

Before Starting the CoC Application

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

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

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

1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

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

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: MD-501 - Baltimore CoC

1A-2. Collaborative Applicant Name: City of Baltimore - Mayor's Office

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of Baltimore - Mayor's Office

1B. Coordination and Engagement–Inclusive Structure and Participation

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC's geographic area:	

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

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

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

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

(limit 2,500 characters)

1. The CoC invites new members electronically and in-person through general solicitation and targeted recruitment at events and meetings. The CoC is currently shifting to a new membership software (Member365) to better track, recruit, and communicate. In summer 2023, the CoC updated its onboarding/ invitation system to ensure membership lists were accurate. Phase 1 consisted of an outreach request to all CoC former/current members/partners and partners via the Collaborative Applicant's 1K+ contact list, encouraging engagement into the new listserv and membership generally. Phase 2 consisted of outreach via the new listserv, in-person CoC meetings, and CoC committees for individuals to (re-)register as voting members. Membership continues on a rolling basis; no membership fee is collected. Member365 is accessible on desktops and mobile devices. The CoC is also contracting with a web developer to update its website with new enrollment systems by late 2023.

2. Sign-up has been and is available at all in-person and virtual CoC meetings, via the listserv, and will soon be accessible via the new CoC website. Paper applications are made available. The Collaborative Applicant and HMIS Lead website utilizes Drupal software system framework that complies and enforces certain ADA 508 web compliance standards and offers "reasonable accessibility" to people with disabilities.

3. Annually, CoC Governance Committee assesses representation and advertises membership year-round with clear deadlines in advance of annual voting. Lived Experience Advisory Committee (LEAC) and Youth Action Board (YAB) are formal CoC committees comprising members with current or former lived experience of homelessness. Both the Chairs of the LEAC and YAB sit on the CoC Board. 8 of 27 dedicated Board seats are set aside for individuals with lived experience, which also include youth and persons who have survived domestic violence. LEAC and YAB solicit through ongoing community outreach and open invitations. To address equity, the Board provides stipends for people with lived experience and expertise who participate in CoC and recently secured grant funding to provide technology devices to ease access. Ensuring people with lived experience are compensated for their time reinforces the importance of their participation, supports commitment, and breaks down barriers.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	
	Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;	
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;	
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and	
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.	

(limit 2,500 characters)

1. The CoC solicits and includes opinions from government agencies, nonprofits, providers, funders, higher education, medical and behavioral health systems, the public, and individuals with lived experience through public, quarterly CoC member and Board meetings. Additionally, 6 Action Committees, 4 Capacity Building committees, a Lived Experience Advisory Committee (LEAC), and Youth Action Board (YAB) all meet regularly and add diverse members with personal and professional expertise. Board meetings are open to the public and include a public comment period, including on the Annual Action Plan, CAPER, CoC Charter, and local Action Plan. Weekly LEAC and bi-weekly YAB meetings provide inclusive platforms for recommendations, system planning and decision-making with CoC leadership, and regular focus groups in shelters (with compensation for participants). Committee and membership meetings are accessible virtually and in person, and training, including Trauma Informed Care, is provided.

2. CoC general and Board meetings are announced at the beginning of the year and open to the public. CoC leadership, Board, and committees communicate updates during these meetings and publicly share meeting materials on the CoC website and public documents page via email newsletters and social media posts. Most committee meetings are open to the public, and agendas and meeting materials are shared online, always with open time for comment and feedback.

3. Accessibility is a priority with hybrid meetings and closed captioning and other accommodations, and the new CoC subscription to Member365, which allows all members to review committee notes, post messages, and keep up to date on all devices. The CoC is in the process of acquiring office space to provide an open community space that is physically accessible.

4. In 2022, the CoC convened diverse members to directly and robustly inform a new City of Baltimore Strategic Investment Plan to End Homelessness that focused on 10 critical investment areas and prioritized American Rescue Plan Act (ARPA) funds.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1. The CoC welcomes new applicants who have not previously received CoC funding. The CoC notified the public on July 26, 2023 by posting the RFP, guidelines, and resources on the Collaborative Applicant's (CA) website, social media accounts, and through the new CoC mailing list. Additionally, the Collaborative Applicant notified its 1000+ list of members, stakeholders, and community members-at-large that the NOFO was released on July 20, 2023, and that the application materials would be forthcoming. Subsequent announcements were made to encourage new applicants. The CA hosted a virtual bidder's conference on August 2, 2023 that was live, recorded and posted to the CA website. The bidder's conference supports both new and renewing applicants on applying by providing an overview of the NOFO, detailed instructions about the local application process, and additional resources to review. Staff at the CA encourage questions via email and publicly share responses with an "FAQ" document on the website.

2. The RFP and guidance includes a checklist of supporting documents and resources to support organizations with their applications. The bidder's conference provides detailed instructions on how applicants submit their proposals. The CA launched the Neighborly software this year to accept and track required application documents. Applicants do not submit their applications directly into esnaps, which has eased the process for both renewing and new applicants.

3. The CA conducts a threshold review to assess application completeness and whether proposals meet the HUD and local requirements, and demonstrate consistency with the Consolidated Plan. The CoC's Resource Allocation Committee scores and ranks proposals using a rubric that focuses on system performance and objective criteria such as the project service model, scope or work and target population, budget, collaboration, capacity, and timeliness. New projects with the highest scores are selected to be included in the ranking based on available funding.

4. The CoC ensures information is accessible electronically through the CA website, which uses the Drupal software system that complies and enforces certain ADA 508 web compliance standards and offers "reasonable accessibility" to people with disabilities. The webpage designer controls the layout to ensure the website is compatible on different devices. Staff at the CA are also available for questions throughout the competition.

1C. Coordination and Engagement

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.B.1.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	No
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	No
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

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

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG Program funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1. The Mayor's Office of Homeless Services (MOHS) is the Collaborative Applicant (CA) for the CoC as well as the ESG/HOPWA recipient for Baltimore City. MOHS and the CoC's Resource Allocation Committee (RAC) collaborate on all aspects of the ESG allocations process, including evaluating project performance, reviewing funding requests, identifying fiscal year funding priorities, and allocating funds to support strategies to end homelessness. Specifically ensuring projects align with the following three objectives 1) Reduce the rate of first-time homelessness; 2) Reduce the time individuals and households remain homeless; and to 3) Reduce returns to homelessness. Under the current CoC governance charter, MOHS consults with the RAC and presents final funding decisions for ESG activities to the CoC Board.

2. The CoC and MOHS jointly review HMIS performance data for all ESG and CoC Program subrecipients. The MOHS Program Compliance Department coordinates with HMIS and Fiscal Department to ensure that programs showing a track record of low performance or underspending are identified for technical assistance, training, intervention, additional monitoring, or recommended for reallocation.

3. MOHS works directly with the Department of Housing and Community Development (DHCD) in writing the Consolidated plan. All PIT and HIC data approved by the CoC is shared with DHCD through a public report.

4. MOHS utilizes CoC feedback, priorities, and data in the development of the Consolidated Plan, Annual Action Plan, and CAPER. The CoC provided detailed information that helped establish the five-year goals for the 2020 Consolidated Plan. In addition, the DHCD Commissioner is an appointed CoC Board member, and CoC, MOHS, and DHCD work together on goals within the Consolidated Plan that aim to ultimately increase the supply of affordable housing and prevent and end homelessness.

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

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

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

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

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

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	No
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

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

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

(limit 2,500 characters)

The Baltimore City Public Schools McKinney-Vento liaison is a member of the CoC's Youth Homelessness Action Committee. Additionally, the Youth Action Board has collaborated with Baltimore City Schools to do outreach and share resources with schools that have the highest numbers of students identified as eligible through McKinney-Vento. The CoC held multiple listening sessions with education partners in the planning and implementation of the YHDP Coordinated Community Plan. Baltimore City has only one LEA that participates in the CoC. The LEA completes presentations on educational service provisions and also collaborates on PIT and Youth REACH counts. The LEA trains public school staff on best practices and policies for serving families and young people experiencing homelessness. The LEA coordinates with the CoC to provide resources and toolkits that guide service connections to youth specific services that include diversion. All children in participating programs are eligible to receive services. Individual projects have additional partnerships and programs that serve families and school aged children. The family shelter collaborates with a wide range of youth education providers, connecting youth to Head Start and Early Head Start, after school activities, summer camps, and employment. Through Built for Zero, the CoC is engaging in coordinated entry planning session with Baltimore City Public Schools, Department of Social Services, family shelters and family providers. With the increase in evictions and its impact on families with children this group is taking a critical look at systems improvements and solutions to enhance diversion and rapid resolution to ensure homelessness is rare, brief and one- time.

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

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

The primary family shelter operated by St. Vincent de Paul (SVDP) has a dedicated Children's Coordinator staff to educate and inform homeless families about their rights and resources under McKinney Vento, including support for school enrollment, transportation, uniforms, participation in activities, and available fee waivers. All families meet with the Children's Coordinator to assess needs and preferences for school enrollment. The shelter also maintains internal protocols and processes for linking families to Head Start services and early childhood education programs, utilizing the local prioritization process to accommodate homeless families with Head Start and Early Head Start enrollment. The shelter also has on-site day care available to all families. The CoC written standards for ESG and CoC funding require programs serving families to ensure that children are enrolled in school within 48 hours of contact, that the school system is providing transportation either to a new school or school of origin within 7 days, and evaluate whether children are receiving all required McKinney-Vento services. The public-school system disseminates educational posters, resource cards, and toolkits within every school to explain services, resources, and rights. The LEA connects with school social workers to address issues and provides professional development resources.

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

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

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

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

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

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

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

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. The CoC's main provider of DV/SA services is House of Ruth Maryland (HRM), who has participated in the CoC since its inception and actively participates in CoC committees and meetings. The representatives from HRM, Gabrielle Millard, Katryna Hauck, and Shelana McNeil, currently participate in the the CoC organized committees, RRH, and Victim Coordinated Entry programs. HRM encourages participation from other local programs, inviting them to discuss how they can be more involved in CoC work, inviting them to partner on their existing CoC grants, and recruiting from among these organizations for the DV Bonus RRH and Victim Coordinated Entry programs. Participation of DV service providers and people with DV and homeless lived experience are written into the CoC Charter and Bylaws, and HRM routinely contributes during the comment period for CoC policies and procedures, and frequently coordinates with homeless service providers to ensure the highest level of trauma informed care for survivors.

2. The CoC Action Plan, created in 2019, specifically lists steps to address DV survivors within the system and create more trauma informed services and processes throughout the continuum. Through routine monitoring, compliance officers assess providers to ensure that clients' needs are met.

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC coordinates to provide training for:	
	1. project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); 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 and indicate the frequency of the training in your response (e.g., monthly, semi-annually).	

(limit 2,500 characters)

1. The CoC's central victim services provider, House of Ruth Maryland (HRM) has a nationally recognized Training Institute that provides community education, training, consultation and technical assistance to professionals and the community at large on intimate partner violence (IPV) and related issues. All HRM trainings are both practice informed and research informed and make use of experts in the field of IPV. HRM staff are leaders in trauma-informed care (TIC) and victim-centered services in Baltimore and provide technical assistance and community trainings to organizations in the following areas:

- The impact of childhood trauma
- Understanding trauma and protecting against secondary trauma
- TIC and voluntary service principles
- Safety planning with survivors of IPV
- Understanding IPV
- Ethical considerations in working with vulnerable population
- Working with specialized populations such as religious minorities, the LGBTQ community, and non-English speaking or Limited English Proficient (LEP) clients

Working with abusive partners

Supervisors are provided training and conduct reflective supervision with staff to monitor and address secondary trauma in direct service staff that may also be impacted by trauma. HRM conducts trainings that incorporate all of these tenets and provide consultations to support individualized system change. CoC members and participants are offered a twice annual training to review best practices for working with survivors of IPV and SA.

2. The CoC Action Plan, created in 2019, specifically lists steps to address DV survivors within the system and create more trauma informed services and processes throughout the continuum. The CoC has incorporated these principles and practices adopted by HRM into training for all Coordinated Entry staff that provide assessment and navigation services, with an emphasis on developing client crisis and safety plans which include best practices for protecting the confidentiality and protection of clients. Coordinated Entry staff also have protocols in place for consent and information sharing within their HMIS policies. Through the DV Bonus SSO-CE project HRM developed and conducted trainings on Victim Coordinated Entry (VCE) to the CoC. The training includes referral strategies, how VCE engages and serves homeless survivors in Baltimore City, and how to work effectively with HRM staff to ensure safety and build stability.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
	1. safety planning protocols; and	
	2. confidentiality protocols.	

(limit 2,500 characters)

1. The Homeless Response System committee of the CoC is currently working on updates to the Coordinated Entry policies and procedures. Currently, clients who are fleeing or attempting to flee domestic violence (including dating violence, sexual assault, or stalking) are encouraged to work with House of Ruth, who offers specialized services, but can choose to work with any service provider. If clients need a transfer, a transfer can be initiated by completing the Client Transfer Request Form within the Coordinated Access Policies and Procedures. A client may request a transfer through their current housing provider or by directly contacting MOHS. Clients are matched through Coordinated Access, and may be matched to multiple types of housing programs funded by different federal, state, and local grants. Clients that wish to transfer will be notified about the different programs, and will be able to accept or decline the offer. Providers do not need MOHS approval before making emergency accommodations in the interest of a client's safety.

2. Providers serving clients fleeing or attempting to flee domestic violence must obtain consent to collect and share the client's information and the consent must specify with whom the information is shared. Sharing client information is minimized as much as possible according to the client's safety needs. Data is entered using the Anonymous Assessment procedures. Within the Coordinated Access system, sharing of a client's information can be restricted to the client's navigator organization, the Mayor's Office of Human Services, and the housing program(s) to which the client agrees to be matched.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.

(limit 2,500 characters)

1. House of Ruth Maryland (HRM) runs the parallel Victim Coordinated Entry (VCE) system as part of Baltimore City's HMIS through the DV Bonus fund awarded in FY18 and implemented in 2020. VCE ensures that DV clients are kept confidential in the system, but also allows HRM to produce APR reports into SAGE. HRM has been an active member of the CoC for the last 12 years and has been a prominent provider in Baltimore City since 1977. As the primary victim-centered service provider, HRM currently maintains a stand-alone confidential and comparable database that is only shared through de-identified aggregate data reports for CoC and other federal and state funding initiatives.

2. HRM leadership routinely analyzes both aggregate and qualitative data on gender based violence for trends, service needs, and system improvements to benefit survivors. HRM shares this de-identified trend information with the CoC through their active engagement in committees, which incorporate strategies to better serve this vulnerable population.

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

Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:

1.	whether your CoC has policies and procedures that include an emergency transfer plan;
2.	the process for individuals and families to request an emergency transfer; and
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.

(limit 2,500 characters)

1. The CoC has emergency transfer protocols facilitating rapid transfer into alternative housing or confidential facilities using a safety and trauma-informed model that is imbedded into the CoC's Coordinated Access Policies and Procedures. Transfers may be requested for the following reasons:
 The provider and client feel that another program is better suited to the client's individual needs.
 The client feels that they are not getting the services they need, or are being treated unfairly by the current housing provider and all attempts to resolve the client's concern without a transfer have been unsuccessful.
 The client has experienced a change in household composition that can't be accommodated by the current housing provider.
 There is a significant risk of harm to the client in the current placement.
 The client needs a reasonable accommodation that the provider needs the assistance of a transfer in accommodating.
 Other issues affecting a current client's placement that will be reviewed on a case-by-case basis.

2. Transfer request for reasonable accommodation or VAWA, are consider emergency transfers and prioritized. If a household needs an emergency transfer, providers are required by the CoC to quickly facilitate the household's move, which can include moving outside the jurisdiction of the CoC. Requests for emergency motel or shelter placement on an interim basis are provided. If there is a need to facilitate a transfer between programs for a client, the CoC prioritizes cases that are safety-related. DV- related emergency transfers are typically resolved within 24 hrs. This policy is communicated to the general CoC membership annually in September. The Victim Coordinated Entry staff also are trained on the policy so that they can advise individual victims and DV/SA programs as needed.

3. Clients can initiate a transfer request by completing the Client Transfer Request Form within the Coordinated Access Policies and Procedures. A client may request a transfer through their current housing provider or by directly contacting MOHS. Clients are matched through Coordinated Access, and may be matched to multiple types of housing programs funded by different federal, state, and local grants. Clients that wish to transfer will be notified about the different programs, and will be able to accept or decline the offer. Providers do not need MOHS approval before making emergency accommodations in the interest of a client's safety.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
NOFO Section V.B.1.e.		
Describe in the field below how your CoC:		
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

(limit 2,500 characters)

1. House of Ruth Maryland (HRM) runs the parallel Victim Coordinated Entry (VCE) system as part of Baltimore City's HMIS. VCE ensures that DV clients are kept confidential in the system, but also allows HRM to produce APR reports into SAGE. HRM and the CoC coordinate to ensure that survivors have equal and safe access to all housing and services in Baltimore City. The CoC uses de-identified aggregate data from HRM in conjunction with HMIS and Coordinated Access assessment data to analyze the need for housing and services. The ready availability of data allows the CoC to move quickly on opportunities, like the recent Emergency Housing Voucher allocations, to ensure that appropriate numbers of survivors have access to needed housing services.

A parallel Victim Coordinated Entry (VCE) system ensures that victims who do not wish to be listed in the shared HMIS have a secure, VAWA compliant way to be triaged, assessed and connected with both DV specific and non-DV services. VCE staff are trained to enter placeholder data into the main Coordinated Entry system to ensure that households experiencing both IPV and homelessness have access to PSH programs. The CoC used system data to allocate emergency housing vouchers to DV victims in proportion to the need in the CoC. Similarly, CARES act and ARPA funding opportunities were specifically marketed to local DV service providers and their projects ensured that IPV victims had access to trauma specific eviction prevention, rapid rehousing and shelter programs during the last two years of the COVID-19 pandemic. HRM works with CoCs and victim service providers across Maryland to transfer vouchers and place victims outside of the jurisdiction to protect safety of victims and increase housing placement and stability.

2. The CoC's vulnerability assessment, collaboratively created with HRM, includes a number of trauma-related and violence-related risk factors. In addition, the CoC Charter specifies that one Board Member must be from a DV service agency to ensure that the needs of victims are represented at the CoC leadership level. Currently, HRM's Director of Stability Services, serves as the Chair of the CoC Board and staff at HRM are active on a number of CoC committees.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
NOFO Section V.B.1.e.		

	Describe in the field below how your CoC:
1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and
2.	accounted for the unique and complex needs of survivors.

(limit 2,500 characters)

1. In HRM's Residential Program, survivors with lived expertise are invited into a Resident Advisory Council, to speak into both their active experience of the residential program, but also their experience of the CoC programs. Survivors are compensated with gift cards for their time and expertise. It is common practice for the CoC to seek out feedback and expertise from survivors and individuals with lived expertise in the development of the CoC-wide policies and programs. In the recent development and review of the Shelter Standards of Care, individuals with lived expertise were asked for feedback and recommendations.

2. The CoC accounts for the unique and complex needs of survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking through allowing survivors to self-determine and self-identify their survivor status, as well as their name, gender, preferred pronouns, and preferred language. HRM employees staff who are bilingual in Spanish, Urdu, Amharic and Arabic, and utilizes a confidential language interpretation service, so that survivors have immediate access to services in their first language, whenever possible. The CoC uses de-identified aggregate data from HRM in conjunction with HMIS and Coordinated Access assessment data to analyze the need for housing, safety planning, and services. The ready availability of data allows the CoC to move quickly on opportunities, like the recent Emergency Housing Voucher allocations, to ensure that appropriate numbers of survivors have access to needed housing services. The CoC's vulnerability assessment, collaboratively created with HRM, includes a number of trauma-related and violence-related risk factors.

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

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

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

Describe in the field below:

1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. Each CoC-funded shelter and housing program must be compliant with federal, state, and local in the delivery of their services ensuring that equal opportunity and access to housing for protected class statuses. The CoC, in partnership with MOHS and the Mayor's Office of LGBTQ Affairs, committed to protecting and supporting the rights of the LGBTQ+ community and that those protected classes have equal access to safe affordable housing.

2. MOHS conducts an annual in-service inclusion training to reinforce anti-discrimination policies ensuring that LBGQTQ+ individuals and families receive services, shelter, and housing free of discrimination. The next in-service training will take place on 10/10/2023. The Baltimore City CoC also participates in statewide training opportunities offered by the Maryland State Department of Housing and Community Development.

3. All programs are monitored and evaluated for compliance with fair housing laws and anti-discrimination policies. Projects are required to submit their agency's non-discrimination guidelines to MOHS annually for review.

4. MOHS as the recipient of funds, reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing and, or violate anti-discrimination policies. If a project violates anti-discrimination policies, MOHS will provide a formal request for corrective action. The project will have time to respond and to remedy the violation. However, if an agency cannot comply, MOHS will notify the CoC's Resource Allocation Committee and the project may be terminated due to a breach in their contract.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy.	
	NOFO Section V.B.1.g.	
	You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.	
	Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:	

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Housing Authority of Baltimore City	14%	Yes-HCV	No

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

Describe in the field below:

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

(limit 2,500 characters)

1. The Baltimore City CoC works in collaboration with the Housing Authority of Baltimore City (HABC) to provide a Limited Preferences for people experiencing homelessness in a set amount of set-aside Section 8 vouchers. HABC is the only public housing authority within the geographic area covered by the CoC. Many of these vouchers are used in collaboration with CoC funded supportive services funding to create additional Permanent Supportive Housing capacity. The relationship between the CoC and the local housing authority is outlined in Memorandums of Understanding. There is a total of 919 homeless set-aside vouchers that comprise of dedicated tenant-based and dedicated project-based units requiring case management in addition to prioritized referrals for individuals, families with children, and veterans experiencing homelessness for Section 8 and project-based vouchers. Additionally, the CoC partners with HABC to house up to 250 citizens returning to society from incarceration through tenant-based vouchers. In FY 2021, the CoC and HABC entered into an MOU to dedicate 278 Emergency Housing Vouchers and prioritize individuals and families that were experiencing homelessness or at-risk of homelessness. These vouchers were also coupled with additional funds to provide support services that included move-in costs. In total, HABC has partnered with the CoC to set aside 1,447 vouchers. In addition, through this partnership, HABC dedicates several Section 8 (tenant-based homeless set-aside vouchers) and 50 Public Housing units to the Medicaid Pilot (ACIS) project, so that housing subsidies can be matched with Medicaid dollars that provide supportive services.

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

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

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

5.		
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1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry. NOFO Section V.B.1.g.	
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In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	No
5.	Mainstream Vouchers	No
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	No
8.	Other Units from PHAs:	

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness. NOFO Section V.B.1.g.	
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1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	No
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	N/A

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV). NOFO Section V.B.1.g.	
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	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program. Not Scored—For Information Only	
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	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
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PHA
This list contains no items

1D. Coordination and Engagement Cont'd

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your 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.

1. Foster Care	No
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	No

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

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition.	34
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition that have adopted the Housing First approach.	34
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

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

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. All CoC and ESG-funded projects must sign an agreement confirming that their project will operate using a Housing First approach, and then this language is explicitly outlined in the final executed contract with the subrecipients operating the project.

2. All projects are monitored and evaluated by the Collaborative Applicant to ensure that a Housing First approach is prioritized in rapid placement and stabilization. All providers must certify that the housing projects comply with the Housing First Principles and are evaluated to ensure that access to programs is not contingent on sobriety, minimum income, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions. In addition, the program must be able to demonstrate that they quickly move residents to permanent housing and individuals are not terminated due to a failure to participate in supportive services, progress on service plans, loss of income or failure to increase income, and, or being a victim of domestic violence.

3. All CoC and ESG- funded projects are evaluated and monitored annually by the Collaborative Applicant. Projects must have a Housing First statement included in their program policies and provide a housing first statement to all clients. Projects also must have a grievance and termination policies in place that are reviewed. The Resource Allocation Committee’s scoring and ranking tool used to evaluate renewal and new projects includes confirming that there is signed Housing First Certification on record. CoC will be working on additional measures to ensure that our community continuously evaluates Housing First by reviewing CoC policies and data.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

1. The CoC has 3 providers with Outreach teams that canvass and respond to calls throughout the city. Outreach workers are trained to provide streamlined and equitable access to service referrals, navigation, shelter, and housing. Regardless of where someone first seeks services, access is based on vulnerability, eligibility, and choice. There are processes in place for sub-populations that include, adults, families with children, unaccompanied youth (18-24), and households fleeing DV. The 3 outreach teams meet bi-weekly to share resources and coordinate through case conferences. The outreach teams also have roles and special competency, such as access to clinical treatment, SOAR, crisis response, health/safety services, and serving special populations such as the LGBTQ+ and Hispanic community. MOHS leads the Hands in Partnership meeting, attended by homeless outreach advocates that meets monthly in a confidential forum to identify individuals, discuss resources and ultimately work towards engaging persons experiencing unsheltered homelessness.

2. Street Outreach covers 100 % of the CoC's geographic area (all 14 districts).

3. Services are primarily offered Monday-Friday between 8:30am-4:30pm, with extended winter shelter hours to include weekend coverage. Some programs operate after hours and on weekends.

4. Outreach serves people who are least likely to request assistance, such as individuals/families with DV experience, significant trauma, chronic homelessness, non-English speakers, and co-occurring SMI/SUD. Teams with integrated behavioral health services are assigned to connect with individuals with SMI/SUD. Teams conduct outreach daily, provide transportation, and are equipped with wheelchair-accessible vehicles. Teams are trained to connect with non-English speaking clients with services, and either have a Spanish speaking outreach worker or interpreter services. At the beginning of the pandemic, MOHS partnered with providers to bring mobile showers and encampment meal services to harder to reach individuals to ensure basic needs were being met since many drop-in/resource centers were not providing in-house services. The need and demand for mobile services was highlighted during the pandemic, and is now a primary low-barrier service option for people experiencing unsheltered homelessness. This strategy has strengthened the relationships between Outreach workers and the unsheltered population; thus, increasing the acceptance of housing.

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

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes

3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

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

		HIC Longitudinal HMIS Data	2022	2023
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	538	590

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

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

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

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

Describe in the field below how your CoC:

- systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
- works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
- works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1. Providers within the CoC geographic area are offered up-to-date information on mainstream resources. This is offered by MOHS through its provider trainings and the information is updated annually. Additionally, the CoC's committees bring key mainstream benefit system leaders together to develop comprehensive strategies and communication materials to increase enrollment in health insurance coverage, TANF, SSI, food stamps, childcare vouchers, mental health and substance use treatment services, VA benefits, disability-related services, and workforce development/employment navigation. MOHS has facilitated presentations from community service providers for current funded programs to initiate collaborative partnerships for services that include substance use treatment, mental health treatment and health care services. Providers also establish their own partnerships with service provide to supplement their internal programming.

2. All CoC-funded projects are required to assist clients in accessing and maintaining benefits that include health, mental health, and behavioral health needs. Projects are also encouraged to partner with healthcare organizations for in-kind match services that ultimately enhance program support and service delivery. CoC collaborates with the Central Maryland Access Point for enrolling in qualified health plans and Medicaid. CoC-funded projects complete assessments and care plans to include referrals to specialists and health care providers that include access to philanthropic health care benefits such as dental.

3. The CoC partners with Healthcare for the Homeless, the local SOAR lead, to ensure that program staff are trained or know how to access SOAR technical assistance on behalf of their clients. The CoC has implemented the Assistance in Community Integrative Services (ACIS) Pilot Program that covers the cost of tenancy-based case management services and housing case management services to Medicaid beneficiaries. Currently, 94% of the 277 households in the ACIS program have retained housing. The goal of ACIS is to engage clients in housing and supportive services to reduce unnecessary health services utilization or costly institutionalization. Ten hospitals provide the local match and the public housing authority will continue to provide the housing vouchers.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

The COVID-19 public health crisis exposed the significant service gaps in Baltimore City’s homelessness response system. Under the guidance of the Baltimore City Health Department, MOHS implemented Baltimore City’s strategy for reducing the spread of COVID-19 among high-risk populations by reducing congregate shelter capacity and suspending encampment closures by CDC recommendations. This strategy included utilizing private hotel rooms to maintain physical distancing protocols for people experiencing homelessness to mitigate the spread of COVID-19 and save lives. In June 2021, The City of Baltimore’s Mayor’s Office for Homeless Services (“MOHS”) began a planning process to develop a Strategic Investment Plan. This Plan included robust community engagement, surveys, a review of past plans, and best practices that identified critical investment areas. Through the City’s Strategic Investment Plan, the community determined that non-congregate interim housing is a high priority.

