

**[FY2017 COC RENEWAL PROJECT  
APPLICATION: DUE 06/30/2017  
NOTE: POINTS IMPORTED FROM  
2016, & MAY BE TWEAKED ONCE  
2017 NOFA IS PUBLISHED]**

AGENCY NAME:	Choose Renewal Agency
PROJECT NAME:	Choose Renewal Project
CONTACT PERSON:	
EMAIL:	
TELEPHONE:	
PROGRAM LOCATION (address of housing/service):	
Today's Date:	
In no more than (3) sentences, please explain the project's purpose and the intended use of funding.	

## Table of Contents

1. Section (1): Proposed Project Type.....	Page 2
a. Section (1) Attachments:	
i. None	
2. Section (2): Proposed Budget for Project.....	Page 3
a. Section (2) Attachments:	
i. Proof of Match	
ii. Proof of Leverage	
iii. Copy of Project's Total Budget	
3. Section (3): Proposed Program Populations.....	Page 4
4. Section (4): Proposed Program's Homelessness.....	Page 4
a. Section (4) Attachments:	
i. Copy of Homeless verification forms (either MDHA template or internal recordkeeping)	
5. Section (5): Project Threshold Requirements.....	Page 5
a. Section (5) Attachments:	
i. Audit Findings	
ii. HUD Audit correspondence (if applicable)	
iii. Grant Expenditures: LOCCS draw-down proof of most recent funded quarter (January 2016 to March 2016)	
iv. APR Submissions: (3) Screenshots of previous APR submissions	
v. Consumer Rights Documentation	
vi. Policies for Board of Directors or policy-making body of current homeless or formerly homeless representation	
1. Must include attendance of current or formerly homeless representation for most recent (3) board meetings	
6. Section (6): FY2015 Project Performance	
i. HMIS/comparable generated APR.....	Page 6
7. Section (7) Consumer Focus & Community Planning.....	Page 7
a. Section (7) Attachments:	
i. Discharge Policies	
1. Also include an actual client the agency made reasonable attempts to avoid discharge.	
2. Proof of low-barrier or housing first practices.	
3. If YES to CES, please include a letter from Metro Social Services or the Metropolitan Homeless Commission confirming your participation in the CES planning and implementation.	
8. Clarifications, Explanations.....	Page 12

<b>SECTION (1): PROPOSED PROJECT TYPE for FY2017</b>				<b>Max Section Points: TBD by PEC</b>
<i>Eligible Projects:</i>	<b>Project Housing Type:</b>	<b>Length of Assistance</b>	<b># Homeless to be served</b>	<b>Program Budget</b>
<b>Permanent Supportive Housing</b>	<input type="checkbox"/> Tenant-based <input type="checkbox"/> Sponsor-based <input type="checkbox"/> Project-based		<u>IT</u>	<b>1T</b>
<b>Rapid Re-housing</b>		<input type="checkbox"/> ( Less than 3 months) <input type="checkbox"/> (3-12 Months) <input type="checkbox"/> (12 or more months)	<u>IT</u>	<b>1T</b>
<b>Transitional Housing</b>		<b>Average Length of Stay in months:</b> <u>IT</u>	<u>IT</u>	<b>1T</b>
<b>Supportive Services Only</b>		<b>Average Length of Stay in months:</b> <u>IT</u>	<u>IT</u>	<b>1T</b>

<b>SECTION (2): PROPOSED BUDGET</b>			<b>Max Section Points: 0</b>
Proposed Activity	HUD CoC Request	Cash Match (25%)	Totals
1. Real Property (Leasing)			
2. Tenant-based Rental Assistance (TRA)			
3. Sponsor-based Rental Assistance (SRA)			
4. Supportive Services			
5. Rapid Re-housing			
6. Operations			
7. Coordinated Entry System			
8. HMIS			
9. Request Subtotal (Subtotal lines through 8)			<b>Total Budget</b> (Total CoC Request + Total Cash Match)
10. Administrative Costs (Up to 7% of entire grant)			
<b>11. Total Request (Total lines 9 &amp; 10)</b>			
12. Total Request (Total lines 7 and 8)			

