



Detailed Instructions

FY 2018 Continuum of Care (CoC) Application

Office of Special Needs Assistance Programs

June 28, 2018

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Purpose

This document provides guidance for completing the FY 2018 Continuum of Care (CoC) Application for the FY 2018 CoC Program Competition. The FY 2018 CoC Application is one of three parts of the CoC Consolidated Application—the second part is the CoC Priority Listing, and the third is all the project applications submitted to the CoC which were reviewed, approved, and ranked or rejected in the local CoC competition for FY 2018 funding consideration by HUD.

The CoC Application and the CoC Priority Listing are separate submissions in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing, with all project applications either approved and ranked or rejected, are submitted in *e-snaps* prior to the application submission deadline.

Applications must be submitted to HUD for the FY 2018 Continuum of Care (CoC) Program Competition **by 8:00 p.m. eastern time, September 18, 2018.**

Reference Documents

HUD publishes resources to the HUD Exchange sufficient to assist Collaborative Applicants in completing the CoC Application. HUD strongly recommends that all applicants sign up for HUD listserv messages that inform CoC Program applicants about all program requirements. Collaborative Applicants should use the following documents, and any other CoC Application-related guidance HUD publishes to the HUD Exchange and notifies applicants about through listserv messages, as references while completing the CoC Application:

1. [Notice of Funding Availability \(NOFA\) for Fiscal Year \(FY\) 2018 Continuum of Care Program Competition](#)
2. [24 CFR part 578](#)
3. AHAR Submission Report on the HUD Exchange
4. CoC PHA Crosswalk Report
5. [CoC Application *e-snaps* Navigational Guide](#)
6. [Optional Rating and Ranking Tool](#)

Key Points for Applicants

Collaborative Applicant should consider the following while completing the CoC Application:

1. Per 24 CFR 578.9, the Collaborative Applicant is responsible for compiling and submitting the CoC Consolidated Application for the FY 2018 CoC Program Competition on behalf of the CoC.
2. The Collaborative Applicant must obtain the CoC's approval as outlined in the CoC's policies and procedures in 24 CFR 578.9(b), prior to submitting the Consolidated Application into *e-snaps*.

Answering Multi-Part Narrative Questions

Several narrative questions require CoCs to address multiple questions in a single text box. In these instances, HUD strongly encourages Collaborative Applicants to number responses to correspond with multi-part narrative questions by using the same numbers in the question. This will help Collaborative Applicants organize their responses to ensure they are complete and assist HUD in reviewing and scoring the responses.

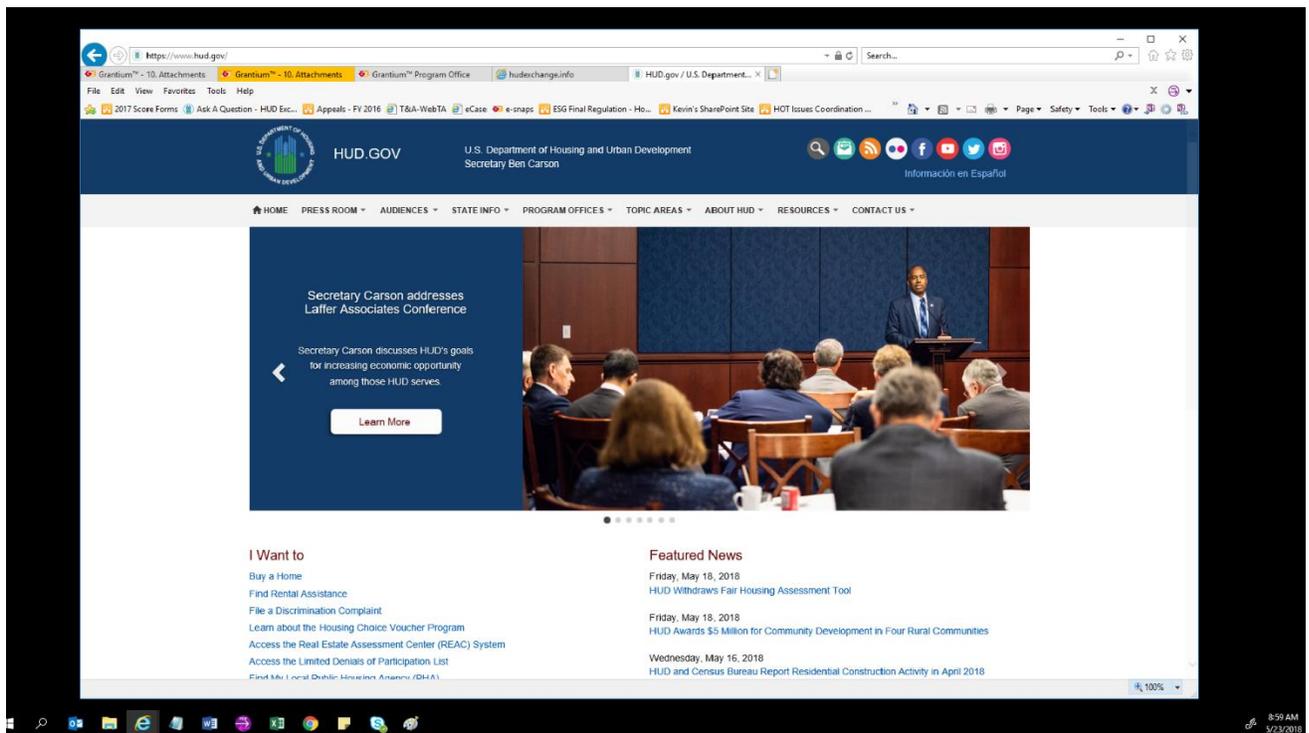
Documentation Evidence—4B Attachments Screen

1. HUD strongly encourages Collaborative Applicants to only include documentation specific to questions that require attachments and to only include pages necessary to meet the documentation requirement. For example, rather than posting the same 100-page document multiple times in the 4B Attachment Screen, only include the cover page of the document and the pertinent pages necessary for HUD to determine whether the CoC met the requirement of the specific question. HUD recognizes that in some instances documents might be lengthy, but HUD requires the entire document (e.g., HMIS Lead Policies and Procedures manual).
2. Collaborative Applicants should **exercise care** to ensure that attachments being submitted match the questions for which they are being submitted.
3. HUD does not guarantee it will search through lengthy documents to find required evidence to specific questions, especially if the Collaborative Applicant does not provide the specific page number where the evidence can be found.
4. HUD is not required to search through all attachments Collaborative Applicants submit to determine whether attachments were inadvertently uploaded to wrong attachment (associated with specific question) in the 4B Attachment Screen.
5. If Collaborative Applicants upload appropriate evidence under the wrong attachment in the **4B Attachment Screen**, and HUD does not give points for that evidence, this **is not** a valid reason to appeal HUD's funding determination.

Though tedious, if Collaborative Applicants follow this guidance, it should assist them in ensuring the documentation submitted is responsive to specific questions.

Public Posting Evidence—Attachments

Public posting attachments submitted in the **4B Attachment Screen** as evidence the CoC met HUD-established deadlines for local CoC Competitions must have system-generated dates and times, which must be clear and legible (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time). As seen in the screenshot below, the bottom right-hand corner includes both time and date (8:59 AM – 5/23/2018). HUD recognizes that some websites automatically add dates and times of document postings, while others do not, and the screenshot below is not the only way to display system-generated date and time stamps.



