



THE JOURNEY
HOME

2023 HUD Continuum of Care (CoC) Program Competition

Request for Proposal and Local Competition Guidelines

Project Application Release Date: **July 26, 2023**

Application Deadline for all Projects: **August 21, 2023, 5pm via Neighborly**

Please note: All forms and application documents for the 2023 CoC Program Competition must be submitted through the Neighborly grant portal. More information will be provided via the [MOHS website](#) and during the Bidder's Conference on August 2.

TABLE OF CONTENTS

OVERVIEW..... 3

NOFO TIMELINE 5

FY 2023 AVAILABLE FUNDING..... 8

CHANGES FROM LAST YEAR’S NOFO 9

PROJECT ELIGIBILITY..... 11

 New Projects Created Through Reallocation or CoC Bonus Project Funding 11

 Domestic Violence Bonus Project Funding 12

 Expansion Project..... 12

 Grant Consolidations 13

 YHDP Renewal or Replacement 13

FY 2023 HUD PRIORITIES AND NATIONAL SCORING..... 16

 Tier 2 Project Scoring (non-DV projects)..... 17

 DV Bonus Project Scoring..... 18

 HUD Policy Priorities 18

RENEWAL PROJECT REALLOCATION PROCESS..... 21

PROJECT RANKING PROCESS..... 22

PROJECT ELIGIBILITY AND APPLICATION PROCEDURES..... 24

 Eligible Organizations..... 24

 Submission Requirements 24

APPENDIX..... 27

POLICIES AND REGULATIONS 28

DEVELOPING A PROJECT BUDGET..... 31

MATCH AND LEVERAGING REQUIREMENTS 33

 Eligible Costs for Match 34

 Documentation of Match..... 34

HOUSING PROGRAM MODELS AND RESOURCES 37

RENEWAL APPLICATIONS – THRESHOLD REVIEW..... 41

RENEWAL PROJECTS - SCORING..... 44

NEW PROJECTS - THRESHOLD REVIEW 48

NEW PROJECTS - SCORING..... 52

OVERVIEW

Each year, the U.S. Department of Housing and Urban Development (HUD) releases the Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO), which provides over \$24 million dollars in homeless services funding to Baltimore for permanent supportive housing, rapid re-housing, transitional housing, supportive services, and CoC infrastructure projects like HMIS (Homeless Management Information System) and planning.

The competitive application requires each CoC to rank, score, and select new and renewal projects according to HUD's funding priorities and project performance. This information packet includes a timeline for the local competition and details how the Baltimore City Continuum of Care (Baltimore CoC) will evaluate renewal projects for reallocation, score and rank renewal and new projects, and make the application process available to the community.

It is expected that all agencies applying for new or renewal project funding read the CoC NOFO and available HUD resources at the [HUD website](#). The HUD NOFO is referenced throughout this document, along with relevant section references. You can find additional resources on the [United States Interagency Council on Homelessness website](#) as well as the [National Alliance to End Homelessness website](#) to help support your application.

About the Mayor's Office Homeless Services (MOHS)

Approximately 1,600 men, women, and children are homeless in Baltimore City on any given night. Lack of affordable housing, low incomes, and limited access to comprehensive services are primary causes of homelessness. Disabilities and chronic illnesses, including substance use disorders and mental illness, create additional challenges in resolving homelessness.

The mission of the Mayor's Office of Homeless Services (MOHS) is to make homelessness rare, brief, and nonrecurring in Baltimore City. We believe that homelessness is both solvable and preventable. With a person-centered and data-driven approach, we meet the immediate needs of our neighbors experiencing homelessness while pursuing the ultimate goal of safe, long-term housing solutions.

MOHS is the designated Collaborative Applicant for the Continuum of Care, implements federal, state, and local policy and best practices for homeless services, and administers and monitors approximately \$70 million annually in homeless services grants from a variety of sources. The funds administered by MOHS include the HUD Continuum of Care Program, Emergency Solutions Grant, HOPWA, State of Maryland homeless services grants, CARES Act funding, ARPA, and local general funds. As the CoC Collaborative Applicant, MOHS also provides staffing support to the Continuum of Care Board.

Designated NOFO Entities

The Continuum of Care board approved an updated [governance charter and bylaws](#) in June 2022. The Charter and Bylaws outlines the roles and responsibilities for the local NOFO process. The Resource Allocation Committee (RAC) oversees the development of the local NOFO submission to HUD, which includes:

- Developing an annual or multi-year funding strategy for allocating HUD CoC funding according to local need, HUD policy priorities, and overall system performance

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

- Reading and analyzing the annual NOFO, developing an annual reallocation strategy, developing the annual project rating and ranking criteria, and utilizing performance and program data to evaluate and rank project applications
- Developing a communications plan for informing the Continuum of Care and ensuring full participation
- Overseeing the work of the Collaborative Applicant to prepare the NOFO submission
- Approve final submission for the annual CoC application to HUD

As the Collaborative Applicant, MOHS develops the application to HUD according to the priorities, strategy, ranking, and requirements developed by the Resource Allocation Committee and approved by the Continuum of Care Board. The RAC determines which projects may have partial or full funding reallocated, which new projects will be included in the final ranking, and the project ranking order according to the measures included in this document.

All local application materials, processes, and meeting notices will be posted to the [Mayor's Office of Homeless Services website](#) and sent to the CoC mailing list via email. To sign up for the CoC mailing list you must subscribe online [here](#).

About the Continuum of Care and Baltimore City Action Plan on Homelessness

The Journey Home is Baltimore City's Continuum of Care (CoC) which is a [U.S Department of Housing and Urban Development's \(HUD\) Program](#) that promotes community-wide commitment to the goal of making homelessness rare, brief, and non-recurring in Baltimore City. The CoC is organized to carry out responsibilities assigned by the Department of Housing and Urban Development's (HUD) CoC Program and coordinates available resources and stakeholders' efforts.

Continuum members include government agencies, organizations that serve homeless persons, people with lived experience of homelessness, funders, health and behavioral health systems, advocates, affordable housing developers, education systems, and other stakeholders interested in preventing and ending homelessness in Baltimore City.

The three-year *Journey Home Action Plan on Homelessness* was approved by the Continuum of Care (CoC) Board in June 2019 and guides the CoC's collective work by setting clear, measurable, and achievable goals with specific strategies for policy and programmatic reform, effective analysis of need and performance, and a committed effort to realign resources. In 2022, the CoC contracted with Due East Partners to revisit the three-year action plan to identify the priorities and strategies for a collective agenda for the next three years (2023-2026). The action plan continues to uphold the value that homelessness is solvable, as evidenced by a comprehensive crisis response system that ensures that homelessness is prevented, and when homelessness cannot be prevented, it should be a rare, brief and a nonrecurring experience.

The Action Plan includes five key strategies: increasing the supply of affordable housing, creating a more effective crisis response system, transforming the shelter system, improving access to employment and economic opportunities, and establish a race equity agenda. More information about the *Journey Home Plan* and Continuum of Care board activities can be found at the Journey Home [website](#).