Additionally, the Plan prioritized rehousing people experiencing homelessness and stabilizing people at imminent risk by increasing permanent housing options and making housing access faster and easier. The Plan helped guide MOHS’ request for ARPA funding, resulting in an investment of \$75 million, with \$45 million of those funds directed towards acquiring and operating hotels for interim housing totaling 275 beds. The investment in non-congregate interim housing does not add additional beds to the system but ensures that our system better protects people experiencing homelessness from infectious diseases. To maximize the capacity within our system, MOHS is using ARPA funding to support diversion, rapid resolution, and other activities to increase the flow out of the shelter system, including training frontline shelter, outreach, and service staff on diversion and rapid resolution and establishing a Flex Fund.

We also increased access to housing navigation and launched Padmission, a web-based housing search platform, and a Landlord Incentive Fund to make it easier to identify safe, affordable housing options. Lastly, we are working with Baltimore City’s Department of Housing and Community Development to increase permanent supportive housing. In addition to allocating \$17 million in ARPA funding, \$15.4 million in HOME-ARP funds will be used to support our Housing Accelerator Fund to add more permanent supportive housing to our system.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
NOFO Section V.B.1.o.		
Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:		
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1. The Baltimore City Health Department (BCHD) Office of Public Health Preparedness and Response has the lead among city agencies to prepare Baltimore for public health emergencies including bioterrorism, large scale mass casualty events and large-scale disease outbreaks such as the COVID-19 pandemic. The CoC and the Mayor's Office of Homeless Services (MOHS) train together for public health emergencies. The policies include details on site relocations, collaboration with City agencies, hospital and community health partners, transportation resources, supply logistics, public health resources, staffing resources, HR support, equipment needs, and communication strategies. The COVID-19 pandemic was a proving ground for these policies and procedures. In the first weeks of the pandemic, members of the BCHD, MOHS and local health care experts worked collaboratively to identify suitable alternate care sites to shelter and provide adequate isolation to prevent spread of COVID among individuals experiencing homelessness. These and other efforts including the use of a single, large hotel as a Triage, Respite and Isolation Center that eventually cared for more than three thousand individuals demonstrated the critical utility of these collaborative capabilities.

2. Continuing to apply lessons learned from the pandemic and the ongoing efforts to identify non-congregate shelters, the City of Baltimore committed ninety million dollars through the American Rescue Plan Act (ARPA) to implement best practices learned as a model for its long-term response to homelessness. This is the largest investment of the Baltimore ARPA funds and will support the CoC's goal of ending homelessness through 5 key strategies: permanent housing development, diversion and rapid resolution, rapid re-housing investments, non-congregate shelters, and housing navigation/landlord engagement. Again, the lessons learned from the pandemic underscored the importance of the close collaboration of the CoC, MOHS, BCHD and other city agencies as well as the other large health organizations in the city including Johns Hopkins Medicine and the University of Maryland Medical System. Specific initiatives to increase testing availability and COVID-19 vaccination with mobile and fixed clinics run by trusted community providers for individuals experiencing homelessness clearly demonstrated the effectiveness of these crucial collaborations.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC:	
1.	shared information related to public health measures and homelessness, and	
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1. The BCHD is the central coordinating agency for the city's public health efforts and was the focal point for all public health measures in the recent pandemic. Working with the CoC and MOHS, the health department developed a network of community ambassadors who included individuals with lived experience and others considered trustworthy information sources to work with at risk populations. These ambassadors worked with teams of health department practitioners who were well known to the community of persons who inject drugs (PWID) within the homeless community for their compassionate street work in harm reduction. The combination of trusted experts successfully communicated the importance of vaccination and isolation for those infected by COVID-19 so that more than 1,500 individuals were vaccinated from these populations. In addition, a well coordinated network of more than 1,000 subscribers to the CoC and MOHS newsletter managed by the CoC fellow is another crucial information source for dissemination of public health information to the homeless population and those caring for them.

2. The CoC has had senior representatives from the city health care community including Health Care for the Homeless as members of the CoC for the better part of the last decade or longer. As well, there is a close working relationship with these CoC members and the clinical teams and leadership with the BCHD. During the pandemic, the Public Information Officer at MOHS worked closely with the CoC Communications Fellow to ensure important resources were widely shared. During the pandemic weekly provider calls, they ensured information was being communicated between the public health agencies and homeless services providers. Information is still being communicated through the CoC's formal committee meetings as necessary. While the daily need for PPE has waned, the systems that were put place during the pandemic are still in place should the need for rapid distribution of this equipment be required again. Health care systems as well as BCHD and members of the CoC continue to work to determine locations with the capability to provide medical respite and isolation for ongoing need for these services in the community.

1D-9.	Centralized or Coordinated Entry System—Assessment Process. NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. The Baltimore City's Coordinated Entry System, known as Coordinated Access System (CAS) covers 100 percent of the CoC's geographic area. Since 2019, the assessment tool is built into HMIS to ensure individuals in need of assistance are quickly assessed and ranked according to vulnerability and matched to the first appropriate permanent housing option available, including both CoC and non-CoC funded housing units.

2. CAS is the centralized intake process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed, referred, and connected to housing and assistance based on their strengths and needs. Baltimore's CoC developed a modified assessment tool modeled after the SPDAT to prioritize the most vulnerable individuals in need of assistance. The modified assessment was to ensure that the diverse population of clients served are equitably assessed and prioritized for housing.

3. Baltimore's CAS is governed by the CoC's Homeless Response System (HRS) Committee. The HRS Committee is chaired by CoC Board Members and the group is made up of individuals with lived experience and expertise, homeless service providers and outreach workers, community advocates, and the Mayor's Office of Homeless Services as the HMIS and Coordinated Access lead. The meetings are conducted monthly and opportunities to address system policies and procedures are ongoing. The committee is focused on enhancing the system with technical support from Built for Zero, connecting homelessness prevention and diversion programs to the system, reviewing the system-wide outreach strategy, reviewing the standards of care and training, and analyzing system data through a racial equity lens. Through the HRS Committee feedback, the CAS has incorporated a number of assessment tools to prioritize vulnerable individuals. During the COVID-19 pandemic the HRS committee quickly moved to adjust the prioritization and used a COVID-19 risk factor assessment to quickly match vulnerable individuals to housing. With the YHDP projects, the HRS Committee adapted the TAY VI SPADT (a service prioritization decision assistance tool) based on feedback from the Youth Action Board and Youth Homelessness Committee. The CoC plans to review its assessment tool and update or change the assessment to include questions asked through a racial equity lens.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	

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

(limit 2,500 characters)

1. Coordinated Access Assessors and Navigators are service providers trained to use a person-centered approach while assisting individuals and families experiencing homelessness with submitting a Vulnerability Assessment and gathering the necessary documentation needed to complete formal housing applications. Navigators are situated throughout the City and serve as an access point for the system. These access points are affirmatively marketed to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability or who are least likely to complete a Coordinated Access System Assessment in the absence of special outreach. A list of navigators can be found on the Mayor's Office of Homeless Services website and is also published in the Street Outreach Card. The navigator teams consist of mobile teams, Emergency Shelter access points, and drop-centers that cover all of Baltimore City to assist with navigating and referring people most in need of assistance.

2. The Coordinated Access System prioritizes people most in need of assistance through the use of a vulnerability assessment that matches people with the highest vulnerabilities to housing and services.

3. The CoC conducts bi-weekly case conferencing that is split between different subpopulations that include veterans, youth, families, single adults and people experiencing unsheltered homelessness. The addition to case conferencing ensures that a review of the By-Name List is evaluated to ensure that households receive assistance in a timely manner and are consistent with their preferences. Case conferencing allows providers to troubleshoot barriers that can assist with moving people through the system quicker. The CoC is specifically working with technical experts, Built for Zero to enhance our system.

4. The Coordinated Access Policies and Procedures are reviewed annually to determine how to ensure the referral system is simple and fast. The HRS Committee has advocated to reduce documentation and eligibility requirements where they are not necessary. The CoC is working with Built for Zero to closely examine its coordinated access system and work on systems improvements to reduce the length of time homeless and increase exits to permanent housing destinations.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry-Reporting Violations.	
	NOFO Section V.B.1.p.	

Describe in the field below how your CoC through its centralized or coordinated entry:

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

(limit 2,500 characters)

1. Services are advertised on the MOHS and CoC websites, social media platforms, 211, with shelter providers, outreach teams and drop-in centers. All agencies serving households experiencing homelessness are encouraged to use the Coordinated Access System for referrals. Agencies receiving CoC funding and other funds through MOHS are required to participate in Coordinated Access. MOHS is developing an affirmative communication plan to ensure information is accessible to people experiencing homelessness and housing instability, and will also ensure information is accessible at various access points with service providers, community referral sources, and government agencies. This includes ensuring that information is accessible in formats as needed and additional assistance and accommodations are made with persons with disabilities or with limited English proficiency. Part of the advertisement strategy will be to educate primary stakeholders and the larger community on the system to ensure we are reaching individuals with the highest barriers. MOHS works with the CoC's Homelessness Response Committee on the overall strategy and to determine key outcomes to measure.

2. Currently there is no process in place to inform program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws at the time of completing the Coordinated Access assessment. This expectation will be implemented in a timely manner by communicating with the HRS Committee to develop policies to incorporate information sharing with program participants through a one pager or brochure by the end of 2023.

3. Compliance with Housing First and Nondiscrimination and Equal Opportunity requirements will be monitored by MOHS as the Coordinated Access Lead for all participating projects. All decisions declining a client to a participating project will be reviewed to ensure compliance with Housing First, Non-Discrimination, Equal Opportunity and Coordinated Access Protocols.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	No
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	01/01/2019

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

Describe in the field below:	
1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1. The CoC's process for analyzing racial disparities are reviewed through an analysis of current federal and local performance measures, patterns of housing placement by neighborhood, utilization of the HUD racial disparities tool, and other relevant data sources to identify and understand racial disparities that also intersect with gender, sexual orientation, language, and other relevant characteristics. The number of African Americans or Black individuals seeking assistance is overwhelming, as people of color experience homelessness at significantly greater rates, even when controlling for poverty. With the use of the HUD CoC Racial Equity Analysis Tool, our own system demonstrated that 74% of individuals and 86% of families with children experiencing homelessness identify as African American or Black as compared to 62% of the city's population who identify similarly. MOHS, the HMIS lead has a System's Overview Dashboard that is publicly available. The dashboard gives aggregate information on all persons experiencing homelessness in Baltimore City's CoC. The dashboard is broken down to the following areas, system overview, emergency shelter, street outreach, rapid re-housing, permanent supportive housing, transitional housing, safe haven, and coordinated entry.

2. The data reviewed in our CoC is consistent with individuals that identify as African American or Black accessing permanent supportive and rapid re-housing at a higher rate than other demographics. However, this also confirms that racial disparities exist in our system because of the overwhelming number of African American or Black individuals reflected within the homelessness system.

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
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.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
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.	Yes

11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
Other:(limit 500 characters)		
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
NOFO Section V.B.1.q.		

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

The CoC’s Race Equity Committee was initially established to revise data collection strategies, provide training and technical assistance, and reform practices and policies to address and rectify racial disparities. The CoC worked with Due East Consulting to conduct an evaluation of the current committee structure and make recommendations for improvement; one recommendation was to integrate the work of the Race Equity Committee into all other committees, which will be implemented in 2024. The Homeless Response System (HRS) Committee reviews system wide data on racial disparities by program type - including analysis of performance outcomes by race to determine whether there are disparities in measures such as the number of days between entry to Coordinated Access and initial housing offer, the length of time homeless, and rates of return to homelessness. HRS and the Homeless Persons Representation Project (HPRP) are evaluating reports of criminal record barriers to housing since the criminal justice system disproportionately affects communities of color.

CoC members helped create the Docket for Homeless Persons, a specialized court docket in District Court for individuals experiencing homelessness who have been accused of nonviolent misdemeanors or who have outstanding warrants for misdemeanors and traffic offenses. The individuals work with service providers to address underlying needs that led to arrest. The SA’s Office has implemented new policies ceasing prosecution of certain low-level offenses many of which have historically been charged and prosecuted against individuals experiencing homelessness. Seventy-eight percent of the arrests averted under the new no-prosecution policy were averted among Black individuals published in a report by Johns Hopkins School of Public Health. With the investment of \$90.4 million of American Rescue Plan Act funding, the CoC, along with the Baltimore Mayor’s Office of Homeless Services and DHCD, are implementing a number of interventions that will look to decrease existing and historical disparities. Through the use of HOME funds and HUD-provided vouchers, we will be locating new housing units in sections of the City that meet HUD’s site and Neighborhood standards, including the requirement that the units are not located in communities with high minority concentrations. We are also implementing a landlord recruitment and incentive program to more widely distribute unit placement to areas of opportunity in Baltimore.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
NOFO Section V.B.1.q.		
Describe in the field below:		
1.	the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and	
2.	the tools your CoC uses.	

(limit 2,500 characters)

Strengthening the CoC’s ability to monitor the homeless response system will support work around racial equity. Black and African American people continue to disproportionately represent Baltimore’s neighbors experiencing homelessness. The CoC is committed to incorporating the following strategies into all work across committees and divisions:

- Complete an initial review of existing data to understand racial disparities and intersections with gender and sexual orientation.
- Reform data collection and analysis standards to ensure performance metrics and reporting practices disaggregate data and analyses and address disparities in services and outcomes
- Provide training and technical assistance on race equity that equips providers and organization with the CoC’s tools to implement a race equity agenda.
- Embed race equity principles, expectations, and requirements in all aspects of CoC planning, service delivery, and policies.
- Ensure people of color have appropriate representation, decision-making authority, and avenues for professional development.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
NOFO Section V.B.1.r.		
Describe in the field below your CoC’s outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.		

(limit 2,500 characters)

The Baltimore CoC has a small but robust membership of people with lived experience. Our two standing committees: Lived Experience Advisory Committee (LEAC) and the Youth Action Board (YAB) are vital to all the work produced by the CoC. Not only do these committees create useful suggestions to improve our existing programs but they review and amend all work product from most other committees. People with Lived Experience sit on each of our standing committees and are active participants. Our CoC board has 8 dedicated seats on our board and our Chair is a person with lived/living experience. We as a CoC prioritize the wants and needs of those experiencing homeless and we compensate these vital voices both through quarterly board stipends, communication stipends, access to computers and workspace. Everything we do as a CoC must be guided through the voices of those living the struggle of homelessness and we as a CoC are committed to listening and including these voices in all our work.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

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

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	65	20
2.	Participate on CoC committees, subcommittees, or workgroups.	15	4
3.	Included in the development or revision of your CoC's local competition rating factors.	10	0
4.	Included in the development or revision of your CoC's coordinated entry process.	4	0

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

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

(limit 2,500 characters)

The CoC has a Lived Experience Advisory Board (LEAC) and Youth Action Board (YAB), and the Chairs of both of those committees have dedicated seats on the CoC Board. In 2019, the CoC board increased the number of dedicated seats of people with lived experience to 8 out of the 27 elected Board seats. Of the 8 dedicated seats for people with lived experience of homelessness, 2 of the seats are dedicated to youth members and 1 seat is dedicated to a person that also has lived experience of domestic violence. Having a diverse board ensures that people with lived experience are part of the leadership and decision-making process at the very top. The current chair of the CoC board is also the lead of the Lived Experience Advisory Committee.

The LEAC and YAB are active committees meeting multiple times a month; both in-person and through virtual meetings. The YAB most recently set out to create their own social media account that aligns with the goals and values of the CoC Board and its affiliates, but also allows the YAB to have its own representation to promote events either attended or hosted by the YAB, promote and recruitment for new membership, communicate with partner organizations, and highlight the YAB's agenda through a larger national platform. The CoC Board also prioritizes ensuring that members with lived experience and expertise are compensated for their time. The CoC's Resource Allocation Committee is working directly with the LEAC to increase their budget to ensure LEAC members have additional funding for equipment like laptops and Wi-Fi access, professional development funds, and resources for their committee meetings. The LEAC and YAB engage with service providers to also recruit participants that are currently enrolled in homeless service programs.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

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

(limit 2,500 characters)

1. The CoC currently provides a stipend to members of the Board, Lived Experience Advisory Committee (LEAC), and Youth Action Board (YAB). The CoC refers members of the LEAC and YAB for different professional development opportunities that include participating in other boards and committees that intersect between affordable housing and homelessness. All CoC- and ESG-funded organizations are required to have representation of persons with lived experience on their board, and many prioritize hiring people with lived experience in leadership and direct service roles. The CoC's Resource Allocation Committee reviews new and renewal projects on factors that include how people with lived experience play a role in their program, and looks favorably on organizations that hire and, or are led by people with lived experience.

2. Most recently, the Youth Action Board was able to hire a person with lived experience as the Youth Collaboration Coordinator (YCC) through support from the Annie E. Casey Fund. The YCC was hired to support the Youth Action Board and the development of meaningful youth leadership and collaboration.

3. In addition, Funders Together to End Homelessness Baltimore (FTEHB) is a philanthropic group that participates in the CoC, and helps to bring private and public funders together to focus on structural and racial inequities related to housing instability, homelessness, and supportive services. Funders Together to End Homelessness Baltimore collaborates with stakeholders and those with lived experience to inform grantmaking, identify critical gaps that need additional resources, and establish a continued learning agenda.

1D-12.	Increasing Affordable Housing Supply. NOFO Section V.B.1.t.	
Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:		
1.	reforming zoning and land use policies to permit more housing development; and	
2.	reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1. Increasing the supply of affordable housing is essential in Baltimore City's efforts to make homelessness rare, brief and nonrecurring and will yield the best and most cost effective long-term results. The CoC and its members have worked closely with Local and State level elected and non-elected officials to expand the supply of affordable housing in Baltimore, with an emphasis on PSH development. On the local level we provided written testimony and letters of support for a Baltimore City Council bill to reform our Inclusionary Zoning bill would increase the number of affordable units in communities of opportunity. We also supported a City Council bill to increase housing density, hence supply throughout the City. At the state level we have provided comments on the LIHTC QAP, seeking to reinstitute PSH set aside in the annual LIHTC 9% competitive round to develop more PSH at scale. A CoC member hosted the MD Secretary of Housing Community Development at one of its PSH properties to promote our advocacy.

2. Through the City's Strategic Investment Plan, the CoC is actively working to expand the development and pipeline of permanent supportive housing and affordable housing units designated for people experiencing homelessness. The CoC is partnering with the Maryland Department of Housing and Community Development (DHCD) in the use approximately \$15 million dollars of HOME-ARP funding and an additional \$17 million dollars of CARES funding to finance innovative financing strategies to leverage other capital sources for permanent supportive housing development. The CoC is also working with DHCD to refine the Site and Neighborhood Standards for the development of permanent supportive housing and affordable housing to ensure that these standards are aligned with the City's Neighborhood Investment plan. Implementation of the plan is the responsibility of the Mayor's Leadership Committee on Homelessness and Housing and the housing creation committee was established specifically to support investments in housing development. In 2022, the Mayor of Baltimore signed on to House America and has established the goal of committing 1605 units of affordable housing. This committee works in alignment with the CoC.

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice. NOFO Section V.B.2.a. and 2.g. You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	
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1.	Enter your CoC's local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	08/21/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC's local competition—meaning the date your CoC published the deadline.	08/21/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below. NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e. You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen. Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	
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1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

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

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

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

1.	What were the maximum number of points available for the renewal project form(s)?	200
2.	How many renewal projects did your CoC submit?	34
3.	What renewal project type did most applicants use?	PH-PSH

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

Describe in the field below:

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

(limit 2,500 characters)

1. The Resource Allocation Committee (RAC) annually reviews the scoring and ranking tool used in the annual CoC Competition. The scoring tool analyzes individual project performance metrics by reviewing the last completed Annual Performance Report (APR). The RAC reviewed the percent of exits to permanent housing by reviewing this data metric on the APR. Permanent Supportive Housing (PSH) projects received full points if 90% or more of households had successful exits/remained in permanent housing, and RRH projects received full points if 75% or more of households had moved into permanent housing. Projects that had less received partial points.

2. Similarly, the RAC reviewed the length of stay based on the average length of time a participant spends from project entry to residential move-in. RRH and PSH projects received full points if the average was 30 days or less from project entry to residential move-in. Projects that had longer length of stays received partial points.

3. The CoC strategically prioritizes PSH projects to ensure continued funding for housing and services that serve the most vulnerable and highest need populations. The scoring tool gives additional points to projects that serve a high need population that focuses on households that are chronically homeless. Although all projects receive referrals through the Coordinated Access System, chronically homeless households may need more supports and time to recover and stabilize in housing. Therefore, providing additional points to projects with a higher rate of chronic households ensures the project is not penalized in the rating system. The RAC also evaluates income status, exits to permanent housing, returns to homelessness, and additional local factors.

4. The RAC emphasizes the importance of housing opportunities through CoC funds, and therefore projects that did not meet the benchmark goal for each performance metric received partial points when applicable. This ensures that projects that serve the most vulnerable populations are still considered in the final priority listing. The RAC is dedicated to conduct further analysis outside of the program competition to support project improvement among projects that have lower performance levels.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
NOFO Section V.B.2.e.		
Describe in the field below:		
1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

1. CoC empowers its Resource Allocation Committee (RAC) to recommend rating factors for project applications, and to review, select, and rank applications in our community. Both CoC and RAC highly prioritize diversity in membership and representation of people with lived experience. In a 2023 survey of CoC board members, 50% indicated that they are Black or African American.

2. All of the RAC members attend hour-long weekly meetings during NOFO review, selection, and ranking times (monthly at other times of the year) and a culture of diverse learning and perspectives is valued by all members. Each RAC member with lived experience of homelessness is compensated for their unique expertise on the committee. As the RAC has the authority to make changes to the rating and ranking tool – and the culture of the RAC is to promote encourage continuous improvement and equity - diverse perspectives from RAC members ensure commitment.

3. Last year, RAC included 3 qualitative responses to all renewal and new projects that asked organizations how their projects A.) aligned to the HUD Policy Priorities for Advancing Racial Equity, B.) emphasized racial equity and took steps to eliminate barriers to improve racial equity, and C.) addressed the needs of the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) individuals. Additional points in the review process are granted to projects that A.) clearly identify ways projects are designed and implemented to reduce barriers to serve underserved populations, such as LGBTQ+ and BIPOC individuals and B.) projects that took steps to eliminate barriers, such as providing additional cultural competency trainings for staff, reviewing policies and procedures using an equity lens, and reviewing data and performance outcomes using an equity lens.

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

Describe in the field below:

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

(limit 2,500 characters)

1. The CoC's Resource Allocation Committee (RAC) (individuals with lived experience, non-funded providers, funders, and public system leaders) meets monthly. The RAC proposed a written reallocation process to the CoC Board prior to the NOFO per CoC Governance Charter/ Bylaws. The CoC formally approved the FY 2023 reallocation strategy focused on 4 areas: A) Program performance (permanent housing stability, income growth, connection to mainstream benefits), B) Fiscal utilization/spending (3 years of utilization history), C). Monitoring results (findings identified during review), and D.) Utilization rates (bed and unit compared to the number of spaces the organization committed). The RAC used this process to make recommendations.
2. This year, the RAC reviewed all renewal projects' scores in the four areas above, both meeting in person and virtually to discuss each project over multiple hours, reviewing data, asking clarifying questions of MOHS staff members, and seeking out clarifications directly from project applicants as needed. The RAC reviewed all renewal projects and selected 1 renewal project that did not reapply for funding as a voluntary reallocation this year. The RAC also used this process to recommend underperforming projects to receive technical assistance. RAC unanimously recommended reallocations and associated rankings to CoC and CoC approved.
3. The RAC reviewed all renewal projects and selected 1 renewal project that did not reapply for funding as a voluntary reallocation this year.
4. The CoC did reallocate one project this year via voluntary reallocation.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
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1E-5.	Projects Rejected/Reduced—Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	No
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank—if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/20/2023
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	09/20/2023
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2A. Homeless Management Information System (HMIS) Implementation

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Enter the name of the HMIS Vendor your CoC is currently using.	Eccovia
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/27/2023
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2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1. The House of Ruth of Maryland (HRM) serves as the primary provider for Domestic Violence (DV) assistance within the Continuum of Care (CoC). Under the SSO-CE DV Bonus initiative, HRM employs the Efforts to Outcomes (ETO) platform as the designated database, adhering to all HMIS Data Standards. ETO ensures the comprehensive collection of necessary information while upholding survivor safety and confidentiality. This system effectively captures all essential fields as dictated by HMIS based on project types such as Emergency Shelter or Rapid Re-housing. ETO is able to generate all system-wide reports. Also the HMIS Lead works closely with our DV provider to ensure specific data across various stages of data collection, including record creation, project commencement, status updates, annual assessments, and project closure. This flexibility aids in generating reports and measuring performance as mandated by HUD. During each reporting cycle, close collaboration between the HMIS Lead and HRM ensures the submission of de-identified aggregated system performance metrics encompassing all required data measures outlined by HMIS.

2. Yes, DV housing and service providers are using ETO, which is compliant with the FY 2022 HMIS Data Standards.

3. Yes, MD-501 is compliant with the FY22 HMIS Data Standards.

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

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	1,325	68	979	77.88%
2. Safe Haven (SH) beds	33	0	26	78.79%
3. Transitional Housing (TH) beds	920	15	496	54.81%
4. Rapid Re-Housing (RRH) beds	590	109	481	100.00%
5. Permanent Supportive Housing (PSH) beds	3,351	0	2,418	72.16%
6. Other Permanent Housing (OPH) beds	2,733	0	194	7.10%

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

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and

2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.
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(limit 2,500 characters)

1. Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Safe Havens, and Other Permanent Housing have bed coverage rates below 84.99% due to provider participation. Currently, ES and TH beds have lower coverage mainly due to the number of private organizations that have limited staff and resources and faith-based organizations that typically do not receive federal funding and operate both ES and TH beds that contribute to the data. Some programs have stopped participating in HMIS after federal funding cuts caused them to lose capacity to participate in HMIS. The gap in PSH coverage is due entirely to HUD-VASH units that are not represented in HMIS and the significant gap in OPH is because the increase in vouchers through the Public Housing Authority that also do not participate in HMIS. There is also only one Safe Haven project, so a decrease in utilization impacts the bed rate coverage. The CoC is committed to evaluating this data to improve bed coverage rates. The CoC Executive Leadership Committee will increase their level of engagement with private organizations, faith-based organizations, the VA, and the Housing Authority of Baltimore City to emphasize the value of HMIS participation. Additionally, the CoC will need to gather information on what barriers prevent these entities from participating fully in the HMIS system.

2. The CoC's Action Plan provides a new opportunity to engage providers as part of the strategy to develop a streamlined homeless response system. Through the Built for Zero Initiative, the CoC is working to reduce Veteran homelessness and engage directly with local VA leadership to address HMIS coverage, data quality, case conferencing, and other collaborative system planning solutions. The CoC recently expanded its participation in the Built for Zero initiative, and has focused on enhancing data quality and conducting case conferencing using a quality By-Name List. The CoC plans to engage more with faith-based organizations to show the value of working together, eliminate duplicate data entry by using HUD's HMIS XML/Data migration tool from other databases to other legacy systems, use of software customization to create ease in entering data in HMIS, and work with non-participating organizations to emphasize the ability to generate community wide data that can be used in program planning.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Enter the date your CoC conducted its 2023 PIT count.	01/22/2023
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/27/2023
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2B-3.	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

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

(limit 2,500 characters)

1. The CoC engaged youth providers and the Youth Action Board in the planning and execution of the 2023 Point-in-Time Count. Youth and youth providers participated in planning meetings to identify shelters, transitional housing, and drop-in centers that youth frequent. Additionally, members of the planning committee supported the review of the survey, training material, and execution of the Count. Youth providers also promoted and shared outreach materials to their participants to increase awareness among youth experiencing homelessness. Youth providers participated as volunteer hubs the night of the count and focused on capturing areas frequented by young people.
2. The Youth Action Board participated in planning meetings and were encouraged to participate in the night of the count. Additionally, YAB members were eligible to receive stipends for their time participating in all PIT activities.
3. The CoC worked with outreach teams to develop hotspot maps that directed volunteers to locations that are most frequented by youth experiencing homelessness.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC's PIT count results; or	
	4. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

1. The CoC did not many any substantial changes to the sheltered PIT count.
2. The PIT Count returned to the standard configuration of a two (2) night unsheltered count and a sheltered day count after two years of cancelled or modified PIT Counts during the height of the COVID-19 pandemic. As opposed to 2022, the 2023 count did not utilize a scattered-site approach, but returned to a central hub for all participating volunteers.
3. The PIT Count continues to provide vital information about the needs, current gaps, and inequities in our current homelessness system, however it is only a snapshot. Comparing only PIT count data suggests a decrease in homelessness in our community, when in fact the rates of homelessness and housing instability have been on the rise in recent years. Although Baltimore has seen an increase in positive housing outcomes with additional Federal funding to expand rapid re-housing and homelessness prevention programs, the issues surrounding unsheltered homelessness are still prevalent in our community.