Changes from FY 2017 CoC Application

The FY 2018 CoC Application has several changes from the FY 2017 Application including, but not limited to:

1. HUD removed several questions and divided other questions requiring multiple narrative responses for clarity.
2. Unless otherwise noted in the question, the dates referred to as Fiscal Year (FY) are for the Federal Fiscal Year (October 1, 2017 to September 30, 2018).
3. CoC Mergers—CoC's should pay close attention to the FY 2018 CoC Program Competition NOFA Sections II.B.5., III.C.3.e., VII.B.3.d., and VII.B.7. for information on mergers and scoring. Merger bonus points are only available for CoCs that merged between the FY 2016 and FY 2018 CoC Program Registration processes.
4. Regular Bonus Projects. CoCs may apply for up to 6 percent of their Final Pro Rata Need (FPRN) and may apply for more than one bonus project provided the has demonstrated the ability to reallocate lower performing projects to create new higher projects as outlined in Section VII.B.2.c. of the FY 2018 CoC Program Competition NOFA.
5. HUD added questions for CoCs intending to apply for Domestic Violence (DV) bonus projects (See Section II.B.10.e. of the FY 2018 CoC Program Competition NOFA).
6. Racial Disparities. HUD added questions to determine whether CoCs have assessed their systems for racial disparity.
7. HUD added a question regarding Centralized or Coordinated Assessment System requirements, with a required attachment, to assess whether CoCs have established a system.

What Remained the Same as FY 2017?

1. Total points available remains 200.
2. HUD brought forward and prepopulated a limited amount of information from the FY 2017 CoC Application.
3. Several questions ask for the organization name or position title that is responsible for oversight for the objective stated in the question. This should be the name of an organization or position title, not the name of the person who fills that position.
4. Where attachments are required, a notification will appear in the application below the question as a reminder.
5. HDX generated report-*FY 2018 CoC Competition Report* is available in HDX.
6. Collaborative Applicants are responsible for reviewing all pre-populated information to ensure it is up-to-date and accurate.
7. Collaborative Applicants are responsible for reviewing the completed application to ensure all responses being submitted are accurate and complete.
8. Responses should address all the elements in each of the questions to ensure they are complete, and HUD recommends that applicants number multi-part responses to correspond with the numbering in the question.
9. Collaborative Applicants must respond to each question separately, unless a response specifically indicates the Collaborative Applicant should reference another question. This means, when reviewing the responses for each question, HUD will not consider information provided in another question in the application unless instructions specifically reference that question. Information provided must be the most up-to-date and accurate.
10. All questions requiring a narrative response include the maximum number of characters available. HUD recommends Collaborative Applicants draft responses in a word processing program and use the character counter to ensure the response does not exceed the maximum number of characters. The draft response can then be copied and pasted into the application. However, if the character count of the copied information exceeds the character limit, only the portion of the information up to the character limit will appear in the narrative box.
11. Throughout the CoC Application, the responses should address the CoC's geographic area, unless otherwise noted.

Required Attachments

The following charts lists required attachments, the question they correspond to, and the recommended title name.

HUD prefers attachments be uploaded as PDF files, but will accept the following: zip, xls, xlsx, tif, jpeg, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, gif, tiff. For larger sized PDF files, Collaborative Applicants may use ZIP files. The maximum attachment size is 5mb.

Attachments for the FY 2018 CoC Application	Attachment Title	Application Question
FY 2018 CoC Competition Report (HDX Report) Shows all system-wide performance measures that were submitted to HUD, including relevant Housing Inventory Count (HIC), Point-in-Time (PIT) count, and data quality data.	FY 2018 CoC Competition Report	2A, 2B, 3A, 3B, and 4A-6
1C. Continuum of Care (CoC) Coordination		
PHA Administrative Plan. Required if the CoC is seeking points under Section VII.B.1.e. of the CoC Program NOFA	PHA Administration Plan	1C-5
PHA Administration Plan–Move-on Multifamily Assisted Housing Owners’ Preference–only required if the CoC is seeking points under Section VII.B.1.e. of the CoC Program NOFA.	Move-on Multifamily Assisted	1C-5
Centralized or Coordinated Assessment System Tool. Required	CE Assessment Tool	1C-8
FY 2018 CoC Competition Report (HDX Report). Shows all system-wide performance measures that were submitted to HUD, including relevant Housing Inventory Count (HIC), Point-in-Time (PIT) count, and data quality data. Required	FY 2018 CoC Competition Report	2A, 2B, 3A, 3B, and 4A-6
1E. Continuum of Care (CoC) Project Review, Ranking and Selection		
Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix). Required	CoC Rating and Ranking Procedure	1E-1
Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP). Required	Public Posting Project Selections, Ranking and CoC Application.	1E-3
Public Posting of CoC Approved Consolidated Application including: CoC Application, Priority Listings, Project Listings. Required	Consolidated Application	1E-3
CoC’s Reallocation Process. Required	CoC Process for Reallocation	1E-4
Notifications Outside <i>e-snaps</i> –Projects Accepted. Required	Projects Accepted Notification	1E-5
Notifications Outside <i>e-snaps</i> –Projects Rejected or Reduced. Required	Project Rejection-Reduction Notification	1E-5
Public Posting–Local Competition Deadline. Required	Local Competition Deadline	1E-5

Attachments for the FY 2018 CoC Application	Attachment Title	Application Question
2A. Homeless Information Management System (HMIS)–Implementation		
CoC and HMIS Lead Governance. Required	CoC and HMIS Lead Governance	2A-1
HMIS Policies and Procedures Manual. Required	HMIS Policy and Procedures Manual	2A-2
3B. Performance and Strategic Plan		
Order of Priority–Written Standards. Required if the CoC has adopted written standards.	Order of Priority	3B-2
Summary of Racial Disparity Assessment. Required if the CoC is seeking points under Section VII.B.1.n. of the CoC Program NOFA.	Racial Disparity Assessment Summary	3B-5
4A. Mainstream Benefits and Additional Policies		
Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	Project List-Homeless under Other Federal Statutes	4A-7a

Questions Requiring Cross Reference to the Project Application Questions

Several questions require Collaborative Applicants to gather data from project application(s) submitted as a part of the CoC Priority Listing in the CoC Consolidated Application.

HUD will score the CoC Application questions based on actual responses in the project application(s).

The following chart serves as a reference for CoCs of the CoC Application questions that require information from the project application(s).

Questions requiring cross-reference to the Project Application question(s) and coordination with the Project Application.	
<i>CoC Application Question</i>	<i>Related Project Application Question(s)</i>
Mainstream Benefits	New: Screen 4A, questions 5a, 5b, 5c, 6, and 6a. Renewal: Screen 4A, questions 2a, 2b, 3, and 3a
Low Barriers to Project Entry	New: Screen 3B, question 5b Renewal: Screen 3B, question 3b
Housing First	New: Screen 3B, questions 5a, 5b, 5c, and 5d Renewal: Screen 3B, questions 3a, 3b, 3c, and 3d

1A. Continuum of Care (CoC) Identification

The fields in Section 1A are read-only. The information is prepopulated based on the information entered in the CoC Applicant Profile. The Collaborative Applicant listed in this section must match the Collaborative Applicant that was registered during the FY 2018 CoC Program Registration process or the Collaborative Applicant listed in the FY 2017 CoC Application that HUD brought forward because the Collaborative Applicant did not register in the FY 2018 CoC Program Registration process. If this information is different, it must have been approved as outlined in Section I.G. of the FY 2018 CoC Program Competition NOFA.