<b>SECTION (3): PROPOSED PROGRAM POPULATIONS- %</b>				<b>Max Section Points: 40</b>
Single women		Chronically homeless (See HUD def. on last page)		Infants
Single men		Persons with chronic mental illness		Children
Couples w/ no children		Persons with substance abuse		Adolescents
Single-parent families		Persons with HIV/AIDS		GLBTQ Youth
Two-parent families		Domestic violence survivors		<b>Other: (Please list)</b>
Unaccompanied Youth		Veterans		

% of Chronic Planning to Serve :	100% Chronic (10 pts) 50-99% (5 pts)	Is this % different than what the project typically serves?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If the project applicant <i>plans</i> to serve one of the (4) HUD priority populations, the project must receive 100% of its referrals from a local Coordinated Entry System (CES) or from a Community managed by-name list.  Our agency understands this commitment. <input type="checkbox"/> YES <input type="checkbox"/> NO	100% Households with Children (prioritized by need) 50%-99%-	10 Points 5 Points	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Is this % different than what the project typically serves?		
	100% Unaccompanied Youth 50%-99%	10 Points 5 Points	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Is this % different than what the project typically serves?		
100 % Veteran (all types of discharges) 50%-100%	10 Points 5 Points	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	Is this % different than what the project typically serves?			

<b>SECTION (4): PROPOSED PRIOR LIVING SITUATIONS</b>		<b>Max Section Points: 5</b>
<b>Homeless Participants</b>	<b>Projected Percentages (%)</b>	
<i>Priority I: On the Street, Safe Havens or Emergency Shelters</i>		
Persons who came from the street or other locations not meant for human habitation	%	
Persons who came from Emergency Shelters	%	
<i>Priority II: Transitional Housing or Institutions</i>		
Persons in Transitional Housing who came directly from the street or Emergency Shelters	%	
Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	%	
<b>Total Percentage:</b>		

If total Priority I plus Priority II is less than 100%, please identify the specific reasons why in no more than (5) sentences.

<b>SECTION (5): FY2017 THRESHOLD REQUIREMENTS</b>				<b>Max Section Points: 0</b>
Categories	Response	CoC Interim Rule Regulation	Summary	Required Attachments:
Match & Leverage (attach)	<input type="checkbox"/> YES <input type="checkbox"/> NO	§ 578.73-CoC Interim Rule (matching)	Minimum Match: 25% (must include supportive documentation of commitment)  <b>Total Match: \$</b>  <b>Total Leverage: \$</b>	Commitment letters or proof of cash match and proof of leverage
Current audit Reports & Findings (attach)	<input type="checkbox"/> YES <input type="checkbox"/> NO	§ 578.59-CoC Interim Rule	Audits must be completed within (9) months of the end of the agency's most recent FY	Third Party Audit Reports/Findings (must include any remedial plans to correct findings)
HUD Monitoring within last (2) years (attach)	<input type="checkbox"/> YES <input type="checkbox"/> NO	§ 578.99-CoC Interim Rule	The project has received a HUD audit within the past (2) years.	If yes, submit the appropriate documentation:*Audit notification letter from HUD or *HUD monitoring letter-Any Related correspondence
Board participation/policy-making body (attach)	<input type="checkbox"/> YES <input type="checkbox"/> NO	§ 578.75-CoC Interim Rule	Each recipient must have homeless or formerly homeless representation on a policy-making entity	Copy of Board Membership and last (3) Agendas noting attendance of homeless or formerly homeless board member
Program Participants Informed of Rights (attach)	<input type="checkbox"/> YES <input type="checkbox"/> NO	§ 578.91-CoC Interim Rule	Participant informed of eligibility criteria, discharge policies, rights to appeal.	Agency's written standards including program rules, termination process, written notice of termination and appeals process

**[UFY2017 COC RENEWAL PROJECT APPLICATION:  
DUE 06/30/2017      NOTE: POINTS  
IMPORTED FROM 2016, & MAY BE TWEAKED ONCE  
2017 NOFA IS PUBLISHEUD]**