2C. System Performance

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	
	In the field below:	
1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
2.	describe your CoC’s strategies to address individuals and families at risk of becoming homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

1. The CoC uses HMIS data to identify first-time homeless individuals. The CoC's Homeless Response System Action Committee organizes work groups for unsheltered, youth, singles, families, and Veterans. These groups identify major risk factors using data from PIT Counts, vulnerability assessments, input from the Lived Experience Advisory Committee, and community partners. Common risk factors include unemployment/underemployment, mental health and substance abuse issues, and high emergency care utilization. Families face additional risks like domestic violence history, eviction, and foster care involvement. Veterans' risk factors include age and disability, while youth face risks related to foster care and juvenile justice.

2. The Homeless Response System Action Committee monitors Baltimore City's HRS and Coordinated Entry (CE) with a focus on the five subpopulations. They collaborate with the Data and Performance Committee to address system-level gaps and enhance the HRS. A family workgroup was formed due to increased evictions and shelter needs. It includes representatives from City Schools, MOCFS, DSS, and family service providers. The CoC participates in Community Solutions' Built for Zero initiative to improve the family system and maximize partner resources using data.

3. The HRS Action Committee, led by Ciera Dunlap and Carolyn Johnson, oversees the CoC's strategy to reduce first-time homelessness. Angel Haskins-Hill manages the Coordinated Access System and supports the committee. It includes representation from unsheltered subpopulations and collaborates with the Data and Performance Action Committee to monitor system efficiency. The HRS facilitates case conferencing and work groups to house individuals and families swiftly, addressing system barriers and finding solutions.

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

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:
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1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	No

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	

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

(limit 2,500 characters)

1. The Homeless Response System (HRS) Action Committee reviews Length of Time as a monthly performance measure. The COVID-19 pandemic underscored the need to swiftly transition individuals and families from shelters to permanent housing. Key initiatives include: 1.) Increasing investment in permanent housing using ARPA funding for Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH), with CoC prioritization. The Housing Accelerator Fund, supported by ARPA and HOME-ARP, will add more affordable housing. Funding through ARPA supports six RRH programs to rehouse 155 households. 2.) Enhancing diversion and rapid resolution through ARPA's Flex Fund Program. 3.) Boosting landlord engagement with ARPA funds, including House Baltimore's Padmission database and a Landlord Incentive Fund. 4.) Enhancing data accuracy for move-in and exit destinations.

The CoC collaborates with Community Solutions' Built for Zero for system process improvement.

2. The CoC conducts case conferences using a quality by-name list to identify lengthy homelessness cases for youth, veterans, families, unsheltered individuals, and shelter residents. MOHS and Built for Zero created a monitoring dashboard for inflow, outflow, and length of time homeless. This data informs weekly case conference meetings where navigators and providers work to resolve homelessness.

3. The HRS Action Committee, led by Ciera Dunlap and Carolyn Johnson, oversees the CoC's strategy to reduce homelessness duration. Angel Haskins-Hill manages the Coordinated Access System and supports the committee. MOHS facilitates case conferences to expedite households' housing journey.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section V.B.5.d.	
	In the field below:	
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1. Weekly case conferencing, involving outreach and shelter staff, as well as partnerships with SSA and MVA for document acquisition, boosts exits to permanent housing and reduces homelessness duration. Funding available through ARPA drives substantial investments in rapid re-housing, flexible funding, and landlord engagement for Emergency Shelter residents. Efforts extend to safe haven and transitional housing residents through the Coordinated Access System. Case conferencing with rapid re-housing providers enhances permanent housing retention. A transfer policy helps those with time-limited assistance access more intensive programs, preventing homelessness. Collaboration with Built for Zero enhances process improvements for more permanent housing exits.

2. While maintaining high permanent housing retention rates in PSH projects, the CoC focuses on Housing First practices, landlord-tenant mediation, eviction prevention, interdisciplinary case conferencing, and employment and income interventions to improve outcomes. MOHS collaborates with CoC providers for systems improvement, emphasizing data quality and permanent housing exits within these projects. Discussions on a move-on strategy strengthen public housing authority partnerships and facilitate the turnover of PSH units to households with greater needs. Funding through ARPA supports Housing Navigation, Landlord Incentives, and a Housing Accelerator Fund to enhance PSH access.

3. Led by Ciera Dunlap and Carolyn Johnson, the HRS Action Committee oversees the CoC's strategy and monitors HRS. Angel Haskins-Hill manages the Coordinated Access System and provides support. This committee addresses systemwide housing challenges and emphasizes swift permanent housing leasing and retention, with a commitment to raising awareness with the Affordable Housing Action Committee.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

1. The CoC evaluates the project and system-level returns to homelessness for households that exited to permanent housing (including housing with friends and family). The CoC utilizes data from HMIS and Stella P to analyze patterns and determine common reasons for return, including family conflict, loss of housing due to landlord-tenant conflict or substandard housing, incarceration, and eviction for non-payment of rent. Additionally, the CoC disaggregates data by race and other demographic characteristics and utilizes population-specific assessments. For youth, additional factors for returns to homelessness include interaction with the foster care system or corrections system, family conflict, and overcrowding in housing.

2. Strategies to reduce returns to homelessness include increasing diversion and family-strengthening practices across the CoC. This included implementing specialized diversion programs for youth and providing diversion training for shelters, drop-in centers, and outreach providers. The CoC includes prevention assistance within RRH program budgets for one-time emergency assistance. Additionally, through the support of ARPA funding, a Flex Fund was developed to assist households so they can remain housed and avoid experiencing homelessness and finding themselves on the street or having to access shelter. The CoC coordinates with legal services to offer eviction prevention.

3. The Mayor's Office of Children and Family Success and the Department of Housing and Community Development, along with the Mayor's Office of Homeless Services oversees this strategy in partnership with the CoC's Homeless Response System Action Committee.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.	

(limit 2,500 characters)

1. The CoC's Action Plan includes access to employment and income as one of five key strategies. Part of the strategy includes an integrated assessment and referral system that connects Coordinated Access (CA) to mainstream employment services, cross-training for homeless service/workforce providers, reformed policies/practices that support employment, and barrier removal services. The CoC already uses an employment assessment within CA to identify households with existing employment and will develop referrals to mainstream workforce services to develop career pathways and further increase income.

2. The CoC's Employment and Income Committee is working on completing an assessment of mainstream employment services and reviewing current data on employment access and needs. The committee will work on updating the 2018 Journey to Jobs report, in addition to providing actual resources providers and participants can access to increase their employment opportunities. In addition, the CoC continues to provide guidance and information on accessing Supported Employment services. The CoC has updated emergency shelter policies to accommodate households working or participating in workforce programs. All RRH projects include employment navigation to connect households to employment support. The CoC works with the Mayor's Office of Employment Development and refers individuals and families to their services to help identify employment and career services. In June 2023, MOHS piloted a partnership with the Mayor's Office of Employment Development (MOED) to bring Mobile Career Navigators to City-funded shelters. The navigation event took place at the Men's Shelter and 21 clients were engaged at the session. Eleven clients were referred to obtain additional services from MOED's full comprehensive service centers, and ten clients opted to participate in the City's Train-up program.

3. The CoC Employment and Income Action Committee oversees this strategy.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	
	In the field below:	
	1. describe your CoC's strategy to access non-employment cash income; and	
	2. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

1. The CoC's Action Plan includes access to employment and income as one of five key strategies. Part of the strategy includes an integrated assessment and referral system that connects Coordinated Access (CA) to mainstream employment services, cross-training for homeless service/workforce providers, reformed policies/practices that support employment, barrier removal services, and a race equity agenda. Access to non-employment cash income is critical in assisting people experiencing homelessness. Outreach, housing navigators, and case managers connect households to Social Security payments, Unemployment Compensation, and VA Benefits, and public assistance includes cash and non-cash benefits (e.g. TANF, SNAP) to low-income families or individuals. Additionally, Baltimore City has access to SOAR to increase access to the disability income benefit programs administered by the Social Security Administration (SSA) for eligible adults who are homeless or who are at risk of homelessness and have a mental illness and/or a co-occurring substance use disorder.

2. The Baltimore City CoC is responsible for overseeing this strategy and will continue to build and grow partnerships so that households experiencing homelessness can tap into non-employment cash income.

3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
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3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
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3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	

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

Project Name	Project Type	Rank Number	Leverage Type
Episcopal Housing...	PH-PSH	37	Both
Women's Housing C...	PH-PSH	36	Housing

3A-3. List of Projects.

1. What is the name of the new project? Episcopal Housing Corporation
2. Enter the Unique Entity Identifier (UEI): KAM1ZVRCUML3
3. Select the new project type: PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing: 37
5. Select the type of leverage: Both

3A-3. List of Projects.

1. What is the name of the new project? Women's Housing Coalition
2. Enter the Unique Entity Identifier (UEI): NS6FRL1J7A16
3. Select the new project type: PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing: 36
5. Select the type of leverage: Housing

3B. New Projects With Rehabilitation/New Construction Costs

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
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3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

N/A

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

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

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

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

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

4B. Attachments Screen For All Application Questions

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

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	1C 7 PHA Homeless...	09/19/2023
1C-7. PHA Moving On Preference	No		
1D-11a. Letter Signed by Working Group	Yes	Letter Signed by ...	09/19/2023
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	09/19/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Web posting of lo...	09/19/2023
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/19/2023
1E-2a. Scored Forms for One Project	Yes	Scored forms for ...	09/19/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/19/2023
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/19/2023
1E-5b. Local Competition Selection Results	Yes	Local competition...	09/19/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD HDX Competiti...	09/19/2023
3A-1a. Housing Leveraging Commitments	No	3A 1a Housing Lev...	09/19/2023
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/20/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: 1C 7 PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Letter Signed by Working Group - LEAC

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Web posting of local competition deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored forms for one project

Attachment Details

Document Description: Notification of Projects Rejected or Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Local competition results

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HUD HDX Competition Report

Attachment Details

Document Description: 3A 1a Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. CoC Identification	08/03/2023
1B. Inclusive Structure	09/20/2023
1C. Coordination and Engagement	09/20/2023
1D. Coordination and Engagement Cont'd	09/20/2023
1E. Project Review/Ranking	09/20/2023
2A. HMIS Implementation	09/20/2023
2B. Point-in-Time (PIT) Count	09/20/2023
2C. System Performance	09/20/2023
3A. Coordination with Housing and Healthcare	09/20/2023
3B. Rehabilitation/New Construction Costs	09/20/2023
3C. Serving Homeless Under Other Federal Statutes	09/20/2023

4A. DV Bonus Project Applicants	09/20/2023
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

FY 2023 CoC Competition: MD-501 Baltimore City

Attachments for the FY 2023 CoC Application

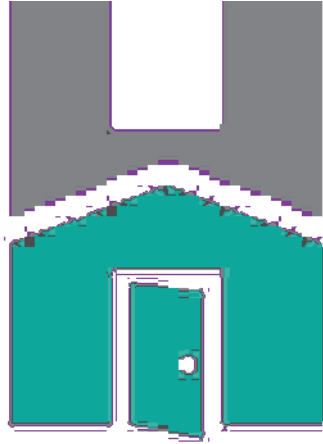
1C-7 – Public Housing Agencies within Your CoC’s Geographic Area–New Admissions– General/Limited Preference

Attachments Include the Following:

- 1. Sections of Housing Authority of Baltimore City – The FY 2022 Housing Choice Voucher Program Administrative Plan. Approved by the HABC Board of Commissioners February 17, 2022.**

Please see highlighted sections that include the following:

- **4.3.3 Preference 2**
Families with Children, Non-Elderly Persons with Disabilities, and Senior Household Preferences
- **4.3.4 Mainstream Voucher Program Preference**
- HABC was awarded a total of 116 tenant-based vouchers through the Mainstream Voucher Program (categories for preference include Homeless or At-Risk of becoming Homeless.
- **4.11 - SET-ASIDE VOUCHERS FOR CHRONICALLY HOMELESS HOUSEHOLDS**
- **4.12 – SET-ASIDE VOUCHERS FOR RE-ENTRY CITIZENS**
- **4.14 - SPECIAL HUD FUNDING FOR VASH VOUCHERS**
- **4.16 - SPECIAL HUD FUNDING FOR FAMILY UNIFICATION PROGRAM (FUP)**
- **4.17 - SPECIAL HUD FUNDING FOR MAINSTREAM VOUCHERS**
- **4.18 – SPECIAL HUD FUNDING FOR EMERGENCY HOUSING VOUCHERS**



HOUSING
AUTHORITY of
BALTIMORE CITY

The Housing Choice Voucher Program Administrative Plan

Approved By the HABC Board of Commissioners

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HOUSING AUTHORITY OF BALTIMORE CITY

FY 2022 Housing Choice Voucher
Administrative Plan

Released for Public Comment

Public Meeting: September 7, 2021

Approved by the HABC Board of Commissioners: February 17, 2022

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Chapter 1: STATEMENT OF POLICIES AND OBJECTIVES

1.1. INTRODUCTION

The Housing Choice Voucher (HCV) tenant-based assistance programs are federally funded and administered for the city of Baltimore by the Housing Authority of Baltimore City (HABC) through its HCV Program office.

Effective March 31, 2005, HABC entered into a Moving to Work Demonstration Agreement (MTW Agreement) with the United States Department of Housing and Urban Development (HUD). MTW is a national demonstration program established by Congress that allows Public Housing Authorities (PHAs) to develop and implement innovative and flexible solutions to meet local housing needs. HABC's Administrative Plan for the HCV Program identifies the policies and rules under which HABC's program will operate.

Administration of the HCV Program and the functions and responsibilities of the Housing Authority staff shall comply with HABC's Personnel Policy, this Administrative Plan and all applicable HUD Regulations as well as all federal, state and local laws and regulations.

1.1.1 Jurisdiction

The jurisdiction of HABC is primarily within the City of Baltimore's territorial boundary. However, HABC may administer rent subsidy payments and assistance programs in adjacent jurisdictions, as permitted by State Law, if that jurisdiction does not administer assistance programs and/or accept Housing Choice Vouchers from Baltimore City.

1.2. HABC MISSION AND VISION STATEMENT

To create and provide quality affordable housing opportunities in sustainable neighborhoods for the people we serve.

To create diverse and vibrant communities; to provide opportunities for self-sufficiency; and to build pathways for strong partnerships.

1.3. GOALS

1.3.1 The Four C's of HABC

1.3.1.1 *Community*

Improve the housing and quality of life for the people we serve.

1.3.1.2 *Collaboration*

Build upon our commitment to strong partnerships with residents, employees, government, nonprofit and business communities.

1.3.1.3 *Customer Service*

Increase efficiency, responsiveness, and accountability in the services we provide to our internal and external clients.

1.3.1.4 *Communication*

Create clear and consistent communication.

1.3.2 HABC Strategic Goals

1.3.2.1 *Strategic Goal: Increase the availability of decent, safe and affordable housing.*

Goal - Expand the supply of assisted housing.

Objectives:

- Apply for additional vouchers to serve special purpose needs;
- Leverage private or other public funds to create additional housing opportunities.

Goal - Improve the quality of assisted housing.

Objectives:

- Increase the number of rental units meeting and being maintained at HABC's housing quality standards.

Goal - Increase customer satisfaction.

Objectives:

- Concentrate on efforts to improve specific management functions:
 - Voucher Unit Inspection;
 - Conduct mobility counseling and offer housing search assistance;
 - Coordinate with communities to ensure housing quality standards of HCV properties;
 - Adequately fund and staff Management Information Systems (MIS);
 - Expand housing opportunities with HCV;
 - Improve provision of information and problem resolution to applicants, residents and property owners.

Goal - Increase Assisted Housing Choices.

Objectives:

- Provide voucher mobility counseling;
- Conduct outreach efforts to potential voucher landlords;
- Support voucher homeownership program.

1.3.2.2 Strategic Goal: Promote self-sufficiency and asset development of families and individuals

Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families;
- Provide or attract supportive services to improve recipients' employment opportunities;
- Coordinate with agencies that provide supportive services to increase independence for the elderly or families with disabilities.

1.3.2.3 Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

Goal: Ensure equal opportunity and affirmatively further fair housing.

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, sexual orientation, gender identity, marital status, and/or disability;
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, sexual orientation, gender identity, marital status, and/or disability;
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

1.3.3 Other HABC Goals

Consistent with Baltimore City Consolidated Plan (July 1, 2000 – June 2005), this plan is organized around the following goals:

- Expand housing opportunities for low- and moderate-income households;
- Expand homeownership opportunities;
- Cooperate with Community Development Corporations (CDC's) to revitalize communities;
- Support families making the transition from welfare to work;
- Maintain high performance standards for the HCV program.

1.4. PURPOSE OF THE PLAN

The purpose of HABC's HCVP Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and the goals and objectives contained in the Agency Plan. HABC will revise this Administrative Plan as needed to comply with changes in Federal, State and local regulations and to meet new and revised HABC goals and objectives as developed under the MTW Agreement.

HABC may amend or modify any HABC policy, rule or regulation or other aspect of the plan. If the amendment or modification is a significant amendment or modification, HABC:

- (a) May not adopt the amendment or modification until HABC has duly called a meeting of its Board of Commissioners and the meeting, at which the amendment or modification is adopted, is open to the public; and
- (b) May not implement the amendment or modification, until notification of the amendment or modification is provided to HUD in accordance with the HUD/HABC MTW Agreement.

1.4.1 Note Re: Thompson Settlement Agreement (Thompson, et al. v. HUD, et al.)

This Administrative Plan provides the policies and procedures necessary for managing the Housing Choice Voucher Program (tenant- and project-based vouchers).

The Administrative Plan does not provide policies and procedures for the management of the vouchers set aside to ensure compliance with the Thompson Settlement Agreement entered into on behalf of the plaintiffs in the case of Thompson, et al. v. HUD et al.:

Thompson Settlement Agreement Vouchers

Voucher	Quantity
Tenant-Based (Mobility Vouchers)	1342
Home Ownership / Project-based Vouchers	496
Flexible Vouchers	150
Total	1988

The administration of the Partial Consent Decree vouchers is addressed in a separate document, the HABC Administrative Plan for Thompson v. HUD Partial Consent Decree Section 8 Programs (the Special Administrative Plan). However, that document will reference the Housing Choice Voucher Program Administrative Plan for specific policies regarding the general administration of the Housing Choice Voucher Program by HABC.

1.5. ADMINISTRATIVE FEE RESERVE

Expenditures from the Administrative Reserve (Operating Reserve) for other housing purposes shall be consistent with HABC rules and procedures.

1.6. RULES AND REGULATIONS

This Administrative Plan is set forth to define HABC policies for operation of the housing programs in the context of Federal laws and Regulations. All issues related to the HCV Program that are not addressed in this document, are governed by Federal Regulations, HUD Memos, or HUD Notices and guidelines, or other applicable laws. The policies in this Administrative Plan have been designed to ensure compliance with the HUD/HABC MTW Plan and all HUD-approved applications for program funding.

1.7. TERMINOLOGY

- The Housing Authority of Baltimore City is referred to as "HABC" or "Housing Authority" throughout this document.
- "Family" is used interchangeably with "Applicant" or "Participant" and can refer to a single person family.
- "Tenant" is used to refer to participants in terms of their relation to landlords.
- "Landlord" and "owner" are used interchangeably.
- The Non-Citizen Rule refers to 24 CFR Part 5 Subpart E Restricting Assistance to US Citizens and Eligible Immigrants.
- The Housing Choice Voucher Program refers to the merged Certificate and Voucher program effective as of October 1st, 1999.
- "HQS" means the Housing Quality Standards required by HUD regulations as enhanced by HABC.
- "Failure to Provide" refers to all requirements in the first Family Obligation. See "Denial or Termination of Assistance" chapter.
- See Glossary for other terminology.

1.8. FAIR HOUSING POLICY

It is the policy of HABC to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing fair housing and equal opportunity in housing and employment.

HABC shall not on the basis of race, color, sex, religion, national origin, ancestry, age, familial status, marital status, handicap or disability, sexual orientation, gender identity, or source of income:

- Deny any family or individual the equal opportunity to apply for or receive assistance under the Housing Choice Voucher Programs;
- Deny any family the opportunity to apply for assistance, or deny any qualified applicant the opportunity to receive assistance suitable to their needs;
- Provide assistance that is different from that provided to others;
- Subject a person to segregation or disparate treatment;

- Restrict a person's access to any benefit enjoyed by others in connection with the Housing Choice Voucher Program;
- Treat a person differently in determining eligibility or other requirements for admission; or
- Deny any person access to the same level of services.

To further its commitment to full compliance with applicable Civil Rights laws, HABC will provide Federal, State, and local information to voucher holders regarding unlawful discrimination in housing and the recourse available to families who believe they are victims of such discrimination. Such information will be made available during the voucher briefing session. In addition, fair housing information and discrimination complaint forms will be made a part of the voucher holder's briefing packet and available upon request at HABC's Office located at 1225 West Pratt Street, Baltimore, MD 21223 and by HABC's Fair Housing & Equal Opportunity ("FHEO Office") Office located at 417 E. Fayette Street, Baltimore, MD 21202, (410) 396-4247.

HABC staff will be required to attend fair housing training, which will include the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Appropriate staff will attend local fair housing training update programs sponsored by HABC, HUD and other local organizations to keep current with new developments.

Fair Housing posters are posted throughout HABC offices, including in the lobby and interview rooms, in such a manner as being easily readable from a wheelchair. The equal opportunity logo will be used on all outreach materials.

Except as otherwise provided in 24 CFR § 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because HABC facilities are inaccessible to, or unusable by persons with disabilities.

HABC offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided through the Maryland Relay System. HABC provides sign language interpreters for meetings when requested as a reasonable accommodation.

HABC's FHEO Office is responsible for monitoring HABC's compliance with, and enforcing the requirements of, the fair housing laws and HABC's fair housing policy as set forth in this Administrative Plan.

1.8.1 Affirmatively Furthering Fair Housing

Pursuant to Section 808 (e) (5) of the Fair Housing Act, HUD requires its funding recipients to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes under the Fair Housing Act include race, color, sex, religion, national origin, familial status, and handicap or disability. The purposed FSS Coordinator, if funded, shall affirmatively further fair housing by:

- Providing referral and advocacy services to program participants, assisting them in acquiring the training and employment assistance to enable them to secure and retain employment and thereby increase their income and their choice of housing; and
- Engaging program participants in financial literacy workshops, credit counseling and approved homeownership programs that will equip them to recognize housing discrimination and violations of their housing rights and will provide information on where and how to file a complaint.

1.8.2 Affirmatively Furthering Fair Housing – Family Self Sufficiency (FSS)

HABC will take reasonable steps to affirmatively further fair housing in the FSS program and will maintain records of those steps and their impacts. These steps will include: (1) advertising widely in the community for the coordinator position, (2) marketing the program to all eligible persons with limited English proficiency, (3) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities, (4) providing referrals to fair housing agencies, (5) informing participants of where to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777, and (6) since the program has a goal of homeownership or housing mobility, recruiting service providers in areas that expand housing choice to program participants. Record keeping will include, but not be limited to, the race, color, sex, religion, national origin, ancestry, age, familial status, marital status, handicap or disability, sexual orientation, or gender identity status of program participants.

1.9. VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND/OR STALKING

The purpose of this policy is to implement applicable revisions of the Violence Against Women Act of 2005 and the Violence Against Women Reauthorization Act of 2013 (collectively “VAWA”), and to set forth HABC’s policies regarding domestic violence, dating violence, sexual assault and stalking. Notwithstanding VAWA’s title, this policy is gender neutral.

1.9.1 Assistance to VAWA Victims

No applicant to HABC's HCV Program who has been a victim of domestic violence, dating violence, sexual assault, or stalking shall be denied admission into the program if they are otherwise qualified.

1.9.2 VAWA Provisions on Termination of Assistance to Victims

VAWA provides that "no person may deny assistance, tenancy, or occupancy rights to housing assisted under a covered housing program to a tenant solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is engaged in by a member of the household, of the tenant, or any guest or person under the control of the tenant, if the tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault or stalking."

HABC may exercise its authority to "bifurcate a lease for the housing in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual, without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a tenant or lawful occupant of the housing."

VAWA does not limit HABC's authority to terminate the assistance of any participant if HABC "can demonstrate that an actual and imminent threat to other tenants or individuals employed at or providing service to the property would be present if the assistance is not terminated or the tenant is not evicted."

1.9.3 Victim Documentation

HABC will require an individual to submit documentation affirming any claim for which a participant family is facing termination of assistance because of the actions of a participant's household member, or other person under the participant's control who claims that he or she is the victim of actions that are related to domestic violence, dating violence, sexual assault or stalking.

HABC will accept one of three methods for certification of a claim under VAWA:

- A completed HUD Form 5382, which HABC will make available to a participant family upon request; and/or
- A Federal, State, tribal, local police or other law enforcement, or court record; and/or
- Documentation signed and attested to by an employee, agent, or volunteer of a victim service provider, attorney, a medical professional, or a mental health professional, from whom the victim has sought assistance in addressing domestic violence, dating violence,

sexual assault or stalking, or the effects of abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident(s) in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, sexual assault or stalking has signed or attested to the documentation.

The required certification and supporting documentation must be submitted to HABC within fourteen (14) business days after HABC issues a written request for the documentation. The 14-day deadline may be extended at HABC's discretion. If the individual does not provide the required certification and supporting documentation within the 14 business days, or by the end of the approved extension period, HABC may proceed with termination of assistance.

For participants that have not yet been terminated, but HABC can demonstrate an actual and imminent threat to other participants, residents, or employees at or providing service to, the property, HABC will bypass the standard process and proceed with the immediate termination of the family's assistance.

1.9.4 Terminating Assistance of a VAWA Offender

Although VAWA provides termination protection for victims of domestic violence, dating violence, sexual assault and/or stalking, it does not provide protection for offenders. HABC may exercise its explicit authority to "evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking against an affiliated individual or other individual without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a tenant or lawful occupant of housing."

This authority supersedes any local, state, or other federal law to the contrary. However, if HABC chooses to exercise this authority, HABC will follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance.

When the actions of a participant or other family member result in a decision to terminate the family's assistance and another family member claims that the actions involve criminal acts of physical violence against family members or others, HABC will request that the victim submit the required certification and supporting documentation in accordance with the stated timeframe. If the certification and supporting documentation are submitted within the required timeframe, or any approved extension period, HABC will terminate only the offender's assistance or require the household remove the offender from the lease and HAP Contract. If the victim does not provide the certification and supporting documentation, as required, HABC will proceed with termination of the family's assistance.

For participants that have not yet been terminated, but HABC can demonstrate an actual and imminent threat to other participants, residents, or employees at or providing service to, the property, HABC will bypass the standard process and proceed with the immediate termination of the family's assistance.

1.9.5 Confidentiality Requirements

All information provided to HABC regarding domestic violence, dating violence, sexual assault or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law. HABC will maintain information regarding domestic violence, dating violence, sexual assault or stalking in a sealed envelope in the participant's file.

1.9.6 VAWA Definitions

The following definitions, which are related to VAWA, can be found in the definitions section of this Administrative Plan:

- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Affiliated Individual

1.10. REASONABLE ACCOMMODATIONS POLICY

As set forth in HABC's Reasonable Accommodations Policy and Procedures, HABC is committed to ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of HABC's housing services or programs, solely on the basis of such disabilities. Therefore, if an individual with a disability or persons associated with people with disabilities requires an accommodation, such as an accessible feature or modification to HABC policy, HABC will provide such accommodation, unless doing so would result in a fundamental alteration in the nature of the program or an undue financial or administrative burden. In such case, HABC will make another accommodation that would not result in a financial or administrative burden.

Written information regarding this policy and the procedures for making a request for a reasonable accommodation is available at the Customer Relations Center, Public Housing Management Offices, HABC's Central Office, HABC's Fair Housing and Equal Opportunity Office, and HABC's website.

