19 grant drawn
- Tracked for compliance/threshold in prior competitions but not scored until this year

			Drawdown				SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
			% Drawdown of FY19 CoC Grant				CoC Spending Report, Eloccs, Sage APR					
18	The renewal project data from the performance period provided in the FY22 Renewal Project Profile for the drawdown metric is complete and accurate:		Select									
	If no	18a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information. This does not need to be re-submitted if the explanation/correction were addressed in the threshold section.									

DIVERSITY, EQUITY, & INCLUSION

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

19	Diversity, Equity, and Inclusion	SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
	<i>Completion of the Organizational Equity Assessment</i>	<i>CoC Organizational Equity Assessment</i>					
	The Grantee must submit the organizational equity assessment provided by the CoC Lead Agency. The assessment only needs to be completed one time and can be accessed here.						

- DE-CoC Organizational Equity Assessment
 - Separate assessment that grantee agencies can complete to earn points
 - Agencies need complete only once
 - Not scored on responses – just on completion of the assessment
- Grantee completion of assessment
 - 2: Renewal Project grantee submitted complete Organizational Equity Assessment
 - 0: Renewal Project grantee did not submit completed Organizational Equity Assessment
- Not scored in FY21

COC PARTICIPATION

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- DE-CoC Membership Records, DE-CoC Attendance Records
- Scoring –
 - 6: Voting member attended 4/4 quarterly meetings and had at least 1 representative present at all mandatory CoC trainings and meetings
 - 3: Voting member attended 3/4 quarterly meetings and had at least 1 representative present at 80% of all mandatory CoC trainings and meetings
 - 0: Voting member attended <3 quarterly meetings and at least 1 project representative attended <80% of all mandatory CoC trainings and meetings
- Changes from FY21
 - Increased from 5 points
 - Changed meeting attendance requirements

			SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH	
20	CoC Participation						DE-CoC Attendance Records		
	Level of participation in critical CoC activities based on CoC attendance records						DE-CoC Attendance Records		
	The renewal project attendance records from the performance period provided in the FY22 Renewal Project Profile for the CoC participation metric is complete and accurate:						Select		
	If no	20a	Provide a detailed explanation that indicates what information is inaccurate, why the information is inaccurate, and the correct information. This does not need to be re-submitted if the explanation/correction were addressed in the threshold section.						

HOUSING FIRST/LOW BARRIER APPROACH

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- Project demonstrates that specific and relevant practices are in place at the project-level that clearly align with the housing first/low barrier access issue described and ALL the documentation provided is in alignment with the housing first/low barrier access issue described as well as HUD CoC Housing First Standards.
- Scoring - for each list item (6 items listed):
 - 1: agency must provide narrative descriptions that include specific and relevant practices in place at the project-level that clearly align with the housing first/low barrier access issue described in the list item.
 - 1: Submitted program materials/supporting documentation aligns with the housing first/low barrier approach and supports the narrative responses submitted for each question.
 - 0: Narrative response and program materials fail to clearly demonstrate alignment with the housing first/low barrier approach and do not support the submitted narrative responses for each question.
- Agency must still submit project's policies and procedures – please note that policies and procedures should cover the following
 - a) client eligibility;
 - b) referral sources/how the project identifies eligible clients;
 - c) the type and duration of assistance provided to clients;
 - d) any occupancy agreement or lease agreement used with clients;
 - e) any program rules if applicable;
 - f) cause for program termination and process for terminating assistance to clients, including the grievance or termination appeals process; and any legal/regulatory requirements that are followed and enforced at the project level (such as fair housing, etc.
- Policies and procedures and narrative to be reviewed by Funding Committee
- Changes from FY21
 - Reduced from 20 points to 12 points - 6 questions worth 2 points each instead of 10