<p>Total Expenditure of Grant  (attach)</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>§ 578.107-CoC Interim Rule/§ 578.87</p>	<p>If less than 100% expended during program year, the leftover funding will be de-obligated by HUD. Draw down requirements:  Maintained Quarterly Draw-downs. – Proof of last quarter.</p>	<p><b>Total Unspent (enter amount below)</b></p>
<p>APR Submission Deadlines- submitted within 90 days after program year end?  (attach)</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Overview of the Application and Grant Award Process-CoC Interim Rule</p>	<p>Recipients have (90) days to submit the Annual Performance Report (APR) in HUD's designated reporting vehicle, eSnaps (or the new Sage reporting system). If check “no”, please attach explanation.</p>	<p>Screenshot of last (2) submitted APRs submission screens in eSnaps – or Sage - for projects.</p>
<p>HMIS Participation and Data Quality</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Project Data Quality meets the 95% threshold requirement.</p>	<p>“Data Not Collected” less than 2% for any category and on average</p>	<p>HMIS Data Quality for APR</p>

SECTION (6): FY2016 PROJECT PERFORMANCE						Max Section Points: 70		
Categories		Response				Total Points Possible		
Total Served								
Total Singles								
Total Families (Households with Children)								
Total Chronic								
What was the average utilization rate for this project?		<p><i>Utilization Score:</i> 80% or above=10 pts 60% to 79%=5 pts 59% and below=2 pts</p>				10		
If the utilization rate is less than 80%, please provide specific reasons as to why in the space below: (Up to 3 sentences)								
<b>Key Performance Indicators-Stability</b>								
<u>Housing Stability</u>		<u>Earned Income</u>		<u>Overall Income-Employment and benefits</u>		<u>Access to Mainstream Sources</u>		
80% or above=10 pts 60% to 79%=5 pts 59% and below=2 pts		80% or above=10 pts 60% to 79%=5 pts 59% and below=2 pts		80% or above=10 pts 60% to 79%=5 pts 59% and below=2 pts		80% or above=10 pts 60% to 79%=5 pts 59% and below=2 pts		
Answers located on the Standard APR-Question (36)- This automatically calculates.		Answers located on the Standard APR-Question (36) This automatically calculates.		Answers located on the Standard APR-Question (36) This automatically calculates.		Answers located on the Standard APR-Question (26a1.-26b2.) Add leavers & stayers together!		
Total Possible	Total Achieved	Total Possible	Total Achieved	Total Possible	Total Achieved	Total Possible	Total Achieved	
<b>Key Performance Indicators- HUD HEARTH Objectives</b>								
		<u>Housing First Fidelity in Current Performance Data</u>				<u>Total HH</u>		<u>5 Pts if less than 20% of total HH served</u>
<u>Question (1)</u> Total HH discharged due to non-compliance during timeframe:						#	5 pts	
						%		



<p><b>Question (2)</b> 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:</p>	<p># %</p>	<p>5 pts</p>
<p><u><i>Length of Stay (indicate number of days)</i></u></p>		
<p><b>RRH/PSH Types:</b>  1T</p>		
<p><b>TH/SSO Types:</b> Click here to enter text.</p>		
<p>Length of Stay: Up to 10 Points (July '16 to June '17 timeframe will be measured against the July '15 to June '16 timeframe to see if the program has length of stays that are meeting HUD measures below)  <u>Longer length of stay in PSH-Up to 10 Points</u>  <u>Shorter lengths of stay in TH &amp; SSO-Up to 10 Points</u></p>		