NOFO TIMELINE

2023 Timeline (Dates are established based on HUDs Notice of Funding Opportunity; some dates are subject to change within the established timeframe that is required by HUD’s Notice)	
June 14, 2023	<p>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.</p>
June 15, 2023	<p>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.</p>
July 5, 2023	<p>HUD Continuum of Care NOFO Released</p>
July 26, 2023	<p>Local Competition Procedures Published</p> <ol style="list-style-type: none"> 1. Local Timeline and Competition Guidance Released 2. Project Applications Released <p>The materials are posted to the MOHS website, shared on social media, and sent to the CoC mailing list.</p>
August 2, 2023	<p>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.</p>
August 2, 2023 From 1:30-3:00 pm on Zoom	<p>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.</p> <p>The webinar link will be posted on the MOHS website. The webinar will also be recorded and shared.</p>

2023 Timeline (Dates are established based on HUDs Notice of Funding Opportunity; some dates are subject to change within the established timeframe that is required by HUD’s Notice)	
August 4, 2023	<p>NOFO FAQs Posted Here</p> <p>FAQs from the Bidder’s Conference will be posted to the MOHS website under the FY 23 CoC Competition under Grant Opportunities. Additionally, interested applicants can email HSPApplications@baltimorecity.gov for additional technical questions about the local RFP and guidance.</p>
August 21, 2023	<p>DEADLINE: All Project Applications (New and Renewal) Due by 5pm</p> <p>Agencies must submit all required materials, including supporting documentation and match documentation via the Neighborly grant portal. Please visit the MOHS website for a link and additional details.</p>
August 23, 2023	<p>Resource Allocation Committee Meeting – Renewal Project Performance Review</p> <p>The Resource Allocation Committee meets to review renewal project performance and determine which projects will have a reduction or elimination of funding through reallocation.</p>
August 25, 2023	<p>Reallocation Notifications Issued to Renewal Projects indicating whether project is rejected or reduced</p>
August 29, 2023	<p>Renewal Project Reallocation Appeals Due</p> <p>To appeal a reallocation decision, affected renewal projects must submit a formal letter to the attention of the CoC Executive Committee to HSPApplications@baltimorecity.gov. The letter must include the name of the project, grant number, and justification/reasoning supporting the appeal.</p>
August 30, 2023	<p>Resource Allocation Committee Meeting – Review New Projects and Renewal Project Ranking</p> <p>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.</p>
September 7, 2023	<p>Final Project Ranking Sent to CoC</p> <p>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</p>

2023 Timeline (Dates are established based on HUD's Notice of Funding Opportunity; some dates are subject to change within the established timeframe that is required by HUD's Notice)	
	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.

FY 2023 AVAILABLE FUNDING

FY 2023 CoC NOFO Available Funding		
Amount	Type	Description
\$25,580,601	The Annual Renewal Demand (ARD) for Baltimore City	The ARD is the base amount for which the CoC is eligible to apply, and includes the Youth Homelessness Demonstration Program funds.
\$1,790,642	Regular Bonus Project Funding Available	This is the maximum amount of bonus funding for which the CoC is eligible to apply (does not include any reallocation).
\$2,155,937	Domestic Violence Bonus Project Funding Available	This is the maximum amount of domestic violence project bonus funding for which the CoC is eligible to apply.
\$1,279,030	CoC Planning Grant Funds	This is the amount for staffing support and funding for the Collaborative Applicant in addition to operations costs for HUD-required CoC activities.
\$30,806,210	Total Amount of Funding Available	

HUD allows local communities to create new projects through two methods: bonus projects and reallocation. Bonus projects are typically awarded competitively at the national level but are also required to be ranked with the CoC’s other renewal and new projects.

CHANGES FROM LAST YEAR'S NOFO

This section includes the relevant direct excerpts from the 2023 Notice of Funding Opportunity (NOFO), found on HUD's Continuum of Care Program Competition [website](#). MOHS still encourages applicants to review the entire NOFO in its entirety.

YHDP Grants (excerpt from Section I.A.3b)

- *YHDP Special Activities. The CoC Program NOFO permits YHDP project applicants to integrate YHDP Special Activities into the project design through the selection of these activities in YHDP Renewal and YHDP Replacement project applications. YHDP renewal applicants may continue to select previously approved Special YHDP Activities in their project application; however, YHDP Renewal applicants may also request to add new Special YHDP Activities through their renewal application [see sections I.B.3.n and III.B.4.b.(6) of this NOFO]. If a recipient of YHDP funding determines that changing the project model of their grant would better serve youth experiencing homelessness in the area, the recipient must submit an application to replace the YHDP project through this competition. An example of this would be if a community decides that a JOINT TH-RRH project would better serve youth compared to an RRH project. More details on submitting a YHDP Replacement project are in section III.B.4.b.(5).*

CoC Planning Increase (excerpt from Section I.A.3c)

- *HUD is establishing an alternative maximum amount for CoC Planning grant applications under this NOFO. Specifically, the maximum grant amount for CoC planning activities under 24 CFR 578.39 will be the greater of \$50,000 or 5 percent of the applicable FPRN, provided that the total grant amount for CoC planning activities does not exceed \$1,500,000. This new maximum replaces the 3 percent cap in 24 CFR 578.39(a) for purposes of awards under this NOFO. More information is provided in section III.B.3.f.(9).*

New Eligible Continuum of Care Activities (excerpt from Section I.A.3d)

- *These following new budget line items (BLIs) will be built into the CoC Program Competition Application process. Applicants wishing to utilize these new BLIs can request a budget modification during the competition to add funds to these line items from an existing line item. Applicants may also request to expand existing renewal grants to add new funding to these BLIs.*
 - o *VAWA Costs Budget Line Item. On March 15, 2022, the President signed into law the Consolidated Appropriations Act of 2022 (Pub. L. 117-103, 136 Stat. 49), which included the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022). VAWA 2022 reauthorizes, amends, and strengthens the Violence Against Women Act of 1994, as amended (VAWA) (Pub. L. 103-322, tit. IV, sec. 40001-40703; 42 U.S.C. 13925 et seq.). Page 5 of 124 Section 605 of VAWA 2022 amends section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following eligible Continuum of Care Program activity:*

Facilitating and coordinating activities to ensure compliance with [the emergency transfer plan requirement in 34 U.S.C. 12491(e)] and monitoring compliance with the confidentiality protections of [the confidentiality requirement in 34 U.S.C. 12491(c)(4)].

See section VI.B for more information on compliance with VAWA 2022 and section III.B.4.a.(3) of this NOFO for more information on eligible VAWA costs. For general guidance on implementation of VAWA 2022, please also see “The Violence Against Women Act Reauthorization Act of 2022: Overview of Applicability to HUD Programs,” a notice HUD published in the Federal Register on January 4, 2023.

