FY2019: Nashville CoC Renewal Application

This application includes basic information for applicants. All agencies should review HUD's FY2019 Notice of Funding Availability, once it is published, which will contain comprehensive details.

	Choose Renewal Agency
AGENCY NAME:	
PROJECT NAME:	
CONTACT PERSON:	
EMAIL:	
TELEPHONE:	
PROGRAM LOCATION (address of housing/service):	
Today's Date:	
Total Request $	
BRIEF summary of project type, persons to be served	

BEFORE STARTING THIS APPLICATION, REVIEW & COMPLETE SECTION 1, THRESHOLD REQUIREMENTS.

The Nashville CoC Rating & Ranking Process

HUD's Rating & Ranking Tool provides a strong framework for implementing a data-driven process, and includes many objective performance metrics that tie back to HUD's System Performance Measures. See link for details on these measures-
https://files.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf

HUD's tool may be found at the link below. The tool is optional for communities, but Nashville's CoC Performance Evaluation Committee (PEC) has begun to rely on the tool as a template for scoring local renewal projects.

https://www.hudexchange.info/resources/documents/project-rating-and-ranking-tool.xlsb

In 2018, the PEC reviewed criteria including: housing stability/exits to permanent housing; length of stay; returns to homelessness; access to income supports; serving high-needs populations; cost of the project; utilization rates; Housing First fidelity; and participation in the city's Coordinated Entry process. The PEC intends to continue scoring on these performance metrics, while modifying as needed in light of any new areas of emphasis in HUD's 2019 CoC Notice of Funding Availability (NOFA).

Project rating will also take into consideration HMIS performance (data quality, completeness, timeliness, and other factors reviewed in Spring 2019 site visits), as well as a review of agencies' most recent audits to gauge financial capacity.

While scoring projects based on standardized performance criteria is key to the rating process, the PEC must also rank all renewal and new projects each year. This is the process of prioritizing projects for funding based on the CoC's local priorities, which can take into consideration the project type, local unmet need or other funding parameters.

In early 2019, Nashville's CoC Homelessness Planning Council embarked on an exciting strategic planning process. Depending on when this plan is complete, priorities approved in that plan may guide the PEC's ranking of projects.

SECTION 1: THRESHOLD REQUIREMENTS

		CoC Interim Rule Regulation		Required Attachments:
Coordinated Entry (or alternative for DV)	☐YES ☐ NO	§ 578.3	The project receives ____% of its referrals from Coordinated Entry or from a community managed by-name list. See also p. 9 for related questions.	No attachment required, but participation will be confirmed by CE Manager at Homeless Impact Division
Match & Leverage	☐YES ☐ NO	§ 578.73	Minimum Match: 25% (must include supportive documentation of commitment) **Total Match: $** **Total Leverage (support in addition to match): $**	
Applicant is active CoC Participant			Attended ____% of CoC General Meetings since April 2018 Note below service on committees/ Governance Board	
Project Uses Housing First Model	☐YES ☐ NO		See pp. 6-8	
Current audit Reports & Findings	☐YES ☐ NO	§ 578.59	Audits completed within (9) months of the end of the agency's most recent FY ☐YES ☐ NO	If findings, attach page noting issue & note any remedial plans to correct findings
HUD Monitoring within last (2) years?	☐YES ☐ NO	§ 578.99		If yes, attach all related HUD monitoring correspondence
Board participation/policy-	☐YES ☐ NO	§ 578.75	Each recipient must have homeless or formerly homeless representation on a policy-making entity	

making body- Agency is aware of this requirement				
Program Participants are Informed of Rights	☐YES ☐ NO	§ 578.91	Participant informed of eligibility criteria, discharge policies, rights to appeal.	Agency has written standards including program rules, termination process, written notice of termination and appeals process
Regular Draws from HUD eLOCCS	☐YES ☐ NO		Maintained Quarterly Draw-downs	
Total Expenditure of Grant	☐YES ☐ NO	§ 578.107 / § 578.87	If less than 100% expended during program year, the leftover funding will be de-obligated by HUD.	Total Unspent at end of most recent completed year $_____

If HUD grant funds remained at the end of the last program year, please explain below.

