Detroit Continuum of Care
FY2024 HUD Continuum of Care Funding Competition
Renewal Application and Evaluation Policies and Procedures
and Application Form

Renewal Project Application Due Date: 12:00 PM on June 14, 2024

I. Background and Due Dates

As the Collaborative Applicant for the Detroit Continuum of Care (CoC), the Homeless Action Network of Detroit (HAND) manages the decision-making and application process for the FY2024 HUD Continuum of Care Homeless Assistance Funding application. HUD requires Continuums of Care (CoC) develop a process to determine whether projects eligible for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed.

This packet contains information about the process to be used for the FY2024 funding competition for renewal projects. Currently funded Continuum of Care (CoC) projects not being reallocated and expiring in calendar year 2025 must request renewal funding in the FY2024 funding process.

The information presented here has been developed before the release of HUD's Notice of Funding Opportunity (NOFO). Therefore, this information presented here is subject to change depending upon the content of the NOFO. All information and materials may also be found on HAND's website at www.handetroit.org/continuum-of-care-funding.

A webinar will be held on **May 16, 2024** from **10:00 AM – 12:00 PM** for current Detroit CoC grantees. Registration for the webinar is here. All current CoC grantees are strongly encouraged to participate on this webinar. The webinar will be recorded and posted to HAND's website for later viewing.

Renewal project application materials are due to HAND by 12:00 PM (Noon) on June 14, 2024.

II. FY2023 Continuum of Care Competition Awards

The list of projects awarded in the FY2023 CoC competition may be accessed here: www.handetroit.org/continuum-of-care-application-archives.

III. FY2024 CoC Renewal Project Application Timeline

The timeline below is subject to change upon the release of the FY2024 NOFO or other developments. Changes to the timeline will be communicated via email and posted to HAND's website at www.handetroit.org/continuum-of-care-funding.

MAY	
May 6	May CoC Board meeting • Board approval of renewal project evaluation criteria
May 13	Release of Renewal Project applications
May 16	Webinar for renewal project applicants at 10 AM –12 PM • Registration link is here • Attendance strongly encouraged, will be recorded
JUNE	
June 14 (12PM)	**Renewal application materials due**
JULY	
July (est)	FY2024 NOFO Released
Mid- July	Renewal Project Scores out
Late July	Appeals due

AUGUST	
Throughout August	eSNAPS project entry
Early August	Decisions on appeals
SEPTEMBER	
Throughout month	eSNAPS project entry
Mid-Sept	Final project priority ranking list decided
Late Sept	CoC application and all projects submitted to HUD

IV. Renewal Project Eligibility

In order to be submitted to HUD for renewal, projects seeking renewal funding must meet the following basic eligibility criteria:
1) Submit completed renewal application and additional required documents to HAND as outlined in this document.
2) Meet the threshold score of at least 70% on their renewal project application or have been approved by the Appeals Committee to be submitted for renewal if under threshold score.
3) Meet the HUD application deadlines (ie, entry into eSNAPS) set by HAND.
4) Projects required by HAND to participate in technical assistance processes in previous competition years must be in compliance with requirements in the projects' technical assistance plan.
5) Meet all HUD eligibility criteria, as outlined in the FY2024 CoC Program NOFO (to be released), the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.

Renewal funding is not guaranteed. It is unknown if funds available in the FY2024 competition will be sufficient to fund all renewal projects. CoC projects not being reallocated and having current grant terms expiring in calendar year 2025 are eligible to submit their application to the Collaborative Applicant for renewal funding.

V. Audits and Funder Monitoring Reports

All projects seeking renewal funding will be required to submit the following:
- Organization's most recent financial audit, including the most recent A-133 audit, if applicable.
- HUD monitoring reports, or communication regarding monitoring findings from prior monitoring, from March 2023 to March 2024.
- Monitoring reports and additional applicable documentation from the City of Detroit for ESG/CDBG homeless program monitoring conducted from March 2023 to March 2024.

These audits and monitoring reports will be reviewed. Any outstanding items will result in a deduction of points from the overall project score. See **Section VIII** for scoring details.

If the CoC is made aware of outstanding audit findings other than what is given in the submitted documents (such as findings from another funder, the Office of Inspector General, etc) the CoC may take the results of that report into consideration as well. The CoC reserves the right to not fund renewal or new projects in the event of significant concerns regarding an organization's financial capacity.

VI. Renewal Project Threshold Scoring & Project Ranking

Based on the scoring criteria below, projects not scoring at least 70% of the points available will not be submitted for funding unless an appeal is granted. Projects granted an appeal will be submitted for funding and ranked according to the project priority ranking policies.

The CoC is required to prioritize and rank all projects seeking funding in this year's competition. The CoC Board is currently scheduled to vote to approve the FY2024 CoC Project Priority Ranking and Reallocation policies at its July 1, 2024 board meeting. Once finalized, the policies will be posted to: www.handetroit.org/continuum-of-care-funding.

VII. Summary of Changes to Renewal Project Scoring Criteria

Below is a summary of the significant changes to project scoring criteria from the FY2023 to the FY2024 competitions.

	Project type changes apply to				
	PSH	**RRH**	**TH-RRH**	**TH**	**CE-SSO** *(CHS only)*
Component #2: Housing Performance & Quality					
(B) Utilization Rates (Modified)	✓	✓	✓	✓	
(C) Length of Time from Referral to Housing Move-In Date (Modified)	✓	✓			
(D) Returns to homelessness (Modified)	✓	✓	✓	✓	
Component #3: Financial Performance					
(A) Spending Rates (Modified)	✓	✓	✓	✓	✓
Component #4: HMIS Compliance					
(A) Agency Admin Mtg Attend (Modified)	✓	✓	✓	✓	✓
(B) Data Quality and Completeness (Modified))	✓	✓	✓	✓	✓
(F) Accurate Reporting for Quarterly PIT/Housing Move-in Date Audit for CoC Project (Modified)	✓	✓			
(G) Accurate Reporting for Quarterly PIT/Housing Move-in Date Audit for non-CoC PSH or RRH Project (Modified)	Agencies with non-CoC funded PSH or RRH only				
Component #5: Meaningful Inclusion of PWLEH					
(B) Meaningful Participation of PWLEH: Persons Served (Modified)	✓	✓	✓	✓	✓
(C) Meaningful Participation of PWLEH: Staff & Board (Modified)	✓	✓	✓	✓	✓
Component #6: CoC Participation					
(A) January 2024 Unsheltered PIT Participation (New)	✓	✓	✓	✓	✓
Component #11: Bonus Points					
(A) Agency Bonus Points for Timely HMIS Reporting (New)	✓	✓	✓	✓	

VIII. Renewal Project Scoring

Except where otherwise indicated, renewal projects will be scored based upon the following components. The total number of points a project may earn will vary on the project type as given below. Details on these scoring components are given in the following pages. New/modified elements from FY2023 are in red.

	PSH	RRH	TH	TH-RRH	HMIS	CE-SSO *(CHS)*
Component #1: Income & Employment						
(A) Leavers w/cash income	5	7	7	7	N/A	N/A
(B) Leavers w/non-cash benefits	5	5	5	5	N/A	N/A
(C) Leavers w/earned income	3	5	5	5	N/A	N/A
(D) Leavers w/increase in total income	2	3	3	3	N/A	N/A
(E) Stayers w/health insurance	2	N/A	N/A	N/A	N/A	N/A
Component #1 Sub-Total	*17 (13%)*	*20 (16%)*	*20 (18%)*	*20 (16%)*	*N/A*	*N/A*
Component #2: Housing Performance and Quality						
(A) Housing Retention or Exit to Permanent Housing	25	25	25	25	N/A	N/A
(B) Utilization Rates	10	10	10	10	N/A	N/A
(C) Length of Time from Referral to Housing Move In	10	10	N/A	N/A	N/A	N/A
(D) Returns to homelessness	5	5	5	5	N/A	N/A
(E) Service Staff and Program Availability	3	N/A	N/A	N/A	N/A	N/A
(F) Facilitation & Tracking Referrals	2	N/A	N/A	N/A	N/A	N/A
Component #2 Sub-Total	*55 (42%)*	*50 (39%)*	*40 (36%)*	*40 (33%)*	*N/A*	*N/A*
Component #3: Financial Performance						
(A) Grant Amount expended	8	8	8	8	8	8
(B) Negative Points for Outstanding Findings	Up to -10 for outstanding findings					
Component #3 Sub-Total	*8 (6%)*	*8 (6%)*	*8 (7%)*	*8 (7%)*	*8 (8%)*	*8 (10%)*
Component #4: HMIS Compliance						
(A) Agency Admin Mtg Attend	3	3	3	3	N/A	3
(B) Data Quality & Completeness	10	10	10	10	N/A	10
(C) Accurate Recording of Annual Assessment	1	1	1	1	N/A	1
(D) Known Exit Destinations	3	3	3	3	N/A	3
(E) 2024 HIC Submission	5	5	5	5	N/A	5
(F) PIT Audit Changes (CoC PSH & RRH Projects Only)	3	3	N/A	3	N/A	3
(G) PIT Audit Changes (non-CoC PSH & RRH projects)	2	2	2	2	N/A	2
Component #4 Sub-Total	*27 (21%)*	*27 (21%)*	*24 (21%)*	*27 (22%)*	*N/A*	*27 (35%)*

	PSH	RRH	TH	TH-RRH	HMIS	CE-SSO *(CHS)*
Component #5: Inclusion of Persons with Lived Experience						
(A) Participation of PWLEH on agency board	2	2	2	2	2	2
(B) Meaningful Participation of PWLEH: Persons Served	5	5	5	5	5	5
(C) Meaningful Participation of PWLEH: Staff and Board	5	5	5	5	5	5
(D) Negative points for substantiated grievances	Range of negative points possible for substantiated grievances					
Component #5 Sub-Total	**12 (9%)**	**12 (9%)**	**12 (11%)**	**12 (10%)**	**12 (12%)**	**12 (16%)**
Component #6: CoC Participation						
(A) 2024 Unsheltered PIT Participation	2	2	2	2	2	2
Component #6 Sub-Total	**2 (2%)**	**2 (2%)**	**2 (2%)**	**2 (2%)**	**2 (2%)**	**2 (3%)**
Component #7: CAM Participation						
(A) Referral Outcome reporting: CoC project	2	2	2	2	N/A	N/A
(B) Referral Outcome reporting: All other projects	2	2	2	2	N/A	N/A
(C) New Client Entries	2	2	2	2	N/A	N/A
(D) Housing Move in Date Completion	4	4	N/A	4	N/A	N/A
(E) HMIS Lead Agency staff generating reports from HMIS to support CAM process	N/A	N/A	N/A	N/A	2	N/A
(F) HMIS Lead Agency staff providing CAM-specific HMIS training	N/A	N/A	N/A	N/A	2	N/A
(G) HMIS Lead Agency staff providing customized HMIS reports to support CAM	N/A	N/A	N/A	N/A	2	N/A
Component #7 Sub-Total	**10 (8%)**	**10 (8%)**	**6 (5%)**	**10 (8%)**	**6 (6%)**	**N/A**
Component #8: CAM Implementing Partner						
(A) PSH Packet Submissions for completed Navigation Appointments	N/A	N/A	N/A	N/A	N/A	8
(B) Accurate Submission of PSH Packets	N/A	N/A	N/A	N/A	N/A	8
(C) Accuracy of HCV Apps by CAM Nav.	N/A	N/A	N/A	N/A	N/A	8
(D) Client satisfaction with Navigation	N/A	N/A	N/A	N/A	N/A	4
Component #8 Sub-Total	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**28 (36%)**
Component #9: Domestic Violence Projects Only						
(A) Increasing participant safety	N/A	4 (DV RRH only)	N/A	4 (DV TH-RRH only)	N/A	N/A
Component #9 Sub-Total	**N/A**	**4 (3%)**	**N/A**	**4 (3%)**	**N/A**	**N/A**
Component #10: HMIS Lead Only						
Proportional Points from CoC Application	N/A	N/A	N/A	N/A	70	N/A
Component #10 Sub-Total	**N/A**	**N/A**	**N/A**	**N/A**	**70**	**N/A**

	PSH	RRH	TH	TH-RRH	HMIS	CE-SSO *(CHS)*
					(71%)	
TOTAL POINTS POSSIBLE (not including bonus points)	**131**	**129 DV RRH: 133**	**112**	**123**	**98**	**77**
Component #11: BONUS POINTS						
On-time submission of 2023 HMIS Quarterly Audit reports	3	3	3	3	N/A	3
Component #11 Sub-Total	**3**	**3**	**3**	**3**	**N/A**	**3**
Informational Only Questions:						
• Agency Consumer Grievance Process and Documentation (Organizational Question 6)						
• CAM Referral Returns Narrative (Organizational Question 7)						
• Housing Inspection Process (Organizational Question 8)						
• Eviction/Terminations in 2023 (Project Application Question 3)						
• Client to Case Manager Ratio (Project Application Question 4)						
• Service Provision (Project Application Question 5)						

Weighting of Evaluation Components

Percentages in parenthesis in the chart above indicate the proportion the component is worth for the given project type. Not all evaluation components are weighted equally for each project type due variation in the total number of evaluation components applicable to a project type. Additionally, within project types there may be an individual project for which an evaluation component does not apply, resulting in those points being removed from the total number of points that project can earn, further changing how the components are weighted.

Deducting Points for Late, Incomplete, or Incorrect Submissions

Points will be deducted from the application score for late, incomplete, or incorrect submissions. Points will be deducted in this way:
- Late, incomplete, or incorrect items HAND can access on its own via other means (ex: publicly accessible audit report or A-133): 1-point deduction for each item
- Late, incomplete, or incorrect items HAND cannot access on its own via other means that must come from the applicant (ex: documentation of person with lived experience of homelessness participation or signature page): 3 point deduction for each item

If, after the points are deducted, the final project score is less than 70%, the project will need to submit an appeal to be considered for placement on the project ranking list.

The number of items required for submission will vary from project to project. Projects should carefully review the submission checklists on pages 32 and 38 for the required items to be submitted. Agencies are encouraged to contact HAND staff if they are unclear as to the applicability of items to be submitted.

Outstanding Assessment Invoices

Agencies with an outstanding balance on HUD assessments due to HAND by the time the application is due to HUD will not have their renewal project application(s) submitted to HUD for funding via eSNAPS.