Federal Relay Service’s Text Telephone (TTY) service (excerpt from Section I.A.3e)

- *The Federal Relay Service contract expired in February 2022 and is no longer available. The NOFO is updated to include the use of Federal Communications Commission (FCC) relay services for individuals who are deaf or hard of hearing, or who have speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs> for more information on relay services available.*

Amendment to criteria for qualifying as “homeless” (excerpt from Section I.A.3f)

- *For purposes of the CoC Program and other HUD programs authorized by the McKinney-Vento Homeless Assistance Act, section 605 of VAWA 2022 amended section 103(b) of the McKinney-Vento Homeless Assistance Act to require HUD to consider as homeless:*
- *any individual or family who—*
 - *is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;*
 - *has no other safe residence; and*
 - *lacks the resources to obtain other safe permanent housing.*
- *This statutory change took effect on October 1, 2022. Rulemaking will be needed to require Continuums of Care (CoCs) and CoC Program recipients and subrecipients to make corresponding changes to the applicable written standards, coordinated entry policies, and documentation policies used to qualify individual and families as homeless under the CoC Program. That said, because HUD must recognize as “homeless” families and individuals who Page 6 of 124 meet the new statutory criteria in section 103(b) of the McKinney-Vento Homeless Assistance Act as of October 1, 2022, CoC recipients may implement the new definition prior to HUD rulemaking, provided that CoCs update the relevant written standards and policies as needed to reflect the new statutory criteria. For further information, please see “The Violence Against Women Act Reauthorization Act of 2022: Overview of Applicability to HUD Programs” which HUD published in the Federal Register on January 4, 2023. This qualification of HUD’s understanding and use of the “homeless” definition applies for purposes of all references to the “homeless” definition in this NOFO, including all references to specific paragraphs of the “homeless” definition in 24 CFR 578.3.*

PROJECT ELIGIBILITY

The following funding requests will be considered for project funding in the FY 2023 Continuum of Care Funding Competition:

- **Permanent Housing - Rapid Re-housing (RRH)** projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations.
- **Permanent Housing - Permanent Supportive Housing (PSH)** projects that serve chronically homeless individuals and families, including unaccompanied youth (not eligible for domestic violence bonus funds)
 - Priority will be given to Permanent Supportive Housing that will continue to provide rental assistance and services to households that were formerly served by AIRS (AIDS Interfaith Residential Services, Inc.). If you need additional details please email HSPApplications@baltimorecity.gov
- **Joint Component - Transitional Housing and Permanent Housing – Rapid Re-housing (TH-RRH)** projects serving persons fleeing domestic violence situations (this project can additionally serve homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter).
- **Increased funding** for renewal rapid re-housing or permanent supportive housing projects to expand current operations by adding units, beds, services, or persons served, services provided to existing program participants, or in the case of HMIS, to increase the current HMIS activities within the CoC's geographic area. A project application must be completed to request funds above the current line items shown on the FY 2023 Grants Inventory Worksheet. Note that an expansion project is made up of a new and renewal project application.
- **Renewal project** if a project is requesting level funding as shown on the FY 2023 Grants Inventory Worksheet. This includes existing DV Bonus Projects and YHDP renewal projects that renewed or replaced projects in the FY 2022 Competition.
- **Replacement YHDP project** If a renewing YHDP project chooses to replace some or all current activities. In this case, they must submit a YHDP replacement project application which will be reviewed by HUD to ensure that the activities requested are eligible and do not exceed the Annual Renewal Amount of the renewal project that is being replaced. Please notify MOHS at HSPApplicaitons@baltimorecity.gov if you are considering applying for a replacement YHDP project (only eligible for current YHDP recipients).

New Projects Created Through Reallocation or CoC Bonus Project Funding

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. CoCs can pursue reallocations through this annual CoC Program Competition.

Reallocating funds is one of the most important tools by which CoCs can make strategic improvements to their homelessness system. Through reallocation, CoCs can create new, evidence-informed projects

by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are scarce. The funding available through reallocation will be shared by the CoC's Resource Allocation Committee as the entity responsible for evaluating renewal projects using the CoC's Reallocation Strategy. **The funding available for new projects in Baltimore during the FY 2023 competition will be announced on the [MOHS Grant Opportunities](#) webpage when made available by HUD.**

Eligible activities for reallocation or bonus projects are listed under the [Eligible Project](#) section.

Domestic Violence Bonus Project Funding

Eligible activities for DV bonus projects include:

- Permanent Housing -Rapid Rehousing (RRH) projects that will serve homeless individuals and families, including youth, fleeing domestic violence situations that demonstrate trauma-informed, victim-centered approaches (*New and Expansion Projects*).
- Joint TH-RRH component projects that are a combination of short-term transitional housing with rapid re-housing assistance provided to help families transition into permanent housing that follow a housing first approach (*New Projects*).
- SSO – CE to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of people experiencing homelessness who are survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different (*Expansion Project Only*).

DV Bonus funds can be used to expand an existing renewal project only if the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

A CoC can only submit one project application for SSO Projects for Coordinated Entry, and therefore only an expansion project is eligible.

Expansion Project

HUD will allow project applicants to apply for a new expansion project (see Section I.B.2(10) of the HUD NOFO, page 15) through reallocation, CoC Bonus, and DV Bonus processes to expand existing projects and increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. YHDP projects cannot use the expansion process.

Project applicants intending to submit new project applications for the purposes of expanding an eligible renewal in the CoC Program must indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area; and ensure the funding request for the expansion grant is within the funding parameters allowed under reallocation, CoC Bonus, or DV Bonus available amounts.

To apply for an expansion grant, project applicants must submit separate renewal and new project applications with the expansion section completed. If selected by the Resource Allocation Committee, both renewal and new project will be ranked by the CoC with unique rank numbers.

Grant Consolidations

Eligible renewal project applicants may have the ability to consolidate two or more eligible renewal projects (but no more than ten projects) into one project application during the application process, including YHDP. HUD will not permit projects that have the following characteristics to consolidate:

- Outstanding audit or monitoring findings
- Outstanding obligation to HUD that is in arrears
- Unresolved construction delays
- History of poor financial management/drawdown issues
- History of low occupancy levels, or lack experience in administering the project type
- Other capacity issues

HUD will not permit the following projects to be consolidated:

- A YHDP renewal project with a non-YHDP project
- Transitional housing and a permanent housing project, to form a Joint TH and PH-RRH component project
- Transition grants consolidating with any other project

If you are interested in pursuing a grant consolidation, please notify HSPApplications@baltimorecity.gov as soon as possible.

YHDP Renewal or Replacement

YHDP renewal and YHDP replacement project applications are not ranked and will be selected for funding provided they pass project eligibility and project quality threshold review, and for YHDP renewals, project renewal threshold, as explained in Section I.B.2(c)6, page 21, of the HUD NOFO. YHDP replacement project applications will not be rejected during project quality threshold review; however, HUD may need to work with the YHDP replacement recipients to correct or revise information submitted after the final FY 2023 award announcement.

If a renewing YHDP project chooses to replace some or all current activities, it must submit a YHDP replacement project application and it will be reviewed by HUD to ensure that the activities requested are eligible and do not exceed the ARA of the renewal project that is being replaced; however, the replacement YHDP project will not be rejected (unless a renewal YHDP project application has been submitted for the same project being replaced).

YHDP replacement projects may also choose to submit applications for the following special YHDP activities in addition to activities eligible under the CoC program. The following options would not meet CoC program requirements but may be used to carry out YHDP projects. The following activities, which are ineligible under the CoC Program, may also be included in a YHDP replacement project and award.