Required Exports from HUD e-snaps

HUD was to release the 2019 CoC NOFA sometime in May, and should have e-snaps project application functionality soon afterwards. Renewal agencies are requested to complete the items below, and submit to MDHA, within 2 weeks after the CoC Project Application is available in e-snaps. MDHA's Homeless Coordinator will notify renewal applicants of this local deadline.

Please export to a PDF the following sections of your renewal application in e-snaps, and attach them to this application; items listed below are from HUD's Permanent Housing- Permanent Supportive Housing (PH- PSH) application; for other components, like Transitional Housing or PH-Rapid Re-housing, please attach similar sections, in case their numbering is different.

NOTE: Naming conventions for the section below are from the FY2018 competition application in e-snaps, and are subject to change this year.

CES & HMIS formats in e-snaps may be different, so please confirm with Suzie Tolmie via email stolmie@nashville-mdha.org that you're exporting and including the right sections.

- ☑ Renewal Grant Consolidation (IF APPLICABLE)
- ☑ 3A.Project Detail
- ☑ 3B. Description – includes Housing First/Low-barrier checklist
- ☑ 3C. Dedicated Plus (IF APPLICABLE)
- ☑ 4B. Housing Type and Location Detail
- ☑ 5A.Households
- ☑ 5B.Subpopulations
- ☑ 5C.Outreach
- ☑ 6A. Funding Request
- ☑ 6D. Match
- ☑ 6E. Summary Budget

Data Quality

In late April through May 3, site visits were made to CoC-funded agencies by MDHA and Homeless Impact Division staff. Data Quality will be reviewed by the HMIS Coordinator at the Homeless Impact Division, once grace periods allowed to agencies for corrections have ended.   Scores for data completeness and consistency will be reviewed by the PEC, and may factor into project ratings.

	Utilization Rate		
What was the average utilization rate for this project during the project's last competed program year?	**Households** **Proposed to be served (#):** _____ **Actual # served:** _____ = _____%	**Beds** **Proposed (#):** _____ **Actual # utilized:** _____ = _____%	**Note: Quarterly rates from HUD's Sage reporting system may also be reviewed.**
If the utilization rate is less than 85%, please provide specific reasons as to why in the space below. (Up to 3 sentences)			

Evidence-based Models		
Do staff members who deliver services or case management for this project use evidence-based practice models?	☐YES ☐NO	Please note model used, and provide detail of training in these models for staff, in box below.

HOUSING FIRST - REDUCING BARRIERS

	Housing First Fidelity	*Total HH Served/Applied*	*# & % HH discharged/denied*
Question (1) Total Households (HH) discharged due to non-compliance or anything other than a lease violation during project's last completed program year?		#	# %
Question (2) Total HH denied entry into program because of positive drug testing, no income, a client's criminal records or having a history of domestic violence NOTE: In questions on Housing First fidelity, the use of internal records for households not accepted into the program is acceptable.		#	# %

Information below is from the United States Interagency Council on Homelessness (USICH) and HUD's Office of Special Needs Assistance Programs ("SNAPs").

Housing First is a proven approach which prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness.`

https://www.hudexchange.info/onecpd/assets/File/CoC-Competition-Focus-Housing-First.pdf

Effectively implementing a Housing First approach involves prioritizing people with the highest needs and vulnerabilities, engaging more landlords and property owners, and making our projects client-centered spaces without barriers to entering and remaining in the project.

Projects practicing a true housing first model will be given additional points. All agencies who identify their project to be adopting this approach should gauge how closely they are adhering to the recommended best practice standards of the Housing First Model using HUD's Housing First Standards Assessment Tool –https://www.hudexchange.info/resources/documents/housing-first-assessment-tool.xlsm .