Applies To: PSH, RRH, TH-RRH, and TH	
	Scoring Range and Points Possible
(A) Leavers with Any Cash Income (5 to 7 points depending on project type) Projects will be scored on the percentage of adult leavers who leave the project with one or more sources of cash income. The higher the percentage of people with one or more sources of cash income, the higher the score. "Cash income" includes both earned and non-earned income.	PSH • 65% - 100%: 5 • 40% - 64%: 3 • Below 40%: 0 RRH, TH-RRH, & TH • 70% - 100%: 7 • 60% - 69%: 5 • 50% - 59%: 3 • Below 50%: 0
(B) Leavers with Any Non-Cash Benefits (5 points) Projects will be scored on the percentage of adult leavers who leave the project with one or more sources of non-cash benefits. The higher the percentage of adults leaving with one or more sources of non-cash benefits, the higher the score. Non-cash benefits includes food stamps, other TANF benefits, or health insurance (including Medicaid/Medicare).	PSH, RRH, TH-RRH, & TH • 85% - 100%: 5 • 60% - 84%: 3 • Below 60%: 0
(C) Leavers with Earned Income/Employment (3 to 5 points depending on project type) Projects will be scored on the percentage of adult leavers who leave the project with earned income (ie, employment). The higher the percentage of adults leaving with earned income, the higher the score.	PSH • 10% - 100%: 3 • 5% - 9%: 1 • Below 5%: 0 RRH, TH-RRH & TH • 20% - 100%: 5 • 15% - 19%: 3 • 10% - 14%: 1 • Below 10%: 0
(D) Increases in Total Cash Income for leavers & stayers (2 to 3 points depending on project type) Projects will be scored on the percentage of persons (leavers and stayers) who have an increase in any income (earned or other). Measure will be based on both those who exited the project and those who were still in the project as of 12/31/2023.	PSH • 40% - 100%: 2 • 10% - 39%: 1 • Below 10%: 0 RRH, TH-RRH, & TH • 25% - 100%: 3 • 15% - 24%: 2 • 10% - 14%: 1 • Below 10%: 0

Applies To: PSH, RRH, TH-RRH, and TH	
	Scoring Range and Points Possible
(E) PSH Only: Stayers with Health Insurance (2 points) PSH projects will be scored on the percentage of project stayers as of 12/31/2023 who have health insurance. Measure will exclude persons who have not yet had an annual update.	PSH • 80% - 100%: 2 • 50% - 79%: 1 • Below 50%: 0

COMPONENT #2: Housing Performance and Quality
Value =40 to 55 points total, depending on project type
Reporting Period: 1/1/2023 – 12/31/2023;
Data Source: CYAPR, self-reported, and additional data from HMIS

Applies to: PSH	
	Scoring Range and Points Possible
(A) Retention in Permanent Housing (25 points) Measure: Percentage of participants who either remain in the PSH project as of 12/31/2023 or who have exited PSH project to another permanent housing destination. The following will be excluded from the calculations: • Clients with exit destinations of death, foster care, hospital/residential non-psychiatric facility, residential project or halfway house with no homeless criteria, and nursing home. • Also excluded will be clients entered into and exited from the project in 2023 but never had a housing move-in date.	• 95% – 100%: 25 • 90% - 94%: 20 • 80% - 89%: 10 • Below 80%: 0
(B) Utilization Rates (10 points) Measure: Overall average project occupancy rates on the following dates: 1/25/23, 4/26/23, 7/26/23, 10/25/23, 12/27/23 Projects that began ramping up new units at any point in 2023 will be evaluated on utilization expectations as given in that project's ramp up plan.	• 90% – 100%: 10 • 80% – 89%: 5 • Below 80%: 0
(C) Length of Time from Referral to Housing Move-In (10 points) Projects will be scored based on the average length of time it took to move clients into housing in 2023. Measure will look at length of time from referral date to housing move-in date. Different standards will apply for different project types: PSH Project Based (non-SROs), PSH SROs, and PSH scattered-site. A project may earn points for showing improvement in this measure over the past two years.	PSH Project-Based, non-SRO *(average = 63 days)* • 62 days or less: 10 • 63 to 66 days: 5 • 67 to 78 days: 3 • 79+ days: 0 PSH SRO *(average = 8 days)* • 7 days or less: 10 • 8 to 11 days: 5

Applies to: PSH	
	Scoring Range and Points Possible
See **Appendix B** for information on how each PSH project will be categorized for this component.	• 12 to 23 days: 3 • 24+ days: 0 PSH Scattered-Site *(average = 88 days)* • 87 days or less: 10 • 88 to 91 days: 5 • 92 to 103 days: 3 • 104+ days: 0 **OR** For all PSH projects: If a project earned 0 points on this component in the 2023 competition, *and* the project's performance would earn it 0 points in the 2024 competition according to the above scales, *and* the project showed at least a 10% improvement over the past two years, the project will earn 2 points.
(D) Returns to homelessness within 6 months of exit from project to permanent housing (5 points) Projects will be scored based on the percentage of clients who exited the project to permanent housing at some point between 10/1/2022 – 12/31/2023 and who returned to homelessness within 6 months of that exit. A project may earn points for showing improvement in this measure over the past two years.	• 3% or less: 5 • 4% - 5%: 3 • 6% - 15%: 1 • >15%: 0 **OR** For all PSH projects: If a project earned 0 points on this component in the 2023 competition, *and* the project's performance would earn it 0 points in the 2024 competition according to the above scales, *and* the project showed at least a 3% improvement over the past two years, the project will earn 1 point.
(E) Service Staff and Program Availability (3 points) Projects will be scored based on the extent to which supportive service staff, including on-call crisis staff, are available outside of typical business hours.	• Services are available on flexible schedules, out of regular business hours, with on call crisis services available 24 hrs a day, 7 days a week: 3

Applies to: PSH	
	Scoring Range and Points Possible
	• Services are available 8AM – 5PM Monday -Friday, with some weekend availability (4 – 12 hours scheduled on weekends): 2 • Services are available 9AM – 5PM Monday -Friday: 1
(F) <u>Facilitation and Tracking of Referrals (2 points)</u> Projects will be scored based on agency response to the following question in the application: "The primary supportive housing service provider facilitates and tracks referrals, and in some cases transportation, to community service providers for tenants including, at a minimum, behavioral healthcare, primary healthcare, substance abuse treatment and support, employment services, and benefits assistance."	• Yes: 2 • No/unknown; or this information is not currently tracked: 0

Applies to: RRH, TH-RRH, and TH	
	Scoring Range and Points Possible
(A) <u>Exits to Permanent Housing (25 points)</u> Measure: Percentage of participants who exit the program to a permanent housing destination. The following will be excluded from the calculations: • Clients with exit destinations of death, foster care, hospital/residential non-psychiatric facility, residential project or halfway house with no homeless criteria, and nursing home. • For RRH projects only, also excluded will be clients entered into and exited from the project in 2023 but never had a housing move-in date.	• 90% – 100%: 25 • 80% – 89%: 20 • 75% – 79%: 15 • 70% – 74%: 10 • Below 70%: 0
(B) <u>Utilization Rates (10 points)</u> Measure: Overall average project occupancy rates on the following dates: 1/25/23, 4/26/23, 7/26/23, 10/25/23, 12/27/23 Projects that began ramping up new units at any point in 2023 will be evaluated on utilization expectations as given in that project's ramp up plan.	• 90% – 100%: 10 • 80% – 89%: 5 • Below 80%: 0

Applies to: RRH, TH-RRH, and TH	
	Scoring Range and Points Possible
(C) Length of Time from Referral to Housing Move-In (10 points) *(RRH only)* Projects will be scored based on the average length of time it took to move clients into housing in 2023. Measure will look at length of time from referral date to housing move-in date. A project may earn points for showing improvement in this measure over the past two years.	RRH *(average = 75 days)* • 74 days or less: 10 • 75 to 78 days: 5 • 79 to 90 days: 3 • 91+ days: 0 For all RRH projects: If a project earned 0 points on this component in the 2023 competition, *and* the project's performance would earn it 0 points in the 2024 competition according to the above scales, *and* the project showed at least a 10% improvement over the past two years, the project will earn 2 points.
(D) Returns to homelessness within 6 months of exit from project to permanent housing (5 points) Projects will be scored based on the percentage of clients who exited the project to permanent housing at some point between 10/1/2022 – 12/31/2023 and who returned to homelessness within 6 months of that exit. A project may earn points for showing improvement in this measure over the past two years.	• 3% or less: 5 • 4% - 5%: 3 • 6% - 15%: 1 • >15%: 0 **OR** For all RHH projects: If a project earned 0 points on this component in the 2023 competition, *and* the project's performance would earn it 0 points in the 2024 competition according to the above scales, *and* the project showed at least a 3% improvement over the past two years, the project will earn 1 point.

COMPONENT #3: Financial Performance
Value = 8 points total
Reporting Period: Most recently completed project term; Data Source: Sage

Applies to: All Projects	
	Scoring Range and Points Possible
(A) Grant Amount Expended (8 points) Projects will be scored based on the extent to which the agency has expanded its most recently completed annual Continuum of Care grant. Scoring will be based on the following scales, which differ depending on the project type. HAND staff will pull this information directly from Sage. See **Appendix A** for the grant number and spending information reported in Sage that will be scored.	Projects without a rental assistance budget line: • 95% - 100% expended: 8 • 94% - 90% expended: 4 • 89% - 85% expended: 2 • Less than 85% expended: 0 Projects with a rental assistance budget line: • 90% - 100% expended: 8 • 89% - 80% expended: 4 • 79% - 75% expended: 2 • Less than 75% expended: 0
(B) Deduction for Outstanding Audit Findings (-10 points if applicable) Points may be deducted from project score based on outstanding or unresolved findings in an agency audit or funder monitoring reports.	A total of up to 10 points may be deducted from a project's score. These 10 points will be calculated as follows: Up to 2 points may be deducted from a project's score *for each of the following that apply*: • *Agency Financial Audit* (other than A-133 Audit): Repeat and/or unresolved audit findings from prior audit year. • *A-133 Audit:* Repeat and/or unresolved audit findings from prior audit year associated with CoC grants. • *A-133 Audit:* Repeat and/or unresolved audit findings from prior audit year associated with federal grants other than CoC grants. • *HUD CoC Program Monitoring report:* No Corrective Action Plan submitted by HUD's deadlines, or Correction Action Plan submitted did not meet HUD's approval. • *City Homeless Program Monitoring Report:* No Corrective Action Plan submitted by City's deadlines, or Correction Action Plan submitted did not meet City's approval.

COMPONENT #4: HMIS Compliance
Value = 24-27 points total, depending on project type
Reporting Period: 1/1/2023 – 12/31/2023 unless otherwise indicated; Data Source: HMIS records

Applies to: PSH, RRH, TH-RRH, TH, and CE-SSO	
Note: These components except 4F are an agency score, in that if an agency has multiple projects, including projects of different types, the same score will be applied to all projects for that agency. Component 4F will be applied to the renewing project only.	
	Scoring Range and Points Possible
(A) <u>HMIS Agency Admin Meeting Attendance (3 points)</u> Agency will be scored based on attendance at HMIS Agency Administrator in 2023. The score received by the agency will be applied to all the agency's renewing projects. The "e-blasts" sent on 4/18/23, 8/22/23, and 11/15/23 in lieu of an on-line meeting will automatically count as two meetings each agency attended. Example, if an agency attended 2 of the on-line Agency Admin meetings, they would be counted as having attended 5 meetings (3 eblasts + 2 on-line meetings). On-line Agency Admin meeting dates were: • March 7, 2023 • July 11, 2023 • May 30, 2023 • October 3, 2023 *Data source: HMIS Agency Admin Meeting Attendance Records*	• 6 or more mtgs (ie, 3 or more meetings + 3 eblasts): 3 • 5 or fewer mtgs (ie, 2 or fewer meetings + 3 eblasts): 0
(B) <u>Data Quality and Completeness (10 points)</u> Agency will be scored based on the % of error rate for the following: • Name (1 point) • Date of Birth (1 point) • Relationship to Head of Household (1 point) • Income Source at Entry (1 point) • Income Source at Exit (1 point) • Race & Ethnicity (1 point) • Gender (1 point) • Client Location (1 point) • Disabling Condition (1 point) • Veterans Status (1 point) Score will be based on all projects an agency reports in HMIS (excluding Warming Centers and Street Outreach). See **Appendix C** for the specific projects to be included for each organization. HMIS Lead Agency staff will generate these reports for scoring. *Data source: CYAPR, questions 6a, 6b, 6c*	Agencies may earn 1 point for each of the 10 data elements given where the error rate is 5% or less. Up to 10 points total may be earned (1 point for each data element)

Applies to: PSH, RRH, TH-RRH, TH, and CE-SSO	
Note: These components except 4F are an agency score, in that if an agency has multiple projects, including projects of different types, the same score will be applied to all projects for that agency. Component 4F will be applied to the renewing project only.	
	Scoring Range and Points Possible
(C) Accurate Recording of Annual Assessment (1 point) Agency will be scored based on the percentage of people served for which the annual assessment has been accurately recorded. The number of people without the required annual assessment (APR question 18) will be compared to the number of people served by the project. Score will be based on all projects an agency reports in HMIS (excluding Warming Centers and Street Outreach). See **Appendix C** for the specific projects to be included for each organization. HMIS Lead Agency staff will generate these reports for scoring. *Data source: CYAPR, question 18, Number of adult stayers without required annual assessment"*	Percentage of persons served without required annual assessment: • 5% of less: 1 • 6% or more: 0
(D) Known Exit Destinations (3 points) Projects will be scored based on the extent to which they have at least 75% of clients exited exit to known destinations for *all* projects an organization has in HMIS. Score will be based on all projects an agency reports in HMIS (excluding Warming Centers and Street Outreach). See **Appendix C** for the specific projects to be included for each organization. HMIS Lead Agency staff will generate these reports for scoring.	• 75% - 100%: 3 • <75%: 0
(E) Housing Inventory Chart Submission (5 points) Projects will be scored based the extent to which the agency submitted *all* its required 2024 Housing Inventory Charts (HICs) by February 16, 2024. *Data source: Record of HIC submission via the on-line submission form.*	• All HICs submitted by due date: 5 • All HICs not submitted by due date: 0
(F) Accurate Reporting for Quarterly Point-in-Time Count/Housing Move-In-Date Audit for CoC funded project (3 points) *(PSH and RRH only)* Agency will receive a score based on the extent to which the agency refrains from making changes to its PIT count data following the quarterly Housing Move-In Date audits. HMIS System Administrator staff will select one of the four PIT dates from 2023 (1/25/23, 4/26/23, 7/26/23, 10/25/23). Agencies will not be informed which date was chosen until after the review is completed. The same date will be used for all agencies. The HMIS System Administrator will re-run the project APR for this date and compare the data in that APR to the data in the APR that was confirmed back when the audit was completed.	Percentage of client records changed after PIT count audit submission: • 0% - 5%: 3 • 6% - 19%: 1 • 20%+: 0

Applies to: PSH, RRH, TH-RRH, TH, and CE-SSO *Note: These components except 4F are an agency score, in that if an agency has multiple projects, including projects of different types, the same score will be applied to all projects for that agency. Component 4F will be applied to the renewing project only.*	
	Scoring Range and Points Possible
Client Transfers Client transfers occurred in 2023, sometimes due to projects ramping down or projects being over-extended in the number of people they served. Client transfers may have resulted in changes to a project's PIT data, and will be handled as follows: • Agencies sending client transfers: Will be held accountable for changes to PIT data made because of client transfers, because these changes in PIT data point to elements of poor program planning and management. This may result in these agencies earning 0 points for this component. • Agencies receiving client transfers: Will not be penalized for changes to PIT data made because of having to receive client transfers, as these agencies did not have control over another agency's need to transfer clients to them as a result of ramp-downs. Component F will apply only to the CoC funded project being renewed that report into HMIS. Domestic Violence projects that use a comparable database will not be scored on this component.	
(G) Accurate Reporting for Quarterly Point-in-Time Count/Housing Move-in-Date Audit for non-CoC funded PSH or RRH projects (2 points) Same as above for Component F above, only this score will apply to any non-CoC funded PSH and/or RRH project(s) an agency had in operation in 2023. These points will not apply to agencies that did not have non-CoC PSH or RRH projects in operation in 2023.	Percentage of client records changed after PIT count audit submission: • 0% - 5%: 2 • 6% - 19%: 1 • 20%+: 0

NOTE: Organizations scoring low on the HMIS component (10 or less points) will be targeted for follow-up technical assistance to help remedy the deficiencies. These organizations must commit to working with HMIS staff to resolve the deficiencies identified.