The activities below may be carried out with notice to the Deputy Assistant Secretary for Special Needs, subject to the requirements governing grant agreement amendments at 24 CFR 578.105. HUD will consider the inclusion of these activities in the project application as notification to the Deputy Assistance Secretary for Special Needs.

- Housing projects may have leases for a minimum term of 1 month under rental assistance budget line items.
- May use leasing, sponsor-based rental assistance, and project-based rental assistance in Rapid Rehousing projects.
- In addition to the eligible costs listed in 24 CFR 578.59(a), may use project administration funds to support costs associated with involving youth with lived experience in project implementation, execution, and improvement.
- May use project administrative funds to attend conferences and trainings that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness.
- May employ youth who are receiving services, including housing, from the recipient organization. Recipients that utilize this special YHDP activity must maintain documentation that discloses the nature of work that the youth does, and that the youth is not in a position that creates a conflict of interest.
- May use habitability standards in 24 CFR 476.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for short or medium term (up to 24 months) housing assistance. Recipients implementing this special YHDP activity must keep documentation of which standards are applied to the units and proof that the units complied with standards before assistance is provided for every unit funded.
- May provide moving expenses more than one-time to a program participant.
- Recipients may provide payments of up to \$500 per month for families that provide housing under a host home and kinship care model in order to offset the increased costs associated with having youth housed in the unit.
- May use grant funds for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly:
 - Security deposits for units in an amount not to exceed 2 months of rent.
 - The costs to pay for any damage to housing due to the action of a program participant, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not exceed the cost of two-months' rent.
 - The costs of providing household cleaning supplies to clients.
 - Housing start-up expenses for program participants, including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed \$300 in value per program participant.
 - The one-time cost of purchasing a cellular phone and service for program participant use, provided access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.
 - The cost of internet in a program participant's unit and the costs of the service is reasonable per 2 CFR 200.404.
 - Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
 - Payment of utility arrears of up to 6 months per service.
 - Up to three months of utilities for a program participant, based on the utility costs schedule for the unit size and location.

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

- In addition to transportation costs eligible in 24 CFR 578.53(e)(15), a recipient may pay gas and mileage costs for a program participant's personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.
 - Legal fees, including court fees, bail bonds, and required courses and equipment.
 - Program participant's past driving fines and fees that are blocking a young person from being able to obtain or renew a driver's license and impacting their ability to obtain or maintain housing. Additionally, recipients may pay for program participants costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment, childcare, or other services eligible under this section.
- Under the conditions specified below, recipients may make use of the following built-in exceptions to this NOFO's requirements, subject to approval by the Deputy Assistance Secretary for Special Needs and requirements governing grant agreement amendments at 24 CFR 578.105. To expedite grant agreement processing, applicants should include as much information as possible as part of their project application to demonstrate they meet the conditions specified below.
 - May provide up to 36 months of Rapid Rehousing rental assistance to a program participant if the recipient demonstrates (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance.
 - May continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the program participant.
 - May continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for program participants.
 - Rental assistance may be combined with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy.
 - May provide payments of up to \$1000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program.

FY 2023 HUD PRIORITIES AND NATIONAL SCORING

About the NOFO

The NOFO submission to HUD from MOHS will consist of three parts:

- *CoC Application* – This is the CoC’s overall application, and primarily focuses on the CoC’s progress on ending homelessness, strategic initiatives, and adoption of HUD’s funding and policy priorities. It is a combination of narrative questions and data tables.
- *Project Ranking* — This is an ordered ranking of all renewal and new projects the CoC is submitting in the application for funding. The project ranking should reflect HUD funding priorities, local need, and a data-driven process for evaluating individual project performance. Prior to the ranking process, the CoC completes a full performance evaluation of all renewal projects and determines whether to include each individual project in the ranking. YHDP renewal or replacement projects will not be ranked.

HUD requires that the project ranking consist of a Tier 1 and Tier 2. Tier 1 is 93 percent of the CoC’s Annual Renewal Demand (ARD) minus the Annual Renewal Amounts (ARAs) of YHDP renewal and YHDP replacement projects. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold. Any type of new or renewal project application can be placed in Tier 1, except YHDP renewal or YHDP replacement, CoC planning, as these projects are not ranked. If a DV Bonus project ranked in Tier 1 is selected with DV Bonus funds, the project will be removed from this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position (see Section II.B.11.e of this NOFO). In the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. There is \$22,033,809 in funding available for Tier 1 in the 2023 competition.

Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for, but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, or projects selected with DV Bonus funds. If a DV Bonus project ranked in Tier 2 is selected with DV Bonus funds, the project will be removed from this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position (see Section II.B.11.e of this NOFO). Project applications placed in Tier 2 will be assessed for project eligibility and project quality threshold requirements, and if applicable, project renewal threshold requirements and funding will be determined using the CoC Application score as well as the factors listed in Section I.B.3.j of the HUD NOFO (page 26).

- *Project Applications* – Each project approved for inclusion in the local project ranking is included in the CoC’s submission to HUD. Each project application must meet HUD’s threshold review in order to receive funding in addition to undergoing the competitive scoring process.

Tier 2 Project Scoring (non-DV projects)

Once projects are ranked into Tier 1 and Tier 2, HUD scores all Tier 2 projects and competitively awards funds at the national level. HUD’s scoring criteria for Tier 2 projects in the FY 2023 competition is based on a 100-point scale and consists of the following:

Tier 2 Project Scoring Criteria		
Max Points	Scoring Factor	HUD Calculation
50 Points	CoC Application Score	<p>(% of available points received on CoC application) * 50</p> <p>EX: Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 25 out of 50 points.</p>
40 Points	CoC Project Ranking Order	<p>Total Points = 40 * (1-x)</p> <p>Where “x” equals:</p> <p>(the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2)</p> <p>+</p> <p>(1/2 * project of interest funding request)</p> <hr/> <p>Total Tier 2 Funding Available</p> <p>For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.</p>
10 Points	Commitment to Housing First	<p>Up to 10 points based on the project application’s commitment to follow a Housing First Approach (as defined in Section I.A.4.b(2), page 7, of HUD’s NOFO). Dedicated HMIS projects and supportive service only for centralized or coordinated assessment system (SSO-CE) projects will automatically receive 10 points.</p>
100	Total Points Available	

DV Bonus Project Scoring

For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100-point scale:

- (1) For Rapid Re-housing and Joint TH and PH-RRH component projects:
 - a. CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application.
 - b. CoC Collaboration with Victim Service Providers. Up to 10 points in direct proportion to the score received on the following rating factors in the CoC application: Section I.B.3.I, page 28 of the HUD NOFO.
 - c. Need for the Project. Up to 10 points based on the extent the CoC quantifies the need for the project in its portfolio, the extent of need, and how the project will fill that gap.
 - d. Quality of the Project Applicant Experience. Up to 15 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, sexual assault, or stalking, and their ability to house survivors and meet safety outcomes.
 - e. Demonstration of inclusion of victim-centered practices. Up to 8 points based on the quality of the project's plan to address the housing and safety needs of survivors by adopting victim-centered practices (e.g., Housing First, Trauma-Informed Care, Confidentiality) in operating their project. Full points will be awarded to project applicants that can demonstrate they are already adopting victim-centered practices.
 - f. Demonstration of plan to include survivors with lived expertise. Up to 7 points based on the project's ability to demonstrate its plan to involve survivors in policy and program development throughout the project's operation. RH and Joint TH/PH-RRH component projects must follow a housing-first approach.