Reasonable accommodations will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to provide information on behalf of the person with the disability, but only with the permission of the person with the disability. Permission is required by HABC in the form of a notarized statement, or through oral verification when applicable, or through a Power of Attorney as approved by HABC's Office of Legal Affairs verifying permission of the person with a disability.

All HABC mailings will be made available in an accessible format upon request, as a reasonable accommodation.

The definitions of the terms "individual with a disability," as defined by Section 504, and "person with disabilities," as defined by the ADA, are set forth in the glossary to this Administrative Plan.

A reasonable accommodation may be requested by persons with disabilities or persons associated with people with disabilities by contacting the HABC HCVP Office in writing at 1225 W Pratt Street, Baltimore, MD 21223 or by calling (443) 984-2222 or by going online to www.HABC.org.

1.10.1 Verification of Disability

HABC may verify a requestor's disability only to the extent necessary to ensure that the requestor is qualified for the housing for which he or she had applied, is qualified for deductions used in determining adjusted income, is entitled to preferences that have been claimed, and that the requested accommodation is needed to address, or because of, a disability. HABC will not require persons requesting a reasonable accommodation to provide access to confidential medical records in order to verify a disability and will not require specific details about the disability. HABC may require documentation of the manifestation of the disability that causes a specific need for a specific accommodation or accessible unit.

1.10.2 Applying for Admission

Accommodations for applications will be made upon request from a person with a disability. For more information on applying for admission to the HCV Program, please refer to Chapter 3.

The application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. HABC staff will interview Applicants in order to review the information on the application

form. Verification of disability as it relates to 504, Fair Housing, or the Americans with Disabilities Act (ADA) reasonable accommodation will be requested at this time.

1.11. LANGUAGE INTERPRETATION, TRANSLATION OF DOCUMENTS, AMERICAN SIGN LANGUAGE (ASL) INTERPRETATION

HABC uses contractors to:

- Provide language interpretation services over the telephone;
- Translate documents;
- Provide American Sign Language interpretation; and
- Accessibility for the hearing impaired is provided through the Maryland Relay System (dial 7-1-1).

Information about how to request these services is available to HABC staff on HABC's intranet website, which also provides a link to documents translated by HUD.

1.11.1 Language Assistance

HABC will provide readers to assist persons with literacy barriers in completing the application and certification process, upon request.

1.12. HCV PROGRAM MANAGEMENT ASSESSMENT OBJECTIVES

HABC operates its housing assistance program with efficiency and can demonstrate to auditors that HABC is using its resources in a manner that reflects its commitment to quality and service. Under the HUD/HABC MTW Agreement, HCV program performance shall be measured in terms of compliance with the policies and procedures identified in the Administrative Plan.

The following areas are among those to be monitored and measured:

- Selection from the Waiting List
- Reasonable Rent
- Determination of Adjusted Income
- Utility Allowance Schedule
- HQS Quality Control Inspections
- HQS Enforcement

- Expanding Housing Opportunities
- Payment Standards
- Scheduled Re-examinations
- Correct Tenant Rent Calculations
- Pre-Contract HQS Inspections
- Scheduled HQS Inspections
- Lease-up
- Family Self-Sufficiency Enrollment and Escrow Account Balances (as applicable for FSS)

An HABC Supervisor or Quality Control Specialist, other than the person performing the work, will perform quality control reviews. The following indicators will be reviewed:

- Selection from the waiting list
- Rent reasonableness
- Determination of adjusted income
- HQS Enforcement
- HQS Quality Control

The annual sample of files and records will be drawn in a random manner and provide a clear audit trail. The minimum sample size to be reviewed will relate directly to each indicator. The internal auditor shall conduct an annual review to ensure that this process is being followed.

Supervisory staff will audit the following functions:

- Not less than 5% of reexaminations
- Not less than 5% of new applications
- Not less than 5% of rent adjustments
- Not less than 5% of HQS inspections

1.13. RECORDS FOR MONITORING HABC PERFORMANCE

In order to demonstrate compliance with its Administrative Plan, HABC will maintain records, reports and other documentation in accordance with agency requirements. This provision is intended to allow the internal auditor to monitor and assess HABC operational procedures to ensure objectivity, accuracy and conformance with agency requirements as defined within the Administrative Plan.

1.14. PRIVACY RIGHTS

Applicants and participants, including all adults (i.e. 18 years of age and older) in their households, are required to sign the HUD 9886 Authorization for Release of Information form or an HABC

equivalent. Completion of this form is required at every initial screening, interim, or regular re-examination. This document authorizes HABC to request income information from the State wage information collection agency and other Federal collection agencies in order to verify household income. This document incorporates the Federal Privacy Act Statement and does not provide authorization for the release of family information. Failure to sign the consent form will result in the denial of eligibility or termination of assisted housing benefits.

HABC policy regarding release of information is in accordance with State and local laws. Information to be supplied to a landlord, upon request, is limited to that specified in Chapter 9 of this plan.

HABC practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location that is only accessible by authorized staff.

All files must be signed for when removed from the secured file storage area.

HABC staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

Any and all information that would lead one to determine the nature and/or severity of a person's disability, or eligibility based on a criminal background check, must be kept in a separate folder and marked "confidential". The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation or a criminal eligibility determination is under consideration.

1.15. OUTREACH

Outreach efforts will include notification of the media and agencies listed in HABC's Administrative Plan regarding public notices (see section on opening and closing the waiting list in Chapter 3, "Applying for Admission").

1.15.1 Family Outreach

HABC may publicize and disseminate information to make known the availability of housing assistance and related services for eligible families. When HABC's waiting list is open, HABC may publicize the availability and nature of housing assistance for eligible families through, including but not limited to, the:

- Baltimore Sun
- Afro-American Newspaper
- City Paper

- HABC’s Website

HABC may extend outreach subject to determination of any minority group reaching 2% of the total population, based on the most recent census or amendment thereto.

To further enhance outreach, HABC may distribute fact sheets to the broadcasting media and may initiate personal contacts with members of the news media, with community service personnel, and with not-for-profit organizations servicing non-English speaking populations. HABC may also utilize public service announcements.

HABC may communicate housing opportunities and eligibility requirements to other service providers in the community, and advise them of housing eligibility factors and guidelines, so that they may refer their clients to HABC for housing assistance.

1.15.2 Owner Outreach

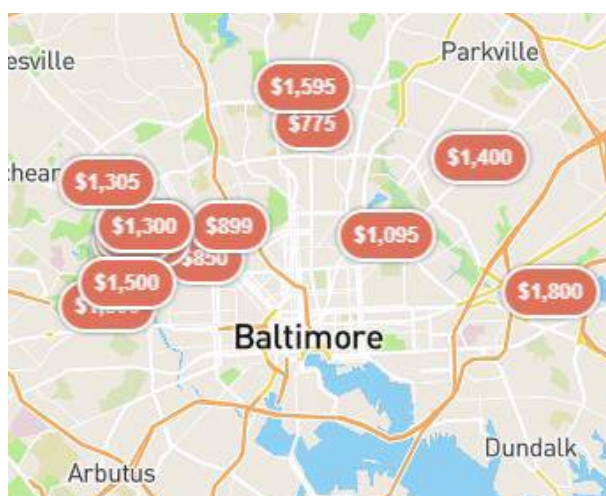
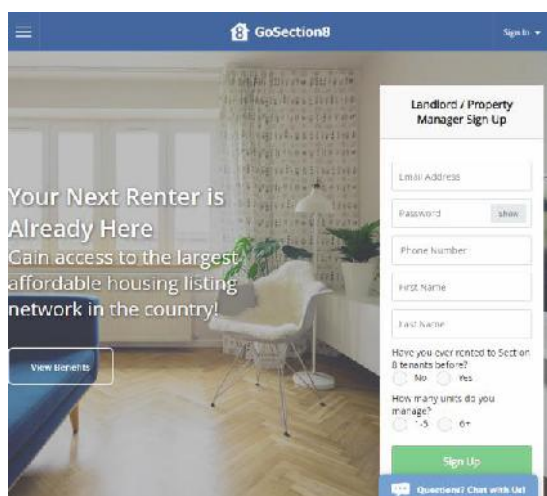
HABC makes a concerted effort to keep private owners informed of legislative and other changes in the tenant-based program, which are designed to make the program more attractive to owners.

HABC encourages owners of decent, safe and sanitary housing units to lease to HCV families.

HABC encourages participation by owners of suitable units located outside areas of concentrations of poverty, minorities, and assisted units.

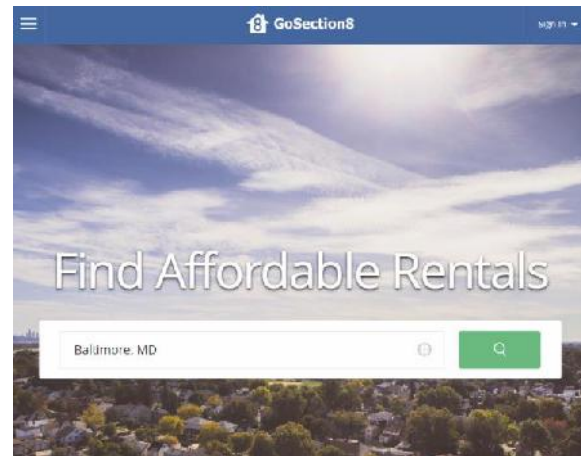
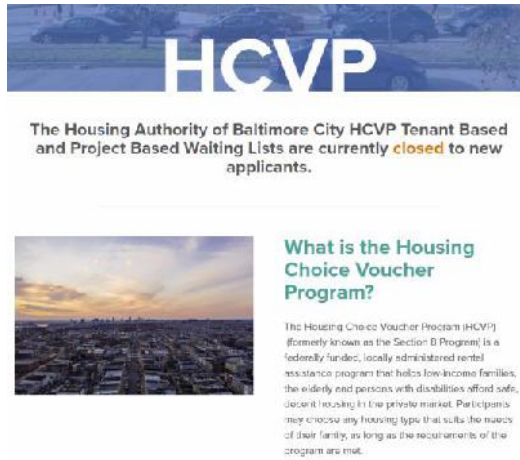
HABC conducts periodic meetings with participating owners to improve owner relations and to recruit new owners.

HABC hosts a free rental property listing service through www.GoSection8.com for landlords to list their rental properties for the Housing Choice Voucher Program participants:



These listings are available to prospective participants through a link on HABC's website (www.HABC.org). Searches may be narrowed by using various criteria (location, type of unit, bedroom size of unit, etc.).

Internet-connected terminals accessing this service are available for use by program participants at the Housing Choice Voucher office.



The staff of HABC initiates personal contact with private property owners and managers by conducting formal and informal discussions and meetings.

Printed material is offered to acquaint owners and managers with the opportunities available under the program.

HABC participates in community-based organization(s) comprised of private property and apartment owners and managers.

HABC actively recruits property owners with property located outside areas of minority and poverty concentration and applies for exception payment standards if the HABC determines it is necessary to make the program more accessible within the jurisdiction of HABC.

HABC periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide choicer and better housing opportunities to families. Voucher holders are informed of a broad range of areas where they may lease units inside the HABC jurisdiction, and given a list of landlords, or other parties, who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration.

HABC shall periodically:

- Request the HUD Field Office to furnish a list of HUD-held properties available for rent.
- Develop working relationships with owners and real estate broker associations.

- Establish contact with civic, charitable and neighborhood organizations that have an interest in housing for low-income families and public agencies concerned with obtaining housing for displacements.
- Explain the program, including equal opportunity requirements and nondiscrimination requirements, as set forth in the Fair Housing Act, the Americans with Disabilities Act, and other housing-related civil rights laws, to real estate agents, landlords, and other groups that have dealings with low-income families or are interested in housing such families.

Chapter 2: ELIGIBILITY FOR ADMISSION

2.1. INTRODUCTION

This Chapter defines HABC criteria for admission and denial of admission to the program. The policy of HABC is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of applicants. HABC will review the information provided by the applicant carefully and without regard to factors other than those defined in this Chapter. Applicants will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by HABC pertaining to their eligibility.

2.2. ELIGIBILITY FACTORS

HABC accepts applications only from applicants whose head of household, spouse or co-head, is at least eighteen (18) years of age or older, or an emancipated minor under State law.

To be eligible for participation, an applicant must meet HUD criteria, as well as any permissible additional criteria established by HABC.

HUD eligibility criteria are:

- An applicant must be a "family," as defined in 24 CFR § 5.403.
- An applicant must be income eligible as a family in accordance with 24 CFR § 982.201(b) and 24 CFR Part 5, Subpart F (i.e., below 50% of the jurisdiction's median family income for the designated family size, or a low-income family within the parameters described in Section 2.5 of this chapter).
- An applicant must furnish Social Security numbers (SSN) for all family members. Verification of SSNs are required for all members in accordance with 24 CFR Part 5, Subpart B.
- At least one member of the applicant family must be either an U.S. citizen or have eligible immigration status before HABC may provide financial assistance, in accordance with 24 CFR Part 5, Subpart E.
- No family member has committed drug-related, violent, or other serious criminal activity within the last three years.
- No family member is subject to a lifetime registration requirement under a State sex offender registration program (Tier III), in accordance with 24 CFR § 982.553(a)(2)(i).

Initial admissions eligibility is determined based on the information supplied by the applicant during the eligibility process. The application will be reviewed for completeness and the data contained in the application will be reviewed for consistency (i.e., responses on the application are compatible with the definitions of the criteria used to determine program eligibility).

HABC emphasizes the fact that the initial application review is made only to place and rank the applicant on the waiting list. Eligibility factors will not be reviewed before the applicant is placed on the waiting list.

Final determination of eligibility is made after the information provided on the application has been verified and updated to reflect the applicant's current status. The final determination that is required prior to program admission must be conducted within sixty (60) days of voucher issuance.

Changes to an application may be updated online through the HCVP Applicant Portal (<https://baltimore.applicants4housing.com>).

2.3. FAMILY COMPOSITION

To be eligible for admission, the applicant must qualify as a "family." The definition of "family" is made regardless of actual or perceived sexual orientation, gender identity, or marital status. *Family* as defined by HUD includes, but is not limited to the following:

- A family with or without a child or children (if a child is temporarily absent from home due to placement in foster care, the temporary absence shall not be considered in determining the family composition and voucher size if the absence is presumed to be for less than 180 days);
- An elderly family;
- A non-elderly person with a disability family;
- Any remaining eligible member(s) of an applicant family who was listed on the initial HCVP application;
- The remaining member of a participant family who was listed on the lease;
- A one-person household who is not elderly, displaced, or a person with disabilities;
- Two or more elderly persons or persons with disabilities living together;
- One or more elderly persons or persons with disabilities who have a live-in aide;

- Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship.
- A group of persons consisting of two or more elderly persons or persons with disabilities living together, or one or more elderly person or person with disabilities living with one or more live-in aides is a family.

HABC determines if any other group of persons qualifies as a “family”. A single person family may be:

- An elderly person;
- A displaced person;
- A person with a disability. Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence;
- Any other single person.

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home and is not intended to artificially enlarge the space available for other family members.

2.3.1 Household

Household is a broader term that includes additional people who, with HABC’s permission live in the same unit (i.e. live-in aides, foster children, foster adults, etc.).

2.3.2 Head of Household

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. HABC does not permit a parent or legal guardian to co-sign any document on the applicant’s behalf if the head of household is under eighteen (18) and, under State and local law, does not have the legal capacity to enter into a legally binding contract.

Emancipated minors who qualify under State law will be recognized as head of household if there is a court order declaring them as an emancipated minor. If there is no court order, HABC will consider other evidence of emancipation recognized under Maryland state law such as, for example, a person under eighteen (18) years old who is married or serving in the military.

A family may designate an elderly member or a member who is a non-elderly person with a disability as head of household solely to qualify the family for the allowance available for elderly persons and non-elderly persons with disabilities, provided that the person is at least partially responsible for paying the rent.

2.3.3 Spouse of Head of Household

Spouse means the marriage partner of the Head of Household.

For proper application of the Non-Citizen Rule, the definition of spouse is the marriage partner who, in order to dissolve the relationship would have to be divorced. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

2.3.4 Co-Head

The co-head is an individual in the household who is equally responsible with the head of household for ensuring the family fulfills all its responsibilities under the Program, but who is not the spouse. A household may have either a spouse or co-head, but not both. A co-head never qualifies as a dependent and may not retain or receive a voucher while listed as a co-head on someone else's voucher. Co-heads must separately apply when the waiting list is open to receive their own, separate assistance.

2.3.5 Adult / Other Adult

An adult is an individual who is eighteen (18) years of age or older. Other adult means a family member, other than the head of household, spouse or co-head, who is eighteen (18) years of age or older. Foster adults and live-in aides are NOT considered other adults.

2.3.6 Elderly Person

An elderly person, as defined by HUD, is a person who is at least sixty-two (62) years of age.

2.3.7 Elderly Family

An elderly family is one in which the head, spouse, co-head, or sole member is an elderly person. Elderly families qualify for the elderly family allowance and medical allowance as described in Chapter 6, Section 6.3.2.

2.3.8 Non-Elderly Person with a Disability Family

A non-elderly person with a disability family is a family whose sole member, head of household, co-head, or head of household's spouse is a person with a disability who is under the age of sixty-two (62).

2.3.9 Live-in Aides

A household may include a live-in aide provided that such live-in aide:

- Is eighteen (18) years of age or older,
- Is essential to the care and well-being of an elderly person, or a person with a disability in the household as verified in writing by a health professional;
- Is not obligated for the support of the person(s);
- Would not be living in the unit except to provide care for the person(s); and
- Meets all applicable eligibility criteria.

A live-in aide is not considered to be an assisted family member and has no rights or benefits under the Program:

- The income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.
- Live-in aides are not subject to Non-Citizen Rule requirements.
- Live-in aides may not be considered as a remaining member of the participant family. Once the HCVP participant's assistance stops, the housing assistance payments stop for the household. Live-in aides will not be covered under HCVP assistance.
- Participants may not convert a live-in aide to a household member because such a conversion would allow individuals to circumvent the application process and the Housing Choice Voucher waiting list.
- If approved, only the live-in aide can reside in the unit with the applicant household. No other member of the live-in aide's family can live in the assisted unit.

Relatives are not automatically excluded from being live-in aides; however, requests to add relatives as live-in-aides must be approved by the Senior Vice President for HCVP, or designee. To be a live-in aide, relatives must meet all of the elements in the live-in aide definition described above. In addition, the prohibition against converting live-in aides to household members includes relatives approved as live-in aides.

Household members already listed on the lease who will remain in the unit will not be removed from the lease for purposes of becoming a live-in aide. Household members removed from the voucher may not be added back to the household as a live-in aide for a period of 12-months from

the date of removal, unless approved by the Senior Vice President for HCVP, or designee. Prior household members, who are being added back to the household as a live-in aide, after the required timeframe, will require HABC approval.

A live-in aide may only reside in the unit with the approval of HABC. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker, who must certify that a live-in aide is needed for the care of the family member who is elderly or a person with a disability.

After HABC approves the addition of a live-in aide on behalf of an applicant or participant, the applicant or participant must submit a specific live-in aide's name and information for approval by HABC.

Any person proposed as a live-in aide, including relatives, must be approved by the owner of the unit and pass HABC's eligibility and screening criteria. HABC has the right to disapprove a request for a live-in aide based on the "Other Eligibility Criteria" described in this Chapter.

HABC will require the live-in aide to execute an acknowledgment form in which the live-in aide agrees to abide by the terms and conditions of HCVP's family obligations. By signing the acknowledgement form, the live-in aide also agrees that the status as a live-in aide does not make the person a HCVP participant or give the person rights as a HCVP participant. Live-in aides who are denied admission are not eligible to request informal reviews or hearings.

At any time, HABC will refuse to approve a particular person as a live-in aide or may withdraw such approval if ([24 CFR § 982.316](#)):

- The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related, violent, or other serious criminal activity; or
- The person currently owes rent or other amounts to HABC or to another PHA in connection with HCV or public housing assistance under the 1937 Act.

2.3.10 Guests

A guest is defined as a person temporarily staying in the unit with the consent of the participant or other member of the household who has express or implied authority to so consent on behalf of the participant and is not considered part of the applicant household. For more information on guests, please see [Chapter 15, Section 15.4.8](#).

Guests should not remain in a unit in excess of fourteen (14) consecutive days, or a total of ninety (90) days in a 12-month period without HABC approval. For any guest who has income and who

remains in the unit for longer than the specified time, HABC will include that income in the calculation of total family income. HABC will determine the effective date for the participant's annual, biennial, or triennial review, whichever applies.

Guests who remain in a unit beyond this period are considered an unauthorized occupant, which constitutes a violation of Family Obligations (for more information on Family Obligations, see [Chapter 15, Section 15.7](#)) and may result in the termination of assistance. Live-in aides may not have overnight guests.

Determination of unauthorized status may include a combination of the following:

- Absence of evidence of any other address will be considered verification that the visitor is a member of the household.
- Statements from neighbors and/or the landlord will be considered in making the determination.
- Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.
- Investigations completed by HABC, may result in the determination of unauthorized occupants.

2.3.11 Visitors

A visitor is defined as a person temporarily visiting the unit with the consent of the participant or other member of the household who has NO express or implied authority to so consent on behalf of the participant. Visitors are not considered a part of the applicant household. Please see [Chapter 15, Section 15.4.9](#) for more information.

Any person, who has been in the unit more than fourteen (14) consecutive days without HABC approval, or a total of ninety (90) days in a 12-month period, will be considered as to be living in the unit as an unauthorized household member.

Determination of the unauthorized status may include a combination of the following:

- Absence of evidence of any other address will be considered verification that the visitor is a member of the household.
- Statements from neighbors and/or the landlord will be considered in making the determination.
- Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

- Investigations completed by HABC, may result in the determination of unauthorized occupants.

2.3.12 Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, HABC makes the final decision taking into consideration the following factors, in order:

- Which family member applied as the head of the household;
- Which family unit retains the children or any disabled or elderly members;
- Restrictions that were in place at the time the family applied;
- The role of domestic violence in the split; and/or
- Recommendations of Social Service Agencies or qualified professionals such as children's protective services.

Documentation of these factors is the responsibility of the applicant families. If either family, or both families do not provide the documentation, HABC may deny their placement on the waiting list for failure to supply information requested by HABC.

2.3.13 Multiple Families in the Same Household

If two or more families living together apply as a family unit, they will be treated as a family unit.

2.3.14 Joint Custody and/or Temporary Guardianship of Dependents

Dependents subject to a joint custody arrangement that live with one person at least 51% of the time will be considered members of the household. "51% of the time" is defined as one hundred and eighty-three (183) days of the year, which do not have to run consecutively.

A self-certification is required of families who claim joint custody or temporary guardianship.

When both parents are on the Waiting List and both are trying to claim a child, the parent whose address is listed in the child's school records is the one allowed to claim the school-age child as a dependent.

In cases in which parents have joint custody of a child or children (50/50 custody), HABC grants the child deduction to the household of record provided by Baltimore City Public Schools or a private school. If the child is residing outside of HABC's jurisdiction, due to joint custody, the principal

household of record provided by the applicable school system is used to determine family composition, living arrangements and the standard deduction.

If the child is not enrolled in school, HABC will rely upon official records from daycare providers, tax records, and insurance providers such as Medicaid.

When more than one participant (already on the program) claims the same dependent(s) as a family member, the participant with primary custody at the time of the initial examination or reexamination will be able to claim the dependent(s).

Contested custody will be substantiated with proof of residency from the following sources:

- Court orders;
- Government benefits verification;
- IRS Income Tax Returns showing which family has claimed the dependent for income tax purposes;
- School records; and
- Other credible documentation.

HABC may make an exception to the Occupancy Standard and allow two assisted household's space for the same dependent where there is joint and physical custody; however, HABC will allow only one household to claim the dependent deduction. Exceptions to this policy will be reviewed on a case by case basis.

2.3.15 Foster Children and Foster Adults

Foster children are children approved by a state placement agency to live with the household. Foster adults are unrelated to the participant family, who are approved by a state placement agency to live with the household.

Foster children and foster adults who are living with an applicant or participant family are considered household members but not family members and therefore do not have residual rights to the voucher.

2.4. INCOME LIMITATIONS

In accordance with MTW guidelines, HABC will ensure that at least 75% of the program's Housing Choice Vouchers are issued to eligible families with income that does not exceed 30% of the area median income (AMI) in HABC's jurisdiction. To be income eligible the applicant must have an

annual income at the time of admission that does not exceed the following income limits established by MTW:

- A very low-income family such that the family income does not exceed 50 percent of the area median income for the area, adjusted for smaller and larger families, as determined by HUD.
- A low-income family such that the family income does not exceed 80 percent of the area median income for the area, adjusted for smaller and larger families, as determined by HUD as:
 - “continuously assisted” under the 1937 Housing Act;
 - physically displaced by rental rehabilitation activity under 24 CFR part 511;
 - a non-purchasing family residing in a HOPE 1 or HOPE 2 project;
 - a non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173;
 - displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

To determine if the family is income eligible, HABC compares, at the time of admission, the annual income of the family to the applicable income limit for the family's size.

Families whose annual income exceeds the income limit will be denied admission and may request an informal review.

The applicable income limit used for initial issuance of a voucher is the highest income limit within the jurisdiction where the voucher will be used.

Portability: For initial lease-up at admission, families who exercise portability must be within the applicable income limit for the jurisdiction of the receiving PHA in which they want to live.

2.5. MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216, 5.218]

The applicant and all members of the applicant's household must provide the complete and accurate Social Security number (SSN) assigned to each household member, and the documentation necessary to verify each Social Security number.

Applicants are required to provide verification of Social Security numbers for all family members within ninety (90) calendar days of voucher issuance, if they have been issued a number by the

Social Security Administration. This requirement does not apply to non-citizens who do not contend they have eligible immigration status.

The Social Security number requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

Individuals exempt from providing a Social Security number are:

- Individuals who do not have eligible immigration status; and
- Participants age sixty-two (62) years and older as of January 31, 2010, whose initial determination of eligibility began before January 31, 2010.

Participants who have previously disclosed a valid Social Security number during a recertification process will not be required to resubmit a Social Security number unless they are issued a new Social Security number by the Social Security Administration (SSA).

2.6. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS [24 CFR Part 5, Subpart E]

In order to receive assistance, at least one family member must be a U.S. citizen, national or non-citizen with eligible immigration status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD and [42 U.S.C. § 1436\(a\)](#).

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined. HABC will verify the citizenship / immigration status of applicant's when other eligibility factors are determined.

- **Mixed Families.** An applicant family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Applicant families that include eligible and ineligible individuals are called "mixed families." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.
- **All members ineligible.** Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and may request an informal hearing.
- **Non-citizen students.** As defined by HUD in the non-citizen regulations at 24 CFR 5.522 non-citizen students are not eligible for assistance. HABC will establish and verify that an applicant is a non-citizen student before denying eligibility.

- Appeals. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.

2.6.1 Verification of Status before Admission

HABC will not provide assistance to families prior to the verification of eligibility for the individual, or at least one member of the family pursuant to this section. Applicants must submit required evidence of citizenship or eligible immigration status.

2.7. OTHER CRITERIA FOR ADMISSIONS [24 CFR 982.552]

All applicants will be processed in accordance with the MTW Agreement.

A family will be denied admission to the program if any member of the family fails to sign and submit consent forms for obtaining information required by HABC, including Form HUD-9886 or HABC equivalent [\(24 CFR § 982.552\(b\) \(3\)\)](#).

Applicants may not be admitted to the program if any member of the family has been evicted from federally assisted housing in the last five (5) years [\(24 CFR § 982.552\(c\) \(1\) \(ii\)\)](#).

HABC will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program [\(24 CFR § 982.552\)](#):

1. The family must not have violated any family obligation (see [24 CFR § 982.551](#)) during a previous participation in the HCV program [\(24 CFR § 982.552\(c\) \(1\) \(ii\)\)](#), or if for three years prior to final eligibility determination any member of the applicant household has been evicted from federally assisted housing for drug-related criminal activity [\(24 CFR § 982.553\(a\)\(1\)\)](#). However, HABC may admit the household if it is determined that:
 - The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program (documentation must be provided and approved by HABC); or
 - That the circumstances leading to eviction no longer exist (for example, the criminal household member has died or is imprisoned).
2. The family must pay in full any outstanding debt owed to HABC or another PHA as a result of prior participation in any federal housing program within sixty (60) days of HABC notice to repay.

3. The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before HABC will allow participation in its HCV program.

HABC will check criminal history for all members, age fourteen (14) years and older, in the household to determine whether any member of the family has violated any of the prohibited behaviors as described in the "Denial or Termination of Assistance" chapter. The criminal history check will be performed at initial eligibility determination and at every re-examination thereafter.