COMPONENT #5: Inclusion of Persons with Lived Experience of Homelessness (PWLEH)
Value = 12 points total
Data source: Self-report in project application & accompanying attachments as required

Applies to: All Project Types	
	Scoring Range and Points Possible
(A) Participation of a Person with Lived Experience of Homelessness (PWLEH) on Agency Board or Equivalent (2 points) Points will be awarded based on the extent to which the recipient and subrecipient (if applicable) demonstrates the participation of a homeless or formerly homeless individual on the agency's board of directors or equivalent policymaking entity. This is an agency score. If an agency has multiple projects, including projects of different types, the same score will be applied to all projects for that agency. This requirement also applies to both recipients and subrecipients. Recipients and sub-recipients will be required to either demonstrate compliance with this regulation, including documentation of the individuals' participation. If the project has a recipient and sub-recipients(s) points will be awarded based on the extent to which all entities associated with the grant are compliant with this regulation. For the purposes of the CoC's local application process, documentation of participation of a homeless or formerly homeless person on a policy-making entity may include: • Board roster identifying the person who is homeless or formerly homeless. ***NOTE: If a board roster is provided, that roster must clearly identify which board member is the person with lived experience of homelessness. This can be done by highlighting the individual's name or otherwise identifying on the roster that the individual is a person with lived experience of homelessness. An agency will not be able to earn points if a board roster is submitted with no clear indication of who on the roster is the person with lived experience of homelessness.*** • Meeting notes of other policy-making entities, with an identification that this entity has body has policy-making abilities for the CoC program and includes persons who are homeless or formerly homeless. • Note: If the agency has a policy to not disclose the homeless/formerly homeless status of an individual serving in a decision-making capacity in order to protect	• Over the course of CY2023, organization had PWLEH participation and provided documentation of same: 2 • Over the course of CY2023, the organization had no PWLEH participation: 0 NOTE: Agencies responding in 2023 with "no consumer participation, but has a plan in place" will be expected, in the 2024 competition, to demonstrate progress on this plan to secure PWLEH participation. If the agency is not able to demonstrate PWLEH participation in the 2024 application, they may earn 0 points in the 2024 application.

Applies to: All Project Types	
	Scoring Range and Points Possible
that individual's privacy, the agency may submit a letter on agency letterhead explaining this.	
(B) <u>Meaningful Participation of Persons with Lived Experience of Homelessness: Persons Served</u> (5 points) Points will be awarded based on the agency's response to the following narrative question: Describe how your agency ensures the meaningful participation of persons with lived experience of homelessness (PWLEH) within your homelessness programming. In your response, describe: • How persons served by all your homeless/housing projects (not just the project receiving CoC funding) are invited to provide feedback and input into the programming. Include in your description the frequency and manner in which people are invited to provide feedback. Also note the most recent time this process was completed (month/year). • How your agency responds to this feedback and input. • Describe at least one change your agency has made to your homeless programming over the past two years in response to the input received from PWLEH. This change could have been made within the project that receives CoC funding or another homeless project within your agency. This is a score to be earned by the agency; those points will be applied to all of that agency's renewing projects.	The narrative response provided will be evaluated and scored by a review panel. The scoring scale to be used by the review panel is: • **4 – 5 points:** Responses clearly demonstrates the agency purposefully and intentionally responds to and incorporates the input and feedback of people served. Response indicates multiple methods of getting input and feedback, including oppournities for anonymous feedback. More points may be earned if most recent feedback process was completed within the last year. More points may be earned if the change made within the past two years had a direct correlation with improving client housing outcomes. • **2 – 3 points:** Some, but not strong, evidence the agency seeks and responds to input and feedback of persons served. Based on response, it is not clear if there are oppournities for anonymous feedback. Most recent feedback process was completed over a year ago. Described change made within past two years not directly correlated to improving client housing outcomes. • **1 point**: Very little evidence that agency seeks or incorporates feedback of people served. Any description given of these efforts is vague and/or not connected to the agency's homelessness programming. • **0 points:** No clear evidence that agency seeks or incorporates feedback of people served.

Applies to: All Project Types	
	Scoring Range and Points Possible
(C) <u>Meaningful Participation of Persons with Lived Experience of Homelessness: Staff and Board (5 points)</u> Points will be awarded based on the agency's response to the following narrative question: Describe how your agency ensures the meaningful participation of persons with lived experience of homelessness (PWLEH) within your homelessness programming. In your response, describe: • Detroit the extent to which your agency intentionally hires PWLEH within your homelessness programming. In your response, note the positions PWLEH are typically hired for. • If the PWLEH staff within your agency are primarily front-line staff, describe how these staff members' perspectives, experiences, and input on agency programming are acknowledged and responded to by agency leadership. • How does your agency ensure equity in pay scales for PWLEH staff who are performing the same/similar job duties as non-PWLEH staff? • Describe how your agency provides opportunities for education, training, and/or career advancement for PWLEH who are hired within your agency. • Describe how PWLEH are recruited for and incorporated into the decision-making structures within your organization. "Decision-making structures" are defined as being the agency's Board of Directors or other similar policy-making and oversight body within the organization. This is a score to be earned by the agency; those points will be applied to all of that agency's renewing projects.	The narrative response provided will be evaluated and scored by a review panel. The scoring scale to be used by the review panel is: • **4 – 5 points:** Responses clearly demonstrates the agency purposefully and intentionally hires PWLEH within their agency. The response provides a strong and clear description of how staff in these positions are paid equitably to similar positions and how staff are provided training or advancement opportunities. The response provides a strong indication agency leadership responding to front-line staff input and perspectives. Response also indicates intentional efforts to incorporate PWLEH within agency board and/or other decision making structure. • **2 – 3 points:** Response provides some, but not strong, evidence the agency takes intentional steps to hire PWLEH or included PWLEH in board/decision making structures. Some, but not strong, description of how agency leadership responds to input from front line staff or if staff are paid equitably compared to other positions. • **1 point**: Very little evidence that agency incorporates PWLEH within staffing or decision-making structures. Any description given of these efforts is vague and/or not clearly not intentional. • **0 points:** No clear evidence agency intentionally attempts to hire PWLEH or include PWLEH on board/decision making structures.
(D) <u>Substantiated Grievances</u> Points may be deducted from project score based on substantiated grievances filed against that project in 2023. Additionally, if the agency has a substantiated grievance filed against it in 2023 for a non-CoC funded program, and that grievance included the agency retaliating against the client or	See **Appendix D** for details on how substantiated grievances will be scored in FY2024.

Applies to: All Project Types	
	Scoring Range and Points Possible
non-compliance with the grievance committee's requirements, points will be deducted from all that agency's renewal projects. This component will look at grievances that were filed in 2023 and substantiated in either 2023 or the first quarter of 2024.	

COMPONENT #6: Continuum of Care Participation
Value = 2 Points total
Data source: Records of participation

Applies to: All project types	
	Scoring Range and Points Possible
(A) <u>Participation in January 2024 Unsheltered Point-in-Time Count (2 points)</u> Points will be awarded based on an agency's participation in the January 2024 Unsheltered Point in Time Count. "Participation" means either volunteering for the street count or next-day interviews.	• Agency participation: 2 • No agency participation: 0

COMPONENT #7: Participation in Coordinated Assessment Model (CAM)
Value = 6 to 10 points possible, depending on project type
Data source: Records of participation, including HMIS

Applies to: PSH, RRH, TH-RRH, and TH *(except where indicated)*	
	Scoring Range and Points Possible
(A) <u>Referral Outcome Reporting (2 points)</u> Projects will be scored based on the extent to which outcomes to referrals received from CAM in 2023 are recorded in HMIS for the CoC project under review. Exceptions will be made when needed for project transfers. "Referral outcome" means the receiving agency has indicated in HMIS if the referral from CAM is accepted, declined, or canceled. HMIS Lead Agency staff will generate these reports for scoring.	Percentage of referrals received in 2023 with outcome recorded in HMIS: • 85% - 100%: 2 • <85%: 0
(B) <u>Referral Outcome Reporting: Non-CoC Funded Projects (2 points)</u> Agencies will be scored based on the extent to which outcomes to referrals to the non-CoC funded projects received from CAM in 2023 are recorded in HMIS. This is a score to be earned by the agency; those points will be applied to all of that agency's renewing projects. "Referral outcome"	Percentage of 2023 referrals with outcome recorded in HMIS: • 75% - 100%: 2 • <75%: 0

Applies to: PSH, RRH, TH-RRH, and TH *(except where indicated)*	
	Scoring Range and Points Possible
means the receiving agency has indicated in HMIS if the referral from CAM is accepted, declined, or canceled. Exceptions will be made when needed for project transfers. Score will be based on all projects an agency reports in HMIS (excluding Warming Centers and Street Outreach). See **Appendix C** for the specific projects to be included for each organization. Note: Any projects in Appendix C that do not receive referrals from CAM will also be excluded. HMIS Lead Agency staff will generate these reports for scoring.	
(C) <u>New Client Entries (2 points)</u> Projects will be scored based on the extent to which new project entries in 2023 to CoC project under review were from CAM. Exceptions will be made when needed for project transfers. If it is not clear from HMIS that a client originated from CAM, HAND staff will seek clarification from CAM's internal database (Salesforce) to reconcile data as needed. HMIS Lead Agency staff will generate these reports for scoring.	Percentage of new client entries in 2023 that were referrals via CAM: • 100%: 2 • <100%: 0
(D) <u>Housing Move in Date Completion (4 points)</u> *(PSH, RRH, and TH-RRH as applicable)* Projects will be scored based on the extent to which Housing Move in Dates (HMID) are completed for the CoC project under review. Exceptions will be made for new clients still in the housing search process and for some clients with an entry/exit but no HMID. See self-scoring tools for details. HMIS Lead Agency staff will generate these reports for scoring.	Percentage of clients with a HMID completed: • 90- 100%: 4 • 80% - 89%: 2 • 70% - 79%: 1 • <70%: 0

Applies to: HMIS
(E) <u>Report Generation (2 points)</u> Projects will be scored based on HMIS Lead Agency staff generating reports from HMIS to support CAM process, including reports to support the implementation of new Coordinated Entry Data Standards.
(F) <u>Provision of CAM-specific HMIS training (2 points)</u> Projects will be scored based on HMIS Lead Agency staff providing CAM-specific HMIS training, including training related to the implementation of new Coordinated Entry Data Standards.
(G) <u>CAM Customized HMIS Reports (2 points)</u> Projects will be scored based on HMIS Lead Agency staff providing customized HMIS reports to support CAM, including reports to support the implementation of new Coordinated Entry Data Standards.

COMPONENT #8: CAM Implementing Partners Only (CHS)
Value = 28 points
Data source: Self report in application

In the FY2024 competition, the following evaluation criteria will only apply to the CAM Implementing Partner, CHS. Over the course of 2023 (the period under review), the Homeless Action Network of Detroit (HAND) assumed the role as the CAM Lead Agency in September 2023. As HAND has held the CE-SSO grant for less than 12 months, this grant will be treated as a "first or second time renewal" as described in **Section IX.A** below. Future competitions will likely reincorporate scored criteria that had previously been used to evaluate the CAM Lead Agency.

	Scoring Range and Points Possible
(A) <u>PSH Packet Submissions for Completed Navigation Appointments (8 points)</u> Points will be earned based on the percentage of clients who scored for PSH and who completed their navigation appointment (denominator) and had a PSH packet submitted (numerator). Benchmark is that at least 70% of the clients have a PSH packet submitted. *Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.*	Percentage of clients with completed navigation appointment that had PSH packet submitted: • 70% - 100%: 8 • 60% - 69%: 6 • 50% - 59%: 4 • < 50%: 0 pts
(B) <u>Accurate Submission of PSH Packets (8 points)</u> Points will be earned based on the percentage of PSH packets submitted by CAM navigators that are correct on the first attempt, based on the documentation required at the time of packet submission for a person to be placed on the PSH Prioritization list. Benchmark is that at least 91% are correct upon first submission. *Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.*	• 91% - 100%: 8 • 80% - 90%: 6 • 69% - 79%: 4 • <69%: 0
(C) <u>Accuracy of Submission of HCV Applications by CAM Navigators (8 points)</u> Points may be earned based on the accuracy of HCV applications submitted by CAM Navigators. Benchmark is that at least 91% of applications are correct on the first submission. *Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.*	• 91% - 100%: 8 • 80% - 90%: 6 • 69% - 79%: 4 • <69%: 0 pts
(D) <u>Client Satisfaction with Navigation (4 points)</u> Points will be earned based on the overall average satisfaction reported by clients using the Access Points. Benchmark is that clients report an overall satisfaction rating of "4" on the scale of 1 to 5. *Data source: Client satisfaction surveys administered by navigators. Data will be self-reported in the application.*	• Overall average rating of 4 or above: 4 • Overall average rating of 3: 2 • Overall average rating of <3: 0

In future funding cycles, the CoC board and CAM Governance Committee may develop additional or different evaluation criteria for the CE-SSO grants. Such evaluation criteria should consider the role these projects play with assisting persons experiencing homeless in accessing needed services and should align with the CAM policies and procedures.