HOUSING FIRST/LOW BARRIER APPROACH

SS PSH, SB PSH, RRH, TH,
TH-RRH, DV-RRH

Housing First/Low Barrier		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
<p><i>Project demonstrates that specific and relevant practices are in place at the project-level that clearly align with the housing first/low barrier access issue described and ALL the documentation provided is in alignment with the housing first/low barrier access issue described as well as HUD CoC Housing First Standards</i></p>		<p><i>Project Application Narrative, Project Policies and Procedures, Project Participant Materials</i></p>					
<p>Each component below is an essential component to operating a housing first and low barrier project. For each component, submit a detailed description of how this renewal project implements the practices described at the project-level. Each component is worth 2 total points. 1 point will be allotted based on the narrative response's alignment with the Housing First/Low Barrier Approach. 1 point will be allotted based on the components' reflection in the project's program materials (P&P/participant materials) and alignment with the narrative response.</p> <p>To score full points (2) for each component, the narrative responses must align with the Housing First/Low Barrier approach and the component must be reflected in the project's program materials and consistent with the narrative response.</p>							
21	21a	<p>Participants in the program have the rights, responsibilities, and protections of tenancy. Delaware's landlord tenant law is followed, and participants are informed of their tenancy rights and responsibilities, either through a lease, sub-lease, occupancy agreement, or other program agreement.</p>					
	<div style="border: 1px solid red; height: 40px;"></div>						
	21b	<p>Admission/tenant screening and selection practices ensure the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, participation in services, or other programmatic preconditions and applicants are not rejected based on having no income, criminal convictions (with the exception of state mandates), or behaviors that are perceived to indicate a lack of "housing readiness".</p>					
	<div style="border: 1px solid red; height: 40px;"></div>						
	21c	<p>Our primary focus is assisting people in our program with a housing stabilization plan and swift access to permanent housing upon enrollment. Supportive services prioritize housing procurement and housing stabilization over therapeutic goals and service plans are highly tenant-driven. Participation in supportive services, or compliance with treatment programs, is not a condition of staying in the housing program.</p>					
<div style="border: 1px solid red; height: 40px;"></div>							
21	21d	<p>We prioritize those with the highest need for services (per referrals from Centralized Intake) rather than "first come/first serve."</p>					
	<div style="border: 1px solid red; height: 40px;"></div>						
	21e	<p>Case managers or service coordinators are trained in and actively employ evidence-based practices for client/tenant engagement such as motivational interviewing and client-centered practices.</p>					
<div style="border: 1px solid red; height: 40px;"></div>							
21	21f	<p>Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction may be a part of tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use, and are offered education regarding how to avoid risky behaviors, engage in safer practices, and remain stably housed. Use of alcohol or drugs - in and of itself - is not considered a reason for program dismissal.</p>					
	<div style="border: 1px solid red; height: 40px;"></div>						

SUPPORT SERVICES

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- Submitted Project Materials, DE-CoC Application Narrative, FY20 Grant Budget, FY22 Budget Request
- Project demonstrates that it provides and effectively implements an appropriate level of support services AND the documentation provided supports the agency response
- Agency response to be reviewed by Funding Committee, along with policies and procedures
 - Funding Committee is looking for policies and procedures that support your answers
- Scoring description
 - 1: For the item, the agency must provide a detailed and specific response to the question asked that clearly demonstrates that the project provides and effectively implements an appropriate level of support services
 - 1: Submitted program materials/supporting documentation aligns with and supports the agency's narrative responses to the support service questions
 - 0: Narrative response and documentation fails to clearly demonstrate that the project provides and effectively implements an appropriate level of support services
- Changes from FY21
 - Increased from 10 points to 12 points total

SUPPORT SERVICES

SS PSH, SB PSH, RRH, TH,
TH-RRH, DV-RRH

Support Services		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH	
<i>Project demonstrates that it provides and effectively implements an appropriate level of support services AND the documentation provided supports the agency response</i>		Project Application Narrative Project Materials						
<p>Each component is worth 2 total points. 1 point will be allotted based on the narrative response to each component. Narrative responses should not exceed 250 words. 1 point will be allotted based on the components' reflection in the project's program materials (P&P/participant materials) and alignment with the narrative response.</p> <p>To score full points (2) for each component, the narrative responses must demonstrate the project effectively implements appropriate levels of supportive services, and the component must be reflected in the project's program materials and consistent with the narrative responses.</p>								
22	22a	Does this project have a Supportive Services budget line item in its CoC grant?					Select <input type="button" value="▼"/>	
	If no	22a1	If no or if additional service funding is leveraged for this project, please describe how support services are provided, including how they are funded, the funding amount and source(s) of funding.					
	22b	Describe how program participants get help and support when needed from staff. Include in your response the regularity of service provision, client to case manager ratio, and any specific practices or approaches used to ensure housing stability, and how often are case managers or program support staff are expected to visit households in their homes or housing units. It is understood that COVID-19 may have affected the ability for staff to perform in-person activities as frequently as usual. Please provide the program's standard expectation for home visits and describe any changes that were made during COVID-19.						