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, HABC will deny assistance and may refer the family file/record to the proper authorities for appropriate disposition. (See [Program Integrity Addendum](#)) If an applicant commits fraud, the applicant and the applicant's family may be prohibited from receiving future rental assistance for a period of up to 10 years and may be subject to prosecution by the local, state, or Federal prosecutor, which may result in being fined up to \$10,000 and/or serving time in jail.

Debts owed to HABC and information regarding termination from a federally assisted housing program will be maintained in the Enterprise Income Verification (EIV) system for a period of up to ten (10) years from the end of the household's participation date.

2.8. SCREENING PROCEDURES

All screening procedures shall be administered fairly and in such a way as not to discriminate on the basis of race, color, sex, religion, national origin, ancestry, age, familial status, disability, sexual orientation or gender identity, or source of income, and not to violate a right to privacy.

HABC will take into consideration any of the criteria for admission described in the "Denial or Termination of Assistance" chapter.

HABC will not screen family behavior or suitability for tenancy. HABC will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before HABC approval of the tenancy, HABC will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including but not limited to such factors as:

1. Payment of rent and utility bills.

2. Caring for a unit and premises.
3. Respecting the rights of other residents to the peaceful enjoyment of their housing.
4. Compliance with all other conditions of tenancy.

HABC will give the owner upon request:

1. The family's current and prior address as shown in HABC records; and
2. The name and address of the landlord (if known by HABC) at the family's current and prior address.

HABC will advise families on how to file a complaint if they claim that an owner has discriminated against them. HABC may advise the family to make a fair housing complaint. HABC may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

2.8.1 Enterprise Income Verification (EIV) Screening

HABC will conduct EIV screening for new applicants. An EIV Existing Tenant Search Record will be conducted on minor and adult members to identify applicants who may be receiving federal rental assistance. If the EIV Existing Tenant Search Record reveals that an applicant may be receiving another federal housing program subsidy, HABC will give the applicant an opportunity to explain any circumstances relative to his/her receiving another federal rental assistance subsidy. HABC may contact the respective Public Housing Agency (PHA) or owner to confirm the individual's program participation status before admission. HABC will not provide assistance to an applicant until confirmation is obtained that there will be no duplicate rental assistance.

HABC will conduct EIV screening on all adult household members to identify former residents of federally assisted rental programs who voluntarily or involuntarily left the program and have a reportable unfavorable status and/or owe money to a PHA or landlord as a result of participation in a HCV Program.

HABC will retain the search results with the application along with any documentation obtained as a result of contact with the applicant and the PHA and/or owner at the other location.

2.8.2 Debt Screening

HABC will conduct a debt screening on all members age eighteen (18) years and older.

Previous outstanding debts to HABC or any public housing authority resulting from a previous tenancy in public housing or participation in the HCV Program must be paid in full prior to admission. No payment agreement will be accepted. The applicant will be denied unless the

applicant pays the debt in full within sixty (60) calendar days from the date HABC notifies the applicant of the debt, unless HABC determines that mitigating circumstances exist or the debt cannot be collected under state law. A determination as to whether the debt may be collected shall be made in consultation with HABC's Office of Legal Affairs.

2.8.2.1 Denial for Debt to HABC

HABC may deny assistance to an applicant:

1. If the applicant family has current debt to HABC or another PHA, or a judgment against them in connection with participation in the HCVP or any other public housing assistance under the 1937 Act, for amounts paid to a HCVP landlord or owner under a HAP contract for rent, damages to the unit or other amounts owed by the applicant family under a lease and the amount is not fully repaid within sixty (60) calendar days from the date HABC notifies the applicant of the debt; and/or
2. If the applicant family has breached a repayment agreement with HABC or another PHA entered in connection with participation in the HCVP or any other public housing assistance under the 1937 Act, and the amount is not fully repaid within sixty (60) calendar days from the date of the screening appointment.

2.8.2.2 Mitigating Factors

Review and approval by the Senior Vice President of HCVP or designee, is required when admission is based on mitigating factors. HABC may consider the following factors when considering denial of assistance related to debt screening:

1. The effects that denial of assistance may have on other members of the family who were not involved in the action or failure to act.
2. Circumstances which led to the creation of the debt (i.e. death of a household member, layoff, medical expenses, etc.).
3. Current financial circumstances.
4. The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or a victim of domestic violence, dating violence, sexual assault or stalking.

2.9. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility or share of the rental payment. The voucher size must be consistent with the family composition and may be altered prior to lease up.

2.10. INELIGIBLE FAMILIES

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to Non-Citizen Status. See "Complaints and Appeals" chapter for additional information about informal reviews and informal hearings.

2.11. PROHIBITED ADMISSIONS CRITERIA [24 CFR § 982.202(b)]

Admission to the program may not be based on:

1. Where a family lives prior to admission to the program. However, HABC may adopt a residency preference (see Chapter 4) to target assistance for families meeting specific criteria.
2. Where the family will live with assistance under the program.
3. Family characteristics, examples include:
 - Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
 - Discrimination because a family includes children (familial status discrimination).
 - Discrimination because of age, race, color, religion, sex, or national origin.
 - Discrimination because of a disability.
4. Whether a family decides to participate in a family self-sufficiency program.
5. Other reasons as listed in the "Statement of Policies and Objectives" chapter under the Fair Housing and Reasonable Accommodations sections.

2.12. VIOLENCE AGAINST WOMEN ACT (VAWA)

Victims of Domestic Violence, Dating Violence, Sexual Assault and/or Stalking (Public Law 109-162, Section 606)

In compliance with the Violence Against Women Act of 2005 (VAWA 2005) and the VAWA Reauthorization Act of 2013 (VAWA 2013), collectively (VAWA), an individual's status regardless of sex, gender identity, or sexual orientation, as a victim of domestic violence, dating violence, sexual assault or stalking will not be the basis for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission (See Chapter 15, Section 15.11).

Chapter 3: APPLYING FOR ADMISSION

3.1. INTRODUCTION

The policy of HABC is to ensure that all applicants are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance and for placement and denial of placement on the waiting lists.

3.2. OVERVIEW OF THE APPLICATION TAKING PROCESS

The application process will involve two phases, the initial application and the eligibility determination. These phases are described in the following sections (3.2.1 and 3.2.2) in further detail.

3.2.1 Initial Applications

The first phase of the application process is the initial application for assistance. The purpose of this phase is to allow HABC to preliminarily assess family eligibility and to determine placement on waiting lists. Therefore, the applicant must provide an appropriate and complete application.

To provide specific accommodations for persons with disabilities, the information may be taken by a staff person over the telephone. It may also be mailed to the applicant and, if requested, it will be mailed in an accessible format.

Initial applications may not require an interview. The information on the application will not be verified until the applicant has been selected for eligibility determination. Eligibility will be determined during the second phase when the full application process is complete, and information is verified.

3.2.2 Eligibility Determinations

The second phase of the application process is eligibility determination. At this time, HABC verifies that the information provided to HABC by the applicant is current, and that all HUD and HABC eligibility factors are current in order to determine the applicant's eligibility for the issuance of a voucher. The household is not eligible for assistance until a final eligibility determination has been made.

Eligibility factors (see Chapter 2, Section 2.2 for additional factors) to be verified:

1. Applicant name indicates the designated head of household;
2. Family composition in order to determine the number of bedrooms for which the family qualifies under HABC's occupancy standards;
3. Local preference (see Chapter 4, Section 4.3);
4. Annual income (including assets and asset income);
5. Social Security numbers for all family members;
6. Information reported in applicant screening;
7. Citizenship or eligible immigration status;
8. Criminal background;
9. Prior debt to a federally and/or state assisted housing program;
10. Special Accommodation Needs;
11. Qualification for Local Preferences requested (see Chapter 4, Section 4.3)

3.3. OPENING THE WAITING LIST

HABC will utilize the following procedures for opening the waiting list.

When HABC opens the waiting list, HABC will provide notice as described in Chapter 1, Section 1.15 of this plan.

The notice will contain:

1. The dates, times, and the locations where families may apply.
2. The duration of time for which the Waiting List will remain open.
3. The programs (e.g., Housing Choice Vouchers, Project-Based) and purposes (e.g., income targeting, special categories) for which applications will be taken.
4. A brief description of the individual programs and purposes.
5. A statement that public housing residents must submit a separate application if they want to apply for HCV.
6. Limitations, if any, on those families who may apply.
7. Procedure for special accommodation applicants.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes HABC's address and telephone number, and how to submit an application. If applicable, additional information on eligibility requirements, and the availability of local preferences will be identified.

Upon request from a person with a disability, HABC will identify one of the following agencies that can provide appropriate accommodation service:

- Baltimore Neighborhoods Incorporated (BNI)
- Community Housing Association
- First Call for Help
- Department of Disabilities
- HABC Division of Family Support Services
- Hearing and Speech Agency
- Making Choices for Independent Living (MCIL)
- Maryland Center for Community Development
- Maryland Disability Law Center (MDLC)
- Maryland Mental Health Partners
- Maryland Public Mental Health System
- Maryland Relay Center
- Maryland Technical Assistance Program
- Mayor's Commission on Disabilities
- Medical Rehabilitation Services
- MTA Bus/Metro/Call-a-lift
- MTA Mobility
- National Federation of the Blind
- Volunteers for Medical Engineering

The waiting list shall be open for the period necessary to cover projected turnover and new allocations over the next twelve (12) months. HABC may keep the waiting list partially open only for particular preferences. The decision to keep a waiting list partially open will be made by the Executive Director and the Board of Commissioners and based on need.

3.4. CLOSING THE WAITING LIST

HABC may close the waiting list (i.e., stop accepting applications) if there are enough applicants to fill anticipated openings for the next twelve (12) months. The waiting list will not be closed if it would have a discriminatory impact inconsistent with applicable civil rights and fair housing laws and regulations.

HABC may keep the waiting list partially open for particular preferences while the waiting list is closed to the general public. The decision to keep the waiting list open for particular preferences will be made by the Executive Director without the approval of the Board of Commissioners and

advertised in accordance with Chapter 1 of this Administrative Plan. HABC will announce the closing of the waiting list by public notice as described in Chapter 1, Section 1.15 of this plan.

During the time the waiting list is closed, HABC will discard any applications received that do not meet the criteria of the preference(s) for which the waiting list remains open.

3.5. APPLICANT STATUS WHILE ON WAITING LIST

Applicants are required to update any changes pertaining to their application or applicant status, including but not limited to household composition, address, and income online via the "Applicant Portal." The Applicant Portal may be accessed by computer, smart phone, tablet, or via the kiosks physically located at HABC on 1225 W. Pratt Street, Baltimore, MD 21223 by visiting <https://baltimore.applicants4housing.com>.

Changes in an applicant's circumstances while on the waiting list may affect the applicant's position on the waiting list (i.e. change in preference). When an applicant reports a change that affects placement on the waiting list, the waiting list will be updated accordingly.

Applicants are required to respond within ninety (90) calendar days to all notifications from HABC to update information on their application and/or to determine if the applicant is still interested in receiving assistance. If communication sent by HABC to an applicant is returned with a forwarding address, HABC will resend the notification to the new address.

3.5.1 Removal from the Waiting List

HABC will remove the names of applicants who do not respond in a timely manner to a communication by HABC and cannot be reached by email, mail, telephone, or via the contacts listed on their application. Failure to respond will result in the applicant being removed from the waiting list. No further action will be taken. The applicant's failure to respond prevents HABC from making an eligibility determination; therefore, no informal review is required. When an applicant is removed from the waiting list for failure to respond, HABC may reinstate the applicant if the lack of response was due to HABC error, or in response to an applicant's reasonable accommodation request (indicating that the failure to respond was due to a disability) or due to circumstances beyond the applicant's control.

HABC will also remove an applicant from the waiting list upon request by the applicant. In such cases, no informal review is required.

3.5.2 Notification of Eligibility (or Ineligibility) Process

If, after a review of the application, the family is determined to be preliminarily eligible they will be notified in writing, or in an accessible format upon request as a reasonable accommodation.

If the family is determined to be ineligible based on the information provided in the application, HABC will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s) they are ineligible, and inform them of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation (see [Chapter 18](#)).

3.6. TIME OF SELECTION

When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, subject to income targeting requirements and special purpose voucher categories.

When there is insufficient funding available for the family at the top of the list, HABC will not admit any other applicant until funding is available for the first applicant.

3.7. APPLICATION COMPLETION AND INTERVIEW

The full application for housing assistance will be completed during the eligibility interview. Applicants will be required to furnish complete and accurate information as requested by the interviewer during the interview. HABC will obtain the information necessary to screen applicants for eligibility and process their applications.

All preferences claimed on the application or while the family is on the waiting list will be verified during the application completion and interview process. The qualification for a preference must exist at the time the preference is claimed and at the time of verification, because claim of a preference determines placement on the waiting list. If a preference is denied, the applicant will be re-sequenced on the waiting list in accordance with their verified preference status.

After the preference is verified, the applicant will be required to:

- Complete and sign the full application. Applicants may request a reasonable accommodation for completion of an application. HABC staff will interview the applicant to review the information on the full application form.
- Complete and sign all HABC required forms.

3.7.1 Requirement to Attend Interview

Applicants are required to attend an interview, unless a reasonable accommodation has been requested and approved. Applicants will be sent an eligibility appointment letter when they reach the top of the waiting list. The letter scheduling the interview will identify the documents the applicant is required to bring to the interview and the factors to be verified.

During the interview, HABC will verify applicant information, conduct eligibility screening and then make a determination about the applicant's eligibility for assistance. Screening will be carried out in accordance with the policies in this Administrative Plan.

HABC utilizes the application interview to discuss family circumstances in greater detail, to clarify information that has been provided by the family, and to ensure that the information is complete. The interview is also used to provide to the family information about the application process, verification process, and other HABC services or programs, which may be available.

All adult household members are required to attend the interview and sign the housing application. Exceptions may be made for verified students attending school out of state and for whom attendance would be a hardship.

If HABC is unable to reach the applicant, or the applicant misses two scheduled appointments, HABC will withdraw the application from the waiting list.

A reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices, or to have the interview conducted at a location other than HABC's offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability (see [Chapter 1, Section 1.10](#)).

The head of household, spouse, and co-head regardless of age, and all adult members must sign the HUD Form 9886 "Authorization for Release of Information / Privacy Act Notice" or HABC equivalent, the application and all supplemental forms required by HABC, the declarations and consent forms related to citizenship/immigration status and any other documents required by HABC. Applicants will be required to sign specific verification forms for information not covered by the HUD Form 9886 or HABC equivalent. Failure to sign required documents will be cause for denial of the application for failure to provide necessary certifications and releases as required by HABC.

Every adult household member must sign the application and a consent form to release criminal conviction records and to allow HABC to receive records and use them in accordance with HUD/MTW regulations.

If HABC determines at, or after the interview, that additional information or documentation is needed, HABC will request the documentation or information in writing. The applicant will be given ten (10) business days to supply the information. If the information is not supplied in this time period, HABC will provide the applicant a notification of denial for assistance (subject to reasonable accommodations). The applicant may be offered an opportunity to request an informal review.

If an application is denied due to failure to attend the interview, the applicant will be notified in writing that the application has been withdrawn from the waiting list. Instructions to re-apply when the waiting list opens, will be provided. The applicant will also be offered an opportunity to request an informal review (see [Chapter 18](#)).

3.8. VERIFICATION

The applicant must provide information needed by HABC to confirm eligibility and to determine the appropriate level of assistance. An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowance, family composition or rent will result in the denial of admission.

Information provided by the applicant will be verified, using the verification procedures as described in the "Verification Procedures" chapter. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than sixty (60) days old at the time of voucher issuance.

3.8.1 Preference Verification

As part of the screening process, where applicable, HABC will identify the admissions preference under which the applicant was selected from the waiting list. HABC will verify that the applicant meets the claimed admissions preference.

Where an applicant was selected from the waiting list under a certain preference and where the applicant cannot verify eligibility for such preference, HABC will return the applicant to the waiting list with no preference. The applicant's position on the waiting list will be re-sequenced to reflect the revision to the preference status. The applicant will retain the original date and time of the application.

3.9. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

After the verification process is complete, HABC will make a final determination of eligibility. This decision is based upon information provided by the family, the verification of the information by HABC, and the current eligibility criteria in effect. If the family is determined to be eligible, HABC will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and orientation to the housing program.

Applicants will be denied assistance and removed from the waiting list for the following reasons:

- Determined ineligible as a result of the initial phase of determination.
- The applicant does not respond to the requested information or cannot provide the information necessary for HABC to verify the applicant's status for program selection within a ten (10) business day period. HABC may grant an exception where the applicant's failure to respond is caused by the applicant's disability, any circumstances beyond the applicant's control, or other good cause as determined by HABC.
- The applicant is no longer eligible for the tenant-based program as a result of program selection verification that is conducted within sixty (60) calendar days of anticipated voucher issuance. (Note: The applicant is not removed from the waiting list based on preference change, but the preference will be changed and the application re-sequenced accordingly).
- HABC determines that fraud has been committed in completing the application.
- The applicant has refused offers of assistance under the voucher program.
- The applicant is a current participant in HABC's voucher program. However, HABC may not take any of the following actions because an applicant has applied for, or refused other housing assistance:
 - Refuse to list the applicant on HABC's waiting list for the remaining type of housing assistance.
 - Deny admission preference for which the applicant is otherwise qualified.
 - If an applicant has applied for and receives assistance, but still has applications for other programs under the same type of assistance, they will be removed from those waiting lists for which they are already receiving the same type of assistance.

3.10. SPECIAL CATEGORIES

The Executive Director of HABC is authorized to create special categories of applicants and/or program participants who apply for a voucher in order to meet special circumstances (e.g. consent decree requirements, legal opinions, etc.), and to develop and implement specific rules for accepting and processing applications from individuals identified as members of these special categories.

Vouchers or other assistance provided to Special Category participants may be restricted in their use. Examples of such restrictions may include use at specific sites or for certain HABC programs (such as the Homeownership Program).

Non-regulatory requirements may be modified for applicants and/or program participants designated as members of a "Special Category" group with homeownership rights.

3.11. SATISFACTION OF AN APPLICATION FOR HOUSING ASSISTANCE

Applications for housing assistance under the Housing Choice Voucher Program (tenant-based or project-based/MOD) shall be considered complete and satisfied upon an applicant's acceptance of a voucher or leased housing subsidy assistance from HABC.

If an application indicates a request for consideration for both Housing Choice Voucher Program sub-programs (tenant-based or project-based/MOD) and the applicant is offered and refuses assistance under one of these sub-programs but wishes to remain active on the waiting list for the other sub-program, then the applicant shall be removed from the waiting list for the sub-program refused but shall remain active on the waiting list for the other sub-programs.

If, during the eligibility process, an applicant's voucher for any sub-program is denied for cause, then the application shall be withdrawn from all Housing Choice Voucher program waiting lists.

Chapter 4: ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

4.1. INTRODUCTION

It is HABC policy and an MTW requirement that families are placed on and selected from the waiting list in the proper order. Following such a practice will ensure that an offer of assistance is not delayed to any family or made to any family prematurely. By maintaining a viable waiting list, HABC will be able to perform the activities which will ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

HABC maintains two waiting lists for admissions to its Housing Choice Voucher program, and a separate waiting list for its low-income public housing program.

1. Tenant-Based Voucher (TBV) waiting list is established for applicants, if determined eligible, to be issued vouchers. The TBV waiting list will be maintained until expiration or exhaustion, and a new list is established.
2. Project-Based Voucher (PBV) waiting list for applicants, if determined eligible, to be placed in designated project-based units approved by HABC. The PBV waiting list will open and close based upon the need for an applicant pool based on project preferences, unit size, or Uniform Federal Accessibility Standards (UFAS) designation.

Except under special circumstances (as discussed later in this section), admissions are made from the waiting list in accordance with the criteria and process described in Chapter 7 of this Administrative Plan.

Any reference to the revised preferences that are not consistent with Chapter 4 will not be applicable. Revised changes to preferences in Chapter 4 should be reflected throughout the Plan and should be used in verification procedures as described in Chapter 7.

It is important to keep in mind the three underlying concepts for managing the waiting list:

- The waiting list uses a preference system for ranking applicants selected from the waiting list.
- Preferences are local criteria approved by the Board to give priority to certain special need populations. A preference is not a right and may be changed upon Board action. Any such change in preference criteria will result in an immediate change in the waiting list order.
- Only certified eligible applicants are selected from the waiting list based on applicant ranking. It is possible that a lower ranked applicant may be issued a voucher if the higher

ranked applicants are not yet certified eligible (i.e., await third party verification, or re-scheduled after missing an interview appointment).

4.2. WAITING LIST

HABC uses a single waiting list for admission to its Housing Choice Voucher tenant-based assistance program. Except for Special Admissions, applicants will be selected from HABC's waiting list in accordance with policies, preferences and income targeting requirements defined in this Administrative Plan. HABC will maintain information that permits proper selection from the waiting list. The waiting list contains the following information for each applicant listed:

- Applicant name
- Family size
- Family unit size
- Date and time of application
- Qualification for any local preference
- Racial or ethnic designation of the head of household
- Annual (gross) family income
- Targeted program qualifications

4.3. ORDER OF SELECTION

HABC's method for selecting applicants from a preference category provides a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the Administrative Plan and HUD Guidelines.

4.3.1 Local Preferences

Local preferences will be used to select families from the waiting list. The waiting list will be organized by local preference. Each local preference category will be organized by the prescribed ranking established at the time the waiting list was opened.

HUD Notice PIH 98-64 eliminated the requirement for public notice and a period for public comment when changing the HABC preference system. However, HABC must inform all applicants about available preferences and must give applicants an opportunity to show that they qualify for available preferences. If it is impractical to do so because of the length of the waiting list, HABC may provide notification to fewer than all applicants at any given time.

An applicant will not be granted any local preference if:

- Any member of the family has been evicted from housing assistance under a 1937 Housing Act program during the past three years because of drug-related criminal activity.
- If an applicant makes a false statement in order to qualify for a local preference.

Local preferences will be numerically ranked, with number 1 being the highest preference, in the following order:

4.3.2 Preference 1 – Referrals Only

A family currently in an HABC Public Housing unit where one or more family members has a disability and that family member has an immediate need for an accommodation related to that disability.

A family that is in need of emergency relocation due to municipal action or pending HABC land disposition.

Intimidated Victim, Intimidated Witness (IVIW) in need of immediate relocation based on the health and safety of one or more household members.

A family in need of replacement housing as a result of a natural disaster.

4.3.3 Preference 2

1. Families with Children – a household with at least one family member under eighteen (18) years of age;
2. Non-Elderly person with disabilities household – a one or two adult household where no member is over sixty-two (62) years of age and at least one member has a disability.
3. Senior household – a one or two adult household with at least one family member over sixty-two (62) years of age and no member is under eighteen (18) years of age.
4. Other Family – one or more adults where the head, co-head, or spouse do not have a disability and no family member is under eighteen (18) years of age or over sixty-two (62) years of age. The household may include an adult family member with disabilities.

Families with Children, Non-Elderly Persons with Disabilities, and Senior Household Preferences

HABC will grant preference to Families with Children, Non-Elderly Persons with Disabilities, and Senior households over Other Family households, unless Other Family households have a member that is of veteran status, an adult family member with disabilities, aged-out foster care youth, or verified unaccompanied homeless youth.

For purposes of this preference, aged-out foster care youth and verified unaccompanied homeless youth is defined as unaccompanied youth under twenty-five (25) years of age, or families with children and youth who do not meet any of the other HUD categories of homelessness but are homeless under other federal statutes, have not had a lease and have moved two (2) or more times in the past sixty (60) calendar days and are likely to remain unstable because of special needs or barriers.

Other Family households will only be considered for assistance after the waiting list is exhausted for Families with Children, Non-Elderly Persons with Disabilities, and Senior households.

4.3.4 Mainstream Voucher Program Preference

HABC was awarded a total of one-hundred and sixteen (116) tenant-based vouchers through the Mainstream Voucher Program.

The Mainstream Voucher Program will provide assistance to non-elderly persons with disabilities that qualify for any one of the following preference categories:

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

Voucher recipients for the Mainstream Voucher Program under this award are any household that includes one or more non-elderly persons with disabilities, *and* who fall under one of the above-listed preferences. The admission preferences are applicable to all applicants on the tenant-based waiting lists.

HABC will screen its current tenant-based waiting lists for applicants meeting the preferences defined within this subsection. Applicants who meet the non-elderly disabled qualifications will be asked to come in to HABC's office for eligibility determination and to apply all verified preferences as outlined in this Chapter.

If all Mainstream Vouchers are being utilized, the applicant will receive a regular tenant-based voucher. If the applicant is not eligible for a Mainstream Voucher, they will be placed on the waiting list in accordance with their eligibility status as determined by HCVP.

4.3.5 Bridge subsidies

HABC will receive referrals from the Maryland Department of Disabilities through Money Follows the Person, for eligible clients for a period of three (3) years. This program will be similar to the Non-Elderly and Disabled Category II (NEDs Cat II) Program.

4.3.6 Residency Preference

HABC will grant priority within each of the preference categories to families who are residents of Baltimore City. Families who do not live in Baltimore City will only be considered for assistance after the waiting list of families who live in the City is exhausted, regardless of priority.

In accordance with HUD regulations at 24 CFR § 982.207(b)(v), applicants who are working or who have been notified that they are hired to work in Baltimore City must be treated as residents of Baltimore City. HABC may treat graduates of, or active participants in, education and training programs in Baltimore City as residents of Baltimore City if the education or training program is designed to prepare individuals for the job market.

4.3.7 Choice Mobility Preference for Residents of RAD Properties

HABC provides a Choice Mobility option to residents living in properties that converted under the Rental Assistance Demonstration (RAD) program to Project-Based Rental Assistance (PBRA). Under Choice Mobility, a resident of a RAD PBRA unit will have the opportunity to request an HCV, which may be used to move to a rental unit in the private rental market. This preference will be applied to residents that select the Choice Mobility option when they apply to HCVP's Choice Mobility tenant-based waiting list. Only residents living in HABC RAD PBRA properties will be eligible to apply for a tenant-based voucher under this preference.

4.3.7.1 *RAD Project-Based Rental Assistance (PBRA) Sites*

For residents living in sites subsidized under RAD PBRA, in order to qualify for a Choice Mobility HCV, the residents must reside at the RAD PBRA site:

- 24 months from the date of execution of the HAP Contract for the RAD property in which they live; or
- 24 months after the resident's move-in date at the RAD PBRA property.

Residents wishing to exercise the RAD Choice Mobility option must meet all HCVP eligibility criteria, including the program income requirements and the screening criteria, in effect at the time of the tenant-based voucher issuance.

4.3.7.2 *RAD Project-Based Voucher (PBV) Sites*

For residents living in properties that converted under RAD with Project-Based Voucher (PBV) subsidy, a family may elect to terminate its assisted lease at any time after its first year of occupancy and apply for Choice Mobility tenant-based voucher assistance. HABC is required to offer the voucher assistance, if available. Under RAD PBV, HABC can, but is not required to, establish a voucher inventory turnover cap, if as a result of RAD, HABC has project-based more than 20 percent of its authorized ACC units. If HABC adopts a turnover cap, HABC would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of the RAD PBV projects. In this case, HABC must create and maintain a waiting list to track requests from eligible households for Choice Mobility vouchers in the order in which the requests were received. HABC may not apply a voucher inventory turnover cap to families residing in traditional PBV units, even if those units are in the same project with RAD PBV units.

4.3.8 Preference Verification

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and given an opportunity for an informal review.

If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family does not verify their eligibility for the preference as of the date of application, the family will be removed from the list.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, s/he will be removed from the waiting list. Applicants making false statements to claim a preference will be ineligible for assistance for three (3) years from the date of their selection from the waiting list.

4.3.9 Preference Modification

Changes in an applicant's circumstances while on the waiting list, may affect the family's entitlement to a preference. Applicants are required to notify HABC by submitting their changes online via the

Applicant Portal. An alternative method or a reasonable accommodation may be requested, in the event a computer is not accessible by the applicant.

When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly claimed preference, if that preference is of a higher ranking.

The exception to this is, if at the time the family applied, the waiting list was only open to families who claimed that preference. In such case, the applicant must verify that they were eligible for the first preference before they are returned to the waiting list with the new preference.