COMPONENT #9: Domestic Violence Projects Only Value = 4 points *Data source: narrative response in application*	
Applies to: All Project Types Specifically Funding to Serve People Fleeing Domestic Violence (ie, projects funded using Domestic Violence Bonus Funding)	
	Scoring Range and Points Possible
(A) Increasing Participant Safety (4 points) Points will be awarded based on the agency's response to the following narrative question: Describe the project's most important strategies for improving safety for people survivors of domestic violence (DV)/human trafficking (HT), and how the project assesses improvements to participant safety. Use specific examples where possible and see the scoring scale for how this question will be scored.	**Scoring Scale:** **4 - 3 pts:** Response clearly describes multiple strategies for improving safety for DV/HT survivors; clearly describes how the project assesses improvements to participant safety; provides at least one concrete, substantive, and current example of what this work looks like that are relevant to the project; demonstrates that working to improve safety for DV/HT survivors is a key part of the project. **2 pts:** Response describes at least one strategy for improving safety for DV/HT survivors and at least one way that the project assesses improvements to participant safety; provides an example of what this work looks like that may not be concrete, substantive, current or clearly relevant to the project. **1 pts:** Response describes at least one strategy for improving safety for DV/HT survivors, but does not provide concrete or substantive examples of what this work looks like or how the project assesses improvements to participant safety. **0 pts:** Response does not identify strategies for improving safety or demonstrate that the project has done work in this area.

COMPONENT #10: HMIS Lead Agency Only (HAND)
Proportional Points from FY2023 CoC Application
Value = 70 points
Data source: Score received on the FY2023 CoC Application

In the FY2023 CoC Competition, HUD scored the Detroit CoC's HMIS implementation the following evaluation criteria:

- Timely submission of required data reports (including the Point in Time, Housing Inventory Count, System Performance Measures, and LSA)
- Bed coverage rates
- Working with Domestic Violence providers on ensuring they have a comparable database in place to collect/report data

HUD reviews and scores the responses given in the CoC application on these questions. The score received on the FY2023 CoC application for the HMIS section was 9 out of the 9 points possible (100%). This proportion (100%) will be applied to the total points the HMIS grant can receive for this component (70). The HMIS grant will receive 70 out of the 70 points possible (100%) for this component.

A value of 70 points was assigned to this section so the total amount of points the HMIS project may receive is 98 (as detailed in chart above). Having a total of 98 points possible allows for comparable weighing of components across the various project types.

Future evaluation criteria for HMIS grants may change depending upon the CoC-Board approved HMIS MOU and workplan.

Evaluation Process for HMIS Grants
- The HMIS Lead agency will complete an application form and a self-evaluation responding to and addressing all the scored components for the HMIS grant.
- This self-evaluation, and supporting documentation, will be reviewed by the Values & Funding Priorities Committee.
- Based upon the self-evaluation and supporting documentation, the Values & Funding Priorities Committee will make a recommendation as to whether the HMIS grants should be submitted for renewal funding based on the score from the self-evaluation. The Values & Funding Priorities Committee may request additional supporting documentation during their review.
- HMIS Lead Agency staff, Collaborative Application staff, and CoC Lead staff will be recused from any review of the HMIS project application material or discussion pertaining to the same.

Future Evaluation Criteria for HMIS Grants
The evaluation process for the HMIS grants in FY2024 uses the score received in FY2023 CoC application HMIS section as a proxy for scoring HMIS project performance. This is being done for the FY2024 competition due to absence of other objective criteria on which to evaluate and score this project. For future funding cycles, the CoC board and committee(s) may develop additional evaluation criteria for the HMIS project. This evaluation criteria *may* include:

- Progress against HMIS project plan
- Extent to which privacy plan, data quality plan, and/or security plans are implemented
- End-user satisfaction ratings
- Incorporation or expansion of innovative technology or strategies

- Timely submission of APR reports to HUD
- Additional requirements to be identified in the MOU between HMIS Lead and CoC Board

COMPONENT #11: Bonus Points Value = 3 points *Data source: HMIS Records*	
Applies to: PSH, RRH, TH-RRH, TH, and CE-SSO	
	Scoring Range and Points Possible
(A) Agency Bonus Points for on-time submission of 2023 HMIS Quarterly Audit reports Agencies may earn up to 3 bonus points based on their timely submission of the HMIS Quarterly Audits in 2023. Any bonus points earned will be applied to all an agency's renewing projects. The dates of Quarterly Audit for 2023 were as follows: • Q1 &Q2 2023 Quarterly Audit (10/1/2022 – 3/31/2023) due May 1, 2023 • Q3 Quarterly Audit (4/1/2023 – 6/30/2023) due August 1, 2023 • Q4 Quarterly Audit (7/1/2023 – 9/30/2023) due November 1, 2023 How bonus points are factored in • Bonus points are points an agency may earn in addition to the standard points possible for their project. • Bonus points mean a project may earn a score greater than 100%, as bonus points are included only in the numerator, but not the denominator, when determining final score. Example: A renewing PSH project may earn up to 131 points. PSH Project X earned 115 out of these 131 points (115/131 = 88%). This project then earned 3 bonus points for submitting all their Quarterly Audits on time in 2023. Their score is now (115 + 3)/131 = 90%	Agency submitted 3 of the Quarterly Audits by the deadline: 3 bonus points Agency submitted 0- 2 of the 3 of the Quarterly Audits by the deadline: 0 bonus points

IX. Additional Evaluation Protocol

A. First and Second Time Renewal Projects

Projects with fewer than 12 full months of operation in CY2023 will be evaluated on scored components as follows. First and second time renewals initially funded as an expansion to an existing project are submitted for renewal funding as a part of the existing project, and therefore will be scored as part of the existing project.

This protocol for first and second time renewal projects will also apply to all Youth Homelessness Demonstration Projects (YHDP) which are all renewing for the first time in the 2024 competition.

Component	Stand-Alone Renewals *(not initially funded as an expansion)*	Expansion *(initially funded to expand an existing project)*
Components 1A-1E *(income/employment outcomes)*	Not Scored	Scored as part of existing project
Components 2A-2F *(Housing outcomes and quality)*	Not Scored	Scored as part of existing project
Component 3A *(Spending Rates)*	Not Scored	Scored as part of existing project, based on most recently completed grant (see Appendix A).
Component 3B *(Outstanding/Unresolved Finding)*	Scored on any outstanding findings from agency financial audits.	
Components 4A-4E, and 4G *(HMIS elements and HIC submission)*	Scored if agency already has programming in Detroit that requires HMIS participation, as this is an agency score.	
Component 4F *(Accurate quarterly PIT reporting)*	Not Scored	Scored as part of existing project
Components 5A – 5C *(PWLEH participation on board and meaningful participation of PWLEH)*	Scored if agency already has CoC funded programming in Detroit, as this is an agency score.	
Components 5D *(Substantiated grievances)*	Will apply if points are to be deducted from all projects an agency has, as given in the grievance scoring scale	
Component 6A *(Jan 2024 unsheltered PIT participation)*	Scored if agency already has CoC funded programming in Detroit, as this is an agency score.	
Component 7A *(Referral outcome reporting – CoC project)*	Scored only if project began receiving referrals from CAM in 2023	Scored as part of existing project
Component 7B *(Referral outcome reporting – All other projects)*	Scored if agency already has programming in Detroit that requires this reporting, as this is an agency score.	
Components 7C & 7D *(New client entries, Housing Move in Date completion)*	Scored only if project began serving people in 2023	Scored as part of existing project
Component 7E – 7G *(HMIS related CAM participation)*	Not Scored	Scored as part of existing project
Components 8A – 8D *(CAM Lead Agency & Implementing Partners)*	Not Scored	Scored as part of existing project
Component 9A *(DV only, increasing safety)*	Not Scored	Scored as part of existing project
Component 10 *(HMIS Lead Agency)*	Not Scored	Scored as part of existing project
Component 11 *(Bonus Points)*	Scored if agency already has programming in Detroit that requires HMIS participation, as this is an agency score.	

B. Protocol for Components or Subcomponents Unable to be Evaluated

In instances where a component is unable to be evaluated, the following protocol will be used:

- Situation: Project is prohibited by law from entering into HMIS.
    - ➤ Protocol: The value of any scoring components that rely solely on *HMIS* data (such as HMIS data completeness, data quality, etc) will be removed from the total number of

points that project may earn. That project will then only be scored on the remaining components.

  ➢ Protocol: For components that may be reported on via alternate internal agency records, those components will be evaluated and scored based on data the project submits to HAND in the format prescribed by HAND.
- Situation: The project had no (0) leavers, and the scored component is based on a leaver's status.
  ➢ Protocol: If the project had no leavers, then the project will be scored for the component in question based only on the *stayers* in the program.
- Situation: There are additional factors that result in no data existing on which to evaluate a project.
  ➢ Protocol: That scored component will be removed from the total number of points a project may earn. That project will then only be scored on the remaining components.
- Situation: An agency receives communication from the funder that the project will no longer be receiving funding and takes steps to ramp down a project, then to have the funder reverse its decision and renew the project's funding.
  ➢ Protocol: In such a situation scoring criteria that may have been impacted by a partial project ramp down will be reviewed and revised as needed based on the specifics of the situation.

In instances where such protocol needs to be implemented, the situations will be vetted by the Values & Funding Priorities Committee to ensure that the protocol are being applied appropriately to the projects in question and decisions are applied consistently to projects in question.

C. Recipient/Subrecipient Review

When there is a recipient/subrecipient relationship for a CoC grant, the table below clarifies which entity will be reviewed for which scoring components. The recipient/subrecipient relationship applies to those agencies in which a subrecipient(s) is identified in the project application and grant agreement, unless the Collaborative Applicant has been notified in writing of another relationship between two agencies resembling a recipient/subrecipient relationship being implemented on a less formal basis.

Scoring Component	Entity Under Review
#1 Income & Employment	
A) Leavers with Any Cash Income	• Project APR will be reviewed for this data (unless otherwise indicated).
B) Leavers with Any Non-Cash Benefits	
C) Leavers with Earned Income (Employment)	• The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.
D) Leavers & Stayers with Increase Income	
E) Stayers with health insurance (PSH only)	
For projects with multiple subrecipients, the performance of all subrecipients will be averaged together to determine the final score on a given component.	
#2 Housing Performance & Quality	
A) Housing Exits/Retention B) Utilization Rates	• Project APR and other HMIS data will be reviewed for this data. • The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.
C) Length of Time from Referral to Housing Move In D) Returns to Homelessness	• Data will be generated by the HMIS Lead agency for individual subrecipient projects.
E) Service staff and program availability (PSH only) F) Facilitation and Tracking Referrals (PSH only)	• These questions are based on self-report in the application and should be responded to

Scoring Component	Entity Under Review
	based on how the direct services are provided.
For projects with multiple subrecipients, the performance of all subrecipients will be averaged together to determine the final score on a given component.	
#3 Financial Performance	
A) Project spending	• Recipient, via reporting in Sage
B) Points deducted (if applicable)	• Recipient, based on *their* financial audits or HUD/City of Detroit Monitoring report • The recipient <u>does not</u> need to submit financial audits, HUD or City of Detroit monitoring reports for their subrecipients
#4 HMIS Compliance	
A) Attendance at Agency Admin meetings	• Subrecipient attendance
B) Data Quality & Completeness C) Accurate Recording of Annual Assessment D) Clients exiting to known destination	• A recipient will only be evaluated on these components for the individual CoC project(s) they sub-grant out.
E) Submission of required information for Housing Inventory Count (HIC)	• Either the response received from the recipient or the subrecipient • A recipient will only be evaluated on the timely submission of the HIC related to the CoC project(s) they sub-grant out. • For projects in which there are multiple subrecipients on one grant, the score received by the individual recipient on 4E will be averaged together for the final score for this component.
F) Accurate Reporting for Quarterly PIT Count/Housing Move in Date Audit reports for CoC PSH or RRH projects	• Subrecipient, as this is an HMIS data entry element the subrecipient is responsible for. • For projects in which there are multiple subrecipients on one grant, the score received by the individual recipient on 4F will be averaged together for the final score for this component.
G) Accurate Reporting for Quarterly PIT Count/Housing Move in Date Audit reports for non-CoC funded PSH or RRH projects	• N/A: will not apply, as recipients will only be scored on performance of their subrecipient projects
#5 Inclusion of Persons with Lived Experience of Homelessness	
A) Participation of a homeless or formerly homeless person on the board of directors or other equivalent policymaking entity; or description how the recipient and/or sub-recipient will become compliant with this regulation.	• Both the recipient and the subrecipient per the CoC Program Regulations.
B) and C) Meaningful participation of Persons with Lived Experience of Homelessness	• If both the recipient and the subrecipient(s) are direct service providers, each agency will be expected to respond to the question. The score received for each agency's response will be averaged together for the final score.

Scoring Component	Entity Under Review
	• If the recipient is not a direct service provider, the subrecipient(s) will be expected to respond to the question. The score received for each subrecipient's response will be averaged together for the final score.
D) Substantiated Grievances	• Recipient or Subrecipient, depending upon the nature of the grievance.
#6 CoC Participation	
A) Participation in January 2024 Unsheltered Point-in-Time Count	• Subrecipient participation
#7 CAM Participation	
A) Referral Outcome Reporting for CoC project C) New Client Entries D) Housing Move-in Date completion	• Subrecipient
B) Referral outcome reporting for non-CoC funded projects	• N/A: will not apply, as recipients will only be scored on performance of their subrecipient projects
For projects with multiple subrecipients, the performance of all subrecipients will be averaged together to determine the final score on a given component.	
#8 CAM Implementation Partner	
All subcomponents	• Recipient
#9 Domestic Violence Only	
A) Increasing participant safety	• If both the recipient and subrecipient are both directly providing services, both will be evaluated on this component. • If only the subrecipient is directly providing services, only the subrecipient will be evaluated.
#10 HMIS Lead Only	
All subcomponents	• Recipient
#11 Bonus Points	
A) Bonus Points for Timely Submission of Quarterly HMIS audits	• Subrecipient, for the CoC project in question only, as this is an HMIS data entry element the subrecipient is responsible for.