Applicants cannot change the Collaborative Applicant name in the CoC Application. If the information in this section is not correct, or if the field is blank, contact the HUD Exchange *e-snaps* Ask-A-Question (AAQ) at www.hudexchange.info/get-assistance/

CoCs must demonstrate engagement and coordination with other systems of care that serve individuals and families experiencing homelessness including with sources of funding other than the CoC Program; an inclusive and outcome-oriented community process and organizational structure(s); and decisionmaking process for developing and implementing a CoC strategy that includes representatives from both the private and public sectors; has a fair and impartial project review and selection process; and has created, maintained, and built upon a community-wide inventory of housing for homeless individuals and families.

1B. Continuum of Care (CoC) Engagement

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate if the organizations and persons vote, including selecting CoC Board members.

Guidance—Demonstrate participation from a broad array of stakeholders within the CoC’s geographic area, including at a minimum: victims services organizations, youth providers, and homeless or formerly homeless individuals.

Instructions—Select “Yes,” “No,” or “Not Applicable”

Applicants must indicate whether those listed under **Organization/Persons Categories**:

1. participated in CoC meetings from May 1, 2017 to April 30, 2018; and
2. voted, including selecting CoC Board members from May 1, 2017 to April 30, 2018; or
3. select “**Not Applicable**” if the organization or person **did not exist** within the CoC’s geographic area from May 1, 2017 to April 30, 2018.
4. Use “**Other**” to enter an organization type or person not listed on the chart to reflect the full CoC membership.

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.

Instructions—Narrative 2,000 Character Limit

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 or ending homelessness;
2. communicates to the public meetings or other forums the CoC used to solicit public information; and
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to prevent and end homelessness.

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 often the CoC solicits new members; and (4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.

Background—The CoC should have a transparent process in place to invite new members to join that is announced publicly (e.g., via the CoC’s website, newsletter) and occurs at least annually.

Instructions—Narrative 2,000 Character Limit

Applicants must describe:

1. the invitation process;
2. how the CoC communicates the invitation process to solicit new members;
3. how often the CoC solicits new members; and
4. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.

Guidance—Public notification may include but is not limited to: posting in newspapers with general circulation within the geographic area, on the CoC’s website or on another website affiliated with the CoC, Social Media (i.e., Facebook, Twitter), or publicly accessible forums. All mediums must be open to the public.

Instructions—Narrative 2,000 Character Limit

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 2018 CoC Program Competition process; and
3. the date(s) the CoC publicly announced it was open to proposals, **or**
4. 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.

1C Continuum of Care (CoC) Coordination

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Instructions–Complete the Chart

Applicants must:

1. select the appropriate response for each type of entity or Program Source the CoC included in the planning and operation of projects;
2. use the blank box to add organizations not listed that the CoC or its projects actively coordinate with; or
3. select “**Not Applicable**” if the organizations do not exist in the CoC’s geographic area.

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; and (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.

Guidance–The response must be based on consultation and interaction at the **recipient level**, not the subrecipient level.

Instructions–Narrative 2,000 Character Limit

Applicants must describe how the CoC:

1. consulted with ESG Program recipients in planning and allocating ESG funds; and
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?

Instructions–Select “Yes” or “No”

Applicants must indicate whether the CoC provided Point-in-Time (PIT) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?

Instructions–Select “Yes” or “No”

Applicants must indicate whether the CoC provided additional information, other than PIT or HIC data to Consolidated Plan jurisdictions within its geographic area.

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 the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and (2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.

Background—CoC’s should be able to provide individuals and families fleeing domestic violence access to housing and trauma-informed, victim-centered services that prioritize the survivor’s safety needs, accommodates their unique circumstances, and maximizes client choice.

Trauma-informed: Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others, and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor’s feelings of safety, choice, and control. Programs, services, organizations, and communities can be trauma-informed.

Victim-centered: Placing the crime victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims’ feelings of safety and security are a priority and safeguarding against policies and practices that could inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

Guidance—Applicants should include in their responses how housing and services are made available from the CoC Program, ESG Program, Department of Justice (DOJ), and the Department of Health and Human Services (HHS) programs.

Instructions—Narrative 2,000 Character Limit

Applicants must describe:

1. the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and incorporates trauma-informed, victim-centered services to prioritize safety; and
2. how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking.

Instructions–Narrative 2,000 Character Limit

Applicants must describe whether the CoC provides training, at least on an annual basis, for:

1. **CoC area project staff** that addresses 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 best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database.

Instructions–Narrative 2,000 Character Limit

Applicants must describe how the CoC uses de-identified aggregate data from a comparable databased to assess the specialize needs related to domestic violence, dating violence, sexual assault, and stalking.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects?

Guidance–See Section II.B.3. of the FY 2018 CoC Program NOFA.

Instructions–Select “Yes” or “No”

Applicants must indicate whether the CoC is including one or more DV Bonus project(s) on its Project Priority Listing for funding.

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

Guidance–Applicants may only apply for one of each type of DV Bonus project, for a maximum of three projects.

Instructions–Select all that apply

Applicants must indicate whether the following types of DV Bonus project(s) are included in the CoC’s Priority Listing:

1. RRH project(s);
2. Joint TH and PH-RRH project(s); and
3. SSO Coordinated Entry (SSO-CE) project.

1C-4b. Applicants must describe: (1) how many domestic violence survivors the CoC is currently serving in the CoC’s geographic area; (2) the data source the CoC used for the calculations; and (3) how the CoC collected the data.

Instructions–Narrative 2,000 Character Limit

Applicants must describe:

1. how many DV survivors the CoC is currently serving;
2. the data source the CoC used for the calculations; and
3. how the CoC collected the data.

1C-4c. Applicants must describe: (1) how many domestic violence survivors need housing or services in the CoC's geographic area; (2) data source the CoC used for the calculations; and (3) how the CoC collected the data.

Instructions–Narrative 2,000 Character Limit

Applicants must describe:

1. how many DV survivors need housing or services in the CoC's geographic area;
2. the data source the CoC used for the calculations; and
3. how the CoC collected the data.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must: (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors; (2) quantify the unmet need for housing and services for DV survivors; (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and (4) describe how the CoC determined the unmet need for housing and services for DV survivors.

Instructions–Narrative 3,000 Character Limit

Based on response to questions 1C-4b. and 1C-4c applicants must:

1. describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
2. quantify the unmet need for housing and services for DV survivors;
3. describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
4. describe how the CoC determined the unmet need for housing and services for DV survivors.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.

Instructions–Narrative 2,000 Character Limit

Applicants must describe how each project being applied for under the DV Bonus will address the unmet needs of survivors of domestic violence, dating violence, sexual assault, and stalking (e.g., provide housing tailored specifically to survivors, coordinated entry process developed to address the special needs of survivors, an increase of units to rapidly rehouse survivors).

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing: (1) rate of housing placement of DV survivors; (2) rate of housing retention of DV survivors; (3) improvements in safety of DV survivors; and (4) how the project applicant addresses multiple barriers faced by DV survivors.