4.3.10 Preference Denial and Appeal

If HABC denies a preference, HABC will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld as a result of the informal review, or if the applicant does not request an informal review, the applicant will be returned to the waiting list without benefit of the preference. However, if at the time the family applies while the waiting list is only open to families who claim that preference, and the applicant cannot prove that preference, the applicant will not be returned to the waiting list. Applicants may exercise other rights if they believe they have been discriminated against.

4.4. UPDATING THE WAITING LIST

Applicants are required to inform HABC online of changes in address via the Applicant Portal, or through alternative methods (i.e. in writing to, or by visiting the HCVP Office to report such changes).

HABC's tenant-based voucher waiting list opened during the period of October 22-30, 2014. All selected applicants and non-selected applicants were notified of their waiting list status upon completion of the random selection. Selected applicants have been placed in one of the Preference 2 categories.

Each household application of the four preference household categories defined above will be assigned a unique number for the respective categories through a computer-generated waiting list. All applications submitted during the waiting list opening period (October 22-30, 2014) have equal date and time and the representative random selection created a unique list number for each selected applicant.

Any reference to a non-online application process is not applicable for an opening of the tenant-based waiting list during any period, as specified by HABC.

The new list created from this preliminary pre-application process will continue to be utilized until it has been exhausted or until its expiration, whichever comes first.

Upon establishment of the waiting list, it is necessary to have current and updated applicant information. HABC periodically reviews the Waiting List to determine if an update and purge are necessary. If an update is needed, HABC will mail update questionnaires to families on the Waiting List. The mailing will ask for current information and confirmation of continued interest. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated. Eligible applicants who respond to the questionnaires within thirty (30) calendar days will be maintained on the Waiting List. Families that do not respond will be withdrawn from the Waiting List.

Questionnaires will be made available in accessible format upon the request of a person with a disability. An extension to reply to the update questionnaires will be considered as a reasonable accommodation if requested by a person with a disability.

In addition, if the applicant did not respond to HABC's update questionnaire because of a disability, HABC will reinstate the applicant in the applicant's former position on the Waiting List. Their placement on the Waiting List will be based on their original preference on the original application, as long as the original preference is still applicable.

4.5. REINSTATEMENT TO THE WAITING LIST

When applicants are removed/withdrawn from the Waiting List because they could not be reached, and they later contact HABC regarding their continued interest in the HCV Program, they will be reinstated to the Waiting List if they contact HABC within twelve (12) months from the date of their removal from the list. Upon reinstatement, they will be placed back on the waiting list in their original position.

In addition, if the applicant did not respond to HABC's update questionnaire because of a disability, HABC will reinstate the applicant in the applicant's former position on the Waiting List. Their placement on the Waiting List will be based on their original preference on the original application, as long as the original preference is still applicable.

4.6. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act (QHWRA) of 1998, for each fiscal year HABC will reserve a minimum of 75% of its Section 8 new admissions for families whose income does not exceed 30% of the area median income. HUD refers to these families as "extremely low-income families." HABC will admit families who qualify under the extremely low-income limit in order to meet this requirement, regardless of preference. This practice shall be referred to as income targeting. Where necessary to meet this requirement, HABC will skip applicants on the waiting list until the first extremely low-income family is reached.

HABC income targeting requirement does not apply to low-income families who are continuously assisted as defined in the 1937 Housing Act.

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

If the family's verified annual income, at final eligibility determination, does not fall under the "extremely low-income" limit and the family was selected for income targeting purposes before a family with a higher preference, the family will be returned to the waiting list.

4.7. SPECIAL PROGRAM CATEGORIES

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the special funding criteria.

4.8. SPECIAL ADMISSIONS

Admission of a family that is not on HABC's waiting list, or without considering the applicant's waiting list position, is called a special admission. Special admissions occur when HUD gives HABC program funding for families living in specified units as opposed to a special category of persons on the waiting list, unless the program provides for referral applicants from applicable government agencies or service provider organizations. Examples are funding for families displaced because of demolition or disposition of federally assisted property, or displacement from a federally assisted project due to termination of assistance or any other event.

The tenant-based assistance program rules provide that when HUD awards HABC program funding that is targeted for families that live in specified units, HABC must use the assistance for families

living in these units. HABC may admit a family that is not on HABC waiting list, or without considering the family's waiting list position; and, in accordance with [24 CFR § 982.203\(a\)](#).

HABC must maintain records showing that the family was admitted with HUD targeted assistance.

HABC does not use (nor is it permitted to use) this special method of admissions for any purpose other than when HUD gives HABC program funds for families living in specified units. For example, HABC does not use special admissions to solve over-or under-crowded situations, for persons that require terminal ill care, rehabilitation purposes, etc. However, HABC may use its system of local preferences (approved by the Board) to address these situations.

If HUD awards funding targeted for families living in specific units, HABC is to use the funding for that purpose. HABC will use the targeted funding in accordance with the conditions imposed when the funds are awarded to and accepted by HABC.

In most instances, funding for special admissions is only restricted on initial use for a particular family. If HUD does not require continued use of the funding for a special purpose, the funding is released from special requirements upon turnover. At such time, funding becomes available for general use in HABC's Housing Choice Voucher Program. Re-issuance of these vouchers will be made in accordance with waiting list procedures.

HABC is to maintain documentation of each special purpose funding increment describing the special purpose, the units and families associated with the units, and information on requirements regarding continued use. HABC must also maintain an accounting of each voucher issuance, turnover and placement in the general voucher program.

4.9. SET-ASIDE OF VOUCHERS FOR FAMILIES WITH DISABILITIES

HABC established the Enhanced Leasing Assistance Program (ELAP), which is being implemented by an outside contractor, pursuant to the consent decree entered in *Bailey v. Housing Authority of Baltimore City*, JFM-020CV-225 and *United States of America v. Housing Authority of Baltimore City*, JFM-02-CV-03107 (Bailey Consent Decree). The ELAP provides housing search assistance non-elderly persons with disabilities (NEDs) as defined in and in accordance with the Bailey Consent Decree who received tenant-based vouchers or are referred to units subsidized with project-based vouchers set-aside for NEDs (see below).

The Services provided through the ELAP include:

- Administration of a funding stream for reasonable application fees, security deposits, and utility hook-up fees;
- Housing search assistance;
- Landlord/tenant negotiations and facilitating implementation of requests on behalf of the Program participants for reasonable accommodations, including retrofitting units to make them accessible or to add accessibility features in an amount not to exceed \$5000 per unit;
- Referrals to service providers and non-profit organizations to assist the voucher holder in obtaining long-term housing stability (no guarantees will be made regarding the ability of the service providers to provide the requested services or in being able to identify appropriate service providers for all ELAP participants).

Eight hundred and fifty (850) tenant-based Housing Choice Vouchers and five hundred (500) Project-Based Vouchers were set-aside for issuance to NEDs pursuant to the Bailey Consent Decree. The 850 tenant-based vouchers were offered in order by date and time of application to NEDs on the waiting list who were found eligible for the HCVP and who participated in the ELAP. On turnover, these 850 tenant-based vouchers were leased to the next eligible NED applicant until 102,000-unit months leased to NEDs was achieved. This goal was achieved in November 2018. Therefore, the 850 tenant-based vouchers are no longer available exclusively to NEDs and are now being offered to the next eligible family upon turnover.

Five hundred (500) Housing Choice Project-Based Vouchers were set-aside for issuance to owners of rental properties and developers that agreed to create and maintain project-based units for NEDs. These vouchers are offered, in order by date and time of application, to NEDs on HABC's project-based voucher waiting list who have been found to meet the Housing Choice Voucher Program eligibility criteria and, while it is in existence, who are participating in the ELAP. If a NED participant moves out of one of the units subsidized by one of these vouchers, the unit will be offered to the next eligible NED referred by HCVP for the ELAP.

4.10. SET-ASIDE VOUCHERS FOR FAMILIES WITH CHILDREN WITH ELEVATED BLOOD LEAD LEVELS

Subject to availability of funding, two hundred fifty (250) Housing Choice Vouchers will be set-aside for issuance to families with children with elevated blood lead levels as determined and referred by Green and Healthy Homes, Inc. (GHHI), the Maryland Department of the Environment, or other appropriate agency.

4.11. SET-ASIDE VOUCHERS FOR CHRONICALLY HOMELESS HOUSEHOLDS

Subject to availability of funding, up to nine hundred (900) Housing Choice Vouchers will be set-aside for issuance to eligible chronically homeless households with a preference on fifty (50) families with at least one child under the age of eighteen, as determined and referred by the Mayor's Office of Homeless Services. Two hundred (200) of these vouchers are set-aside for the rolling RFP for Project-Based units designated for the homeless population.

4.12. SET-ASIDE VOUCHERS FOR RE-ENTRY CITIZENS

Subject to availability of funding, two hundred fifty (250) Housing Choice Vouchers will be set-aside for issuance to previously incarcerated citizens with prior convictions prohibiting them from finding safe and affordable housing as determined and referred by the Mayor's Office of Homeless Services. In FY2021, HABC received approval through a Board Resolution to modify the screening criteria for these Re-Entry Vouchers to waive felony and misdemeanor convictions from criminal background searches, unless federally mandated prohibitions apply.

4.13. SET-ASIDE VOUCHERS FOR HEALTHY OPPORTUNITIES PROGRAM (HOP)

In FY2020, HUD approved HABC's request to set aside up to one-hundred and fifty (150) vouchers to assist current Housing Choice Voucher families with children who are facing health related issues due to their current living situations. Subject to availability of funding, HCVP will assist families with moving into opportunity neighborhoods that would improve the family's overall health. Families will be identified by HABC's partner agencies that specialize in the health industry, and opportunity areas may differ based on the needs of each participating family. These vouchers are only for families who are willing to move to opportunity areas to improve their overall health. HABC will evaluate the results of this program and may select new participants upon turnover.

4.14. SPECIAL HUD FUNDING FOR VASH VOUCHERS

HABC was awarded five hundred eighty six (586)* Veterans Affairs Supportive Housing (VASH) vouchers, funded by HUD, to provide rental assistance to homeless veterans and their immediate families. Referrals are received from the local Veterans Affairs Medical Center which is also responsible for providing intensive case management services to these veterans and their families.

**This number is subject to annual incremental increases established by HUD.*

4.15.1 VASH Graduate Program

HABC will receive referrals from the Veterans Affairs (VA) for active participants housed under the VASH Program who have successfully completed case management services as determined by the VA, to receive permanent tenant-based subsidy, subject to funding availability.

4.15. SPECIAL HUD FUNDING FOR NEDS CATEGORY II VOUCHERS

HABC was awarded forty (40) vouchers, funded through a grant from HUD, to provide rental assistance to non-elderly persons with disabilities who are transitioning into the community from nursing homes or other health care institutions. Referrals are received from The Coordinating Center or other appropriate agency. The department also provides care/case management to referees and links them to needed health and social services.

4.16. SPECIAL HUD FUNDING FOR FAMILY UNIFICATION PROGRAM (FUP)

HABC was awarded one hundred (100) vouchers funded through a grant from HUD to provide rental assistance to:

- Families in jeopardy of losing custody of children due to inadequate housing;
- Youths aging out of the foster care system.

For more information on this program, please contact the Public Child Welfare Agency for Baltimore City.

4.17. SPECIAL HUD FUNDING FOR MAINSTREAM VOUCHERS

HABC was awarded a total of one-hundred and sixteen (116) vouchers funded through a competitive process approved by HUD to provide rental assistance to households that include non-elderly/disabled (NED) persons who are:

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

Applicants are pulled from the existing waiting list for preference verification to determine if they meet the preferences of this special program. Upon exhaustion of the waiting list for all Mainstream eligible applicants, HCVP may accept applications referred through partner agencies.

4.18. SPECIAL HUD FUNDING FOR EMERGENCY HOUSING VOUCHERS

In FY2021, HABC was awarded two hundred seventy-eight (278) Emergency Housing Vouchers (EHVs). These vouchers are subject to PIH Notice 2021-15 Emergency Housing Vouchers – Operating Requirements. Re-issuance of these vouchers upon turnover will be prohibited after September 30, 2023. Listed below are the criteria that must be met according to the “Individual and Family Eligibility under Qualifying Categories” as described in the PIH Notice:

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

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

Per PIH Notice 2021-15, Operating Requirements, verification that the individual or family meets one of these four eligibility categories is conducted by the Continuum of Care (CoC) who then makes direct referrals from the CoC’s Coordinated Entry System to HABC. The Mayor’s Office of Homeless Services (MOHS) is the designated CoC partner for these EHVs. MOHS will verify eligibility and refer applicants to HABC for EHV screening.

Individuals and families referred for EHVs will be prioritized in the following order:

1. Youth (ages 18-24);
2. Rapid Rehousing households that are not able to maintain housing without EHV assistance (subsidy ending within 365 days);
3. Households that are victims of domestic violence;
4. Families with children experiencing homelessness as defined in HUD Continuum of Care Program regulations at 24 CFR §578.3; and
5. Individuals experiencing homelessness in shelter or street settings (adults only).

Upon receipt of each referral, HABC will conduct criminal background screenings. Applicants may be eligible for admission unless:

- Any household member has ever been convicted of a drug-related criminal activity for manufacture or production of methamphetamine on the premise of federally assisted housing.
- Any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- Any household member has been convicted of a felony within the past twelve (12) months. The period of ineligibility for felony convictions starts from the date of conviction or the date of release of incarceration, whichever is later.
 - Per the Notice, HABC may not deny an EHV applicant admission regardless of whether HABC determines that any household member is currently engaging in or has engaged in during a reasonable time before the admission, drug-related criminal activity.
- Any household member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the previous twelve (12) months.

4.19. PROJECT BASED PROGRAM

(See Chapter 20)

4.20. HOMEOWNERSHIP

(See Chapter 19)



Department of Housing and Urban Development
RE: MD-501 Baltimore City Continuum of Care Application for FY 2023
Letter of Support from the Lived Experience Advisory Committee

September 18, 2023

To Whom it May Concern,

My name is Jeff Garrett and I am writing to you on behalf of the Continuum of Care Baltimore and offering my support, as well as the support of the CoC and the homeless individuals of Baltimore, behind our 2023 NOFO grant application.

I am not only the Chair of our Continuum of Care but I am also a person with lived/living experience of homelessness. I, along with a very dedicated core of homeless advocates, have for over 5 years worked within our CoC; sitting on committees and workgroups (including the Resource Allocation Committee, Governance Committee, and Executive Committee), attending trainings and seminars, advocating legislatively and offering experience and guidance in all the work product of our CoC.

Alongside our collaborative partner (The Mayor's Office of Homeless Services), I can fully attest that individuals with lived experience have worked exhaustively to help create an application that fully showcases the work being done here in Baltimore. Input from our youth and LGBTQ+ community has been accounted for along with the awareness of racial equity which is so important and imperative when addressing the issue of homelessness here in Baltimore.

By fully funding our grant application for 2024, HUD will be putting money into the direct control of the homeless community and people with lived experience. We have the support of our providers, city/community leaders, and homeless community; now all we need is yours!

Sincerely,

Jeffrey A. Garrett

Jeffrey A. Garrett
Chair Continuum of Care Baltimore
Chair Lived Experience Advisory Committee
Garrettjeff84@gmail.com
(443) 401-5983

Housing First Agreement

Housing First is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The Housing First approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion

To be considered "Housing First," the program must meet the following minimum expectations:

1. The program must focus on quickly moving residents to permanent housing
2. The program may not screen out clients for:
 - Having too little or no income
 - Active or history of substance abuse
 - Having a criminal record
 - History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
3. The program may not terminate clients for:
 - Failure to participate in supportive services
 - Failure to make progress on a service plan
 - Loss of income or failure to improve income
 - Being a victim of domestic violence

By completing and signing this agreement, I _____ (full name), as the authorized representative for _____ (project), agree that our project will utilize a housing first approach for this grant. I understand that if the project is found to be in non-compliance with housing first, that the Mayor's Office of Homeless Services will take corrective action up to and including termination of funding.

Name of Agency: _____

Name of Applicant's Authorized Representative: _____

Authorized Representative's Title: _____

Signature of Authorized Representative: _____

1E-1 Attachment - Web Posting of Local Competition Deadline

The screenshot shows a web browser window with the address bar containing the URL `homeless.baltimorecity.gov/fy-2023-coc-nofu-program-competition`. The browser's address bar and the specific announcement paragraph are circled in red. The announcement text is as follows:

Local CoC NOFO Competition Process & Resources

***Please note that all application materials must be submitted via the Neighborly portal - not email - by 5 pm EST on Monday, August 21, 2023. This is a new process for the 2023 competition. Additional information is provided in the Neighborly Portal section.**

The browser's taskbar at the bottom shows the system tray with the date and time: 5:04 PM, 7/26/2023. The system tray area is also circled in red.

1E-1 Attachment - Web Posting of Local Competition Deadline

The screenshot shows a web browser window with the address bar containing the URL `homeless.baltimorecity.gov/fy-2023-coc-nofo-program-competition`. The page content includes sections for 'Project Application Templates', '*NEW: Neighborly Portal', 'HUD Direct Grantee Instructions', and 'CoC Annual NOFO Competition Timeline'. The '2023 Timeline' table lists key dates and events from June to August 2023.

2023 Timeline	
June 14, 2023	Resource Allocation Committee Meeting - Approve Competition Guidelines The Committee meets to review and approve recommendations for the competition timeline, reallocation practices, and scoring and ranking methodology.
June 15, 2023	Continuum of Care Board - Vote to Approve Project Reallocation, Scoring, and Ranking Policies The CoC board votes to approve the CoC NOFO guidelines as recommended by the Resource Allocation Committee.
July 5, 2023	HUD Continuum of Care NOFO Released
July 26, 2023	Local Competition Procedures Published (1) Local Timeline and Competition Guidance Released (2) Project Applications Released The materials are posted to the MOHS website, shared on social media, and sent to the CoC mailing list.
August 2, 2023	Resource Allocation Committee Meeting The Resource Allocation Committee meets to review the CoC NOFO

1E-1 Attachment - Web Posting of Local Competition Deadline

The screenshot shows a web browser window with the address bar containing the URL `homeless.baltimorecity.gov/fy-2023-coc-nofo-program-competition`. The page title is "FY 2023 CoC NOFO Program Competition". The main content is titled "CoC Annual NOFO Competition Timeline" and includes a table of events. The entry for August 21, 2023, is circled in red and reads: "DEADLINE: All Project Applications (New and Renewal) due by 5 pm. Agencies must submit all required materials, including supporting documentation and match documentation via the Neighbory grant portal." The Windows taskbar at the bottom shows the system tray with the date and time "5:05 PM 7/26/2023" also circled in red.

2023 Timeline	
June 14, 2023	Resource Allocation Committee Meeting - Approve Competition Guidelines The Committee meets to review and approve recommendations for the competition timeline, reallocation practices, and scoring and ranking methodology.
June 15, 2023	Continuum of Care Board - Vote to Approve Project Reallocation, Scoring, and Ranking Policies The CoC board votes to approve the CoC NOFO guidelines as recommended by the Resource Allocation Committee.
July 5, 2023	HUD Continuum of Care NOFO Released
July 26, 2023	Local Competition Procedures Published (1) Local Timeline and Competition Guidance Released (2) Project Applications Released The materials are posted to the MOHS website, shared on social media, and sent to the CoC mailing list.
August 2, 2023	Resource Allocation Committee Meeting The Resource Allocation Committee meets to review the CoC NOFO Competition process and prepare for the review of individual project performance.
August 2, 2023 1:30-3:00 pm via Zoom	NOFO Bidder's Conference This webinar is designed for service providers applying for renewal or new project funding in the local FY 2023 Continuum of Care Program Competition. The webinar link will be posted on the MOHS website. The webinar will also be recorded and shared.
August 4, 2023	NOFO FAQs Posted FAQs from the Bidder's Conference will be posted on the MOHS website. Interested applicants can also email HSPApplications for technical questions about the local RFP and guidance.
August 21, 2023	DEADLINE: All Project Applications (New and Renewal) due by 5 pm Agencies must submit all required materials, including supporting documentation and match documentation via the Neighbory grant portal.
August 23, 2023	Resource Allocation Committee Meeting - Renewal Project Performance Review The Resource Allocation Committee meets to review renewal project performance and determine which projects will have a reduction or elimination of funding through reallocation.
August 25, 2023	Reallocation notifications are issued to renewal projects indicating whether the project is rejected or reduced
August 29, 2023	Renewal Project Reallocation Appeals Due To appeal a reallocation decision, affected renewal projects must submit a formal letter to the attention of the CoC Executive Committee to HSPApplications. The letter must include the name of the project, grant number, and justification/reasoning supporting the appeal.
August 30, 2023	Resource Allocation Committee Meeting - Review New Projects and

1E-1 Attachment - Web Posting of Local Competition Deadline

The screenshot displays a web browser window with the address bar containing the URL homeless.baltimorecity.gov/fy-2023-coc-nofo-program-competition. The page content is a calendar of events for the FY 2023 CoC NOFO Program Competition, listing dates from August 2, 2023, to September 25, 2023.

Date	Event Title	Description
August 2, 2023 11:30-3:00 pm via Zoom	NOFO Bidder's Conference	This webinar is designed for service providers applying for renewal or new project funding in the local FY 2023 Continuum of Care Program Competition. The webinar link will be posted on the MOHS website. The webinar will also be recorded and shared.
August 4, 2023	NOFO FAQs Posted	FAQs from the Bidder's Conference will be posted on the MOHS website. Interested applicants can also email HSPApplications for technical questions about the local RFP and guidance.
August 21, 2023	DEADLINE: All Project Applications (New and Renewal) due by 5 pm	Agencies must submit all required materials, including supporting documentation and match documentation via the Neighborly grant portal.
August 23, 2023	Resource Allocation Committee Meeting - Renewal Project Performance Review	The Resource Allocation Committee meets to review renewal project performance and determine which projects will have a reduction or elimination of funding through reallocation.
August 25, 2023	Reallocation notifications are issued to renewal projects indicating whether the project is rejected or reduced	
August 29, 2023	Renewal Project Reallocation Appeals Due	To appeal a reallocation decision, affected renewal projects must submit a formal letter to the attention of the CoC Executive Committee to HSPApplications. The letter must include the name of the project, grant number, and justification/reasoning supporting the appeal.
August 30, 2023	Resource Allocation Committee Meeting - Review New Projects and Renewal Project Ranking	The Resource Allocation Committee meets to select which new projects will be included in the CoC's application to HUD, in addition to reviewing the final project ranking.
September 7, 2023	Final Project Ranking Sent to CoC	Public Notification of Ranked Project Applications. The notification of action that all project applicants who submitted new and renewal project applications in the local CoC competition are notified at least 15 days prior to the HUD application submission deadline of the CoC's acceptance. Including the ranked position of the project applications. This notification may be posted publicly or sent via email to individual project applicants.
September 14, 2023	Draft CoC Application Sent to CoC for Input and Review	The CoC Board will have an opportunity to review the CoC Application.
September 20, 2023	Resource Allocation Committee Meeting - Review and Approve Final NOFO Submission	
September 20, 2023	Public Posting of Final Consolidated CoC Application	The CoC will have an opportunity for public comment on the consolidated application prior to submission in e-snaps.
September 25, 2023	Final Consolidated CoC Application Submitted to HUD	Completed applications must be submitted to HUD on or before September 28, 2023.

The Windows taskbar at the bottom shows the search bar, task view icon, and several application icons (Chrome, Teams, Word, Outlook, File Explorer, Edge, Firefox, Excel, PowerPoint). The system tray on the right displays the weather (88°F Sunny), the time (5:05 PM), and the date (7/26/2023).

RENEWAL APPLICATIONS – THRESHOLD REVIEW

**FY 2023 Continuum of Care Competition (CoC)
Threshold Review Tool
Renewal Applications**

Name of Organization:

Project Title:

Address of Proposed Project:

City / Zip code:

Amount Requested:

Please check if the following have been submitted:

Application Components:			
	YES	NO	NOTE
One (1) signed completed application with completed budget workbook			
Supporting Documents Check List (each saved separately):			
Active SAM Registration with current information (maintains an active SAM registration annually)			
Applicant has valid Unique Entity Identifier (UEI) Number			
Federal Tax Exemption Determination Letters (e.g., nonprofit documentation).			
Match Letter(s) with full 25 percent match contribution			
Conflict of Interest Questionnaire and Limits to Primary Religious Organizations – signed and dated			
MOHS Fair Housing Policy and Statement of Agreement – signed and dated			
Housing First Certification – signed and dated			

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

Certificate of Good Standing from State of Maryland between within 30 days of application submission			
Current list of Board of Directors			
Copies of Project’s Termination, Non-Discrimination, and Grievance Policies Provided to Clients			
Copy of Project’s Program Policies/Rules to include client Participation Agreement/Rights and Responsibilities			
Project Organizational Chart (must include name, title, email, and phone for each staff position at project – this is a requirement for the grantors)			
Proof of Ownership or Lease Agreement (if housing will be provided at site-based location)			
Single Audit or Independent Financial Audits for the most recent 2 years. Also, project recipients who expend \$750,000 or more in 1 year in federal awards must have a single or program-specific audit for that year in accordance with the provisions of 2 CFR part 200, subpart F.			
CoC Threshold: (first 7 are required)			
(1) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds.			
(2) The population to be served must meet program eligibility requirements as described in the Act, the Rule, and section I.B.3.m of this NOFO.			
(3) Coordinated Entry Participation (if not participating, commitment to participate)			
(4) Commitment to Housing First			
(5) Documented secured minimum match			

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

(6) Project has reasonable costs per permanent housing exit, as defined locally			
(7) Project is financially feasible			
(8) Applicant is active CoC participant (or commitment to participate)			
(9) Application is complete and data are consistent			
(10) Data quality at or above 90%			
(11) Bed/unit utilization rate at or above 90%			
(12) Acceptable organizational audit/financial review			
(13) Documented organizational financial stability			

RENEWAL PROJECTS - SCORING

FY 2023 CoC Renewal Project –Scoring Tool		
Outcome	Factor Goal	Max
Length of stay		
Rapid Rehousing – On average, participants spend 30 days or less from project entry to residential move-in	30 days	20 points
Permanent Supportive Housing – On average, participants spend 30 days or less from project entry to residential move-in	30 days	20 points
Transitional Housing – On average, participants stay in project for less than 180 days.	180 days	20 points
Exits to Permanent Housing		
Rapid Rehousing – 75% move to permanent housing	75%	25 points
Permanent Supportive Housing – 90% remain in or move to permanent housing	90%	25 points
Transitional Housing – 75% move to permanent housing	75%	25 points
Returns to Homelessness		
Rapid Rehousing – 15% of participants return to homelessness within 12 months of exit to permanent housing	15%	15 points
Permanent Supportive Housing – 10% of participants return to homelessness within 12 months of exit to permanent	10%	15 points
Transitional Housing – 15% of participants return to homelessness within 12 months of exit to permanent housing	15%	15 points
New or Increased Income and Earned Income		
Rapid Rehousing – 50% new or increased earned income for project stayers	50%	5 points

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

Permanent Supportive Housing – 20% new or increased earned income for project stayers	20%	5 points
Transitional Housing – 50% new or increased earned income for project stayers	50%	5 points
Rapid Rehousing – 20% new or increased non-employment income for project stayers	20%	5 points
Permanent Supportive Housing – 20% new or increased non-employment income for project stayers	20%	5 points
Transitional Housing – 20% new or increased non-employment income for project stayers	20%	5 points
Rapid Rehousing – 50% new or increased earned income for project leavers	50%	5 points
Permanent Supportive Housing – 20% new or increased earned income for project leavers	20%	5 points
Transitional Housing – 50% new or increased earned income for project leavers	50%	5 points
Rapid Rehousing – 20% new or increased non-employment income for project leavers	20%	5 points
Permanent Supportive Housing – 20% new or increased non-employment income for project leavers	20%	5 points
Transitional Housing – 20% new or increased non-employment income for project leavers	20%	5 points
Serve High Need Population: Project focuses on chronically homeless people		
Rapid Rehousing – 50% of participants are chronically homeless	50%	20 points
Permanent Supportive Housing – 75% of participants are chronically homeless	75%	20 points

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

Transitional Housing – 50% of participants are chronically homeless	50%	20 points
Project Effectiveness		
Rapid Rehousing – Project has reasonable costs per permanent housing exit as defined locally	Yes/No	20 points
Permanent Supportive Housing – Project has reasonable costs per permanent housing exit as defined locally	Yes/No	20 points
Transitional Housing – Project has reasonable costs per permanent housing exit as defined locally	Yes/No	20 points
Rapid Rehousing – Coordinated Entry Participation- 100% of entries to project from CE referral (or alternative system for DV projects)	100%	10 points
Permanent Supportive Housing – Coordinated Entry Participation- 100% of entries to project from CE referral (or alternative system for DV projects)	100%	10 points
Transitional Housing – Coordinated Entry Participation- 100% of entries to project from CE referral (or alternative system for DV projects)	100%	10 points
Rapid Rehousing – Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes/No	20 points
Permanent Supportive Housing – Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes/No	20 points
Transitional Housing – Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes/No	20 points
CoC Local Criteria		
CoC Monitoring Score: Project is operating in conformance with CoC Standards	10 points	10 points
Point-in-Time Count: Project/Agency is an active participant in the annual Point-in-Time/ Housing-Inventory Count	Yes/No	10 points

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

FY 2023 HUD Policy Priorities: Project/Agency’s alignment with policy priorities (Section II.A.4)	Evaluation of Response	Up to 10 points
FY 2023 HUD Policy Priorities: Emphasis on Racial Equity and Steps Taken to Eliminate Barriers to Improve Racial Equity (Section II. A. 6)	Evaluation of Response	Up to 10 points
FY 2023 HUD Policy Priorities: Addressing the needs of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) individuals (Section II. A. 7).	Evaluation of Response	Up to 10 points
Total Points Possible		
Rapid Rehousing Transitional Housing Permanent Supportive Housing	Total	200 points

The Resource Allocation Committee will review SSO Projects and Safe Haven Project separately based on local CoC and HUD priorities. Projects will be scored to maximize the overall CoC application score.