X. Future Evaluation Criteria

A. Potential Future Evaluation Criteria
Applicants should assume any evaluation criteria included in FY2023 may be included as scored criteria in future competitions. Additionally, applicants should be aware future evaluations may include the following criteria:

- **PSH Dimensions of Quality Self-Assessment**
  - For PSH projects, future competitions may examine the extent to which PSH providers improved in needed areas of improvement as identified in the PSH Dimensions of Quality Self-Assessment completed in early 2020.

- **Scored criteria changed of removed due to the pandemic**
  - The following scored criteria included in the FY2020 competition were removed in the FY2021 competition because of the pandemic. As of the FY2024 competition, they have not yet been re-incorporated. Providers should anticipate these criteria may again be re-incorporated as scored criteria in a future competition:
    - CoC Meeting and Workgroup meeting attendance (all projects)
    - Training for Coordinated Entry participating agencies (CE-SSO projects, as applicable)
  - Scoring scales adjusted downward in response to the pandemic may, in a future competition, revert back to what they were prior to the pandemic or be additionally changed.

- **Other possible future evaluation criteria:**
  - Any "informational only" or "bonus" elements in the FY2024 application may become a scored element in the future.
  - Compliance with HMIS Data Standards
  - Length of time people remain homeless (for RRH and TH)
  - Additional CAM participation criteria (all projects)
  - Project draw down rates (all projects)
  - Timely submission of APR reports to HUD (all projects)
  - Participant eligibility (all projects)

XI. Additional Policies and Resources

Applicant agencies are encouraged to review and utilize the following policies and resources, which are posted on HAND's website at: www.handetroit.org/continuum-of-care-funding.

Self-Scoring Tools
- Self-Scoring Tools are provided so applicants may understand how performance rates are calculated, and to understand what their performance may be. The completion of these tools is optional.

Comments and Responses from Public Comment
- Public comments were received on the draft renewal project evaluation and scoring criteria and draft project priority ranking and reallocation policies. Comments received, and responses to those comments, are available on HAND's website.

FY2024 CoC Project Priority Ranking and Reallocation Policies
- These policies are to be presented to the CoC Board in July 2024 for approval. They will be posted to HAND's website upon approval.

Detroit CoC Funding Application Review and Ranking Process
- Details to the process used to review, score, and rank renewal and new CoC applications.

Detroit CoC Funding Appeals Policy
- The Appeals Policy may be found on HAND's website. Additional instructions and timelines on submitting an appeal will be providing following the evaluation of renewal projects.

XII. HMIS Help Desks Requests

If agencies need assistance from the HMIS Lead Agency for any portion of their renewal application, this request must be submitted via the HMIS Help Desk. The link to the Help Desk is here. In your request, indicate it is related to your CoC renewal application. The HMIS Lead Agency cannot guarantee that requests for

assistance for renewal applications received after June 7 will be addressed by the application due date of June 14. Agencies are encouraged to plan accordingly.

XIII. Application Submission Instructions

Application materials must be emailed to Amanda Sternberg at amanda@handetroit.org by the due date.

If the total amount of materials you need to submit is quite larger, please consider sending the materials in either a ZIP file or via several emails.

Please ensure all attachments (either organizational attachments or project attachments) are clearly labeled with the attachment number.

You will receive email confirmation of your submission. Email confirmation only confirms receipt of the sent documents; it does not indicate a thorough review of the materials has been completed.

XIV. Contact Information

If you have questions or need further information, contact Amanda Sternberg at amanda@handetroit.org or (313) 380-1714.

ORGANIZATIONAL APPLICATION

Each agency must complete only *one* organizational application. Each agency will also complete a separate project application (beginning on page 38) for each project being submitted for renewal funding.

Applicant Name	

Organizational Attachments Checklist		
Clearly label all attachments, using the attachment number given, even if attachments will not be numbered sequentially due to an attachment not being applicable. If an attachment does not apply, place a **X** in the "Not Applicable" column.	**Included (X)**	**Not Applicable (X)**
Organizational Application Coversheet (this page)		███
Completed Organizational Questions (beginning on page 33 of this packet)		███

Attachment Number	Attachment Description (One per agency) *Agencies only need to submit one (1) of each of the following, even if they are submitting multiple renewal applications*		
#1	Agency's most recently completed A-133 audit		
#2	Agency's most recently completed agency financial audit		
#3	Agency Grievance Policy & Procedure (Organizational Question 6)		
	If monitored by City of Detroit between March 2023 and March 2024 (Organizational Question 1)	███	
#4	Monitoring report from City of Detroit		
#5	Organization's response to monitoring report		
#6	Documentation that monitoring concern or finding satisfied		
	HUD Monitoring Reports or Communication dated between March 2023 and March 2024: (Organizational Question 2)	███	
#7	Monitoring report from HUD		
#8	Organization's response to monitoring report		
#9	Documentation from HUD monitoring concern or finding satisfied		
	Participation of homeless/formerly homeless person (Organizational Question 3)	███	
#10	Documentation of participation of homeless/formerly homeless person (may have multiple, if project has subrecipient(s))		
#11	Request for waiver of this requirement submitted to HUD or HUD's approval of waiver request		

The Collaborative Applicant reserves the right to request additional project or organizational information at a later date if needed. Any items not included in the checklist that are requested and submitted at a later date above will not result in points deducted from the application.

Organizational Information

Applicant Name:	
Applicant Address: Street: City: State: ZIP:	
Applicant Contact Person Name: Title:	Phone Number: Email:
Contact information for Applicant Executive Director (if different from above) __ information same as above Name:	Phone Number: Email:
Contact Person for Grievances	
Provide information for the agency's point of contact for grievances. This is the person the CoC Lead Agency will initially contact if a grievance is filed with the CoC. Name: Title:	Phone Number: Email:

List of Project Applications Submitted: Please list below all of the individual project applications that are being submitted. A separate project application (and project-specific attachments, if needed) must be submitted for each project. The project application begins on page 38.

Organizational Question 1: City of Detroit Monitoring Reports

Any findings may require further review and, if unresolved, may result in negative points for the project.

The response in this section should encompass any type of monitoring from the City of Detroit, including financial monitoring from the Office of the Controller or programmatic monitoring from the Housing and Revitalization Department, and is in inclusive of both on-site or desk monitoring:

Do you have a City of Detroit monitoring report, or communication regarding monitoring findings from prior monitoring, dated between *March 2023 and March 2024* for homelessness program funding?

___ No: Select "N/A" for Attachments #4 - #6 in the submission checklist.

___ Yes: Provide the following attachments as applicable.

Attached (X)	
	Attachment #4: Monitoring report from the City of Detroit (the report that identifies any concerns or findings); *OR* ☐ N/A: The City of Detroit has not yet provided our organization with their monitoring report
	Attachment #5: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization's response to these items; *OR* ☐ N/A: The monitoring report did not contain any items requiring our organization's response
	Attachment #6: Documentation from the City of Detroit that a monitoring concern or finding has been satisfied; *OR* ☐ N/A: City of Detroit has not yet responded to our organization's response to the monitoring report

Note: HAND may consult with the City of Detroit regarding the responses given in this section. If City staff indicate a more recent monitoring report is available than what was submitted by the applicant, points will be deducted for submission of incorrect item as explained in Section VIII.

Organizational Question 2: HUD Monitoring Reports

Any findings may require further review and, if unresolved, may result in negative points for the project.

Do you have a HUD monitoring report, or communication regarding monitoring findings from prior monitoring, dated between *March 2023 and March 2024*?

___ No: Select "N/A" for Attachments #7 - #9 in the submission checklist.

___ Yes: Provide the following attachments as applicable.

Attached (X)	
	Attachment #7: Monitoring report from HUD (the report that identifies any concerns or findings); *OR* ☐ N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #8: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization's response to these items; *OR* ☐ N/A: The monitoring report did not contain any items requiring our organization's response
	Attachment #9: Documentation from HUD that a monitoring concern or finding has been satisfied; *OR* ☐ N/A: HUD has not yet responded to our organization's response to the monitoring report

Note: HAND may consult with HUD regarding the responses given in this section. If HUD indicate a more recent monitoring report is available than what was submitted by the applicant, points will be deducted for submission of incorrect item as explained in Section VIII.

Organizational Question 3: Participation of Person with Lived Experience of Homelessness (PWLEH) on Agency Board or Other Policy Making Entity

Scored Component 5A
Value = up to 2 points

Place an "X" in the appropriate box(es) below to signify the extent to which the recipient and sub-recipient(s) are compliant with this requirement.

	Recipient/Subrecipient had PWLEH on board or other policy making entity at some point in CY2023 (X)	Documentation of PWLEH is attached (attachment #10) (X)	OR	Waiver for this requirement has been requested and/or approved by HUD and a copy is attached (attachment #11) (X)
Project recipient				
Project subrecipient(s): Subrecipient name: _____				

If more than one subrecipient, additional rows may be added to the table. The questions must be answered for each sub-recipient associated with the grant.

NOTE: If a board roster is provided, that roster must clearly identify which board member is the person with lived experience of homelessness. This can be done by highlighting the individual's name or otherwise identifying on the roster that the individual is a person with lived experience of homelessness. An agency will not be able to earn points if a board roster is submitted with no clear indication of who on the roster is the person with lived experience of homelessness.

Organizational Question 4: Meaningful Participation of Persons with Lived Experience of Homelessness: Persons Served

> *Value = up to 5 points*
> *Scored Component 5B*

Describe how your agency ensures the meaningful participation of persons with lived experience of homelessness (PWLEH) within your homelessness programming. In your response, describe:

- How persons served by all your homeless/housing projects (not just the project receiving CoC funding) are invited to provide feedback and input into the programming. Include in your description the frequency and manner in which people are invited to provide feedback. Also note the most recent time this process was completed (month/year).
- How your agency responds to this feedback and input.
- Describe at least one change your agency has made to your homeless programming over the past two years in response to the input received from PWLEH. This change could have been made within the project that receives CoC funding or another homeless project within your agency.

Organizational Question 5: Meaningful Participation of Persons with Lived Experience of Homelessness: Staff and Board

> *Value = up to 5 points*
> *Scored Component 5C*

Describe how your agency ensures the meaningful participation of persons with lived experience of homelessness (PWLEH) within your homelessness programming. In your response, describe:

- Detroit the extent to which your agency intentionally hires PWLEH within your homelessness programming. In your response, note the positions PWLEH are typically hired for.
- If the PWLEH staff within your agency are primarily front-line staff, describe how these staff members' perspectives, experiences, and input on agency programming are acknowledged and responded to by agency leadership.
- How does your agency ensure equity in pay scales for PWLEH staff who are performing the same/similar job duties as non-PWLEH staff?
- Describe how your agency provides opportunities for education, training, and/or career advancement for PWLEH who are hired within your agency.
- Describe how PWLEH are recruited for and incorporated into the decision-making structures within your organization. "Decision-making structures" are defined as being the agency's Board of Directors or other similar policy-making and oversight body within the organization.

Organizational Question 6: Agency Grievance Process

> *Value = not scored*

Please briefly describe your agency's internal process for responding to client grievances or concerns. Additionally, please include as Attachment #3 a copy of your agency's client grievance policy and procedure. If you do not currently have such a policy and procedure, please indicate that.

Organizational Question 7: CAM Referral Returns (*to be answered by all PSH, RRH, TH, and TH-RRH recipients*).

Value = not scored

To help the CoC better understand the circumstances under which referrals from CAM are returned to CAM, please answer the following questions:

1. What is your agency's process for determining when a referral needs to be returned to CAM?

2. What are the primary reasons for having to return a referral to CAM and what challenges are typically encountered resulting in the need for the referral to be returned?

Organizational Question 8: Housing Inspection Process (*to be answered by all PSH, RRH, TH, and TH-RRH recipients*).

Value = not scored

To help the CoC better understand how providers implement required housing inspections, please briefly answer the following:

1. Approximately what percentage of units fail the initial Housing Quality Standard (HQS) inspection that is needed before moving a client in?

2. For those units that fail the initial inspection, how does the agency communicate and work with the landlord to ensure repairs are completed so that the unit will pass inspection?

3. How does your agency ensure the timely completion of annual unit inspections?

4. How does your agency respond to client concerns about repair needs in their units (whether this occurs during the annual inspection process or at any time throughout the year)? Describe how the agency works with the client and the landlord to ensure needed repairs are addressed in a timely manner.

Organizational Question 9: Continuous Quality Improvement Process (Optional)

Value = not scored

Agencies may provide, in one-half page or less, an explanation of how the agency incorporates continuous quality improvement within the agency.   While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to any of the agency's project's performance.

FY2024 Renewal Project Application

Each agency must complete a separate project application for each project being submitted for renewal funding. The project application(s) must be submitted in addition to the organizational application above.

Project Name	

Project Component Type

☐ Permanent Supportive Housing   ☐ Joint Component TH-RRH

☐ Rapid Rehousing   ☐ Coordinated Entry Supportive Services Only (CE-SSO)

☐ Transitional Housing (TH)   ☐ HMIS

☐ Stand-Alone SSO (YHDP Only)

Project Application Checklist			
Clearly label all attachments, using the attachment number given, even if attachments will not be numbered sequentially due to an attachment not being applicable. If an attachment does not apply, place a "X" in the "Not Applicable" column.		**Included (X)**	**Not Applicable (X)**
Submission Checklist (this page)			██████
Completed Project Application (beginning on page 39 of this packet)			██████
#12	APR generated from HMIS for the project under review for the period of 1/1/2023 – 12/31/2023. See **Appendix B** for details.		
	If project had significant project changes (Project Application Question 1)	██████	██████
#13	Written communication to HUD requesting significant change		
#14	HUD's written approval of the change requested		
	Signature Page	██████	██████
#15	Signed by Recipient		██████
#15	Signed by Subrecipient(s) *(will have multiple if more than one subrecipient)*		

The Collaborative Applicant reserves the right to request additional project or organizational information at a later date if needed. Any items not included in the checklist that are requested and submitted at a later date above will not result in points deducted from the application.