SUPPORT SERVICES

SS PSH, SB PSH, RRH, TH,
TH-RRH, DV-RRH

Select all support services that the project provides to participants or helps participants access in the community. For each support service selected, provide a detailed description of the service, how it's provided, and with what frequency it is provided.

If applicable, please submit supporting documentation for any formal relationships with the education system (such as McKinney-Vento homeless liaisons), childcare providers, employment or vocational services, healthcare providers, DHSS, or any other programs that help ensure participants have access to and are enrolled in services or benefits. If no formal relationships exist, grantees should ensure to explain how program staff meet participant service needs.

22c

<input type="checkbox"/> Tenancy Education	<input type="checkbox"/> SOAR
<input type="checkbox"/> Housing Counseling	<input type="checkbox"/> Health Insurance Access/Application Assistance
<input type="checkbox"/> Housing search	<input type="checkbox"/> Job Search & Employment Services
<input type="checkbox"/> Move-In assistance	<input type="checkbox"/> Child Care/Early Childhood Education or Services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Substance Abuse Treatment
<input type="checkbox"/> Utility/Arrears Assistance	<input type="checkbox"/> Vocational/Tech Training
<input type="checkbox"/> Homeless Street Outreach Services	<input type="checkbox"/> Continuing Education
<input type="checkbox"/> Budgeting/Financial Coaching	<input type="checkbox"/> Food/Basic Need Assistance
<input type="checkbox"/> Mental Health Services	<input type="checkbox"/> Civic Engagement/Volunteer Opportunities
<input type="checkbox"/> Healthcare Services	<input type="checkbox"/> Religious/Spiritual Support
<input type="checkbox"/> School enrollment/educational rights for children	<input type="checkbox"/> Mainstream Benefit Access/Application Assistance (TANF, SNAP, etc)

PROJECT MATERIALS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

- New for FY22
- Grantee must submit the renewal project's materials: Project Policies and Procedures, Project Client Intake Paperwork, Project Rules, Sample Lease/Occupancy Agreement
- Agency materials to be reviewed by Funding Committee to determine whether the materials support your answers throughout the application
- Areas being reviewed: Fair Housing, Equal Access, Anti-Discrimination, Client Eligibility, CI Participation, CMIS Participation, Education Rights, Consumer Participation, Termination/Appeals, Safety Planning
- Scoring:
 - 12: Project has all required elements for project materials and all project materials align with HUD/CoC rules, regulations, and standards Grantee certified compliance with and/or detailed in the FY22 DE-CoC Renewal Project Applications
 - 6: Project does not have 1+ of the required project material elements OR 1+ element does not align HUD/CoC rules, regulations, and standards that the Grantee certified compliance with and/or detailed in the FY22 DE-CoC Renewal Project Applications
 - 0: Project does not have 1+ of the required project material elements AND 1+ element does not align with HUD/CoC rules, regulations, and standards that the Grantee certified compliance with and/or detailed in the FY22 DE- CoC Renewal Project Applications