Only one SSO-CE project can be submitted per CoC; however there is no limit on the number of PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$50,000. A project applicant may also apply to expand an existing renewal project, including one that was previously awarded with DV Bonus funding, in accordance with Section III.B.2.j of the FY 2023 CoC NOFO, however, only the new project application for the expansion will be considered for DV Bonus funds through this process.

HUD Policy Priorities

1. **End homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, those experiencing chronic homelessness, and people with disabilities, including those living with HIV/AIDS). CoCs should partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.

2. **Use a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and CoCs should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify housing units available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.
3. **Reduce Unsheltered Homelessness.** In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should explore all available resources, including CoC and ESG funded assistance, housing subsidies, and supportive services to provide permanent housing options for people who are unsheltered.
4. **Improve System Performance.** CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing, and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent. CoCs should review all projects eligible for renewal in FY 2023 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD recognized the effects of COVID-19 on CoC performance and data quality and reduced the points available for rating factors related to system performance in the FY 2021 CoC NOFO. This FY 2023 CoC NOFO significantly increases the points available for system performance rating factors.
5. **Partner with Housing, Health, and Service Agencies.** Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:
 - a. Work closely with public and private healthcare organizations and assist program participants to receive primary care, receive housing-related services, and obtain medical insurance to address healthcare needs. This includes developing close partnerships with public health agencies to analyze data and design approaches that reduce homelessness, improve the health of people experiencing homelessness, and prevent and address disease outbreaks, including HIV/AIDS.
 - b. Partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people

experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program (FUP) Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan

- c. Partner with local workforce development centers to improve employment opportunities
6. **Advance Racial Equity and Address Racial Disparities.** In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Responses to preventing and ending homelessness should address racial inequities to ensure successful outcomes for all persons experiencing homelessness using proven approaches, such as: developing a coordinated community response created in partnership with a racially diverse set of stakeholders and people experiencing homelessness and partnering with organizations with experience serving underserved populations. CoCs should review local policies, procedures, and processes with attention to identifying barriers that result in racial disparities, and taking steps to eliminate barriers to improve racial equity and to address disparities.
 7. **Improve Assistance to LGBTQ+ Individuals.** Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. CoCs should also consider partnering with organizations with expertise in serving LGBTQ+ populations.
 8. **Engage Persons with Lived Experience of Homelessness.** HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness. People with lived experience should determine how local policies may need to be revised and updated to improve the effectiveness of homelessness assistance programs, including participating in planning and oversight activities and developing local competition processes. CoC leaders and stakeholders should also prioritize hiring people who have experienced homelessness in areas where their expertise is needed (e.g. peer outreach and support).
 9. **Increase Supply of Affordable Housing.** The lack of affordable housing is the main driver of homelessness. CoCs play a critical role in educating local leaders and stakeholders about the importance of increasing the supply of affordable housing and the specific consequences of the continued lack of affordable housing. CoCs should be communicating with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land

use reform that would increase the supply of affordable housing. This FY 2023 CoC NOFO awards points to CoCs that take steps to engage local leaders about increasing affordable housing supply.

RENEWAL PROJECT REALLOCATION PROCESS

For several years, HUD has emphasized the importance of reallocating funding from underperforming projects, projects that are underspending, or projects that no longer meet the CoC needs. For FY 2023, HUD has communicated that in order to receive bonus project funding, communities **must be able to demonstrate allocation decisions are made based on performance and/or that they can successfully reallocate funding from lower-performing projects.**

The Resource Allocation Committee has reviewed HUD guidance, previous NOFO results, project performance, and program guidelines to develop the following factors that will be used to determine whether full or partial reallocation of funds from a project may be necessary. The Resource Allocation Committee will notify renewal projects of their reallocation status and rationale in writing.

If a renewal project would like to appeal the reallocation decision, a formal letter must be sent to HSApplications@baltimorecity.gov by the designated deadline above. Appeal requests will be reviewed by the CoC's Executive Committee. Projects may be asked for additional information to substantiate their appeal. The Executive Committee will review all appeals and communicate a final decision to the renewal project in writing.

Utilization

Projects with a history of low utilization (under 95%) will be considered for a partial or full reallocation of funds, depending on the severity of the utilization rate. Three years of utilization history will be reviewed, with a higher emphasis on the most recent program year completed.

Spending History

Projects with a history of returning funds to HUD will be considered for a partial or full reallocation of funds. Three completed years of spending history will be reviewed to show historical trends. Please note that any organization found to have less than 100% of their grant expended will be required to provide an explanation why funds were recaptured. Depending upon the nature of the situation, the project or organization may be targeted for partial or full reallocation. HUD expects programs to spend 100% of the funds they are allocated—if projects are chronically underspending but are included in the ranking without a reallocation, HUD may reject a funding request for that project.

Client Outcomes

Renewal projects will be reviewed to determine whether the project is satisfactorily meeting performance outcomes related to permanent housing stability, income growth, connection to mainstream benefits, and other outcomes as measured in the Annual Performance Report submitted to HUD.

Program Compliance and Monitoring

Projects with unresolved monitoring findings or are in non-compliance for the CoC Program regulations (including participant eligibility), Fair Housing, HUD regulations, Coordinated Access, HMIS participation, and other applicable regulations and laws may have funds partially or fully reallocated.

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.**

PROJECT ELIGIBILITY AND APPLICATION PROCEDURES

Eligible Organizations

- Applicant has active SAM registration with current information, and maintains an active SAM registration annually. Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.
- Applicant has a valid UEI (Unique Entity Identifier) Number. This is the identifier assigned by SAM to uniquely identify business entities. As of April 4, 2022, the federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.
- Applicant is a Non-Profit 501(c)(3) tax-exempt organization or another city government agency.
- Financial and Management Capacity: Project applicants and subrecipients 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.
- Population Served - The population to be served meets program eligibility requirements as described in the Act, the Rule, and the HUD NOFO.
- Applicant is in Good Standing with the State of Maryland (certification of Good Standing can be obtained through the [Department of Taxation](#) website.)
- Applicant must have two years of most recent Single Audit or independent financial audits that meet the Reports and findings from audits performed under Subpart F—Audit Requirements of 2 CFR part 200 or the reports and findings of any other available audits . The agency must be able 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.
- Applicant must commit to operating the program under the Housing First model.
- Applicant must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.
- Applicant must document at least a 25% cash or in-kind match for the amount of funding requested.

Submission Requirements

Please note: MOHS and the CoC are using a new grant portal for the 2023 program competition. Applicants must submit all application materials and supporting documents via Neighborly instead of via email. Please attend the Bidder’s Conference webinar on August 2, 2023 from 1:30 -3:00 pm and review instructions on the MOHS website. No paper or faxed applications will be accepted. All project applications must be received by 5:00pm on August 21, 2023. We highly encourage applicants to create an account and upload documents prior to the deadline.