Project Information

Contact Person of Project Applicant	
Name:	Phone Number:
Title:	Email:
Project Address: (use administrative address if project provides scattered-site leasing or rental assistance) Street:	
City: State: ZIP:	
Project Sub-recipient Organization Name (if applicable)	
Project Sub-recipient's Address (if applicable) Street:	
City: State: Zip:	
Contact Person of Project Sub-recipient	
Name:	Phone Number:
Title:	Email:

Project Application Question 1: Significant Changes

Any changes noted may require additional review

Are there any significant changes in the project since the last funding approval?

☐ Yes   ☐ No

If "yes" complete the chart below to describe the change:

	Previous	New
Indicate change in the number of persons served		
Indicate change in the number of units		
Indicate change in project site location		
Indicate change in target population		
Indicate change in the project sponsor		
Indicate change in the component type		
Indicate change in the grantee/applicant		
Indicate change in the number of beds		
Line item or cost category budget changes more than 10%		
Other (explain)_____		

If "Yes," include as many of the following that apply as attachments to your application. Check "N/A" if not applicable:

Attached (X)	
	Attachment #13: Written communication to HUD requesting the significant change

	Attachment #14: HUD's written approval of the change requested ☐ N/A: HUD has not yet provided written approval of the requested change

Project Application Question 2: Financial Performance & APR Submission

Value = 8 points (Scored Component 3A)

Refer to **Appendix A,** which provides information on how much funding was expended for the project's most recently completed grant term as given in Sage. Answer the question below if it pertains to your project:

If the percentage of funds expended is less than 95% (if a non-rental assistance project) or less than 90% (if a rental assistance project), provide an explanation why not all funds were expended and what steps are being taken in the future to ensure greater expenditure of funds: *(max 1 paragraph)*

Project Application Question 3: Evictions and Program Terminations

Value = not scored
Does not apply to CE-SSO or HMIS grants

PSH, RRH, TH-RRH, and TH programs are required to report the following information in their project applications. This is informational only and will not be scored in FY2024. For these questions, "eviction" and "termination" mean different things for different types of projects:

Scattered-Site projects:
- "Eviction" means the landlord moves to evict the client for client non-compliance with lease agreements. The agency is expected to continue to work with the client to prevent eviction or move the client to a new unit. The client remains enrolled in the PSH, RRH, TH-RRH, or TH program.
- "Termination" means the agency is terminating the client from the program (and subsequently exiting from HMIS), although all attempts should be made to ensure the client does not exit to homelessness.

Project-Based projects (including TH and PSH projects):
- In general, for project-based projects, "eviction" and "termination" are synonymous.

Answer the following questions based on CY2023:

1) Over the course of 2023, how many households in this project received a legal eviction notice (or related notice such as a notice to quit, judgement, etc): _____

2) Of those households given in #1, how many ended up being legally evicted? _____

3) Of those households evicted, how many were also terminated from the project? _____

4) Of households given in #1, how many were able to have their eviction prevented? _____

5) Please give primary reasons people were evicted in 2023:

6) Over the course of 2023, how many households received a termination notice from the project?
_____

7) Of those households given in #6, how many ended up being terminated? _____

8) Of households given in #6, how many were able to have their termination prevented?
_____

9) Please give primary reasons for client terminations:

Project Application Question 4: Client to Case Manager Ratio

> *Value = not scored*
> *Does not apply to CE-SSO or HMIS grants*

The information below is being gathered for informational purposes only, to better understand CoC projects.

Client to Staff Ratio: Complete parts **a - c** below to indicate the expected client to case manager ratio for this project. Organization may use different titles for this position. Additionally, "household" in this instance includes single adults (households of one), families with children, or a household comprised only of adults.

In part "A" indicate the current client to case manager ratio will be for this project, in terms of staffing FTEs. For example, a client/case manager ratio of 20 households to 1 FTE would mean that one full-time case manager (or the equivalent) has a case load of 20 households. In part "B" indicate if the case manager will be expected to carry a caseload of clients from other programs. Part "C" is optional.

A. Current household to case manager ratio for this project: _____
B. Do the case managers on this project have clients from other programs on their case loads? If so, from what types of programs and approximately how many clients?
C. Optional: Provide any additional comments on client/case manager ratios.

Project Application Question 5: Provision of In-Person Services

> *Value = not scored*
> *Does not apply to HMIS grant*

Please provide a response to the following questions. These questions are being asked to gain a more robust picture of how services are provided within a project. Note: For the purposes of this question, "in-person" means that the staff person and client are in each other's physical presence during the provision of case management.

Please respond to the following:

A) Describe the frequency with which case management services are provided to clients in the program. In your response, also describe how the frequency of services is "scaled up" or "scaled down" based on the clients needs/desires.

B) Describe method by which services are provided (ie, in-person in the community, in the client's home, via phone/text/messaging or other electronic means).

C) Describe how best practices such as Trauma Informed Care, Motivational Interviewing, and Progressive Engagement are used when providing services.

QUESTION 6 APPLIES TO DOMESTIC VIOLENCE PROJECTS ONLY

The following questions must be answered by projects that were funded with Domestic Violence Bonus funding, and therefore must serve people who are fleeing/attempting domestic violence.

Project Application Question 6: Increasing Safety of Persons Fleeing Domestic Violence/Human Trafficking

Value = 4 points (Scored Component 9A)

The following question should be answered by projects specifically funded with Domestic Violence Bonus Funding which are funded to specifically serve persons fleeing domestic violence or human trafficking:

Question: Describe the project's most important strategies for improving safety for people survivors of domestic violence (DV)/human trafficking (HT), and how the project assesses improvements to participant safety. Use specific examples where possible and see the scoring scale given above for how this question will be scored.

Project Application Question 7: New Client Entries

Value = 2 (Component 7C)

Response Required
Provide the following data:
   A. All clients with a project start date in 2023: _____
   B. For the clients given in "A", the number of clients who were referred from CAM: _____

Project Application Question 8: New Client Entries

Value = 4 (Component 7D)

Response Required
Provide the following data:
   A. Total RRH clients served in 2023 who moved into housing in 2023: _____
   B. For the clients given in "A", the total number who had the Housing Move in Date data element completed in the organization's comparable database when they moved into housing: _____

Project Application Question 9: Service Staff and Program Availability

Value = 3 points (Scored Component 2E)

Projects will be scored based on the extent to which supportive service staff, including on-call crisis staff, are available outside of typical business hours.

Of the following options, select the one most reflective of the available of supportive service staff, including on-call staff, for clients in the PSH program:

_____ Services are available on flexible schedules, out of regular business hours, with on call crisis services available 24 hrs a day, 7 days a week

_____ Services are available 8AM – 5PM Monday -Friday, with some weekend availability (4 – 12 hours on weekends)

_____ Services are available 9AM – 5PM Monday -Friday

Project Application Question 10: Facilitation and Tracking of Referrals

Value = 2 points (Scored Component 2F)

Projects will be scored based on agency response to the following question in the application.

In response to this statement, select the most appropriate response for this PSH program:
"The primary supportive housing service provider facilitates and tracks referrals, and in some cases transportation, to community service providers for tenants including, at a minimum, behavioral healthcare, primary healthcare, substance abuse treatment and support, employment services, and benefits assistance".

___ Yes
___ No/unknown
___ This information is not currently tracked

QUESTIONS 11 to 14 APPLY TO CAM Implementing Partner Only

The following questions only apply to the CAM Implementing Partner (CHS).

Project Application Question 11: PSH Packet Submission for Completed Navigation Appointments

Value = 8 (Scored Component 8A)

Response Required
Provide the following data:

A. Number of households served from 1/1/2023 – 12/31/2023 who scored for PSH and had a completed navigation appointment: _____

B. Number of households served from 1/1/2023 – 12/31/2023 that did *not* have a PSH packet submitted for the following reasons (these households will be excluded from the calculation) _____

   o Households who secured other housing and are no longer considered homeless for PSH eligibility purposes
   o Households who have moved away from the area and are no longer being served
   o Households who were still in the documentation-gathering process as of 12/31/2023
   o Households who, as of 12/31/2023, were no longer being actively navigated, per navigation policies, including those who are unable to be contacted

C. Of the households given in "A" above, how many had a PSH packet submitted as of 12/31/2023? _____

D. Number of households with a PSH packet submitted in 2023 who were carry-overs from 2022. These are households for whom navigation began at some point in 2022, but the packet was not submitted until 2023. These should not be households already included in either "A" or "C". _____

Project Application Question 12: Accurate Submission of PSH Packets

Value = 8 (Component 8B)

Response Required
Provide the following data:
   C. Total PSH packets submitted by CAM Navigators in 2023: _____
   D. Of the PSH packets submitted by CAM Navigators in 2023 (A), number that were correct on the first submission: _____

Project Application Question 13: Accurate Submission of HCV Application

Value = 8 (Scored Component 8C)

Response Required
Provide the following data:
   A. Total HCV applications submitted by CAM Navigators in 2023: _____
   B. Of the HCV applications submitted by CAN Navigators in 2023 (A), number that were correct on the first submission: _____

Project Application Question 14: Client Satisfaction with Navigation

Value = 4 (Scored Component 8D)

Response Required
Based on the satisfaction scale of 1 to 5 over the course of calendar year 2023, what was the overall average satisfaction rating given by clients receiving Navigation? _____

This page is to be signed by the Executive Director of the recipient and subrecipient agency or his/her authorized representative. If a project has a more than one subrecipient, this page may be duplicated with each subrecipient signing the page. Electronic signatures are acceptable.

My signature below affirms the following:

1) If awarded Continuum of Care funds by the U.S. Department of Housing and Urban Development, this project will comply with all program regulations as found in the Continuum of Care Program Interim Rule 24 CFR Part 578. The project will also comply with all other applicable federal, State, and local regulations.

2) The organization will enter required project and client data into the Homeless Management Information System (HMIS) or a comparable database in accordance with the HMIS Data Standards and HMIS Policies & Procedures.

3) The funded project will participate in the Coordinated Assessment Model (CAM) and adhere to all Coordinated Entry (CAM) policies and procedures.

4) Data submitted with this project application (including, but not necessarily limited data in the APR, Sage, in HMIS, or within the application itself) is complete, accurate, and correct.

5) It is understood that, should this project be eligible for an appeal, no appeal may be made based on having initially submitted incomplete, incorrect, or inaccurate data.

6) It is understood that details on the criteria and process for which my agency may submit an appeal to the Detroit CoC Board are found in the Appeals Policy and that any appeals decisions made by the Detroit CoC Board will be final. I can access a copy of the Appeals Policy at HAND's website (www.handetroit.org/continuum-of-care-funding).

7) It is understood that renewal and new projects will be submitted to HUD in accordance with the FY2024 Project Priority Ranking Policies and that such project ranking decisions are final. I can access a copy of the FY2024 Project Priority Ranking Policies at HAND's website (www.handetroit.org/continuum-of-care-funding).

8) It is understood that the Detroit CoC Board is responsible for making decisions on which new and renewal projects are submitted to HUD each year as part of the annual CoC competition, and that the ultimate decision in whether a project is funded is made by HUD. It is further understood that 24 CFR §578.35 describes certain situations in which an agency may submit an appeal directly to HUD. It is agreed that the submission of an appeal to HUD, in accordance with HUD's policies and procedures, is the final recourse that may be taken for the project.

Relinquishment of CoC Grants

9) (New Project Applications Only): If the new project funding applied for is awarded by HUD, it is expected that the grant agreement for that project will be executed and the project will be implemented. Failure to execute a grant agreement for new project funding may result in that funding being lost to the CoC. If my agency chooses to not execute a grant agreement for new project funding, that agency must

attend a meeting with representatives of the CoC Lead Agency, the City of Detroit, and the CoC board to discuss why the agency is choosing to not accept new project funding. Additionally, the agency will not be allowed to apply for new CoC project funding for five (5) years. The CoC board also reserves the right to take additional action if needed.

10) If at any time my agency decides to voluntarily relinquish a renewal CoC grant, my agency will notify the CoC Lead Agency of this decision in writing as soon as possible, but no less than, at least nine (9) months prior to the end of the current grant term.

11) If my agency voluntarily relinquishes a renewal grant, my agency will work with the CoC Lead Agency, CAM Lead Agency, and other stakeholders as needed to ramp down the project and ensure that clients being served by the project are able to retain or achieve stable housing by the time the grant ends.

12) It is understood that the CoC board will decide how to reallocate any relinquished funds.

Project Minimum Eligibility Requirements

13) It is understood that my project will serve clients based only on HUD's minimum eligibility criteria and the project target population as written in the grant application. It is understood that clients will not be excluded from the project unless for the following (check that which applies to the project in question):
___ This project is limited to serving a single-sex population only due to having shared bathing and/or shared sleeping accommodations. This project will comply with the Equal Access requirements and serve persons based on the person's self-identified gender.
___ LIHTC and/or PBV attached to this project have additional eligibility or exclusionary criteria over and above the HUD CoC program criteria. These criteria are:

_____
___ This project cannot serve persons with a CSC conviction or sex offender registry status due to the project's proximity to schools, child care centers, etc.
___ There are other funder requirements with additional eligibility or exclusionary criteria over and above the HUD CoC program criteria. If this box is checked, please also answer the following:
     Name of funding source: _____
     Eligibility or exclusionary criteria of that funding source: _____
Note: the CoC Lead may require additional documentation, such as a grant agreement, of other funder eligibility/exclusionary criteria.

Additional Requirement

14) It is understood that if my agency has an outstanding balance on HUD assessments due to HAND by the time the application is due to HUD, my project application(s) will not be submitted to HUD for funding via eSNAPS.

Agency: _____

Project Name: _____

Signed: _____   Date: _____
                (Executive Director or authorized representative)

Name Printed: _____   _____

Appendix A: Renewal Project Spending

The table below provides the percentage of a project's most recently completed grant term expended. This information was taken from the project's APR submission in Sage, and will be used for scoring Component #3.