Guidance–The response is for Collaborative Applicants to describe the capacity of **project applicants** applying for DV bonus project funds. Applicants must provide a separate response for each **project applicant** applying for DV Bonus funding and respond to **each element** for all applicants.

Instructions–Narrative 4,000 Character Limit

Applicants must address the capacity of each **project applicant**, applying for a DV Bonus project, to implement a DV Bonus project by describing:

1. rate of housing placement of DV survivors;
2. rate of housing retention of DV survivors;
3. improvements in safety of DV survivors; and
4. how the project applicant addresses multiple barriers faced by DV survivors.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas: (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission; (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Attachment Required: If the Collaborative Applicant selected “Yes-Public Housing”, “Yes-HCV”, “Yes-Move On, or “Yes-All three”, attach an excerpt from the PHA(s) written policies or a letter from the PHA that addresses homeless preference.

Guidance–

- A. HUD provided the CoC PHA Crosswalk Report to help CoCs answer this question. However, HUD recognizes CoCs might have relationships with other PHAs within their geographic area, and the CoC-PHA Crosswalk has known errors. Therefore, CoCs may rely on either local information or the HUD-PHA Crosswalk to answer this question.
- B. **HUD will not accept** website links or hyperlinks as a substitution for meeting the attachment requirement for this question.
- C. For the purposes of the CoC Application, HUD is defining **the following terms**:
 - General Preference**–Places all the members of a certain category (or categories) of household’s above other households on a list.
 - Limited Preference**–Often referred to as a “set-aside”, is a defined number of public housing units or Housing Choice Vouchers (HCV) made available on a priority basis to a certain type of applicant for housing assistance. This includes Project-Based Vouchers used to serve certain types of applicants.
 - Move On Strategy**–How recipients move current CoC Program participants, who no longer require intensive services, from CoC Program funded-PSH beds to other housing assistance programs (including, but not limited to, Housing Choice Vouchers and Public Housing) in order to free up CoC Program funded-PSH beds to be used for persons experiencing homelessness.
- D. Applicants should provide the required information for the five largest PHAs, highlighted in gray on the CoC-PHA Crosswalk Report, **or** the five PHAs the

CoC has a working relationship with. If the CoC has **less than five PHAs**, provide information about **all the PHAs** that are in the CoC’s geographic area.

Instructions–Complete the Chart

Applicants must:

1. enter the percentage of new admissions into PH and HCV Program in FY 2017 who were experiencing homelessness at entry—enter the higher percentage of total new admissions who were experiencing homelessness at entry into the PHA or HCV program during this time;

Example—A PHA had a 3 percent admission rate of people experiencing homelessness at the time of entry for its Public Housing Program and an admission rate of 8 percent of people experiencing homelessness at the time of admission. The CoC would enter the higher number, HCV admissions of 8 percent into the chart.

2. indicate whether the PHA has a homeless preference in their Public Housing, HCV, Move On, or all 3 preferences;
3. indicate whether the CoC has a move on preference (a partnership between the CoC and the PHA(s) that have an admission preference for clients in PSH who are able and want to move out of supportive housing with a rental subsidy); and
4. **attach** a copy at the **4B. Attachments Screen** of an excerpt from the PHA(s) administrative planning document(s) or another document of the PHA(s) with the written policies, or a letter from the PHA(s) that addresses **homeless preference and move on** preference—this may include the Administration Plan, Admissions and Continued Occupancy Policy (ACOP), annual 5-year plan.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

Instructions–Narrative 2,000 Characters

Applicants must:

1. provide the steps the CoC has taken with the five largest PHAs, or all the PHAs for CoCs with less than 5 PHAs the CoC has a working relationship with, to adopt a homeless admission preference; or
2. state that the CoC does not work with the PHAs in their geographic area.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?

Guidance–For the CoC Application, HUD defines Move on Strategy as how recipients move current CoC Program participants, who no longer require intensive services, from CoC Program funded-PSH beds to other housing assistance programs (including, but not limited to, Housing Choice Vouchers and Public Housing) in order to free up CoC Program funded-PSH beds to be used for persons experiencing homelessness.

Instructions–Select “Yes” or “No” and Narrative 2,000 Characters

Applicants must:

1. indicate whether the CoC has a Move On Strategy with affordable housing providers in its jurisdiction, and if applicant selects “Yes”
2. describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs.

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.

Background: On September 21, 2016, HUD published a final rule in the **Federal Register** entitled [*Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs*](#). Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). This rule builds upon HUD's February 2012 final rule entitled [*Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity*](#) (2012 Equal Access Rule), to ensure that HUD's housing programs would be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status.

The final rule requires recipients and subrecipients of HUD's Community Planning Department (CPD) funding, as well as owners, operators, and managers of shelters, and other buildings and facilities; and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner, that affords equal access to the individual's family.

Instructions—Narrative 2,000 Character Limit

Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate whether the CoC: (1) implemented a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source; (2) conducted annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule); and (3) conducted annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance with an Individual's Gender Identity in Community Planning Development Programs (Gender Identity Final Rule).

Instructions—Select “Yes” or “No”

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?

2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Background—Examples of laws and policies that criminalize include, but are not limited to, banning camping or sleeping in public; vagrancy, sitting, loitering, or begging in public places; evictions from homeless camps (homeless sweeps), restrictions on panhandling; and banning living in vehicles.

Instructions—Select all that apply

Applicants must:

1. indicate whether the CoC implemented specific strategies to ensure homelessness is not criminalized; and
2. add other strategies the CoC implemented that are not listed and check the corresponding box.

1C-8. Centralized or Coordinated Assessment System. 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 homelessness assistance in the absence of special outreach; (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and (4) attach CoC's standard assessment tool.

Background—HUD issued [*CPD-17-01—Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System*](#), which required CoCs to establish or update their coordinated entry process in accordance with the requirements of 24 CFR 578.7(a)(8) by January 23, 2018.

Instructions—Narrative 2,000 Character Limit

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;
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
4. **attach** at the **4B. Attachments Screen** your CoC's standard assessment tool.

1D Continuum of Care (CoC) Discharge Planning

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Instructions–Check all that apply

Applicants must only check the boxes for systems of care listed if the CoC has a discharge policy in place, **not for policies under development.**

1D-2. 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.

Background–The McKinney-Vento Act requires state and local governments to have policies and protocols in place that ensure persons discharged from a publicly-funded institution where they have resided for more than 90 days, are not discharged directly to the streets, emergency shelters or other homeless assistance programs.

Instructions–Check all that apply

Applicants must only check the boxes for systems of care listed if the CoC **actively** interacts with them for coordinating and implementing strategies to prevent discharging persons into homelessness who have been residing in those systems of care for more than 90 days.

1E Continuum of Care (CoC) Project Review, Ranking, and Selection

For this section, CoCs must demonstrate the existence of a coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications. This includes a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition: (1) objective criteria; (2) at least one factor related to achieving positive housing outcomes; (3) a specific method for evaluating projects submitted by victim services providers; and (4) attach evidence that supports the process selected.

Instructions–Select “Yes” or “No”

Applicants must:

1. indicate whether the CoC used objective criteria to review, rate, rank, and select projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);
2. indicate whether the CoC included one factor related to achieving positive housing outcomes (e.g., exits to permanent housing destinations);
3. indicate whether the CoC included a specific method for evaluating projects submitted by victim service provider that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served; and
4. **attach** evidence at the **4B. Attachments Screen** that supports the process selected.