Applicants are highly encouraged to review and understand the accompanying local competition process and timeline, which includes further instructions, requirements, and resources that ensure your project will meet the eligibility criteria.

Direct grantees of HUD must submit their project applications in HUD’s e-Snaps system and email the list of attachments and certifications listed in the Project Request for Proposals to HSPApplications@baltimorecity.gov by the project application deadline.

Questions regarding the NOFO process, application templates, and instructions can be directed to HSPApplications@baltimorecity.gov.

ALL renewal project applications must include the following components:

1. Completed Application
2. Active SAM Registration
3. Unique Entity Identifier (UEI) Registration
4. Federal Tax Exemption Determination Letters
5. Match Commitment (meeting 25 percent of the requested award)
6. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
7. List of Board of Directors
8. Project Organizational Chart
9. Housing First Certification
10. Fair Housing Policy Certification
11. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
12. Proof of Ownership or Lease (if housing will be provided at site-based location)
13. Audit in accordance with 2 CFR 200 subpart F for the most recent 2 years
 - a. Copy of Project’s Program Policies/Rules – must include the following:
 - i. Project’s Client Participation Agreement/Rights and Responsibilities
 - ii. Copy of Non-Discrimination Grievance, Termination, and Right to Appeal policies and protocols

**Each item must be provided as an individual document with a clear naming convention that includes, at minimum, an identifier of the organization (full name or acronym); project name or grant PIN number; and the type of application component.*

ALL new project applications must include the following components:

1. Completed Application, either:
 - a. New Project Application, OR
 - b. Expansion Project Application (eligible only for renewal projects that are requesting an increase in funding)
2. Active SAM Registration
3. Unique Entity Identifier (UEI) Registration
14. Match Commitment (meeting 25 percent of the requested award)
4. Articles of Incorporation and Bylaws
5. Federal Tax Exemption Determination Letters
6. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
7. List of Board of Directors
8. Project Organizational Chart
9. Housing First Certification
10. Fair Housing Policy Certification
11. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations

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

12. Proof of Ownership or Lease (if housing will be provided at site-based location)
13. Audit in accordance with 2 CFR 200 subpart F for the most recent 2 years

**Each item must be provided as an individual document with a clear naming convention that includes, at minimum, an identifier of the organization (full name or acronym); project name or grant PIN number; and type of application component.*

All submissions will undergo a threshold review by the Mayor’s Office of Homeless Services for completion and accuracy prior to being scored by the CoC’s Resource Allocation Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. Please review the FY 2023 CoC NOFO Local Competition Guidelines for additional information about submission and threshold requirements posted on the [MOHS website](#).

APPENDIX

POLICIES AND REGULATIONS

1. Coordinated Access

In the *2012 CoC Program Interim Rule*, HUD mandated that every Continuum of Care develop a Coordinated Access system, with a primary purpose of making rapid, effective, and consistent client-to-housing and service matches. The Interim Rule mandated that as part of Coordinated Access, CoCs must implement:

- Entry points into the CoC system of care that are clearly defined, easily accessible, and well-advertised
- A standardized and comprehensive assessment protocol and tool that is used to identify and document the needs of all individuals and families seeking housing or services
- A standardized referral process for all programs receiving funding through the CoC that consistently refers individuals and families to the most appropriate housing and service interventions and ensures that limited resources are used most effectively

All city funded permanent housing programs receiving funds are required to fill their program vacancies through referrals from the Continuum of Care's Coordinated Access system. Street outreach programs, drop-in centers, and shelters must designate agency staff to become Coordinated Access navigators. Navigators assist individuals experiencing homelessness with applying for permanent housing through the Coordinated Access System.

2. Housing First

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

All projects are required to utilize a Housing First approach in their program design by incorporating the above principles, reducing barriers to client eligibility and program admission (especially as it relates to mental health, substance use, and "housing readiness" requirements), and to the extent possible, providing and documenting assertive service engagement with clients instead of implementing a program discharge. Projects may not require participants to be sober or seek mental health treatment as a condition of housing and/or services.

Programs receiving funding through the NOFO will be monitored for compliance with Housing First requirements and may be asked to modify their program policies and procedures as a condition of funding.

Each funding applicant must sign the Housing First Agreement in the application packet to be considered for funding.

3. Fair Housing Compliance

All shelter and housing programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds. MOHS reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

Each funding applicant must sign the Fair Housing Agreement in the application packet to be considered for funding.

4. HMIS Participation

The Homeless Management Information System (HMIS) is used by the City of Baltimore Continuum of Care to track client services, program outcomes, and city-wide data on homelessness. Use of an HMIS system is required by the Department of Housing and Urban Development (HUD), and HMIS data is used by service providers and the City of Baltimore to measure system and project-level performance, coordinate service delivery, verify client eligibility for services, and fulfill reporting requirements for a variety of funders, including the federal government, state government, and philanthropic partners. The selected provider must agree to participate in the HMIS system, have staff complete all required HMIS trainings, and ensure that data entry into HMIS meets quality standards set by MOHS. Data entry is mandatory and includes, but is not limited to, conducting an intake assessment with each client, completing bed check-ins, and conducting an exit assessment with each client when they stop accessing services.

For more information about HMIS program requirements, please see:

<https://homeless.baltimorecity.gov/hmis>

5. HUD Continuum of Care Program Regulations

This project must follow all [laws, regulations, and notices issued by HUD](#) that are applicable to the Continuum of Care Program. This includes the requirement to participate in HMIS.

6. Performance Standards

The Journey Home adopted revised performance metrics in 2016 to measure progress towards making homelessness rare and brief at both the system level and project level. The metrics align with the performance metrics released by HUD and other common performance indicators used by Continuums of Care. The project-level metrics allow the Continuum of Care to ensure the highest performing projects are funded to provide housing and services, identify areas of strength, and areas for

improvement. All CoC-funded projects will be required to report on the metrics and are subject to the performance standards adopted by the CoC.

7. Local Hiring

All contracts that exceed \$300,000 are subject to the City’s Local Hiring requirements as established in Article 5, Subtitle 27 of the Baltimore City Code. This Code requires that the selected organization (should the project meet the contracting threshold) work with the Mayor’s Office of Employment Development (MOED) to review the staffing needs created by the project.

The selected organization will need to:

- Meet with MOED within 2 weeks after contract execution to complete an Employment Analysis
- Post new jobs created by the project with MOED for seven days
- Utilize MOED’s City resident recruitment services for new hires
- Meet the goal: 51% of all new hires for City funded contracts must be City residents
- Submit monthly employment reports with information on the number of current workers, new workers, and the number of Baltimore City residents working on the project.

More information on Local Hiring requirements is available at

<https://moed.baltimorecity.gov/employer-services/hiring-strategies-local>.