Organization	Project Name	Project Type	Project Term Ending	Grant Number Under Review	Award	Amount Spent	Percentage Spent
AFG	RRH for Youth	RRH	6/30/2023	MI0571L5F012104	$308,977	$308,977	100%
AFG	DV TH-RRH	TH-RRH	8/31/2023	MI0700D5F012100	$565,704	$210,516	31%
Cass Community Social Services	Webb PSH	PSH	7/31/2023	MI0467L5F012106	$241,586	$241,586	100%
Cass Community Social Services	Scott PSH	PSH	7/31/2023	MI0466L5F012106	$230,843	$230,843	100%
Cass Community Social Services	Travis PSH	PSH	8/31/2023	MI0569L5F012104	$429,971	$429,971	100%
Cass Community Social Services	Thomasson Apts	PSH	7/31/2023	MI0521L5F012101	$177,318	$177,318	100%
Cass Community Social Services	Brady (Cass) Apts.	PSH	9/30/2023	MI0085L5F012114	$534,321	$534,321	100%
CCIH	Permanent Supportive Housing	PSH	9/30/2023	MI0071L5F012114	$1,231,435	$1,020,544	83%
CCIH	Leasing Project	PSH	9/30/2023	MI0439L5F012105	$706,449	$519,458	74%
Community & Home Supports	Perm Community Supports	PSH	12/31/2023	MI0468L5F012106	$586,280	$586,280	100%
Community & Home Supports	Perm Community Supports II	PSH	9/30/2023	MI0568L5F012104	$1,438,911	$1,438,911	100%
Community & Home Supports	Coordinated Assmn't and Navigation	CE-SSO	6/30/2023	MI0522L5F012105	$847,538	$847,538	100%
COTS	Buersmeyer Manor	PSH	6/30/2023	MI0030L5F012114	$154,194	$113,595	74%
COTS	*Pathways**	*PSH*	*2/29/2024*	*MI0429L5F012209*	*$853,814*	*TBD*	*TBD*
DRMM	Cornerstone	PSH	7/31/2023	MI0046L5F012114	$1,473,257	$1,168,889	79%
DWIHN	CCIH Permanent Housing	PSH	4/30/2023	MI0075L5F012114	$484,217	$470,168	97%

Organization	Project Name	Project Type	Project Term Ending	Grant Number Under Review	Award	Amount Spent	Percentage Spent
DWIHN	CCIH Rental Assistance	PSH	5/31/2023	MI0058L5F012114	$397,015	$333,800	84%
DIWHN	Southwest Solutions Matrix Rental Assistance	PSH	10/31/2023	MI0066L5F012114	$348,201	$348,201	100%
DWIHN	Supportive Housing Program - DCI/Omega	PSH	10/31/2023	MI0074L5F012114	$546,536	$538,376	99%
HAND	HMIS	HMIS	6/30/2023	MI0368L5F012107	$390,233	$390,233	100%
HAND	CoC Planning	Planning	12/31/2023	MI0674L5F012100	$912,535	$821,100	90%
HAND	YHDP Planning	Planning	5/31/2023	MI0693Y5F011900	$340,300	$332,354	98%
HAND	CE-SSO	CE-SSO	N/A: HAND in midst of its first term with this grant. Grant term ends 8/31/2024.				
HAND	YHDP CE-SSO	CE-SSO	N/A: Project is in midst of expending its initial grant. Initial grant term ends 11/30/2024				
HAND	YHDP HMIS	HMIS	N/A: Project currently spending its initial grant. Initial grant term ends 3/31/2025				
HAND	YHDP PSH	PSH	N/A: Project currently spending its initial grant. Initial grant term ends 3/31/2025				
HAND	YHDP TH-RRH	TH-RRH	N/A: Project currently spending its initial grant. Initial grant term ends 3/31/2025				
HAND	YHDP Crisis Mental Health	SSO	N/A: Project currently spending its initial grant. Initial grant term ends 3/31/2025				
Mariners Inn	Extended Residency	PSH	11/30/2023	MI0037L5F012114	$249,927	$249,927	100%
Methodist Children's Home	Teen Infant Parenting Services (TIPS)	TH	4/30/2023	MI0078L5F012114	$362,392	$362,392	100%
MiSide (formerly SWCS)	CAM RRH	RRH	11/30/2023	MI0469L5F012106	$425,535	$425,535	100%
MiSide (formerly SWCS)	Consolidated Leasing	PSH	9/30/2023	MI0369L5F012109	$1,019,874	$939,924	92%
MiSide (formerly SWCS)	Consolidated Rental	PSH	4/30/2023	MI0360L5F012111	$1,373,530	$1,112,811	81%
MiSide (formerly SWHS)	Campbell Street PSH	PSH	N/A: Project newly funding in FY2023 competition; has not yet started spending				
MDHHS	Consolidated Grant	PSH	4/30/2023	MI0059L5F012114	$2,968,572	$2,602,572	88%
NLSM	Project Hope	PSH	6/30/2023	MI0471L5F012105	$627,003	$627,003	100%
NLSM	Project Hope II	PSH	9/30/2023	MI0520L5F012105	$852,447	$852,447	100%
NLSM	Project Permanency One	RRH	9/30/2023	MI0438L5F012107	$1,265,682	$1,265,682	100%
NLSM	NLSM Cares	RRH	6/30/2023	MI0499L5F012105	$1,278,504	$1,275,423	100%

Organization	Project Name	Project Type	Project Term Ending	Grant Number Under Review	Award	Amount Spent	Percentage Spent
NLSM	Project First Steps	TH-RRH	12/31/2023	MI0604D5F012103	$157,694	$157,694	100%
NLSM	Project Upward Bound	RRH	N/A: Project currently spending its initial grant. Initial grant term ends 9/30/2024				
NSO	Bell Housing	PSH	12/31/2023	MI0338L5F012109	$607,790	$575,666	95%
NSO	SHP Leasing	PSH	5/31/2023	MI0308L5F012109	$403,493	$369,863	92%
NSO	NSO/COTS S+C	PSH	9/30/2023	MI0027L5F012109	$125,832	$110,284	88%
NSO	Detroit FUSE	PSH	9/30/2023	MI0367L5F012106	$266,418	$215,956	81%
NSO	NSO RRH	RRH	12/31/2023	MI0472L5F012106	$331,234	$255,416	77%
NSO	Clay Apartments	PSH	9/30/2023	MI0698L5F012100	$530,359	$514,480	97%
Ruth Ellis	Clairmount PSH	PSH	9/30/2023	MI0699L5F012100	$221,848	$201,710	91%
Travelers Aid	BEIT	PSH	8/31/2023	MI0029L5F012114	$1,060,526	$1,060,526	100%
Travelers Aid	Infinity	PSH	8/31/2023	MI0043L5F012114	$1,147,342	$1,147,342	100%
Wayne Metro CAA	Detroit PSH	PSH	9/30/2023	MI0641L5F012102	$1,160,269	$1,157,869	100%

*Final LOCCS draw not due until the end of May 2024. Final spending information as submitted in Sage as of the end of May 2024 will be used to evaluate this project.

Appendix B: List of Renewal Projects, HMIS APRs, and PSH Project Types

HMIS APR

Recipients must submit a CY2023 project APR to HAND by **June 14, 2024** with the rest of the application materials.

- **APR time period:** The APR must be run for **calendar year (CY) 2023 (1/1/2023 – 12/31/2023).** Projects that started operations in 2023 are still required to submit an APR covering the entire calendar year.
- **Job aids:** Reference the following job aid for assistance in running, reviewing, and printing your APR:
  - [Running, Reviewing, and Printing the APR](#)
    - When saving the APR as a PDF, or when printing it, be sure all parts of all questions of the APR are printed. Double check to ensure that no columns or rows are accidentally "cut off". You may need to switch the document to "landscape" view to ensure all data is visible.
  - [Finding and fixing data errors in the APR](#)
    - These, and additional job aids may be found at: www.handetroit.org/traininganddocumentation
- **Projects with multiple HMIS IDs:** If a project has more than one HMIS ID, use one of two options:
  - Run and submit a separate APR for each HMIS ID #; OR
  - Create a provider group that includes all the projects and run and submit one APR for that provider group.
- Final Data: The data submitted in these APRs will be used to evaluate and score renewal projects. This data will be considered accurate and final upon submission to HAND. There will not be an opportunity to correct any APR data after it is submitted. As a reminder, the data being submitted is for calendar year 2023. Agencies are expected to regularly review and ensure the accuracy of their project data throughout the year.
- **HMIS ID numbers:** The HMIS ID numbers for the projects are given below. However, if there is an error in the HMIS ID number for the project, please let Amanda know (amanda@handetroit.org), and submit the required APR using the correct HMIS ID number.

The list below is arranged by the name of the recipient (ie, grantee) of the project. It is ultimately the responsibility of the recipient to ensure the required APR is submitted to HAND on time, although the recipient may make a request of their subrecipient to assist with this.

List of Renewal Projects to Be Submitted

The following list also serves as the list of renewal projects HAND is expected to receive from each recipient. Each recipient is responsible for ensuring the submission of all their renewal projects listed below to HAND by 12:00 pm on June 14, 2024.

Project Type for Component 2C

PSH & RRH Projects will be scored based on the length of time from referral to housing move in date. Details on scoring are given in Component 2C. Different standards will apply for different project types: PSH scattered-site, PSH project-based projects (non-SROs), PSH SROs, and RRH. The table below indicates how each project is categorized for this scored component. This is provided as informational only, so agencies understand how their project was categorized.

Recipient	(Subrecipient) Program Name	Project Component	HMIS ID#	Project Type for 2C
Alternatives for Girls	RRH for Youth	RRH	11613	RRH
Alternatives for Girls	DV TH-RRH (DV Project)	TH-RRH	Data to be submitted via APR exported from project's comparable database	N/A
Cass Community Social Services	Cass Apartments (Antisdel & Brady)	PSH	8579 and 9866	PSH Project Based (non-SRO)
Cass Community Social Services	Scott PSH	PSH	10996	PSH SRO
Cass Community Social Services	Webb PSH	PSH	10997	PSH SRO
Cass Community Social Services	Travis PSH	PSH	11619	PSH SRO
Cass Community Social Services	Thomasson Apts	PSH	11931	PSH SRO
Cass Community Social Services	Brady PSH Services	PSH	13087	PSH Project Based (non-SRO)
Central City Integrated Health	Supportive Housing Program	PSH	224	PSH Scattered Site
Central City Integrated Health	Leasing Project	PSH	10833	PSH Scattered Site
Community & Home Supports	Permanent Community Support	PSH	8755	PSH Scattered Site
Community & Home Supports	Permanent Community Home Support II	PSH	11722	PSH Scattered Site
Community & Home Supports	Coordinated Assessment & Navigation Project	CE-SSO	N/A: CE APR not required in 2024	N/A
COTS	Buersmeyer Manor	PSH	2428	PSH Project Based (non-SRO)
COTS	Pathways to Housing	PSH	10160	PSH Scattered Site
Detroit Rescue Mission Ministries	Cornerstone PSH	PSH	116	PSH SRO
Detroit/Wayne Integrated Health	(DCI/COTS) Omega Project	PSH	1025	PSH Scattered Site
Detroit/Wayne Integrated Health	(CCIH) Permanent Housing	PSH	11339	PSH Scattered Site
Detroit/Wayne Integrated Health	(CCIH) S+C County	PSH	11338	PSH Scattered Site
Detroit/Wayne Integrated Health	(Southwest Counseling Solutions) Matrix Rental Assistance	PSH	3629	PSH Scattered Site

Recipient	(Subrecipient) Program Name	Project Component	HMIS ID#	Project Type for 2C
Homeless Action Network of Detroit	HMIS	HMIS	N/A	N/A
Homeless Action Network of Detroit	Detroit CE-SSO	CE-SSO	N/A: CE APR not required in 2024	N/A
Homeless Action Network of Detroit	YHDP HMIS	HMIS	N/A	N/A
Homeless Action Network of Detroit	(CHS) YHDP CE-SSO	CE-SSO	N/A: CE APR not required in 2024	N/A
Homeless Action Network of Detroit	(Ruth Ellis) YHDP PSH	PSH	13572	PSH Scattered Site
Homeless Action Network of Detroit	(MCHS) YHDP SSO – Crisis Mental Health	SSO	13609	N/A
Homeless Action Network of Detroit	(MCHS & Detroit Phoenix Center) YHDP TH-RRH	TH-RRH	13605, 13606, & 13607	N/A
Methodist Children's Home Society	TIPS	TH	5823	N/A
Mariners Inn	Permanent Housing	PSH	185	PSH SRO
MiSide (Southwest Counseling Solutions)	Rental Assistance Consolidation	PSH	11558	PSH Scattered Site
MiSide (Southwest Counseling Solutions)	Leasing Consolidation	PSH	9654	PSH Scattered Site
MiSide (Southwest Counseling Solutions)	Rapid Rehousing	RRH	11040	RRH
MiSide (Southwest Housing Solutions)	Campbell St Apartments	PSH	N/A: project has not yet stated operations	
Michigan Department of Health and Human Services	Consolidated grant that includes: • COTS • Development Centers, Inc. • Development Centers, Inc (formerly Detroit East) • NSO • Southwest Counseling Solutions • TASMD	PSH	12802 12804 12803 12809 12811 12789	PSH Scattered Site
Neighborhood Legal Services Michigan	Project Permanency- CoC RRH Families	RRH	10727	RRH
Neighborhood Legal Services Michigan	NLSM Cares	RRH	10983	RRH
Neighborhood Legal Services Michigan	Project Hope	PSH	10984	PSH Scattered Site
Neighborhood Legal Services Michigan	Project Hope II	PSH	11411	PSH Scattered Site
Neighborhood Legal Services Michigan	Project First Step (DV Project)	TH-RRH	Data to be submitted via APR exported	N/A

Recipient	(Subrecipient) Program Name	Project Component	HMIS ID#	Project Type for 2C
			from project's comparable database	
Neighborhood Legal Services Michigan	Project Upward Bound (DV Project)	RRH	Data to be submitted via APR exported from project's comparable database	N/A
Neighborhood Service Organization	Bell Housing	PSH	9147	PSH Project Based (non-SRO)
Neighborhood Service Organization	HUD SHP Program	PSH	8584	PSH Scattered Site
Neighborhood Service Organization	Detroit FUSE	PSH	11559	PSH Scattered Site
Neighborhood Service Organization	NSO/COTS - S+C	PSH	11560	PSH Scattered Site
Neighborhood Service Organization	Clay Apartments	PSH	12309	PSH Project Based (non-SRO)
Neighborhood Service Organization	NSO RRH	RRH	11324	RRH
Ruth Ellis Center	Clairmount PSH	PSH	13369	PSH Project Based (non-SRO)
Traveler's Aid Society of Metropolitan Detroit	BEIT	PSH	122	PSH Scattered Site
Traveler's Aid Society of Metropolitan Detroit	Project Infinity	PSH	123	PSH Scattered Site
Wayne Metro Community Action Agency	Detroit PSH	PSH	12710	PSH Scattered Site

Appendix C: Projects to be included in HMIS data review

The tables below contain the projects in HMIS that will be included for scored components that rely on data from all projects an agency reports in HMIS. Reports needed to score these components will be generated by the HMIS Lead Agency. This information is provided so that applicant agencies are aware of which projects will be included in these data pulls.