The Resources Allocation Committee may adjust individual projects up or down in the ranking or reallocate in order to fulfill HUD priorities, prevent potential losses of funding, and maximize the overall CoC application score.

All scores will be weighted to a 100-point scale for ranking.

NEW PROJECTS - THRESHOLD REVIEW

**FY 2023 Continuum of Care Competition (CoC)
Threshold Review Tool
New Applications**

Name of Organization:

Project Title:

Address of Proposed Project:

City / Zip code:

Amount Requested:

Please check if the following have been submitted:

Application Components:			
	YES	NO	NOTE
One (1) signed completed application with all supporting documents with signed cover sheet			
Completed Budget Workbook			
Supporting Documents Check List (each saved separately):			
Active SAM Registration with current information (maintains an active SAM registration annually)			
Applicant has valid Unique Entity Identifier (UEI) Number			
Federal Tax Exemption Determination Letters (e.g., nonprofit documentation).			
Match Letter(s) with full 25 percent match contribution			
Conflict of Interest Questionnaire and Limits to Primary Religious Organizations – signed and dated			
MOHS Fair Housing Policy and Statement of Agreement – signed and dated			
Housing First Certification – signed and dated			

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

Articles of Incorporation and Bylaws			
Federal Tax Exemption Determination Letters			
Certificate of Good Standing from State of Maryland between within 30 days of application submission			
Current list of Board of Directors			
Project Organizational Chart (must include name, title, email, and phone for each staff position at project – this is a requirement for the grantors)			
Proof of Ownership or Lease Agreement (if housing will be provided at site-based location)			
Single Audit or Independent Financial Audits for the most recent 2 years. Also, project recipients who expend \$750,000 or more in 1 year in federal awards must have a single or program-specific audit for that year in accordance with the provisions of 2 CFR part 200, subpart F.			
CoC Threshold: (first 7 are required)			
(1) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds.			
(2) The population to be served must meet program eligibility requirements as described in the Act, the Rule, and section I.B.3.m of this NOFO.			
(3) Coordinated Entry Participation (if not participating, commitment to participate)			
(4) Commitment to Housing First			
(5) Documented secured minimum match			

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

(6) Project has reasonable costs per permanent housing exit, as defined locally			
(7) Project is financially feasible			
(8) Applicant is active CoC participant (or commitment to participate)			
(9) Application is complete and data are consistent			
(10) Acceptable organizational audit/financial review			
(11) Documented organizational financial stability			

In addition to the above threshold rubric, all new projects will be evaluated by HUD using the following parameters:

Permanent Supportive Housing or Rapid Rehousing		
New Project Application Rating Factors	Points Available	Criteria
<p>New Permanent Housing projects must receive at least 4 out of the 5 points available for this project type. New Permanent Housing projects that do not receive at least 4 points will be rejected.</p>	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
	1	The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
	1	The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
	1	The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve.

Joint Transitional Housing/Permanent Supportive Housing-Rapid Rehousing		
New Project Application Rating Factors	Points Available	Criteria
<p>New Joint TH/PH-RRH component project applications must receive at least 6 out of 8 points available for this project type. New Joint TH/PHRRH component projects that do not receive at least 6 points will be rejected.</p>	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families.)
	2	The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
	1	The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.
	1	The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply, and which meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
	1	The project adheres to a Housing First model as defined in section I.B.2.b.(15) of this NOFO.
	1	The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve.

NEW PROJECTS - SCORING

FY 2023 CoC New Project –Scoring Tool	
Outcome	Max points
Experience	
Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	15 points
Describe experience with utilizing a Housing First approach. Include the following: <ul style="list-style-type: none"> 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	10 points
Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	5 points
Design of Housing and Supportive Services	
Extent to which the applicant: <ul style="list-style-type: none"> 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 	20 points

FY 2023 CoC Program Competition – Request for Proposal and Application Guidance

5) Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks. Must align with FY 2023 HUD Policy Priorities (Section II.A)	
Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	10 points
Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	10 points
Timeliness	
Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	10 points
Financials	
Project is cost-effective when projected cost per person served is compared to CoC average within project type.	5 points
Organization's most recent audit (5 points for each): <ol style="list-style-type: none"> 1. Found no exceptions to standard practices 2. Identified agency as 'low risk' 3. Indicates no findings 	15 points
Documented match funding amount meets HUD requirements.	10 points
Budgeted costs are reasonable, allocable, and allowable.	20 points
Project Effectiveness	
Coordinated Entry Participation- at least 95% of entries projected to come from CE referrals	5 points
Total Points Possible	135 points

All scores will be weighted to a 100-point scale for ranking.

Scored Forms for 1 renewal project (document 1 of 2 - threshold)

Case ID	30023
Org	Catholic Charities
Project	Project REACH
Type	Renewal

(printed from Excel-based sheet)

	Renewal	New
Application - signed	x	
Budget workbook complete	x	
Active SAM Registration with current information (maintains an active SAM registration annually)	x	
Applicant has valid Unique Entity Identifier (UEI) Number	x	
Federal Tax Exemption Determination Letters (e.g., nonprofit documentation).	x	
Match Letter(s) with full 25 percent match contribution	x	
Conflict of Interest Questionnaire and Limits to Primary Religious Organizations – signed and dated	x	
MOHS Fair Housing Policy and Statement of Agreement – signed and dated	x	
Housing First Certification – signed and dated	x	
Articles of incorporation and bylaws	x	
Certificate of Good Standing from State of Maryland between within 30 days of application submission	x	
Current list of Board of Directors	x	
Federal Tax Exemption Determination Letters (e.g., nonprofit documentation).		
Copies of Project’s Termination, Non-Discrimination, and Grievance Policies Provided to Clients	x	
Copy of Project’s Program Policies/Rules to include client Participation Agreement/Rights and Responsibilities	x	
Project Organizational Chart (must include name, title, email, and phone for each staff position at project – this is a requirement for the grantors)	x	
Proof of Ownership or Lease Agreement (if housing will be provided at site-based location)	NA	

Single Audit or Independent Financial Audits for the most recent 2 years. Also, project recipients who expend \$750,000 or more in 1 year in federal awards must have a single or program-specific audit for that year in accordance with the provisions of 2 CFR part 200, subpart F.

x

(1) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds.

x

(2) The population to be served must meet program eligibility requirements as described in the Act, the Rule, and section I.B.3.m of this NOFO.

x

(3) Coordinated Entry Participation (if not participating, commitment to participate)

x

(4) Commitment to Housing First

x

(5) Documented secured minimum match

x

(6) Project has reasonable costs per permanent housing exit, as defined locally

x

(7) Project is financially feasible

x

(8) Applicant is active CoC participant (or commitment to participate)

x

(9) Application is complete and data are consistent

x

(10) Data quality at or above 90%

(11) Bed/unit utilization rate at or above 90%

(12) Acceptable organizational audit/financial review

(13) Documented organizational financial stability

Scored Forms for 1 renewal project (document 2 of 2)

Category Label	Program	Datapoint	Benchmark	Unit	Points
Length of Stay	PSH	average # of days participants spend from entry to residential move-in	30	days	20
Exits to Permanent Housing	PSH	% of participants remaining in or moving to permanent housing	90%	%	25
Returns to Homelessness	PSH	% of participants return to homelessness within 12 months of exit to permanent housing	10%	%	15
New or Increased Income / Earned Income 1	PSH	% new or increased earned income for project stayers	20%	%	5
New or Increased Income / Earned Income 2	PSH	% new or increased non-employment income for project stayers	20%	%	5
New or Increased Income / Earned Income 3	PSH	% new or increased earned income for project leavers	20%	%	5
New or Increased Income / Earned Income 4	PSH	% new or increased non-employment income for project leavers	20%	%	5
Serve High Need Population: Focus on Chronic Homelessness	PSH	% of participants are chronically homeless	75%	%	20
Project Effectiveness - Costs	PSH	Does the project have reasonable costs per PH exit as defined locally?	Yes	Yes/No	20
Project Effectiveness - CA	PSH	% of entries to project from CE referral (or alternative system for DV projects)	100%	%	10
Project Effectiveness - Housing First	PSH	Is project Housing First/Low Barrier?	Yes	Yes/No	20
CoC Local Criteria - Monitoring	PSH	Monitoring Score	10	points	10
CoC Local Criteria - PIT	PSH	Is agency active in annual PIT/HIC count?	Yes	Yes/No	10
CoC Local Criteria - HUD Policy	PSH	Does the applicant demonstrate how the project includes HUD Policy Priorities?	10	points	10
CoC Local Criteria - Racial Equity	PSH	Does the applicant demonstrate how the project is addressing racial equity, eliminating barriers, and implementing measures to evaluate efficacy?	10	points	10
CoC Local Criteria - LGBTQ+	PSH	Does the applicant demonstrate how the project is addressing the needs of LGBTQ+ individuals and ensuring they receive services free from discrimination?	10	points	10

In 2023, the CoC switched from a Word-based tool to an Excel-based tool to promote efficiency and accuracy. This Excel tool uses the metrics and benchmarks in attachment 1E 2.

Screenshot of the assessment sheet for 1 project:

- The “scoring system” tab includes methodology and total points from the approved rubric.

Scoring System

PSH Projects

PSH Scores

RRH Projects

RRH Scores

TH Projects

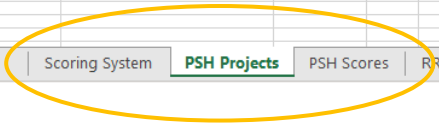
TH Scores

1

Scored Forms for 1 renewal project (document 2 of 2)

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
2					Datapoints -->	Length of Stay	Exits to Permanent Housing	Returns to Homelessness	New or Increased Income / Earned Income 1	New or Increased Income / Earned Income 2	New or Increased Income / Earned Income 3	New or Increased Income / Earned Income 4	Serve High Need Population: Focus on	Project Effectiveness - Costs	Project Effectiveness - CA	Project Effectiveness - Housing First	CoC Local Criteria - Monitoring	CoC Local Criteria - PIT	CoC Local Criteria - HUD Policy	CoC Local Criteria - Racial Equity	CoC Local Criteria - LGBTQ+	
3	Start date	End date	Project Name	Grant Number	Project Type (PSH)	average # of days participants spend from entry to residential move-in	% of participants remaining in or moving to permanent housing	% of participants return to homelessness within 12 months of exit to permanent housing	% new or increased earned income for project stayers	% new or increased non-employment income for project stayers	% new or increased earned income for project leavers	% new or increased non-employment income for project leavers	% of participants are chronically homeless	Does the project have reasonable costs per PH exit as defined locally?	% of entries to project from CE referral (or alternative system for DV projects)	Is project Housing First/Low Barrier?	Monitoring Score	Is agency active in annual PIT/HIC count?	Does the applicant demonstrate how the project is addressing racial equity, eliminating barriers, and implementing measures to evaluate efficacy?	Does the applicant demonstrate how the project is addressing the needs of LGBTQ+ individuals and ensuring they receive services free from discrimination?		
8	1/1/2021	12/31/2022	Associated Catholic Charities - REACH Combin	MD0027	PSH	9	100%	6%	12%	38%	0%	0%	82%	yes	100%	yes	10.0	10	9	10	10	

Screenshot of the assessment sheet for 1 project:
 - The user reviews the application and provides input based on quantitative performance data and content included in the application



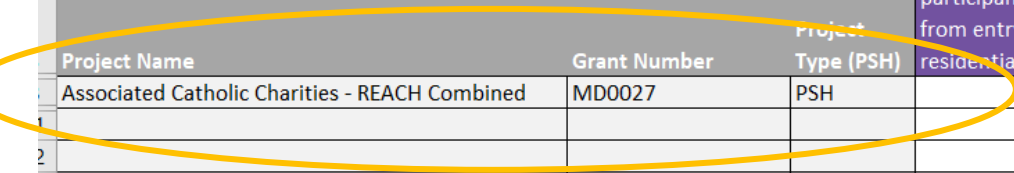
2 ↑

(close-up shot provided on the next page)

Scored Forms for 1 renewal project (document 2 of 2)

(Close-up shot of rating tool for PSH projects)

Datapoints -			Length of Stay	Exits to Permanent Housing	Returns to Homelessness	New or Increased Income / Earned Income 1	New or Increased Income / Earned Income 2	New or Increased Income / Earned Income 3
Project Name	Grant Number	Project Type (PSH)	average # of days participants spend from entry to residential move-in	% of participants remaining in or moving to permanent housing	% of participants return to homelessness within 12 months of exit to permanent housing	% new or increased earned income for project stayers	% new or increased non-employment income for project stayers	% new or increased non-employment income for project stayers
Associated Catholic Charities - REACH Combined	MD0027	PSH	9	100%	6%	12%	38%	



Scored Forms for 1 renewal project (document 2 of 2)

Close-up shots of scoring tool for PSH projects

Formula bar: `=MAX(0,(IF("PSH Projects"!G8<=(VLOOKUP(A1&" "&D$2,'Scoring System'!$B$2:$J$49,7,FALSE)),(VLOOKUP($A$1&" "&D$2,'Scoring System'!B2:J49,9,FALSE)),(VLOOKUP(A1&" "&D$2,'Scoring System'!$B$2:$J$49,7,FALSE))))))`

	A	B	C	D	E	F	G	H
1	PSH							
2	Datapoints -->			Length of Stay	Exits to Permanent Housing	Returns to Homelessness	New or Increased Income / Earned Income 1	New or Increase Income / Earned Income 2
				average # of days participants spend from entry to residential move-in	% of participants remaining in or moving to permanent housing	% of participants return to homelessness within 12 months of exit to permanent housing	% new or increased earned income for project stayers	% new or increased non-employment income for project stayers
3	Project Name	Grant Number	Project Type (PSH)					
8	Associated Catholic Charities - REACH Combined	MD0027	PSH	20.0	25.0	15.0	2.9	
31								
32								
33								

Tool assigns points based on values entered on previous tab

R	S	T	U	V
Local Criteria - Racial Equity	CoC Local Criteria - LGBTQ+	Total points	Total possible	
Does the applicant demonstrate how the project is addressing racial equity, eliminating barriers, and implementing measures to increase efficacy?	Does the applicant demonstrate how the project is addressing the needs of LGBTQ+ individuals and ensuring they receive services free from discrimination?			
10.0	10.0	186.9	200	

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 2:43 PM
To: thephoenixhouse@daniellejhall.com
Cc: Callahan, Charles; Agustin, Irene (MOHS)
Subject: Phoenix House CoC Notification Letter
Attachments: Phoenix House_CoC Project Proposal Notification_9.11.23.pdf

Dear Ms. Buckson,

On behalf of the CoC, please see the attached notification letter regarding the new project application submitted in the FY 2023 CoC Competition. Please note that proposal was not accepted after a review from the Resource Allocation Committee.

We would be happy to connect with you to debrief about your project proposal. Thank you for the work that you do and your dedication to ending homelessness in Baltimore City.

Respectfully,

Camille



Camille Wathne (she/her)
Interim Chief of Policy and Partnership
Mayor's Office of Homeless Services
7 E. Redwood Street, 5th Floor
Baltimore, MD 21202
(443) 462-2792
camille.wathne@baltimorecity.gov



September 11, 2023

Danielle Buckson
The Phoenix House
5004 Catalpha Road
Baltimore, MD 21214

Re: FY 2023 Continuum of Care Competition

Dear Ms. Buckson,

Thank you for submitting a new project proposal for Baltimore City's Annual Continuum of Care (CoC) Competition. This letter is to formally provide you with written notice that the new project proposal for The Phoenix House was not accepted in the FY 2023 CoC Competition. The Resource Allocation Committee (RAC) reviewed your proposal and determined that it did not meet the minimum program requirements.

We appreciate the effort that your organization put into preparing this application and encourage you to consider applying again in the future.

Thank you for your commitment to making homelessness rare and brief in Baltimore City. We wish you much success in your future endeavors.

Sincerely,

09/12/2023

Chuck Callahan, CoC Committee Chair
Resource Allocation Committee

09/13/2023

Irene Agustin
Director, Mayor's Office of Homeless Services

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 2:44 PM
To: Acoffield@mannahouseinc.org
Cc: Agustin, Irene (MOHS); Callahan, Charles; Jennifer Dubreuil
Subject: Manna House CoC Notification Letter
Attachments: Manna House_CoC Project Proposal Notification_9.11.23.pdf

Dear Mr. Coffield,

On behalf of the CoC, please see the attached notification letter regarding the new project application submitted in the FY 2023 CoC Competition. Please note that proposal was not accepted after a review from the Resource Allocation Committee. We look forward to continuing our partnership with Manna House, and we will be happy to connect with you to debrief about your project proposal.

We want to thank you for the work that you do and your dedication to ending homelessness in Baltimore City.

Respectfully,

Camille



Camille Wathne (she/her)
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September 11, 2023

Antonio Coffield
Manna House
435 E 25th St,
Baltimore, MD 21218

Re: FY 2023 Continuum of Care Competition

Dear Mr. Coffield,

Thank you for submitting a new project proposal for Baltimore City's Annual Continuum of Care (CoC) Competition. This letter is to formally provide you with written notice that the new project proposal for Manna House was not accepted in the FY 2023 CoC Competition. The Resource Allocation Committee (RAC) reviewed your proposal and determined that it did not fit the scope of the CoC Program.

We appreciate the effort that your organization put into preparing this application and encourage you to consider applying again in the future.

Thank you for your commitment to making homelessness rare and brief in Baltimore City. We wish you much success in your future endeavors.

Sincerely,

09/12/2023
Chuck Callahan, CoC Committee Chair
Resource Allocation Committee

09/12/2023
Irene Agustin
Director, Mayor's Office of Homeless Services

CC: Jennifer Dubreuil, Director of Programs and Philanthropy, Manna House

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 2:45 PM
To: Gabby Knighton
Cc: Agustin, Irene (MOHS); Callahan, Charles; Dale Meyer; Tonia Stokes; Kevin Greoski; Tamara L. Anderson
Subject: PEP CoC Notification Letter
Attachments: PEP_CoC Project Proposal Reallocation_9.11.23.pdf

Dear Ms. Knighton,

On behalf of the CoC, please see the attached notification letter regarding the PEP Samaritan Project, which has been fully reallocated. We look forward to our continued partnership with PEP.

Thank you for the work that you do and your dedication to ending homelessness in Baltimore City.

Respectfully,

Camille



Camille Wathne (she/her)
Interim Chief of Policy and Partnership
Mayor's Office of Homeless Services
7 E. Redwood Street, 5th Floor
Baltimore, MD 21202
(443) 462-2792
camille.wathne@baltimorecity.gov



September 11, 2023

Gabby Knighton
People Encouraging People (PEP)
22 S Howard Street
Baltimore, MD 21201

Re: FY 2023 Continuum of Care Competition

Dear Ms. Knighton,

We are writing to notify you that the PEP Samaritan Project (MD0011L3B012213) has been voluntarily reallocated. This letter is to formally provide you with written notice that the project will be fully reallocated in the amount of \$632,004.00.

We look forward to our continued partnership and encourage you to apply for additional funding in the future. Thank you for your commitment to making homelessness rare and brief in Baltimore City. We wish you much success in your future endeavors.

Sincerely,

09/12/2023
Chuck Callahan, CoC Committee Chair
Resource Allocation Committee

09/12/2023
Irene Agustin
Director, Mayor's Office of Homeless Services

CC: Tonia Stokes, PEP
Dale Meyer, PEP
Kevin Greoski, PEP
Tamara Anderson, PEP

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:24 PM
To: grants@hruthmd.org
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	House of Ruth - Coordinated Entry SSO - DV Bonus
Funding request	\$351,108.00
Grant Number	MD0411D3B012204
Project Type	SSO-CE
Score (as applicable)	Not scored: SSO-CA
Rank	3

Project Name	House of Ruth - Rapid Re-Housing - DV Bonus
Funding request	\$1,204,025.00
Grant Number	MD0410D3B012204
Project Type	PH-RRH
Score (as applicable)	44%
Rank	31

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



Camille Wathne (she/her)
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Baltimore, MD 21202
(443) 462-2792
camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:24 PM
To: Peter B. McIver
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Marian House - Serenity Place PHP
Funding request	\$31,730.00
Grant Number	MD0052L3B012215
Project Type	PH-PSH
Score (as applicable)	54%
Rank	24

Project Name	Marian House PH
Funding request	\$70,577.00
Grant Number	MD0051L3B012215
Project Type	PH-PSH
Score (as applicable)	74%
Rank	12

Project Name	Marian House S+C Expansion
Funding request	\$57,261.00
Grant Number	MD0057L3B012215
Project Type	PH-PSH
Score (as applicable)	61%
Rank	20

Project Name	Marian House TAMAR 2 PHP
Funding request	\$94,878.00
Grant Number	MD0060L3B012215
Project Type	PH-PSH
Score (as applicable)	76%
Rank	11

Project Name	Marian House TAMAR S+C
Funding request	\$681,639.00
Grant Number	MD0064L3B012215
Project Type	PH-PSH
Score (as applicable)	83%
Rank	6

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



Camille Wathne (she/her)
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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:28 PM
To: ftburden@scsmd.org
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Springboard Diversion & Kinship
Funding request	\$397,804.00
Grant Number	MD0480Y3B012201
Project Type	SSO
Score (as applicable)	Not scored: YHDP
Rank	Not ranked

Project Name	Springboard - Youth Permanent Housing
Funding request	\$535,140.00
Grant Number	MD0503L3B012200
Project Type	PH-PSH
Score (as applicable)	Not scored: starting in 2023
Rank	26

Project Name	Springboard Community Services COMPASS
Funding request	\$196,865.00
Grant Number	MD0477Y3B012201
Project Type	SSO
Score (as applicable)	Not scored: YHDP
Rank	Not ranked

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:21 PM
To: Leah Mason-Grant; Meghan Curry
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	St. Ambrose Housing Aid Center PHP
Funding request	\$447,433.00
Grant Number	MD0058L3B012215
Project Type	PH-PSH
Score (as applicable)	66%
Rank	16

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:27 PM
To: Ted Gross
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	GEDCO - Supportive Housing Harford House and Micah House
Funding request	\$104,006.00
Grant Number	MD0038L3B012215
Project Type	PH-PSH
Score (as applicable)	59%
Rank	22

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



Camille Wathne (she/her)
Interim Chief of Policy and Partnership
Mayor's Office of Homeless Services
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Baltimore, MD 21202
(443) 462-2792
camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:25 PM
To: Anzuetto Estrada, Rebecca
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Geraldine Young Family Center Transition Housing
Funding request	\$213,296.00
Grant Number	MD0091L3B012215
Project Type	TH
Score (as applicable)	Not scored: transferred
Rank	34

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



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Interim Chief of Policy and Partnership
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Baltimore, MD 21202
(443) 462-2792
camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:20 PM
To: bbenner@womenshousing.org
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	WHC Scattered Site Housing S+C
Funding request	\$940,523.00
Grant Number	MD0085L3B012215
Project Type	PH-PSH
Score (as applicable)	77%
Rank	9

Project Name	WHC Scattered-Site 2
Funding request	\$534,493.00
Grant Number	MD0505L3B012200
Project Type	PH-PSH
Score (as applicable)	Not scored: starting in 2023
Rank	28

Project Name	Women's Housing Coalition Scattered Site 3
Funding request	\$366,970.00
Grant Number	NEW
Project Type	PH-PSH
Score (as applicable)	92%
Rank	36

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



Camille Wathne (she/her)
Interim Chief of Policy and Partnership
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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:22 PM
To: mslicher@projectplase.org
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Project PLASE - Medically Fragile SRO
Funding request	\$70,478.00
Grant Number	MD0069L3B012215
Project Type	PH-PSH
Score (as applicable)	81%
Rank	7

Project Name	Project PLASE Rental Assistance Program
Funding request	\$1,756,916.00
Grant Number	MD0065L3B012215
Project Type	PH-PSH
Score (as applicable)	92%
Rank	5

Project Name	Project PLASE Scattered Site PHP
Funding request	\$1,163,083.00
Grant Number	MD0068L3B012215
Project Type	PH-PSH
Score (as applicable)	78%
Rank	8

Project Name	Project PLASE Veteran PSH Project
Funding request	\$1,286,166.00
Grant Number	MD0331L3B012207
Project Type	PH-PSH
Score (as applicable)	68%
Rank	15

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS

Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



Camille Wathne (she/her)
Interim Chief of Policy and Partnership
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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:19 PM
To: Laurie Holmes
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	SVDP Front Door Rapid Re-Housing
Funding request	\$1,049,568.00
Grant Number	MD0356L3B012206
Project Type	PH-RRH
Score (as applicable)	64%
Rank	30

Project Name	SVdP Home Connections III
Funding request	\$1,124,893.00
Grant Number	MD0039L3B012215
Project Type	PH-PSH
Score (as applicable)	57%
Rank	23

Project Name	SVdP Home Connections Plus
Funding request	\$90,073.00
Grant Number	MD0061L3B012215
Project Type	PH-PSH
Score (as applicable)	60%
Rank	21

Project Name	SVDP PSH Promise Housing
Funding request	\$518,021.00
Grant Number	MD0478Y3B012201
Project Type	PH-PSH
Score (as applicable)	Not scored: YHDP
Rank	Not ranked

Project Name	SVDP Rapid Re-Housing
Funding request	\$568,282.00
Grant Number	MD0358L3B012206
Project Type	PH-RRH
Score (as applicable)	65%
Rank	29

Project Name	SVDP RRH Promise Housing
Funding request	\$524,941.00
Grant Number	MD0479Y3B012201
Project Type	PH-RRH
Score (as applicable)	Not scored: YHDP
Rank	Not ranked

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

Camille Wathne – Interim Chief of Policy and Partnership, MOHS
 Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



Camille Wathne (she/her)
Interim Chief of Policy and Partnership
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 (443) 462-2792
camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:31 PM
To: Laura Talis
Cc: Bill McCarthy; Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Associated Catholic Charities - Project FRESH Start
Funding request	\$110,441.00
Grant Number	MD0030L3B012215
Project Type	PH-PSH
Score (as applicable)	72%
Rank	13

Project Name	Associated Catholic Charities - REACH Combined
Funding request	\$797,771.00
Grant Number	MD0027L3B012215
Project Type	PH-PSH
Score (as applicable)	93%
Rank	4

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

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Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



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(443) 462-2792

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:30 PM
To: Lisa
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	At Jacob's Well PHP
Funding request	\$23,968.00
Grant Number	MD0018L3B012215
Project Type	PH-PSH
Score (as applicable)	64%
Rank	17

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

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Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:30 PM
To: Julie Figueroa; Dr. Abioye
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	BSH Transitional Housing and Rapid Rehousing Project
Funding request	\$765,525.00
Grant Number	NEW
Project Type	RRH/TH
Score (as applicable)	85%
Rank	38

Project Name	Baltimore Safe Haven's Transitional Housing
Funding request	\$250,702.00
Grant Number	MD0502Y3B012200
Project Type	TH
Score (as applicable)	Not scored: YHDP
Rank	Not ranked

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Respectfully,

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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:09 PM
To: Agustin, Irene (MOHS)
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	MOHS - Coordinated Access Project
Funding request	\$448,812.00
Grant Number	MD0501L3B012200
Project Type	SSO-CE
Score (as applicable)	Not scored: SSO-CA
Rank	2

Project Name	MOHS - HMIS Consolidated Grant
Funding request	\$493,012.00
Grant Number	MD0021L3B012215
Project Type	HMIS
Score (as applicable)	Not scored: HMIS
Rank	1

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

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Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



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Notification of CoC Project Acceptance



Wathne, Camille (MOHS)

To Wathne, Camille (MOHS)

Cc CharlesCallahan@umm.edu

Bcc Odette Belcher; Lisa; Nico Sanders; Peter B. McIver;

Laurie Holmes

Reply Reply All Forward

Wed 9/13/2023 5:29 PM

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	BHSB SRA Multi-Grant S+C
Funding request	\$4,197,224.00
Grant Number	MD0024L3B012215
Project Type	PH-PSH
Score (as applicable)	68%
Rank	14

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:22 PM
To: Teyana Johnson
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	PEP Mobile Outreach and Treatment Project
Funding request	\$364,687.00
Grant Number	MD0059L3B012215
Project Type	SSO
Score (as applicable)	Not scored: BHSB
Rank	33

Project Name	Hope Safe Haven
Funding request	\$399,670.00
Grant Number	MD0037L3B012215
Project Type	SH
Score (as applicable)	Not scored: BHSB
Rank	32

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

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Chuck Callahan – Chair of the Resource Allocation Committee, CoC Board



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camille.wathne@baltimorecity.gov

Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:29 PM
To: Odette Belcher
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Dayspring Programs PHP
Funding request	\$296,792.00
Grant Number	MD0034L3B012215
Project Type	PH-PSH
Score (as applicable)	62%
Rank	19

Project Name	Dayspring Programs Tenant Based S+C
Funding request	\$467,636.00
Grant Number	MD0033L3B012215
Project Type	PH-PSH
Score (as applicable)	50%
Rank	25

Project Name	Daysprings Supportive Housing Program 2022
Funding request	\$488,688.00
Grant Number	MD0504L3B012200
Project Type	PH-PSH
Score (as applicable)	Not scored: starting in 2023
Rank	27

Thank you for your application and commitment to making homelessness rare and brief in Baltimore City. Please reach out to us with any questions or concerns.