8. Required Insurance Coverage

The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

- Professional Liability Errors, and Omissions Insurance (minimum \$3 million policy)
- Worker’s Compensation Coverage
- General Commercial Liability Insurance (minimum \$3 million policy)
- Business Automobile Liability Insurance (minimum \$3 million policy)
- Fidelity Coverage
- Cyber Liability Insurance (minimum \$1 million policy)

DEVELOPING A PROJECT BUDGET

New Project: Under the Continuum of Care Program, new projects can request funding in up to 6 categories, dependent on project type:

	Leasing	Rental Assistance	Supportive Services	Operations	HMIS	Admin
	*Facility or units *Lease between service provider and unit owner *Client is sublessee of service provider *Responsible for 100% of rent costs and damages, even if client doesn't pay rent *Service provider must pay for vacancies	* Apartments, houses, facilities *Lease between client and housing owner (sole tenancy) *Written rental assistance agreement between housing owner and service provider *Client pays portion of rent according to 24 CFR 578.77. Service provider pays remaining portion of rent (not responsible for client portion of rent) *Service provider cannot make rental assistance payments on a vacant unit except as provided in 24 CFR 578.51(i)	*Includes wide range of services such as case management, assistance with moving costs, client assistance, treatment, food, and counseling.	Costs for housing units: *Property Taxes/Insurance *Maintenance and repair *Security *Utilities *Furniture and equipment *Cannot be requested if project is using rental assistance funds in same structure	*Staffing and equipment costs to meet the regulatory requirements for participation in HMIS	*Each new CoC grant can add up to 10% admin. Half of the admin goes to the project and half goes to MOHS *Admin includes management, monitoring, environmental review, etc. Does not include staff or overhead directly related to activities—that is under the other categories
PSH (Site-Based)	✓	✓	✓	✓	✓	✓
PSH (Scattered-Site)		✓	✓		✓	✓
RRH		✓	✓		✓	✓
Joint TH-RRH	✓	✓	✓	✓	✓	✓
SSO – CE			✓		✓	✓

For more information about the differences between leasing and rental assistance under the CoC Program, refer to the [HUD website](#). For more information about eligible costs under the CoC Program, review this [Introductory Guide](#) from HUD.

Renewal Project

When completing the budget template, renewal projects must ensure that the configuration of units and total in each cost category (leasing, rental assistance, etc.) are the same as the pre-approved amounts on the FY 2023 Grants Inventory Worksheet (GIW). The final GIW has been posted to the [MOHS website](#).

YHDP Renewal or Replacement Projects

In the FY 2023 CoC Program Competition, HUD has decided to non-competitively renew or replace expiring YHDP grants. However, these project applications will be reviewed for compliance with project eligibility, project quality, and if applicable, project renewal thresholds. YHDP renewal projects must continue to serve youth experiencing homelessness, including unaccompanied, pregnant and parenting youth, where no member of the household is older than 24.

YHDP providers may choose to replace their current program project with a new project which may include activities ineligible under the CoC Program, or portions of its current program design, to conduct activities that are ineligible with CoC Program funds; provided the replacement project demonstrates it will directly address youth homelessness.

If a renewing YHDP project chooses to replace some or all current activities, it must submit a YHDP replacement project application and it will be reviewed by HUD to ensure that the activities requested are eligible and do not exceed the annual renewal amount of the renewal project that is being replaced. Additional details can be found in the Local Competition Guidelines.

MATCH AND LEVERAGING REQUIREMENTS

Match refers to actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

To determine the amount of match required for your project, develop a proposed budget for the funds you will be requesting through the CoC Program. Subtract the amount requested for leasing and multiply the new total by 25% -- this is the amount of match required.

Note: Baltimore City does not commit any local funding to match.

Match Calculation Examples	
<p>Without Leasing</p> <p>Total amount requested from HUD (without leasing):</p> <ul style="list-style-type: none"> • Rental Assistance funding = \$90,000 • Supportive Services funding = \$10,000 • Project Administration funding (7%) = \$7,000 • Total amount requested = \$107,000 <p>Total amount requested from HUD x .25 = Minimum Match Requirement</p> <p>$\\$107,000 \times .25 = \\$26,750$</p>	<p>With Leasing</p> <p>Total amount requested from HUD (with leasing):</p> <ul style="list-style-type: none"> • Leasing funding = \$80,000 • Supportive Services funding = \$20,000 • Project Administration funding (7%) = \$7,000 • Total amount requested = \$107,000 <p>Total amount requested from HUD, excluding amount requested for leasing $\\$107,000 - \\$80,000 = \\$27,000$</p> <p>Total amount minus leasing x .25 = Minimum Match Requirement</p> <p>$\\$27,000 \times .25 = \\$6,750$</p>

Eligible Costs for Match

All match contributions (cash or in-kind) in the CoC Program must be for eligible activities/costs per Subpart D of the CoC Program Interim rule, regardless of whether the activities/costs are included in the HUD-approved project budget. The eligible categories of match are as follows:

Supportive Services:

1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs (SSO Projects ONLY)

Operating

1. Maintenance/Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment (lease, buy)

Documentation of Match

Documentation of match must be submitted with the project’s application according to the specifications in the following table. In the Appendix of this document, you will find templates of cash and in-kind match letters and MOUs. Please refer to these as you develop the match documentation for your application.

Cash Match

Description of Cash Match: The service provider may use cash funds from any source, including other federal sources (excluding CoC Program funds), as well as state, local and private sources, provided that funds from the source are not statutorily prohibited to be used as match. The service provider must ensure that any funds used to satisfy the matching requirement are expended for eligible line items in the approved budget.

Programs may also count program income as cash match. Program Income must be earned during the grant term and shall be retained by the recipient, and added to funds committed to the project and used for eligible activities. Rents and occupancy charges collected from program participants are program income. In addition, rents and occupancy charges collected from residents of transitional housing may be reserved, in whole or in part, to assist the residents from whom they are collected to move to permanent housing.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/sub-recipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

Documentation of Cash Match: When the source is cash, written documentation must be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of cash to be provided to the recipient for the project;
2. Specific date the cash will be made available;
3. The actual grant and fiscal year to which the cash match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the cash match.

In-Kind Match

Description of In-Kind Match: In-kind contributions include the value of real property, equipment, goods, or services contributed to the program as match, provided that *if* the sub-recipient had to pay for them with grant funds, the costs would satisfy the matching requirement for eligible line items in the approved budget.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/sub-recipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

Documentation of In-Kind Match:

In-Kind Goods/Equipment

When the source of match is in-kind goods and/or equipment, written documentation must conform to the OMB Circular requirements in 24 CFR Parts 84 and 85 and the standards described below.

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

1. Value of donated goods to be provided to the recipient for the project;
2. Specific date the goods will be made available;
3. The actual grant and fiscal year to which the match will be contributed;
4. Time period during which the donation will be available;
5. Allowable activities to be provided by the donation; and
6. Value of commitments of land, buildings, and equipment—the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year.

In-Kind Services

Documentation of in-kind service match requires a different approach than documentation of in-kind goods and equipment. The sub-recipient must enter into a formal memorandum of understanding (MOU) with the agency providing the in-kind service(s) and must establish a system to document the actual value of services provided during the term of the grant.

In order to execute awards in a timely fashion, renewal project applicants must submit completed MOUs with their project application. The match letters and MOUs are now uploaded into the HUD database with the NOFO submission.

New projects may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the sub-recipient opts to wait to execute an MOU upon receipt of notification of award from HUD. However, it is preferred that new project applicants also submit completed MOUs with their project application if possible.