Alternatives For Girls	
Provider Page	**Project Type**
MDHHS - AFG - Detroit CoC - BCC Shelter (Age 15-17) - DHS & City ESG(6652)	Emergency Shelter (HUD)
1. AFG - Detroit CoC - Shelter (18-21) - City ESG, City ESG-CV(9498)	Emergency Shelter (HUD)
AFG - Detroit CoC - Maternity Group Home -HHS(10510)	Transitional housing (HUD)
AFG - Detroit CoC - TLP (Age 17-20) - DHS, HHS(433)	Transitional housing (HUD)
AFG- Detroit CoC – TLP (16 & 21)- DHS (12038)	Transitional housing (HUD)
AFG - Detroit CoC - Detroit Youth Collaborative RRH Initiative (11613)	PH - Rapid Re-Housing (HUD)
AFG – Detroit CoC – Rapid Rehousing – City ESG/CDBG (13287)	PH - Rapid Re-Housing (HUD)

Cass Community Social Services	
Provider Page	**Project Type**
CCSS - Detroit CoC - Antisdel Apartments(9866)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS - Detroit CoC - Brady Permanent Supportive Housing(8579)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS - Detroit CoC - Cass House (3375)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS -Detroit CoC - Scott PSH(10996)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS- Detroit CoC - Webb PSH(10997)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS- Detroit CoC – Thomasson Apartments (11931)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - 1. CCSS - Detroit CoC - Cass Community Family Shelter (DHS) ESP B(6472)	Emergency Shelter (HUD)
MDHHS - 1. CCSS - Detroit CoC - Interfaith Rotating Shelter (DHS) ESP (B)(304)	Emergency Shelter (HUD)
CCSS -Detroit CoC - Travis PSH(11619)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
XXXCLOSED2023 - CCSS - Detroit - Hotel/Motel - Hart Plaza(13494)	Emergency Shelter (HUD)

Central City Integrated Health	
Provider Page	Project Type
Central City Integrated Health - Detroit CoC - CoC Bonus(10833)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Central City Integrated Health - Detroit CoC - Permanent Housing(11339)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Central City Integrated Health - Detroit CoC - S+C County(11338)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Central City Integrated Health - Detroit CoC -Supportive Housing Program(224)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Community & Home Supports, Inc.	
Provider Page	Project Type
CHS - Detroit CoC - PSH(8755)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CHS - Detroit CoC - PSH II Leasing(11722)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CHS – Detroit CoC – RRH Sheltered Housing Placement – City CDBG-CV (13470)	PH - Rapid Re-Housing (HUD)
XXXCLOSED2024-CHS – Detroit CoC – RRH – City ESG/CDBG (13387)	PH - Rapid Re-Housing (HUD)
CHS - Detroit CoC - EHV/RRH Case Mgt. - City ESG-CDBG(13423)	PH - Rapid Re-Housing (HUD)
CHS - Detroit CoC - Hotel/Motel - Hart Plaza(13492)	Emergency Shelter (HUD)
CHS - Detroit CoC - MSHDA HOME-ARP: Housing Navigation Program (HNP)(13653)	Service Only (HUD)
XXXCLOSED2023 - CHS - Detroit CoC - EHV/RRH Case Mgt. - MSHDA ESG(13428)	PH - Rapid Re-Housing (HUD)

COTS	
Provider Page	Project Type
COTS-Detroit CoC-Pathways PSH(10160)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
COTS-Detroit CoC - PSH-Buersmeyer Manor SHP(2428)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Development Centers - Detroit CoC - Omega Project (with COTS)(1025)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - 1. COTS-Detroit CoC - Emergency Shelter (Peterboro) (DHS) ESP(261)	Emergency Shelter (HUD)
MDHHS - COTS Permanent Supportive Housing - Detroit CoC - Shelter Plus Care (12802)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
COTS - Detroit CoC - S+C (with NSO)(11560)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Detroit Phoenix Center	
Provider Page	**Project Type**
(DPC - Detroit - YHDP Joint TH/RRH - RRH Component(13605	PH - Rapid Re-Housing (HUD)

Detroit Rescue Mission Ministries (DRMM)	
Provider Page	**Project Type**
DRMM - Detroit CoC - Permanent Housing Dept. - My Own Place(116)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - 1. DRMM - Detroit CoC - Emergency Shelter Dept. - DRM DHS ESP, City ESG-CV(112)	Emergency Shelter (HUD)
MDHHS - 1. DRMM - Detroit CoC -Emergency Shelter Dept. - Genesis House III (DHS) ESP, City ESG-CV(111)	Emergency Shelter (HUD)
1. DRMM - Detroit CoC - Oasis Shelter - 12224)	Emergency Shelter (HUD)
XXXClosed2023-1. DRMM - Detroit CoC - Alternative Shelter - City ESG-CV (13124)	Emergency Shelter (HUD)
1. DRMM - Detroit CoC - 440 E Grand Shelter (13779)	Emergency Shelter (HUD)

Development Centers, Inc.	
Provider Page	**Project Type**
Development Centers - Detroit CoC - Omega Project (with COTS)(1025)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - Development Centers - Detroit CoC - S+C (12804)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - Development Centers - Detroit CoC - S+C [Formerly at Detroit East] (12803)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - Development Centers - Detroit CoC - S+C II (12805)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Mariners Inn	
Provider Page	**Project Type**
Mariners Inn-Detroit CoC - Extended Residency Program(185)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

MiSide (Southwest Counseling Solutions)	
Provider Page	**Project Type**
MDHHS - SWCS - Detroit CoC - MDHHS Shelter Plus Care (12811)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - LA Consolidation (formerly Housing Recovery Project Leasing Program) (9654)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

MiSide (Southwest Counseling Solutions)	
Provider Page	**Project Type**
SWCS - Detroit CoC - Matrix S+C(3629)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - Piquette Square Program(7963)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Southwest Counseling Solutions - Detroit CoC - PREVENTION SSVF Veteran's Program 2011-2019(9867)	Homelessness Prevention (HUD)
Southwest Counseling Solutions - Detroit CoC - Rapid Rehousing Project(11040)	PH - Rapid Re-Housing (HUD)
Southwest Counseling Solutions - Detroit CoC - RAPID RH SSVF Veteran's Program 2011-2019(9868)	PH - Rapid Re-Housing (HUD)
SWCS - Detroit CoC - RA Consolidation (formerly S+C II [Chronic])(11558)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Southwest Counseling Solutions - Detroit CoC - SSVF Motel (12962)	Emergency Shelter (HUD)

Methodist Children's Home Society	
Provider Page	Project Type
Methodist Children's Home - Detroit Wayne/TIPS - City ESG-CV(5823)	Transitional housing (HUD)
MCHS - Detroit - YHDP Joint TH/RRH - TH Component(13607)	Transitional housing (HUD)
MCHS - Detroit - YHDP Joint TH/RRH - RRH Component(13606)	PH - Rapid Re-Housing (HUD)

Neighborhood Legal Services	
Provider Page	**Project Type**
Neighborhood Legal Services- Detroit CoC- PSH Project Hope(10984)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Neighborhood Legal Services- Detroit CoC- PSH Project Hope II(11411)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Neighborhood Legal Services Michigan-Detroit CoC- COC RRH - NLSM CARES(10983)	PH - Rapid Re-Housing (HUD)
Neighborhood Legal Services Michigan - Detroit CoC- Project Permanency - COC RRH Families(10727)	PH - Rapid Re-Housing (HUD)
XXXCLOSED2023-Neighborhood Legal Services - Detroit - RRH - City ESG/CDBG (12792)	PH - Rapid Re-Housing (HUD)
XXXCLOSED2023-Neighborhood Legal Services Michigan - Detroit - RRH - City ESG-CV Rd2(13472)	PH - Rapid Re-Housing (HUD)

Neighborhood Service Organization	
Provider Page	**Project Type**
COTS - Detroit CoC - S+C (with NSO) (11560)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - NSO - Detroit CoC - PATH Services Only (12808)	Services Only (HUD)
MDHHS - NSO - Detroit CoC – SPC (12809)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS-NSO-DHHC (Formerly Tumaini)-(DHS) ESP, City ESG-CV(1182)	Emergency Shelter (HUD)
NSO - Detroit CoC - BELL HUD SHP Program(9147)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO - Detroit CoC - HUD SHP Program(8584)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO-Detroit CoC- RRH(11324)	PH - Rapid Re-Housing (HUD)
NSO - Detroit CoC - Clay Apartments PSH(12309)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO - Detroit CoC - Fuse Project(11559)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO - Detroit - Hotel/Motel - Hart Plaza(13496)	Emergency Shelter (HUD)

Ruth Ellis Center	
Provider Page	**Project Type**
Ruth Ellis Center - Detroit CoC - Clairmount Center PSH (13369)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Ruth Ellis Center – Detroit CoC – Affordable Housing Units (13441)	Other (HUD)
XXXClosed2023-Ruth Ellis Center - Detroit CoC - RRH - City ESG/CDBG (13378)	PH - Rapid Re-Housing (HUD)
Ruth Ellis Center - Detroit CoC - YHDP PSH(13572)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Traveler's Aid Society	
Provider Page	**Project Type**
MDHHS - Traveler's Aid Society - Detroit CoC - Shelter Plus Care (12789)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
TASMD-Detroit CoC - Beit(122)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
TASMD- Detroit CoC - Project Infinity(123)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Wayne Metro Community Action Agency	
Provider Page	**Project Type**
Wayne Metro CAA - Detroit CoC - PSH(12710)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Wayne Metro Community Action Agency	
Provider Page	**Project Type**
XXXCLOSED2023-Wayne Metro CAA - Detroit CoC - EHV/RRH Case Mgt. - State ESG-CV (13122)	PH - Rapid Re-Housing (HUD)
MDHHS - Wayne Metro CAA - Detroit CoC - Motel Vouchers - DHS ESP(13761)	Emergency Shelter (HUD)
Wayne Metro CAA - Detroit CoC - Prevention - City ARPA(13483)	Homelessness Prevention (HUD)

Appendix D: Substantiated Grievances Scoring

Client Grievance Scale

This scale was developed to be used as a tool to evaluate the severity of **substantiated** consumer grievances received by the Detroit Continuum of Care filed against any CoC Funded Agencies. Follow this link for more information on how grievances are substantiated in the CoC. For the purposes of this document, "substantiate" means that the Grievance Committee, after reviewing all documentation and evidence submitted in relation to the grievance, determined there is proof the claims made in the grievance are either wholly, or in part, true and accurate.

The scale below will be integrated into the evaluation process for all renewal projects in the annual CoC Funding Competition. A range of 0-5 points will be deducted from the **project's** score based upon the severity of the grievance. An additional 5-10 points may be deducted from all projects within an **agency** if the agency is noncompliant with the grievance process and/or if retaliation occurs against a client for filing a grievance (up to 5 points for each action – noncompliance and retaliation). If an agency has a substantiated grievance for a NON-CoC funded homeless program, the funding entity is given discretion on whether to deduct points from their annual funding assessment of the program. However, if the agency is noncompliant with the grievance process and/or if there is evidence of retaliation against the client, 5 – 10 points may still be deduced from all of that agency's CoC funded projects. Retaliation is defined within the grievance procedure. Noncompliance is defined as refusal of the agency to respond to the request(s) for information related to the grievance and/or refusal to carry out follow-up required by the committee.

Procedure:

Client grievances will be reviewed by the Grievance Review Committee, as described in the policy linked above. If the grievance is substantiated, a rating from 0-5 will be given by the committee following the review of the grievance. Each individual committee member will assign a score based upon the severity of the grievance. The committee may use ½ points when assigning a rating. Those scores will then be averaged to determine the final number of points assigned to that grievance. The assigned points will be deducted from the score of the **project** the grievance was filed against. The scoring examples below are given to guide the committee when assigning a point value to the grievance, and are **not meant to be an exhaustive list** of the types of situations that could result in a specific score given. The CoC Lead Agency will track grievance scores and report them to the full board quarterly.

Mild Severity: 0-1	Medium Severity: 2 to 3	Extreme Severity: 4 to 5
Examples	Examples	Examples
• Agency provided the client with Inadequate case management • Agency did not clearly explain policies/procedures to the client	• Provider's actions violated a programmatic policy or procedure other than a regulatory requirement • Provider misinterpreted a HUD regulation	• Situation resulted in client being unlawfully evicted • Situation resulted in client losing other viable housing opportunities • Provider's actions violated a HUD regulation • Agency violated the CoC's Equal Access/Anti-Discrimination Policy

Substantiated Grievance Scoring Examples

The agency in the examples below has two CoC funded PSH projects and a City funded emergency shelter program.

Example 1:
Over the course of 2023, the agency had three grievances filed against its shelter program. Two of those shelter grievances were not substantiated. One of those shelter grievances was substantiated, but the Grievance Committee found no evidence that the agency retaliated against the client, and the agency complied with the Grievance Committee requirements. This one substantiated shelter grievance is not taken into further consideration.

Additionally, the agency had a grievance filed against one of its CoC funded PSH projects. This grievance was substantiated and given a score of 2 points (according to the grievance scoring scale). There was no evidence that the agency retaliated against this PSH client, and the agency complied with the Grievance Committee requirements. In this scenario, two (2) points will be deducted from this *project's* renewal score in the competition. No points were deducted from the agency's other CoC PSH project.

Example 2:
Over the course of 2023, the agency had three grievances filed against its shelter program. Two of those shelter grievances were not substantiated. One of those shelter grievances was substantiated, and the Grievance Committee gave that grievance a score of 3, based on the scale above. However, the Grievance Committee also saw evidence that the agency retaliated against the client and did not comply with Grievance Committee requirements. Therefore, the Grievance Committee assigned an additional 10 points to the grievance (5 for non-compliance, and 5 for retaliation).

The agency had no grievances filed against either of its CoC funded PSH projects.

Because of the substantiated shelter grievance that included client retaliation and non-compliance, 10 points will be deduced from the scores of both of the agency's CoC PSH projects. These 10 points are the 5 points for non-compliance and 5 points for retaliation regarding the shelter grievance.