<b>SECTION (7): CONSUMER FOCUS &amp; COMMUNITY PLANNING for CES</b>		<b>Max Section Points: 30</b>
HEARTH-Related Questions	Please check YES or NO	
Do staff members who deliver services or case management for this project use evidence-based practice models? (provide documentation)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>10</b>
Does the project <b>currently</b> accept referrals and accept entries into programs from one or more of the CES processes in Nashville (including utilizing one of the designated vulnerability index tools)? 1. CES for Families-Metro Social Services 2. CES for Chronic Individuals-Metro Homelessness Commission-“How’s Nashville” 3. CES for Unaccompanied Youth 4. CES for Veterans <b>If yes to any:</b> Does the project intend to continue accepting 100% of its referrals from any of the current CES processes above?	Families: <input type="checkbox"/> YES <input type="checkbox"/> NO Chronic: <input type="checkbox"/> YES <input type="checkbox"/> NO Youth: <input type="checkbox"/> YES <input type="checkbox"/> NO Veterans: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>5</b>
	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, which one:	<b>5</b>
<b>If the project does not currently accept referrals and entries into the program using one of the CES models currently in place,</b> does the project plan to begin using one of the CES models if the project is selected for renewal funding? (Must answer yes to both questions below to receive points.)  1. Renewal project intends to contact the Metropolitan Homelessness Commission to learn more about the CES process. 2. Renewal project agrees to begin working from a Community By-Name list of individuals and families experiencing homelessness (no additional waitlists will be used to admit clients into the program).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>10</b>

<b>SECTION (7a): Housing First or Low Barrier Determination</b>			<b>Max Section Points: 20</b>
	Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier.		<b>Total Points Possible</b>
1.	Having too little or no income	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>4</b>
2.	Active or history of substance abuse (can test positive on drug screen)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
3.	Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
4.	History of domestic violence (either perpetrator or victim)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
	Does the project ensure that participants are not terminated from the program for the following reasons? If yes to all these questions, the project will be considered Housing First.		<b>If yes to questions 1-4, project is considered low barrier.</b>
5.	Failure to participate in supportive services	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
6.	Failure to make progress on service plans	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
7.	Loss of income or failure to improve income	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
8.	Being a victim of domestic violence	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>
9.	Any other activity not covered in a lease agreement typically found in the project's geographic area	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>2</b>

## SECTION (8): CLARIFICATIONS / EXPLANATIONS

**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 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 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 FY2017, please check yes or no to all of the following statements:**

Our agency understands HUD’s priorities as outlined in the FY2016 Notice of Funding Availability (NOFA) as outlined below-	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase Permanent Supportive Housing beds dedicated for chronic homeless persons	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase Rapid Re-housing beds, especially for homeless families	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Adhere to principles of Housing First, primarily by reducing barriers in project’s program entry processes	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Easing housing entry (criminal background checks, sobriety requirements, etc.- HUD wants 75% of local projects to be low-barrier), and assisting homeless persons with housing entry as quickly as possible	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reallocate funding from lower-performing projects to more effective options	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase focus on System performance, versus only at project level	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Extensive use of Coordinated Entry Systems to assess needs and refer to housing & services	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reduce length of time persons are homeless	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase income and connection to benefits	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Move homeless persons into permanent housing, and assure high rate of housing retention	<input type="checkbox"/> YES	<input type="checkbox"/> NO
End homelessness among chronic homeless persons, veterans, families with children and unaccompanied youth	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Our agency understands our CoC-funded projects can only accept persons meeting the HUD definition of literally homeless.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Our agency understands the requirements of data collection and the priority on data-driven planning using the continuum’s local HMIS	<input type="checkbox"/> YES	<input type="checkbox"/> NO

***Signed:***

Executive Director:

Agency Staff Designated to Attend CoC meetings/workshops:

Date Signed:

*Instructions for completing each section, & definitions used:*

**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 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 FY2017 NOFA, when it is released by HUD.

Section (1): Please identify the type of project being submitted for consideration of renewal. Unless HUD approved a major amendment to the contract or program structure, all data should approximately match what the agency proposed in the renewal application submitted for the FY2016 HUD Competition.

Section (2): Please identify all budget items of the project proposed for renewal. All applicants need to submit the regulatory 25% match documentation. \*Note- all projects will be evaluated using the HUD CoC funding plus the dedicated cash match to equal the overall project costs.

Section (3): Identify the subpopulations that will be served by the renewal project.

Section (4): Identify the literally homeless situations for ALL clients entering the program. \*CoC funding is restricted to serving individuals or families who meet the strict definition of homelessness.