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe: (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.

Guidance—The description should include considerations the CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects needed in the CoC’s geographic area.

Below are examples of needs and vulnerabilities that applicants should consider when answering this question (these examples are not exhaustive) and Collaborative Applicants should describe any other vulnerabilities the CoC took into consideration:

- history of victimization/abuse, domestic violence, sexual assault, childhood abuse
- criminal histories
- chronic homelessness
- low or no income
- current or past substance abuse
- the only project of its kind in the CoC’s geographic area serving a special homeless population/subpopulation

Instructions—Narrative 2,000 Character Limit

Applicants must describe:

1. the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
2. how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.

1E-3. Public Postings. Applicants must indicate how the CoC made public: (1) objective ranking and selection process the CoC used for all projects (new and renewal); (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Guidance—If the CoC does not have its own webpage, it may use any other affiliated entity’s website to meet the public posting requirement.

Attachments must legibly display the date the CoC publicly posted documents. For example, a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicate time and date. HUD **will not accept** as evidence documents with manually added times and dates.

Instructions–Check all that apply

Applicants must:

1. indicate how the CoC made public the **objective ranking and selection process** the CoC used for all projects (new and renewal); and
2. indicate how the CoC made public the **CoC Consolidated Application**–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected–which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2018 CoC Program Competition application submission deadline; and
3. **attach** documentation at **4B. Attachment Screen** demonstrating the objective ranking and selection process and the final version of the completed CoC Consolidated Application including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked or rejected (new and renewal) was made publicly available.

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Background–HUD will verify the response to this question if applicants select Yes.

Instructions–Select “Yes” or “No”

Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects.

Instructions–Narrative 2,000 Characters

If “No” was selected in question **1E-4**, applicants must:

1. describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine whether to reallocate low performing projects to create new higher performing projects, reallocate projects that are no longer needed to create another project type that has a greater need, etc.; or
2. provide an explanation for not reallocating 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

1E-5. Local CoC Competition. Applicants must indicate whether the CoC: (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–Attachment required; (2) rejected or reduced project application(s)–Attachment Required; and (3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of *e-snaps*, at least 15 days before FY 2018 CoC Program Competition Application deadline–Attachment required.

Instructions–Select “Yes,” “No,” or “Did not reject or reduce any project”

Applicants must:

1. indicate whether the CoC established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline;
2. **attach** evidence at the **4B. Attachments Screen** demonstrating that the CoC established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline
3. indicate whether the CoC notified applicants that their project application(s) were being rejected or reduced, in writing, outside of *e-snaps*, at least 15 days before FY 2018 CoC Program Competition Application deadline;
4. attached evidence at the **4B. Attachments Screen** demonstrating that the CoC notified applicants that their project application(s) were being rejected or reduced, in writing, outside of *e-snaps*, at least 15 days before FY 2018 CoC Program Competition Application deadline;
5. indicate whether the CoC notified applicants that their applications were accepted and ranked on the Priority Listing in writing, outside of *e-snaps*, at least 15 days before the FY 2018 CoC Program Competition Application deadline; and
6. **attach** evidence at the **4B. Attachments Screen** demonstrating that the CoC notified applicants that their applications were accepted and ranked on the Priority Listing in writing, outside of *e-snaps*, at least 15 days before the FY 2018 CoC Program Competition Application deadline. **Examples of evidence includes:** individual notifications; a single email notification demonstrating the list of recipients and the dollar amounts for which they were being recommended for funding; the final New and Renewal Project Listings posted publicly with email notification evidence that project applicants were notified of availability on the website.

2A Homeless Information Management System (HMIS)–Implementation

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

Guidance–CoCs must have a written Governance Charter or other written documentation (MOU/MOA), that clearly defines the roles and responsibilities of the CoC and HMIS Lead.

Instructions–Select “Yes” or “No”

Applicants must:

1. indicate whether the CoC has in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead; and
2. if “Yes” was selected, attach a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead at the **4B Attachments Screen**.

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1.; and (2) indicate the document type that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

Instructions–Narrative 500 Character Limit

If applicants selected “Yes” to question 2A-1., applicants must:

1. provide the page number within the attachment for question 2A-1. that includes information about roles and responsibilities of the CoC and HMIS Lead; and
2. indicate the document type attached for question 2A-1. that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.

Instructions–Select “Yes” or “No”

Applicants must:

1. indicate whether the CoC has a HMIS Policy and Procedures Manual; and
2. if “Yes” was selected, attach evidence at the **4B Attachments Screen** of the CoC’s HMIS Policy and Procedures Manual.

2A-3. HMIS Vendor. What is the name of the HMIS software vendor?

Background–HUD brought forward HMIS software vendor name the FY 2017 CoC Application.

Instructions–Narrative 75 Character Limit

Applicants must:

1. verify the accuracy of the HMIS software vendor name; and
2. update the HMIS software vendor name, if there was a change from the FY 2017 CoC Application.

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Guidance–**Single CoC**–the CoC is the only CoC participating in HMIS

Multiple CoC–the CoC is one of many participating, unless the HMIS is statewide

Statewide–the CoC is part of a statewide HMIS

HUD recognizes that some implementation areas fall into both “statewide” and “multiple-CoC” coverage areas. For multi-CoC implementation that includes all CoCs in one state, select only “Statewide.”

Instructions–Select from Dropdown Menu

Applicants must select the HMIS implementation coverage area.

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type: (1) total number of beds in 2018 HIC; (2) total beds dedicated for DV in the 2018 HIC; and (3) total number of beds in HMIS.

Guidance–

- A. If the bed coverage rate is **84.99 percent or lower**, applicants **could** receive partial credit by completing question 2A-5a.
- B. If CoCs reported a merger during the FY 2018 CoC Program Registration Process, HUD will assess the merged CoC on the same coverage rate as in Section VII.B.3.d. of the CoC Program NOFA, but using the **higher** of:
- the bed coverage rate reported by the combined, newly merged CoC in the 2018 Housing Inventory Count (HIC); or
 - the highest bed coverage rate reported by one of the merged CoCs in the FY 2017 CoC Program Competition.

Instructions–Complete the Chart

Applicants must:

1. enter “0” for all cells if a project type does not exist in the CoC;
2. for HIC Data, only enter the bed data for projects that have an inventory type of “current” and “new;” and
3. for HMIS data, only enter current number of beds.

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.

Instructions–Narrative 2,000 Character Limit

For each project type with a bed coverage rate that is **84.99 percent or lower** in question 2A-5., 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 in 1. above.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept?

Background–The maximum number of table shells is 12. Where there are multiple sites within a CoC that submit data to HUD for the AHAR, HUD will look to see whether each table shell category was accepted across any site. If one of the sites had data for a given table shell, HUD will give the entire CoC credit.

Guidance–Refer to the AHAR Submission Report on the HUD Exchange and enter the total number of AHAR tables that HUD accepted.

Instructions–Select from drop-down menu

Applicants must report the total number of 2017 AHAR tables shells HUD accepted.

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX) (mm/dd/yyyy).

Instructions—Enter the Date

Applicants must enter the date the CoC submitted its 2018 HIC data in HDX.