HUD partners at USICH created a useful Housing First Checklist: A Practical Tool for Assessing Housing First in Practice. Take this opportunity to evaluate your project, and reflect on whether you have adopted client-centered service methods. Ask yourself:

☐ Does my project rely on predetermined goals that all clients must meet?

☐ Does my project require participation in services?

☐ Does my project evict clients for use of alcohol or drugs without opportunity for managing a relapse?

☐ Does my project evict clients for non-payment of rent without an opportunity for repayment plans or interventions to assist clients to pay on time?

If you answer "yes" to these questions, your agency should take steps to improve your implementation of Housing First.

Quick Screen: Does Your Project Use Housing First Principles?   Please answer briefly (no more than 3 sentences).

1) Are applicants allowed to enter the program without income?

2) Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?

3) Are applicants allowed to enter the program even if they have criminal justice system involvement?

4) Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

Core Elements of Housing First at the Project Level - Please check Yes or No, based on your CoC-funded project seeking renewal

☐ Yes ☐ No   Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.

☐ Yes ☐ No   Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."

☐ Yes ☐ No   People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy, and building and apartment units include special physical features that accommodate disabilities.

☐ Yes ☐ No   Programs or projects that cannot serve someone work through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.

☐ Yes ☐ No   Housing and service goals and plans are highly tenant-driven.

☐ Yes ☐ No   Supportive services emphasize engagement and problem-solving over therapeutic goals.

☐ Yes ☐ No   Participation in services or compliance with service plans are not conditions of tenancy, but are reviewed with tenants and regularly offered as a resource to tenants.

☐ Yes ☐ No   Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.

☐ Yes ☐ No   Substance use in and of itself, without other lease violations, is not considered a reason for eviction.

☐ Yes ☐ No   Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.

☐ Yes ☐ No   Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

SERVING MOST VULNERABLE/HIGHEST BARRIER

Please describe below how the proposed project serves homeless persons who are the most vulnerable/ facing most/highest barriers (i.e., length of time homeless, numerous disabilities, criminal backgrounds, etc.). Statistics are very helpful.

COORDINATED ENTRY- STREAMLINING ACCESS TO HOUSING & SERVICES

<mark>Highlight</mark> **Yes or No**

Agency/Entry into HMIS

1. Does staff at your agency currently attend any Coordinated Entry-related meetings?
   a. YES
   b. If Yes, which meetings and how often?
   c. NO
2. Does staff at your agency enter information into the local Homeless Management Information System (HMIS) for Coordinated Entry?
   a. YES
   b. If YES, please explain the level of data entry (i.e., entries, updates, exits)
   c. NO
3. If your agency does not currently enter information into HMIS for Coordinated Entry, does it <u>plan</u> on entering information into HMIS for Coordinated Entry?
   a. YES
   b. If Yes, when will it start doing this?
   c. NO
   d. If No, Why not?

Project/Referrals

4. Does this renewal project **currently** accept referrals from the local Coordinated Entry process?
   a. YES
      i. If YES, for what population(s) - <mark>highlight</mark>
         1. Families with minor children
         2. Individuals
         3. Youth and Young Adults
         4. Veterans
      ii. If Yes, are there projects at your agency that do not accept referrals from the Coordinated Entry?
         1. If Yes, which project, and why?
   b. No
      i. If NO, why not?

5. If your agency does not currently accept referrals from the Coordinated Entry process, does this renewal project <u>plan</u> to begin using Coordinated Entry as a referral method?
   a. YES
   b. If YES, for what population(s) - <mark>highlight</mark>
      i. Families with minor children
      ii. Individuals
      iii. Youth and Young Adults
      iv. Veterans

    c. Has the agency contacted the Homeless Impact Division to learn more about the Coordinated Entry process and how the project can become involved in the Coordinated Entry process?
        i. YES
        ii. NO
            1. If NO, does the project intend to contact the Homeless Impact Division to learn more about the Coordinated Entry process?
                a. YES
                b. NO

6. If your agency does **not** currently accept referrals for the project you are renewing from the CES process, does the agency plan to begin using CE as a referral method for your programs other than this proposed renewal project?
    a. YES
    b. If Yes, which programs?
    c. NO
    d. If No, Why not?