PROJECT MATERIALS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

Project Materials		SB PSH	SS PSH	RRH	TH	TH RRH	DV RRH
<i>Project Policies & Procedures and Participant Materials Compliance Review</i>		<i>Project P&P Project Participant Materials</i>					
<p>The Grantee must submit the renewal project's materials which include the projects policies and procedures, client intake packet, sample lease/occupancy agreement, program rules, and any other materials provided to participants. Project materials will be evaluated on the inclusion of the following elements within the materials and the extent to which the elements meet the HUD/DE-CoC requirements detailed below. To receive full points, project materials must include (but are not limited to) and demonstrate compliance with the following elements:</p>							
Fair Housing							
Housing is not limited to one sex unless the project meets the requirements outlined in 24 CFR 578.93.							
Housing does not deny housing to any protected class on the basis of that protected class							
Project's housing and supportive services are provided in the most integrated setting appropriate to the needs of persons with disabilities.							
Informs clients of their fair housing rights, including how a formal complaint can be filed and what support the project may provide to the client in filing the complaint.							
Equal Access							
Project serves clients/households regardless of actual or perceived sexual orientation, gender identity, marital status, familial composition, race, ethnicity, disability status, and all other protected classes.							
23	Project does not deny admission or separate household members on the basis of any member's self-reported gender identity or sexual orientation.						
	Informs clients of equal access rights, including how a formal complaint can be filed and what support the project may provide to the client in filing the complaint.						
	Projects serving households with children	Project serves all households with children including male-headed households, 2-parent households, female-headed households, etc.					
	Projects serving households with children	Project serves all households with children under the age of 18 regardless of the age/gender of the children under 18.					
Anti-Discrimination							
Meets the requirements of the DE-CoC Anti-Discrimination Policy included in the DE-CoC Governance Charter.							
Informs clients of anti-discrimination rights, including how a formal discrimination complaint can be filed and what support the project may provide to the client in filing the complaint.							
Client Eligibility							
States the type and duration of assistance provided to clients in accordance with the project type.							
Outline of client eligibility criteria for the project type.							
Process for eligibility verification and documentation including the types of documentation accepted, the timeline for verification, and the process for handling ineligible clients that have been referred by CI.							
Centralized Intake Participation							
Process for informing CI of project openings and statement that project fills all open spaces with CI referral, unless otherwise waived.							

PROJECT MATERIALS

SS PSH, SB PSH, RRH, TH, TH-RRH, DV-RRH

	Process to engage the referral and complete project intake/entry as quickly as possible from the date of referral, including how project staff engage with clients and a timeline for engagement.
	Protocol for tracking and responding to referrals in CMIS including who is responsible for accepting the referral and who is responsible for creating the referral's project entry.
	Clear statement that project does not decline CI referrals or client entry into the program for any reason other than the express display/threat of violence, client ineligibility, a criminal background that prevents placement in the project (ex: sex offense, NOT just the presence of a criminal background history), the inability to provide reasonable accommodations for persons with physical disabilities, or the client has not made contact after reasonable engagement efforts by project staff. Clear process for how referrals are declined in these events and the process/timeline for communication of a declined referral back to CI.
	CMIS Participation
	Frequency of data quality review, which must occur, at minimum, on a monthly basis.
	Description of what reports are used to complete data quality reviews.
	Process for how project utilizes monthly data quality reviews to improve the project's data quality and the CoC system data quality.
	How project meets HUD CMIS privacy and security standards, including informing clients of their privacy rights as it pertains to personally identifiable information and how project documents CMIS release
	Educational Rights
Projects serving households with children	Meets the requirements of the DE-CoC Children and Youth Education Rights Policy included in the DE-CoC Governance Charter.
	Consumer Participation
	Project encourages consumer participation in project planning/decision making/services and outlines clear process for how participants can do so/ how project staff support participants in doing so.
	Project encourages consumer participation in the DE-CoC membership and outlines clear process for informing participants of CoC membership, CoC meetings, etc.
	Termination/Appeals
	Program termination is when the program participant violates program requirements or conditions of occupancy and formal process for termination must recognize the rights of individuals receiving assistance
	Process for examining all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases
	Process for providing written notice to the program participant containing a clear statement of the reason(s) for termination
	Process for appeal in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or subordinate of that person) who made or approved the termination decision
	Process for prompt written notice of the final decision to the program participant
	Program participant must be provided with a written copy of the program rules and the termination process before the participant begins to receive assistance.
	Defines the difference between program termination and eviction and provides a clear process for both. Termination of assistance pertains to the provision of CoC assistance to a program participant. Eviction is a legal action taken by an owner for the removal of a tenant from housing due to a lease violation, which could include nonpayment of rent. When a program participant is to be evicted from a unit, the grantee may continue to serve the program participant in another unit.
	Termination of assistance does not bar a recipient or subrecipient from providing further assistance to the same program participant at a later date.
	Safety Planning
DV ONLY	Process for safety planning with each participant and steps programs have in place to keep participants fleeing DV safe from violence/abuse.

QUESTIONS?