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

Several questions in the FY 2018 NOFA, Section VII. Application Review Information are based on CoC 2018 PIT Count data. This is data the CoC submitted to HUD via HUD’s Homelessness Data Exchange (HDX). The PIT count data is included in the FY 2018 CoC Competition Report generated in HDX for CoCs. HUD will verify the data uploaded in the CoC Competition matches the most current HDX data.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).

Background—If HUD provided an exception, HUD will verify whether the CoC conducted its PIT count during the agreed-upon time frame.

Instructions—Enter Date

Applicants must enter the date the CoC conducted the PIT count for 2018.

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy)

Instructions—Enter Date

Applicants must enter the date the CoC submitted its 2018 PIT count data in HDX.

2C Continuum of Care (CoC) Point-in-Time (PIT) Methodologies

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results.

Guidance—Changes in sheltered count implementation may include changes in:

- **methodology** changes are changes from one methodology to another, such as a change from conducting a sample-based count to a complete census count; and
- **data quality** changes are actions the CoC implemented to improve the implementation of the count, including enhanced training and changes in providers contributing data for the count.

Instructions—Narrative 2,000 Character Limit

Applicants must describe:

1. the changes in the sheltered count implementation, including methodology or data quality methodology changes, 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.

2C-2. Change in Sheltered PIT Count Coverage. Did your CoC change its provider coverage in the 2018 sheltered PIT Count?

Instructions–Select “Yes” or “No”

2C-2a. If “Yes” was selected in question 2C-2, applicants must enter the total number of beds that were added or removed in the 2018 sheltered PIT count.

Guidance–Example: If the CoC added a new emergency shelter with 30 new beds and removed a transitional housing project with 15 beds the CoC will enter 30 in the “**Added**” field and enter 15 in the “**Beds Removed**” field. The total automatically calculates.

Instructions–Enter the numeric value

Applicants must report the total number of beds in the “**Beds Added**” and/or “**Beds Removed**” boxes provided.

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove 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 2018 sheltered PIT count?

Guidance–This question distinguishes beds added to a CoC solely due to inventory provided to address a Presidentially declared disaster from the CoC’s normal year around inventory. See Section VII.A. of the FY 2018 CoC Competition NOFA for more information.

The response should only include beds that were added or removed specifically due to a Presidentially declared disaster that resulted in a temporary change in the CoC’s inventory as reported in the CoC’s 2018 sheltered PIT count. The response is only valid for CoCs that were impacted by a Presidentially Declared disaster.

If applicants are unsure if their area received a Presidential declaration, they can check FEMA’s website at www.fema.gov/disasters.

Instructions–Select “Yes” or “No”

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 2018 sheltered PIT count.

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Guidance–Example: If the CoC experienced a Presidentially declared disaster and received 50 new beds funded by FEMA to address the disaster survivors needs, the CoC will enter 50 in the “**Beds Added**” field.

Instructions–Fill in the box

Applicants must report the number of beds that were added or removed because of a Presidentially declared disaster.

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct an unsheltered PIT count in 2018, select Not Applicable.

Guidance—Changes in **unsheltered** count implementation may include changes in:

- **methodology**, such as a change from conducting a sample-based count to a complete census count or adding a service-based count component to the count; and
- **data quality**, which are actions the CoC implemented to improve the implementation of the count, including enhanced training, additional volunteers, and changes in providers contributing data for the count.

Instructions—Select “Yes,” “No,” or “Not Applicable”.

Applicants must:

1. indicate whether the CoC changed its unsheltered PIT count implementation, including methodology **and** data quality changes from 2017 to 2018; or
2. select “**Not Applicable**” if the CoC did not conduct an unsheltered PIT count in 2018.

2C-4a. If “Yes” was selected for question 2C-4., applicants must: (1) describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and (2) specify how those changes impacted the CoC’s unsheltered PIT count results.

Instructions—Narrative 2,000 Character Limit

If the answer is “Yes” to question **2C-4.**, applicants must describe changes in unsheltered count implementation.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did the CoC implement specific measures to identify youth experiencing homelessness in their PIT count?

Instructions—Select “Yes” or “No.”

Applicants must indicate whether the CoC implemented specific measures to identify homeless youth in their PIT count.

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.

Guidance—Example: The CoC held 5 focus groups with youth experiencing homelessness and youth stakeholders to get input for the PIT planning. The CoC worked with homeless youth and youth stakeholders to identify after-school hangouts and other locations where youth experiencing homelessness tend to meet.

Instructions–Narrative 2,000 Character Limit

Applicants must describe how the CoC:

1. engaged stakeholders serving youth experiencing homelessness during the planning process for the 2018 PIT count;
2. worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
3. involved youth experiencing homelessness in counting during the **2018 PIT count**.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count: (1) individuals and families experiencing chronic homelessness; (2) families with children experiencing homelessness; and (3) Veterans experiencing homelessness.

Guidance–The response should describe the specific actions the CoC implemented that:

- A. improved the capability of the CoC to count chronically homeless individuals and families, families with children, and Veterans experiencing homelessness; and
- B. if the CoC implemented specific actions for each population, the response should clearly identify the actions taken for each of the populations.

Example–Six months prior to the PIT count, the CoC held 3 focus groups with individuals and families with children, and Veterans experiencing chronic homelessness to discuss the existing PIT count process and obtain input for changes in the upcoming PIT Count planning process. The focus groups also helped in the identification of locations where individuals experiencing chronic homelessness, families with children and Veterans experiencing homelessness could be found during the night and the best way to encourage them to participate in the PIT count. The CoC reviewed the revised PIT count plan and provided additional input. On the night of the count, each survey team had at least one homeless or formerly homeless individual or stakeholder on the team.

Instructions–Narrative 2,000 Character Limit

Applicants must describe the CoC’s actions implemented in its 2018 PIT count to better count:

1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness.

3A. Continuum of Care (CoC) System Performance

In this section, CoCs must provide information on system-wide performance related to reducing homelessness within the CoC’s defined geographic area as reported to HUD via HDX by comparing FY 2016 to FY 2017 information, unless noted otherwise for each measure.

HUD developed system performance measures to assess the overall impact of each CoC’s homeless assistance efforts. The measures track the average length-of-time of homeless episodes, rates of return-to-homelessness, and other factors that determine whether a CoC is

effectively serving persons experiencing homelessness. CoCs should be using these measures and analyzing how they can improve their systems to achieve better performance.

CoCs are required to upload their FY 2018 CoC Competition Report from HDX, which includes system performance measures, in their CoC Application. HUD will verify that the data uploaded in the CoC Competition matches the most current HDX data.

Presidentially Declared Disasters

HUD will award a minimum of 28 out of 56 points available in this section to CoCs with projects that have been affected by a major disaster as declared under Title IV of the Robert T. Stafford Relief and Emergency Assistance Act that occurred in the 12 months prior to the application deadline for the CoC Consolidated Application for FY 2018 funds. See Section VI.1.A. of the FY 2018 CoC Program Competition NOFA for additional information.

Those CoCs in covered areas must notify HUD in writing prior to the close of this FY 2018 CoC Program Competition. Send written notification to CoCDisaster@hud.gov.

If applicants are unsure if there was a Presidentially declared disaster in their CoCs' geographic areas, they can find official disaster information at www.fema.gov/disasters.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Instructions—Report the Number

Applicants must report the number of first-time homeless as reported in HDX.