7. If your agency does accept referrals from Coordinated Entry, what is the percentage of referrals you receive from Coordinated Entry vs. other referral methods?

8. If you accept referrals from Coordinated Entry, how many of those referrals are accepted into your project, versus how many are denied?

    a. What are the reasons for denials?

Please use this page (and no more than this page, in 14-point font) to clarify or explain any items in this application that you feel are necessary.

SIGNATURE PAGE: Must be signed by the agency's Executive Director, as well as the designated party either assigned to attend the CoC General Meetings or to submit the Annual Performance Report for the HUD CoC-funded project.

HEARTH ACT & Opening Doors: LAWS

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs.

In order for any project to be considered for funding in FY2019, please check yes or no to all of the following statements:		
Our agency understands HUD's priorities as outlined in the FY2018 Notice of Funding Availability (NOFA) as outlined below.	☐YES	☐NO
Increase Permanent Supportive Housing beds dedicated for chronic homeless persons	☐YES	☐NO
Increase Rapid Re-housing beds, especially for homeless families	☐YES	☐NO
Adhere to principles of Housing First, primarily by reducing barriers in project's program entry processes	☐YES	☐NO
Ease housing entry (criminal background checks, sobriety requirements, etc.- HUD wants 75% of local projects to be low-barrier), and assist homeless persons with housing entry as quickly as possible	☐YES	☐NO
Reallocate funding from lower-performing projects to more effective options	☐YES	☐NO
Increase focus on System Performance, versus only at project level	☐YES	☐NO
Extensively use Coordinated Entry to assess needs and refer to housing & services	☐YES	☐NO
Reduce length of time persons are homeless	☐YES	☐NO
Increase income and connection to benefits	☐YES	☐NO
Move homeless persons into permanent housing, and assure high rate of housing retention	☐YES	☐NO
End homelessness among chronic homeless persons, veterans, families with children and unaccompanied youth	☐YES	☐NO
Our agency understands our CoC-funded projects can only accept persons meeting the HUD definition of literally homeless.	☐YES	☐NO
Our agency understands the requirements of data collection and the priority on data-driven planning using the continuum's local HMIS.	☐YES	☐NO

Signed:

Executive Director:

Agency Staff Designated to Attend CoC meetings/workshops:

Date Signed:

Please do not include pages after this, but review the information.

Additional information, & definitions used:

Local CoC funding is restricted to serving individuals or families who meet the strict definition of homelessness.

Chronic Homelessness: HUD: 24 CFR 578.3

HUD defines a ''chronically homeless'' individual as a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the ''chronically homeless'' definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven. More information may be found at:
https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf

Veterans: Include all persons who served in the military, regardless of discharge status.

RRH-PH Projects: Cannot accept any new clients or new families coming from Transitional Housing. RRH projects can only accept new individuals or new families identified as eligible in the FY2019 NOFA.

HUD's homeless priority process is intended to identify programs that are serving the highest need, i.e. prioritizing persons experiencing homelessness in the Nashville Continuum of Care with the highest degree of vulnerability.

Priority I – Literal Homelessness outlined in the CoC Interim Rule:

1. An individual or family with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping group;
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government individuals for low-income individuals);
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition;
4. Any individual or family who: is fleeing or is attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individuals or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

The **updated version of the Continuum of Care (CoC) Program Interim Rule**, which was originally published in the Federal Register on July 31, 2012, includes revisions to section 578.51(c) regarding mobility options for individual and families with tenant-based rental assistance; section 578.99(j) regarding protections for victims of domestic violence, dating violence, sexual assault, or stalking; and section 578.3 incorporating the final definition of chronically homeless. The **original CoC Program Interim Rule**, with the preamble, is also available on the HUD Exchange.