Respectfully,

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Wathne, Camille (MOHS)

From: Wathne, Camille (MOHS)
Sent: Wednesday, September 13, 2023 5:25 PM
To: Kevin Lindamood; Andrea Shearer
Cc: Callahan, Charles
Subject: Notification of CoC Project Acceptance

Dear CoC NOFO applicant,

We're writing to inform you that the following projects have been accepted by the Resource Allocation Committee (RAC) of the Baltimore City CoC for inclusion in the application package to HUD for the FY 2023. Please note that the full priority listing will be posted to the MOHS website later today. We are including the project name; funding request; grant number (as applicable); project type; score assigned by the RAC according to approved rubric (as applicable); and rank in the priority listing for each approved project below.

Project Name	Health Care for the Homeless - Homewood Bound Bonus
Funding request	\$1,145,165.00
Grant Number	MD0330L3B012207
Project Type	PH-PSH
Score (as applicable)	77%
Rank	10

Project Name	MOHS - Homewood Bound PHP
Funding request	\$1,450,830.00
Grant Number	MD0022L3B012215
Project Type	PH-PSH
Score (as applicable)	63%
Rank	18

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Respectfully,

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MD-501 Local Competition Selection Results

Rank	Applicant Name	Project Name	Status	Project Type	Score	Funding Request	CoC Funding Type	Tier
1	City of Baltimore - Mayor's Office	MOHS - CoC Planning Grant	Renewal	Planning	Not scored: Planning	\$730,874	Annual renewal - accepted	NA
1	City of Baltimore - Mayor's Office	MOHS - HMIS Consolidated Grant	Renewal	HMIS	Not scored: HMIS	\$493,012	Annual renewal - accepted	1
2	City of Baltimore - Mayor's Office	MOHS - Coordinated Access Project	Renewal	SSO-CE	Not scored: SSO-CA	\$448,812	Annual renewal - accepted	1
3	City of Baltimore - Mayor's Office	House of Ruth - Coordinated Entry SSO - DV Bonus	Renewal	SSO-CE	Not scored: SSO-CA	\$351,108	Annual renewal - accepted	1
4	City of Baltimore - Mayor's Office	Associated Catholic Charities - REACH Combined	Renewal	PH-PSH	93.5%	\$797,771	Annual renewal - accepted	1
5	City of Baltimore - Mayor's Office	Project PLASE Rental Assistance Program	Renewal	PH-PSH	91.8%	\$1,756,916	Annual renewal - accepted	1
6	City of Baltimore - Mayor's Office	Marian House TAMAR S+C	Renewal	PH-PSH	82.6%	\$681,639	Annual renewal - accepted	1
7	City of Baltimore - Mayor's Office	Project PLASE - Medically Fragile SRO	Renewal	PH-PSH	81.3%	\$70,478	Annual renewal - accepted	1
8	City of Baltimore - Mayor's Office	Project PLASE Scattered Site PHP	Renewal	PH-PSH	78.4%	\$1,163,083	Annual renewal - accepted	1
9	City of Baltimore - Mayor's Office	WHC Scattered Site Housing S+C	Renewal	PH-PSH	77.3%	\$940,523	Annual renewal - accepted	1
10	City of Baltimore - Mayor's Office	Health Care for the Homeless - Homewood Bound Bonus	Renewal	PH-PSH	77.1%	\$1,145,165	Annual renewal - accepted	1
11	City of Baltimore - Mayor's Office	Marian House TAMAR 2 PHP	Renewal	PH-PSH	76.0%	\$94,878	Annual renewal - accepted	1
12	City of Baltimore - Mayor's Office	Marian House PH	Renewal	PH-PSH	74.2%	\$70,577	Annual renewal - accepted	1
13	City of Baltimore - Mayor's Office	Associated Catholic Charities - Project FRESH Start	Renewal	PH-PSH	72.2%	\$110,441	Annual renewal - accepted	1
14	City of Baltimore - Mayor's Office	BHSB SRA Multi-Grant S+C	Renewal	PH-PSH	68.4%	\$4,197,224	Annual renewal - accepted	1
15	City of Baltimore - Mayor's Office	Project PLASE Veteran PSH Project	Renewal	PH-PSH	67.7%	\$1,286,166	Annual renewal - accepted	1
16	City of Baltimore - Mayor's Office	St. Ambrose Housing Aid Center PHP	Renewal	PH-PSH	65.7%	\$447,433	Annual renewal - accepted	1
17	City of Baltimore - Mayor's Office	At Jacob's Well PHP	Renewal	PH-PSH	64.2%	\$23,968	Annual renewal - accepted	1
18	City of Baltimore - Mayor's Office	MOHS - Homewood Bound PHP	Renewal	PH-PSH	62.8%	\$1,450,830	Annual renewal - accepted	1
19	City of Baltimore - Mayor's Office	Dayspring Programs PHP	Renewal	PH-PSH	62.4%	\$296,792	Annual renewal - accepted	1
20	City of Baltimore - Mayor's Office	Marian House S+C Expansion	Renewal	PH-PSH	60.7%	\$57,261	Annual renewal - accepted	1
21	City of Baltimore - Mayor's Office	SVdP Home Connections Plus	Renewal	PH-PSH	59.7%	\$90,073	Annual renewal - accepted	1
22	City of Baltimore - Mayor's Office	GEDCO - Supportive Housing Harford House and Micah House	Renewal	PH-PSH	58.6%	\$104,006	Annual renewal - accepted	1
23	City of Baltimore - Mayor's Office	SVdP Home Connections III	Renewal	PH-PSH	56.8%	\$1,124,893	Annual renewal - accepted	1
24	City of Baltimore - Mayor's Office	Marian House - Serenity Place PHP	Renewal	PH-PSH	54.1%	\$31,730	Annual renewal - accepted	1
25	City of Baltimore - Mayor's Office	Dayspring Programs Tenant Based S+C	Renewal	PH-PSH	49.6%	\$467,636	Annual renewal - accepted	1
26	City of Baltimore - Mayor's Office	SCS - Youth Permanent Housing	Renewal	PH-PSH	Not scored: starting in 2023	\$535,140	Annual renewal - accepted	1
27	City of Baltimore - Mayor's Office	Daysprings Supportive Housing Program 2022	Renewal	PH-PSH	Not scored: starting in 2023	\$488,688	Annual renewal - accepted	1
28	City of Baltimore - Mayor's Office	WHC Scattered-Site 2	Renewal	PH-PSH	Not scored: starting in 2023	\$534,493	Annual renewal - accepted	1
29	City of Baltimore - Mayor's Office	SVDP Rapid Re-Housing	Renewal	PH-RRH	65.2%	\$568,282	Annual renewal - accepted	1
30	City of Baltimore - Mayor's Office	SVDP Front Door Rapid Re-Housing	Renewal	PH-RRH	63.7%	\$1,049,568	Annual renewal - accepted	1
31	City of Baltimore - Mayor's Office	House of Ruth - Rapid Re-Housing - DV Bonus	Renewal	PH-RRH	44.0%	\$1,204,025	Annual renewal - accepted	straddle
32	Behavioral Health System Baltimore	Hope Safe Haven	Renewal	SH	Not scored: BHSB	\$399,670	Annual renewal - accepted	2
33	Behavioral Health System Baltimore	PEP Mobile Outreach and Treatment Project	Renewal	SSO	Not scored: BHSB	\$364,687	Annual renewal - accepted	2
34	City of Baltimore - Mayor's Office	Geraldine Young Family Center Transition Housing	Renewal	TH	Not scored: transferred	\$213,296	Annual renewal - accepted	2
Not ranked	City of Baltimore - Mayor's Office	PEP Samaritan Project	Renewal	PH	Voluntary Reallocation	\$0	Fully reallocated	N/A
Not ranked	NA	Manna House	NEW	SSO	Not scored	\$100,000	Rejected - did not meet threshold	N/A
Not ranked	NA	Phoenix House	NEW	incomplete	incomplete	incomplete	Rejected - did not meet threshold	N/A
36	City of Baltimore - Mayor's Office	Women's Housing Coalition	NEW	PH-PSH	92.2%	\$366,970	Annual renewal - accepted	2
37	City of Baltimore - Mayor's Office	Episcopal Housing Corporation	NEW	PH-PSH	87.1%	\$119,051	Annual renewal - accepted	2
38	City of Baltimore - Mayor's Office	Baltimore Safe Haven	NEW	RRH/TH	84.9%	\$765,525	Annual renewal (\$145,983) + Bonus (\$619,542)	2
Not ranked	City of Baltimore - Mayor's Office	Springboard Community Services COMPASS	YHDP	SSO	Not scored: YHDP	\$196,865	YHDP Non-Competitive Renewal	N/A
Not ranked	City of Baltimore - Mayor's Office	SVDP PSH Promise Housing	YHDP	PH-PSH	Not scored: YHDP	\$518,021	YHDP Non-Competitive Renewal	N/A
Not ranked	City of Baltimore - Mayor's Office	SVDP RRH Promise Housing	YHDP	PH-RRH	Not scored: YHDP	\$524,941	YHDP Non-Competitive Renewal	N/A
Not ranked	City of Baltimore - Mayor's Office	Diversion & Kinship	YHDP	SSO	Not scored: YHDP	\$397,804	YHDP Non-Competitive Renewal	N/A
Not ranked	City of Baltimore - Mayor's Office	Baltimore Safe Haven's Transitional Housing	YHDP	TH	Not scored: YHDP	\$250,702	YHDP Non-Competitive Renewal	N/A

PROJECT RANKING PROCESS

Renewal Project Scoring

Renewal projects approved by the Resource Allocation Committee (RAC) for inclusion in the CoC project ranking will be scored according to an objective scoring tool based on their individual project performance, alignment with HUD and CoC policy priorities, and compliance. Project applications for YHDP renewal or replacement and CoC planning will not be listed on the CoC Priority Listing in rank order. Performance and HMIS elements are heavily weighted measures used by HUD in determining the overall CoC score for the NOFO. Data used in the project scoring tool comes largely from the project's most recently submitted Annual Performance Report (APR), project compliance and monitoring reports, and HMIS data. Scoring tools are provided in the Appendix. First-time renewals are projects that have not yet completed their first operating year, and thus, cannot be scored for their performance due to not having a completed Annual Performance Report (APR). However, the RAC will evaluate each first time renewal based on the initial project proposal and initial ranking to determine how it will rank on the priority listing.

New Project Selection

New project applicants will be assessed on the following: project design, how the project addresses local priority needs, how the project aligns with local strategies and HUD's Policy Priorities, budget appropriateness and accuracy, project match, leveraging, CoC participation, community collaboration, organizational capacity, use of Housing First, and implementation timeline. There may be new projects that fail to score well enough to be included in the NOFO submission, or there may not be enough new project funding to fund all requests. New project applicants are highly encouraged to review the new project application guide and instructions while preparing their application, which provide a wealth of resources on best practices, policies, procedures, and requirements. Scoring tools are provided in the Appendix.

Ranking Order

Renewal projects approved for inclusion (not being fully reallocated) in the CoC's project ranking will be ranked in the following order:

1. HMIS
2. Renewal Support Services - coordinated entry (regular and domestic violence)
3. Renewal Permanent Supportive Housing projects, ranked in order of highest to lowest percentage score
4. Renewal Rapid Re-housing projects, ranked in order of highest to lowest percentage score
5. Renewal Supportive Services (Street outreach/ Housing Project or Housing Structure Specific), Safe Haven and Transitional Housing for youth, ranked in order of highest to lowest percentage score

New projects, including regular and domestic violence projects, will be ranked after the Resource Allocation Committee has evaluated all renewal projects. All new projects will be ranked in such a way to (1) maximize the CoC's overall application score; (2) maximize the score of Tier 2 projects and ensure the highest possibility of having projects funded; (3) increase the CoC's system performance; and (4) effectively meet HUD policies and priorities.

Tie-Breakers

Ties within the same project type will be broken in the following order:

- Highest % of clients exiting to or retaining permanent housing
- Highest utilization rate

The Resource Allocation Committee may adjust individual projects up or down in the ranking or reallocate in order to fulfill HUD priorities, prevent potential losses of funding, and maximize the overall CoC application score. This includes:

1. Prioritizing projects that place greater emphasis on racial equity and have taken steps to eliminate barriers to improve racial equity, and have implemented measures to evaluate the efficacy of the steps taken.
2. Prioritizing projects addressing the needs of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) individuals to place greater emphasis on CoCs implementing and training of their providers on the CoC-wide anti-discrimination policies that ensure LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination.

Youth Homelessness Demonstration Program

The Youth Homelessness Demonstration Program awarded in Round 3 (August of 2019) is eligible for renewal or replacement in the FY 2023 CoC Competition. As a demonstration program HUD has indicated that YHDP projects in Round 3 will not be ranked and will not fall under Tier 1 or Tier 2 funding. As demonstration projects, these projects will be renewed to their full award. **Please note YHDP projects still must complete a renewal or replacement application to be considered for the FY 2023 CoC Competition.**

2023 HDX Competition Report
PIT Count Data for MD-501 - Baltimore CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	2193	1929	1597	1627
Emergency Shelter Total	1,127	1,091	877	927
Safe Haven Total	21	8	18	16
Transitional Housing Total	747	532	578	571
Total Sheltered Count	1895	1631	1473	1514
Total Unsheltered Count	298	298	124	113

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	586	475	380	300
Sheltered Count of Chronically Homeless Persons	387	276	379	300
Unsheltered Count of Chronically Homeless Persons	199	199	1	0

2023 HDX Competition Report

PIT Count Data for MD-501 - Baltimore CoC

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	116	91	101	116
Sheltered Count of Homeless Households with Children	116	91	101	114
Unsheltered Count of Homeless Households with Children	0	0	0	2

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	342	235	145	145	138
Sheltered Count of Homeless Veterans	316	220	130	139	138
Unsheltered Count of Homeless Veterans	26	15	15	6	0

*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

2023 HDX Competition Report

HIC Data for MD-501 - Baltimore CoC

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	1,325	979	1,257	77.88%	68	68	100.00%	1,047	79.02%
SH Beds	33	26	33	78.79%	0	0	NA	26	78.79%
TH Beds	920	496	905	54.81%	15	15	100.00%	511	55.54%
RRH Beds	590	481	481	100.00%	109	109	100.00%	590	100.00%
PSH Beds	3,351	2,418	3,351	72.16%	0	0	NA	2,418	72.16%
OPH Beds	2,733	194	2,733	7.10%	0	0	NA	194	7.10%
Total Beds	8,952	4,594	8,760	52.44%	192	192	100.00%	4,786	53.46%

2023 HDX Competition Report
HIC Data for MD-501 - Baltimore CoC

2023 HDX Competition Report

HIC Data for MD-501 - Baltimore CoC

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

**For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	2109	1798	1875	1770

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

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	68	64	91	124

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	291	352	538	590

2023 HDX Competition Report
HIC Data for MD-501 - Baltimore CoC

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for MD-501 - Baltimore CoC

Measure 1: Length of Time Persons Remain Homeless

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	3020	2515	173	180	7	86	77	-9
1.2 Persons in ES, SH, and TH	3591	3052	197	208	11	106	107	1

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

2023 HDX Competition Report
FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	3506	2927	938	920	-18	366	366	0
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	4066	3454	868	847	-21	366	366	0

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	296	22	7%	12	4%	23	8%	57	19%
Exit was from ES	612	55	9%	12	2%	15	2%	82	13%
Exit was from TH	282	24	9%	15	5%	7	2%	46	16%
Exit was from SH	11	4	36%	0	0%	0	0%	4	36%
Exit was from PH	506	21	4%	10	2%	22	4%	53	10%
TOTAL Returns to Homelessness	1707	126	7%	49	3%	67	4%	242	14%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

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

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		1597	
Emergency Shelter Total	1091	877	-214
Safe Haven Total	8	18	10
Transitional Housing Total	532	578	46
Total Sheltered Count	1631	1473	-158
Unsheltered Count		124	

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	3638	3058	-580
Emergency Shelter Total	3036	2490	-546
Safe Haven Total	42	48	6
Transitional Housing Total	642	612	-30

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1628	1612	-16
Number of adults with increased earned income	87	86	-1
Percentage of adults who increased earned income	5%	5%	0%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1628	1612	-16
Number of adults with increased non-employment cash income	402	387	-15
Percentage of adults who increased non-employment cash income	25%	24%	-1%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1628	1612	-16
Number of adults with increased total income	471	450	-21
Percentage of adults who increased total income	29%	28%	-1%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	412	369	-43
Number of adults who exited with increased earned income	82	60	-22
Percentage of adults who increased earned income	20%	16%	-4%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	412	369	-43
Number of adults who exited with increased non-employment cash income	94	95	1
Percentage of adults who increased non-employment cash income	23%	26%	3%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	412	369	-43
Number of adults who exited with increased total income	165	142	-23
Percentage of adults who increased total income	40%	38%	-2%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2849	2358	-491
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	862	576	-286
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1987	1782	-205

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

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	3592	3052	-540
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1166	782	-384
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	2426	2270	-156

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

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

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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	2026	3125	1099
Of persons above, those who exited to temporary & some institutional destinations	148	253	105
Of the persons above, those who exited to permanent housing destinations	150	209	59
% Successful exits	15%	15%	0%

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

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	2395	2495	100
Of the persons above, those who exited to permanent housing destinations	682	849	167
% Successful exits	28%	34%	6%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	2674	2671	-3
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2596	2608	12
% Successful exits/retention	97%	98%	1%

2023 HDX Competition Report

FY2022 - SysPM Data Quality

MD-501 - Baltimore CoC

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	1110	1373	1490	947	951	934	4710	3253	4955	277	334	496			
2. Number of HMIS Beds	846	1109	1203	538	542	525	2704	2633	2592	277	334	496			
3. HMIS Participation Rate from HIC (%)	76.22	80.77	80.74	56.81	56.99	56.21	57.41	80.94	52.31	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	4055	3105	2800	781	658	625	2711	3047	2959	1163	1145	1165	1641	2347	2453
5. Total Leavers (HMIS)	3233	2151	2187	468	375	318	279	340	269	599	570	559	1081	1714	1804
6. Destination of Don't Know, Refused, or Missing (HMIS)	1546	1138	1147	64	75	37	8	20	17	47	80	25	256	492	560
7. Destination Error Rate (%)	47.82	52.91	52.45	13.68	20.00	11.64	2.87	5.88	6.32	7.85	14.04	4.47	23.68	28.70	31.04

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

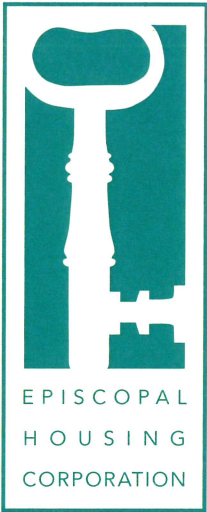
Submission and Count Dates for MD-501 - Baltimore CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/22/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/27/2023	Yes
2023 HIC Count Submittal Date	4/27/2023	Yes
2022 System PM Submittal Date	2/28/2023	Yes



3986 ROLAND AVENUE
BALTIMORE, MD 21211
PHONE 410 366 6200

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Daniel McCarthy
Executive Director

August 14, 2023

Irene Agustin, Director
Mayor's Office of Homeless Services
7 E. Redwood Street, 5th fl.
Baltimore, Maryland 21202

RE: Episcopal Housing Corporation – Cash Match Letter
Mulberry Supportive Housing
FY 2023 CoC Program

Dear Ms. Agustin,

I am writing to you regarding Episcopal Housing Corporation's new application for Mulberry Supportive Housing under the FY 2023 CoC Program Competition.

Please let this letter serve as our commitment to provide cash match in the amount of \$300,000 from Baltimore City Affordable Housing Trust Fund for case management. This cash match will be available starting July 1, 2024 for the grant period, July 1, 2024 through June 30, 2025.

This cash match will be used to provide case management services for residents.

Type of Commitment	Cash
Type of Source (Private, Government)	Government
Name the Source of the Commitment (Be as specific as possible and include the office or grant program as applicable)	Affordable Housing Trust Fund, through the Baltimore City Department of Housing and Community Development
Date of Written Commitment	June 26, 2023
Value of Written Commitment	\$ 300,000

Sincerely

Daniel McCarthy
Executive Director



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Date: June 26, 2023

From: City of Baltimore Department of Housing and Community Development

To: Episcopal Housing Corporation/ Mulberry Supportive Services
Shannon Snow
3986 Roland Avenue
Baltimore, MD 21211

Subject: **NEW CONSTRUCTION/PRESERVATION OF EXISTING RENTAL HOUSING,
AWARD NOTIFICATION**

Dear Shannon Snow,

The Department of Housing and Community Development (DHCD) is pleased to inform you that your application for the New Construction/Preservation of Existing Rental Housing will be receiving an award of Affordable Housing Trust Funds in the amount of three hundred thousand dollars (\$300,000.00).

Funds will be made available subject to the approval of a funding agreement by the City's Board of Estimates. Prior to executing a funding agreement, Episcopal Housing Corporation/ Mulberry Supportive Services will be required to submit final budgets, schedules, evidence of financing commitments, and other documentation as determined necessary by DHCD. All funds must be spent on housing that benefits households earning 50 percent or less of the Area Median Income as established by HUD. Expenditures of funds prior to this approval may not be available for reimbursement.

Stephani Estrada-EL, Affordable Housing Trust Fund Manager, will be contacting you with information about a mandatory virtual orientation. Meanwhile, please indicate your acceptance of this award by signing and returning this letter not later than July 17, 2023.

If you have any questions, please feel free to contact Stephani Estrada-EL, DHCD Affordable Housing Trust Fund Manager by email at Stephani.estrada.el@baltimorecity.gov.

Congratulations and we look forward to working with you on this project!

Sincerely,

Alice Kennedy
Housing Commissioner

CC: Paul Stanford
Stephani Estrada-EL

**New Construction/Preservation of Existing Rental Housing NOFA, Award Signature
Page**

I Shannon Snow (name), representative for Episcopal Housing Corporation (organization),
accept the City of Baltimore's Department of Housing and Community Development, Affordable
Housing Trust Fund award from the New Construction/Preservation of Rental Housing Notice of
Finding Availability ("NOFA") mentioned above.



Name: _____

Title: Projects Director

Date: 07/14/2023

East Chase Partners, LLC

*A Joint Venture between ReBuild Metro, Inc.
and Somerset Development Company, LLC*

August 14, 2023

Mayor's Office of Homeless Services
7 East Redwood Street, 5th Floor
Baltimore, Maryland 21202

RE: The Women's Housing Coalition – Match Letter Grant Number: _____

To whom it may concern:

This letter accompanies the Women's Housing Coalition's (WHC) application for a new permanent supportive housing project its Continuum of Care Program grant for additional WHC Scattered Site Housing S+C units.

To confirm our financial commitment to the grant, East Chase Partners (ECP) will provide a combination of funds and in-kind services for a combined total of \$120,000. This is made up of two components cash funding and in kind services. The first piece is, \$100,000 annually for supportive services which will be funded from a reserve established from the development proceeds of the 1100 Greenmount Avenue financing and will be available for the term of this grant per a Memorandum of Understanding dated 8/17/23 between ECP and WHC.

In addition to the \$100,000 noted above, East Chase Partners has signed a Letter of Intent with the Enoch Pratt Free Library, which intends to locate a new branch location at Greenmount Park Apartments. This branch library location will provide a combination of after school, adult literacy, employment training and other programming. It will also provide free access to high-speed internet, laptops, tablets, and computers, and access to the full collection of print and digital materials the Library has to offer. The approximate value of these programs and services is at least \$1,700 per year per resident served, or approximately \$20,000. This value was calculated by valuing the staff time of the program staff at the Library, as well as the ongoing benefit of free, stable, high-speed internet.

The funds available from the reserve will be used to provide program operations, training, case management, and miscellaneous resident and supportive services that will enable the residents of 1100 Greenmount Avenue and others to achieve and sustain social and financial stability.

Thank you for your support of this project. Feel free to contact us for additional information you may require.

Sincerely,



William Whitman
Authorized Manager

East Chase Partners, LLC

*A Joint Venture between ReBuild Metro, Inc.
and Somerset Development Company, LLC*

Memorandum of Understanding Provision of Services at Greenmount Park Apartments

This Memorandum of Understanding (MOU) is entered into by Women's Housing Coalition, Inc. (WHC) and East Chase Partners, LLC (ECP), collectively, the Parties. The purpose of this MOU is to set forth the services, funding amounts, and amenities to be made available by the Parties.

The Parties agree to apply for an extension grant from the Mayor's Office of Homeless Services in Baltimore City for twelve (12) units (the Rent Subsidy) for permanent supportive housing (PSH) for persons experiencing homeless (the Grant). Subject to award of the Grant on terms acceptable to the Parties, the Parties agree as follows:

ECP will accept participants from that qualify for WHC's PSH units, provided that such applicant also meets the other requirements to which the Project will be subject, such as LIHTC income restrictions.

ECP will provide a safe, decent, affordable housing in the Project. The Project is a new construction elevator building at 1100 Greenmount Avenue. The Project will be contiguous to a large new public park and playing field to be constructed and funded by others in 2024. The Project will have on-site management, a fitness room, on-site laundry, bicycle storage, a large multipurpose and event room and several smaller programmable amenity spaces. Further, ECP has signed a Letter of Intent with the Enoch Pratt Public Library (the Library) to house a new branch library at the Project, occupying approximately 9,000 square feet. The Library will offer a wide variety of on-site services and programming.

ECP will also provide \$100,000 in funding annually to fund the services and staff being provided by WHC to the residents of the Project. ECP expects the Library to provide at least \$20,000 of benefit in in-kind services and programming to WHC's clients, bringing the total match funding amount to \$120,000.

ECP agrees that, should WHC's PSH prospects choose to live in scattered site housing within the Johnston Square neighborhood due to larger family size than can be accommodated at the Project or for other reasons, the same services and programming shall be available to those residents as to residents of the Project.

WHC will provide two (2) on-site case management staff for residents of the Project, including those in units covered by the Grant.

East Chase Partners, LLC

*A Joint Venture between ReBuild Metro, Inc.
and Somerset Development Company, LLC*

WHC will coordinate with the Project's on-site management staff and staff of the Library to ensure that programming and services are being provided consistently and efficiently to the residents of the Project.

Women's Housing Coalition, Inc.

By: 

Name: Beth Benner

Title: Executive Director

East Chase Partners, LLC

By: 

Name: William Whitman

Title: Authorized Manager