3A-1a. Applicants must: (1) describe how the CoC determined which 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.

Instructions—Narrative 2,000 Character Limit

Applicants must:

1. describe how the CoC determined which 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 or end** the number of individuals and families experiencing homelessness for the first time.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must: (1) provide the average length of time individuals and persons in families remained homeless (i.e., the number); (2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless; (3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and (4) 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.

Instructions—Narrative 2,000 Character Limit

Applicants must:

1. provide the average length of time individuals and persons in families remained homeless (i.e., the number);
2. describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
3. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
4. 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.

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

Applicants must: (1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and (2) provide 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.

Instructions—Fill in the Box

Applicants must:

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; and
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.

3A-3a. 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; and (2) 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.

Instructions—Narrative 2,000 Character Limit

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. 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;
3. 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; 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**, that retain their permanent housing or exit to permanent housing destinations.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6-month and 12-month period as reported in HDX.

Instructions—Report Percentage

Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6-month and 12-month period as reported in HDX.

3A-4a. Applicants must: (1) describe how the CoC identifies common factors of 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 returns to homelessness.

Instructions—Narrative 2,000 Character Limit

Applicants must:

1. describe how the CoC identifies common factors of 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 returns to homelessness.

3A-5. Job and Income Growth. Applicants must: (1) describe the CoC's strategy to increase access to employment and non-employment cash sources; (2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and (3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

Instructions—Narrative 2,000 Character Limit

Applicants must:

1. describe the CoC's strategy to increase access to employment and non-employment cash sources;

2. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)

Instructions—Enter Date

Applicants must enter the date CoCs submitted their FY 2017 System Performance Measures data in HDX.

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

For persons experiencing chronic homelessness, families with children, and veterans experiencing homelessness, CoCs will report their 2018 HIC and PIT count data, where applicable, via their FY 2018 CoC Program Competition Report. HUD will verify that the data uploaded in the CoC Competition matches the most current HDX data.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter: (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Background—DedicatedPLUS projects are defined in Section III.C.3.f. of the FY 2018 CoC Program Competition NOFA.

Instructions—Complete the Chart

Applicants must:

1. enter the total number of beds from projects identified as **DedicatedPLUS** in the first row; and
2. enter the total number of beds that are identified as **dedicated for chronically homeless** in the second row—only include the number of beds dedicated for the chronically homeless **not** beds identified as DedicatedPLUS.

3B-2. Prioritizing People Experiencing Chronic Homelessness. Did the CoC adopt the *Orders of Priority* into their written standards for all CoC Program-funded PSH projects as described in *Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing?* Attachment Required.

Guidance—Refer to [Notice CPD 16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.](#)

Instructions—Select “Yes” or “No”

Applicants must select “No” for the following if the CoC:

1. **has only partially adopted** the Orders of Priority from Notice CPD-16-11 into the CoCs written standards for prioritizing assistance; or
2. **has not adopted** the Orders of Priority in a written document that is publicly available; or
3. **has adopted** the Orders of Priority in full **but does not require** all the CoC Program-funded PSH to follow the Orders of Priority; and
4. attach at **4B. Attachments Screen** evidence that the CoC adopted the Orders of Priority into their written standards.

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

Guidance—These should be factors the CoC is currently using in its prioritization of households with children, found in the CoCs written standards for prioritizing assistance; or in the coordinated entry policies and procedures or assessment tool.

Instructions—Check all that apply

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

1. History of, or vulnerability to, victimization (e.g. domestic violence, sexual assault, childhood abuse)
2. Number of previous homeless episodes
3. Unsheltered homelessness
4. Criminal history
5. Bad credit or rental history
6. Head of household with mental/physical disability

3B-2.2. Applicants must: (1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless; (2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and (3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.

Instructions—Narrative 2,000 Character Limit

Applicants must:

1. describe the CoC’s current strategy to rapidly rehouse 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 successfully maintain their housing once assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.

3B-2.3. 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 supportive 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 age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

Instructions–Check All that Apply

Applicants must check all actions that describe their CoC’s anti-discrimination policies.

1. CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.
2. CoC conducts optional training for all CoC and ESG funded 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 may be out of compliance and taken steps to work directly with those facilities to come into compliance.
5. CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:

Instructions–Select “Yes” or “No”

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. Human trafficking and other forms of exploitation
2. LGBT youth homelessness
3. Exits from foster care into homelessness
4. Family reunification and community engagement
5. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

Instructions–Check all that apply

Applicants must check all that apply from the list below 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)
2. Number of previous homeless episodes
3. Unsheltered homelessness
4. Criminal history
5. Bad credit or rental history

3B-2.6. Applicants must describe the CoC’s strategy to increase: (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.

Instructions–Narrative 2,000 Character Limit

Applicants must describe the CoC’s strategy to increase:

1. housing and services for all **youth experiencing homelessness** by providing new resources, including securing additional funding, or more effectively using existing resources; and
2. availability of housing and services for **youth experiencing unsheltered homelessness** by providing new resources, including securing additional funding from any source, or more effectively using existing resources.

3B-2.6a. Applicants must: (1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. 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 the strategies; and (3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.

Instructions–Narrative 2,000 Character Limit

Applicants must:

1. provide evidence the CoC uses to measure **both strategies in question 3B-2.6.** 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-2.6.**; 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-2.6.**

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with: (1) youth education providers; (2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA); (3) school districts; and (4) the formal partnerships with (1) through (3) above.

Background–The McKinney-Vento Act requires CoCs to collaborate with the State Education Agency (SEA) and Local Education Agency (LEA), principally through the McKinney Vento Act Local Education Liaisons (Local Liaisons) and State Coordinators for the coordinated and continued identification of person’s eligible

for both homeless and educational services, and the continued effort in the provision of services.

Guidance—CoC can demonstrate meeting this statutory requirement by attending and participating in meetings held by the State Educational Agency (SEA) and Local Educational Agency (LEA), and by having representatives from these bodies and other youth housing and service providers in the CoC’s geographic area attend and participate in CoC meetings and planning events. HUD recognizes other partnerships play a vital role in ensuring these efforts are successful and encourages applicants to include collaborations with other school district staff (e.g., counselors, teachers, librarians) and other public and private educational programs, agencies and organizations in their narrative response.

Instructions—Narrative 2,000 Character Limit

Applicants must describe:

1. how the CoC collaborates with:

- a. youth education providers;
- b. McKinney-Vento Local LEA or SEA; and
- c. school districts; and

2. the formal partnerships with:

- a. youth education providers;
- b. McKinney-Vento LEA or SEA; and
- c. school districts.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

Instructions—Narrative 2,000 Character Limit

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

3B-2.8. Does the CoC have written formal agreements, MOUs/MOAs, or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

Guidance—**Written agreements** include, but are not limited to, Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), and documented referral processes between Coordinated Entry providers and early childhood services and supports providers.

Other types of agreements include, but are not limited to, agreements to attend each other’s planning meetings, or conduct formal cross training, or coordinate housing and services for a select group of families (e.g., joint rapid rehousing pilot/program that includes early childhood services and supports for families).

Instructions—Select “Yes” or “No”

Applicant must:

1. indicate whether the CoC has MOU/MOA or other **types of agreements** with providers of early childhood services and supports listed; and
2. add to the Other text box providers not listed and indicate the type agreement the CoC has with other providers of early childhood services and supports.