A memorandum of understanding is not required for the documentation of cash match or in-kind goods and equipment commitments from CoC Program recipients/sub-recipients. Instead, the agency should obtain match letters, following the included example template.

Memorandum of Understanding

At a minimum, a memorandum of understanding for in-kind services match in the CoC Program must include the following:

- a. Agency Information
 - i. Recipient’s and/or sub-recipient’s identifying information with point(s) of contact
 - ii. Service provider’s identifying information with point(s) of contact
- b. Unconditional commitment of third party to provide service
- c. Description of services to be provided (an illustrative list)
- d. Scope of Services to be provided and by whom
 - i. Specific contract to be matched
 - ii. Length of time services provided/term of contract
 - iii. Point in time number of clients receiving service
 - iv. Total clients receiving service over grant term
 - v. Qualification of persons providing service
 - vi. Estimated value of services provided (such as hourly rate)
- e. Documentation of Services Match
 - i. Documentation requirements and responsibilities of service provider and recipient (this includes recordkeeping and reporting requirements in the OMB Circulars and CoC Program interim rule)
 - ii. Timeliness standards of service provider and recipient
- f. Signatures of the authorized representatives of the CoC Program sub-recipient and the third party service provider are required on the MOU.

HOUSING PROGRAM MODELS AND RESOURCES

Renewal and new project applicants should review a variety of best practices and tools to assist them in preparing their applications for funding and improving their outcomes. The following information gives a brief overview of housing models and best practices.

Permanent Supportive Housing (PSH)

Supportive housing is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities.

Research has proven that supportive housing is a cost-effective solution to homelessness, particularly for people experiencing chronic homelessness. Study after study has shown that supportive housing not only resolves homelessness and increases housing stability, but also improves health and lowers public costs by reducing the use of publicly-funded crisis services, including shelters, hospitals, psychiatric centers, jails, and prisons.

Supportive housing links decent, safe, affordable, community-based housing with flexible, voluntary support services designed to help the individual or family stay housed and live a more productive life in the community. It looks and functions much like any other brand of housing. People living in supportive housing have a private and secure place to make their home, just like other members of the community, with the same rights and responsibilities. The difference is that they can access, at their option, services designed to build independent living and tenancy skills, assistance with integrating into the community, and connections to community-based health care, treatment, and employment services.

There is no time limitation, and tenants may live in their homes as long as they meet the basic obligations of tenancy. While participation in services is encouraged, it is not a condition of living in the housing. Housing affordability is ensured either through a rent subsidy or by setting rents at affordable levels.

There is no single model for supportive housing's design. Supportive housing may involve the renovation or construction of new housing, set-asides of apartments within privately-owned buildings, or leasing of individual apartments dispersed throughout an area. There are three approaches to operating and providing supportive housing:

- *Purpose-built or single-site housing:* Apartment buildings designed to primarily serve tenants who are formerly homeless or who have service needs, with the support services typically available on site.
- *Scattered-site housing:* People who are no longer experiencing homelessness lease apartments in private market or general affordable housing apartment buildings using rental subsidies. They can receive services from staff that can visit them in their homes as well as provide services in other settings.
- *Unit set-asides:* Affordable housing owners agree to lease a designated number or set of apartments to tenants who have exited homelessness or who have service needs, and partner with supportive services providers to assist tenants.

PSH Best Practices

- Corporation for Supportive Housing – [Supportive Housing Quality Toolkit](#)

- U.S. Interagency Council on Homelessness - [Implementing Housing First in Permanent Supportive Housing](#)
- HUD - [Recovery Housing Policy Brief](#)
- SAMSHA - [Permanent Supportive Housing Evidence-Based Practices](#)
- Corporation for Supportive Housing - [Best Practices for Serving Unaccompanied Youth in Non-Time-Limited Supportive Housing](#)

Rapid Re-Housing (RRH)

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household. Rapid re-housing has the following core components:

Housing Identification

- Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
- Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
- Assist households to find and secure appropriate rental housing.

Rent and Move-In Assistance

- Utilization of progressive engagement model.
- Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.

Rapid Re-Housing Case Management and Services

- Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
- Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.

RRH Best Practices

- U.S. Interagency Council on Homelessness - [Webinar: Core Principles of Housing First and Rapid Re-Housing](#)

- HUD - [Rapid Re-Housing Models for Unaccompanied Youth](#)
- National Alliance to End Homelessness - [Rapid Re-Housing Performance Standards and Benchmarks](#)

Joint Transitional Housing and Rapid Re-Housing (Joint TH-RRH)

Joint transitional housing and rapid re-housing combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. Joint projects are intended to provide a safe place for people to stay with financial assistance and wrap-around supportive services that assist participants to move to permanent housing as quickly as possible. Stays in the transitional housing or crisis housing should be brief and without preconditions, and participants should quickly move to permanent housing without preconditions. Joint projects can help address several needs within communities that have that the following challenges:

- Large numbers of people living in unsheltered locations, including encampments
- Lack of safe crisis housing for people fleeing domestic violence
- High rates of unsheltered youth

Joint projects must be able to provide both units supported by the transitional housing component and the tenant-based rental assistance and services provided through the rapid re-housing component to all participants. Projects are required to provide both components to participants; however, participants may choose to receive only the transitional housing unit, or the assistance provided through the rapid re-housing component

Joint projects at minimum should incorporate the following core components:

- Target and prioritize individuals and families experiencing homelessness with higher needs and who are the most vulnerable.
- Housing first approach with client-driven service models to assist participants to move to permanent housing as quickly as possible. Participants cannot be required to participate in treatment or services to receive assistance.
- Low-barriers to entry to accommodate people with possessions, partners, pets, and or other needs.
- Incorporate client-choice by assisting participants move to permanent housing based on unique strengths, needs, preferences, and financial resources. To include allowing participants to choose when they are ready to exit crisis housing portion of the project and move to permanent housing.
- Provide participants to resources that help them improve their safety and well-being to achieve their goals.

Joint TH-RRH Best Practices

- HUD – [The New Joint Transitional Housing and Rapid Re-Housing Component](#)
- Safe Housing Partnership – [Joint Transitional Housing and Permanent Housing – Rapid Re-Housing Component Project for Domestic Violence Survivors](#)
- National Alliance to End Homelessness – [The Joint Component is for Homeless Youth, Too](#)

Supportive Services Only – Coordinated Entry (SSO-CE)

Supportive services only – coordinated access project is to develop or operate a centralized or coordinated assessment system. SSO-CA projects are to implement policies, procedures, and practices that equip the CoC's coordinated access to better meet the needs of homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations.

Supportive Services Only – Coordinated Access projects at minimum should incorporate the following core components:

- Navigation and support services to matched participants to ensure move to permanent housing.
- Coordination and outreach services to participants and housing providers.
- HMIS utilization for coordinated access.

Supportive Services Only – Coordinated Entry (SSO-CE) Best Practices

- U.S. Interagency Council on Homelessness – [Enhancing Coordinated Entry through Partnerships with Mainstream Resources](#)
- HUD – [Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#)

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			

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			

(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
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.	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
<p>Describe experience with utilizing a Housing First approach. Include the following:</p> <ul style="list-style-type: none"> 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. <p>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.</p>	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	
<p>Extent to which the applicant:</p> <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.