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).

Instructions–Narrative 2,000 Character Limit

Applicants must describe the actions the CoC has taken for homeless Veterans eligible for Veterans Affairs housing and services including:

1. identifying homeless Veterans;
2. assessing homeless Veterans, and
3. referring homeless Veterans to appropriate resources, such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).

3B-3.2. Does the CoC use an active list or by-name list to identify all Veterans experiencing homelessness in the CoC?

Instructions–Select “Yes” or “No”

3B-3-3 Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?

Instructions–Select “Yes” or “No”

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?

Instructions–Select “Yes” or “No”

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary.

Instructions–Select “Yes” or “No”

3B-5a. Applicants must select from the options below the results of the CoC’s assessment.

Instructions–Select all that apply

1. People of different races or ethnicities are more or less likely to receive homeless assistance.
2. People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.
3. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.

4. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

Instructions–Select all that apply

1. The CoC’s board and decisionmaking bodies are representative of the population served in the CoC.
2. The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.
3. The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.
4. The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups
5. The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.
6. The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.
7. The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.
8. The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.
9. The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.
10. The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.
11. The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.

4A Mainstream Benefits and Additional Policies

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC: (1) assists persons experiencing homelessness with enrolling in health insurance; and (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Guidance–Utilization of benefits may include assisting with appointments, transportation, etc.

Instructions–Select “Yes” or “No”

Applicant must indicate, for each type of healthcare listed, if the CoC assists with:

1. **enrollment**; and
2. **utilization of benefits.**

4A-1a. Mainstream Benefits. Applicants must: (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits; (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.

Instructions–Narrative 2,000 Character Limit

Applicants must:

1. describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
2. describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.

4A-2. Housing First: 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 is applying for in FY 2018 CoC Program Competition; and (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.

Instructions–Report the Numbers

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 is applying for in FY 2018 CoC Program Competition; and
2. total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the **Housing First approach**—meaning that the project quickly houses clients without preconditions or service participation requirements.

4A-3. Street Outreach. Applicants must: (1) describe the CoC’s outreach; (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.

Guidance–HUD expects CoCs to conduct street outreach throughout their entire geography in a manner that allows for quick identification and engagement of people experiencing unsheltered homelessness. At a minimum, CoC street outreach staff should cover

every county within the CoC at least once per year, though in many cases—particularly in more urban areas—this will need to occur much more frequently.

Instructions—Narrative 2,000 Character Limit

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.

4A-4. Affirmative Outreach. Applicants must describe: (1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and (2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.

Guidance—The response must include the CoC’s efforts to provide effective communications for persons with disabilities including large print, sign-language interpreters, Braille, and other formats as well as how the CoC provides access for persons with limited English proficiency.

Instructions—Narrative 2,000 Character Limit

Applicants must describe:

1. the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
2. how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy the applicant described in (1) above.

4A-5. RRH Beds as Reported in the 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 2017 and 2018.

Guidance—Applicants should only enter bed data for projects that have an inventory type of “Current” and “New” in the 2017 and 2018 HIC.

Instructions—Complete chart

Applicants must report the total number of RRH **beds** across all household types as reported in the 2017 and 2018 HIC.

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?

Background–If applicants selects “Yes”, all recipients of CoC Program funding must comply with Section 3, Employment Policy as stated in 24 CFR Part 135.

<https://www.hudexchange.info/resources/documents/24-Cfr-Part-135-Section-3-Regulations.pdf>

Instructions–Select “Yes” or “No”

Applicants must indicate whether new proposed project applications are requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6a. If “Yes” was selected in question 4A-6, applicants must provide a description of the activities and the project(s) that will be undertaken by project applicants that receive CoC funding to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very-low income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low income persons.

Background–This does not affect the CoC’s existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from the receipt of other HUD funding.

Instructions–Narrative 2,000 Character Limit

If applicants selected “Yes” for question **4A-6**, applicants must describe actions CoC Program-funded project applicants will take to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very-low income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low income persons.

4A-7. Homeless under Other Federal Statutes. Is the CoC 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?

Instructions–Select “Yes” or “No”

4A-7a. If the response to question 4A-7 was “Yes,” applicants must: (1) describe how serving this population is of equal or greater priority in meeting the overall needs and objectives of the plan submitted in Section 427(b)(1)(B) as defined in paragraphs 1, 2, and 3; (2) describe how the requirements in Section 427(b)(1)(F) will be met; (3) provide a list of the specific project(s) that will use the funding for this purpose; and (4) provide the amount of funding per project that will be used for this purpose. Attachment Required.

Background–CoCs may request, in the FY 2018 CoC Application, that up to 10 percent of funding for the fiscal year awarded under the FY 2018 CoC Program Competition NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). See Section VII.C. of the FY 2018 CoC Program Competition NOFA. Approved CoCs are limited to using

only up to 10 percent of the total amount awarded for each fiscal year appropriation to the CoC to serve this population and must determine which project(s) will be permitted to use some or all their funding for this purpose are Transitional Housing, Supportive Services Only, and the Joint TH and PH-RRH component projects.

Instructions—Narrative 2,000 Character Limit

If the response was yes to question **4A-7**, applicants must:

1. demonstrate that serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3;
2. describe how the CoC will meet requirements described in Section 427(b)(1)(F) of the Act; and
3. identify the specific project(s) that will use the funding for this purpose (up to 10 percent of the CoC total awarded) by **submitting an attachment** to the CoC application in *e-snaps* that must include all the following:
 - a. project name(s) as listed on the CoC Priority Listing; and
 - b. amount of funding in the project or per project that will be used for this purpose.

Appendix A–FY 2018 CoC Application NOFA Cross Reference

Section	NOFA Section	CoC App Question
1A. Continuum of Care (CoC) Identification	NA	1A-1
	NA	1A-2
	NA	1A-3
	NA	1A-4
1B. Continuum of Care (CoC) Engagement	VII.B.1.a. VII.B.1.c. VII.B.1.d.	1B-1
	VII.B.1.a.	1B-1a
	VII.B.1.a.	1B-2
	VII.B.1.a.	1B-3
1C. Continuum of Care (CoC) Coordination	VII.B.1.b.	1C-1
	VII.B.1.b.	1C-2
	VII.B.1.b.	1C-2a
	VII.B.1.b.	1C-2b
	VII.B.1.c.	1C-3
	VII.B.1.c.	1C-3a
	VII.B.1.c.	1C-3b
	II.B.10.e.	1C-4
	II.B.10.e.	1C-4a
	II.B.10.e.	1C-4b
	II.B.10.e.	1C-4c
	II.B.10.e.	1C-4d
	II.B.10.e.	1C-4e
	II.B.10.e.	1C-4f
	VII.B.1.e.	1C-5
	VII.B.1.e.	1C-5a
	VII.B.1.e.	1C-5b
	VII.B.1.d.	1C-6
VII.B.1.d.	1C-6a	
VII.B.1.j.	1C-7	
VII.B.1.m.	1C-8	
1D. Continuum of Care (CoC) Discharge Planning	VII.B.1.f.	1D-1
	VII.B.1.f.	1D-2
1E. Continuum of Care (CoC) Project Review, Ranking and Selection	VII.B.2.a.	1E-1
	VII.B.2.b.	1E-2
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	Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth, then serving homeless as defined under paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3.	4A-7a