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

- is prioritized as serving individuals or families that meet the first two provisions of literal homelessness outline 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;

#### Priority II

5. Imminent Homelessness: An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a. The primary nighttime residence will be lost within 14 days of the date of application or homeless assistance
  - b. No subsequent residence has been identified; and

- c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing

\*All renewal projects are expected to prioritize clients who fall in Priority I above. Should the Priority II definition apply to more than 20% of your total served population, the project may be called upon for an interview before the Performance Evaluation Committee (PEC) for further explanation or be required to submit documentation for each unit (family or household) served that fall within this category, (i.e. documentation for all households with a copy of the eviction notice dated within 14 days of the household's program entry).

Section (5): This section addresses the baseline requirements for all CoC-funded projects. Not meeting or following these guidelines is considered a federal non-compliance issue and could mean de-obligation of funding by HUD. Failure to submit the required supportive documentation could also be seen as non-compliance. Please see the following link for the HUD CoC Interim Rule for more information:

[HUD CoC Interim Rule Currently In Effect](#)

Section (6): Project Performance

This section should be completed using the required Homeless Management Information System (HMIS) Annual Performance Report (APR) either from the community's HMIS or, if a DV provider, an HMIS-comparable database.

**NOTE: In section (6), questions on Housing First fidelity, the use of internal records for households not accepted into the program are acceptable.**

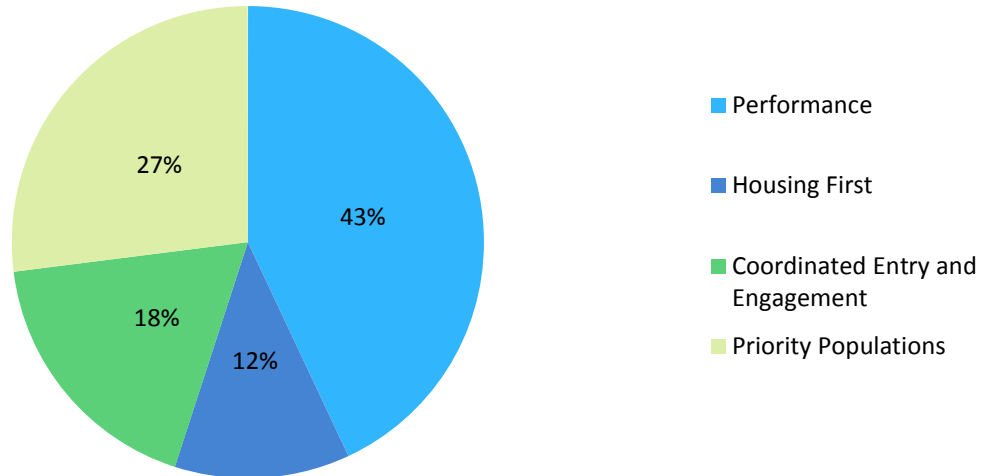
Section (7) & (7a): Consumer Focus

This section should outline the project's current practices or future practices to align itself with a Housing First approach as prioritized by HUD. If the agency does not currently use housing first approaches (in addition to low-barrier), the agency must submit documentation outlining a plan to practice a housing first model or to lower barriers to entry into their programs.

**NOTE: Agencies practicing a true housing first model will be given priority.**



### FY 2016 Local CoC Application Point Distribution-Renewal



### Renewal Project Score Sheet (to be completed by designated MDHA staff and reviewed by the Performance Evaluation Committee)

Section(s)		Points Possible
1.	Proposed Project Types: PSH, RRH, TH, SSO or HMIS	<b>TBD</b>
2.	Proposed Budget: Part of Threshold Criteria	<b>0</b>
3.	Proposed Homeless Populations	<b>40</b>
4.	Proposed Homeless Priority	<b>100% in Priority 1 = 5 points Anything less = 0 points</b>
5	Threshold and Compliance Monitoring=No points counted in score, but points will be applied to gauge project compliance	<b>30</b>
6.	Performance	<b>70</b>
7.	Consumer Focus & CES	<b>30</b>
7a.	Housing First & Low Barrier Access	<b>20</b>
Total Maximum Points:		<b>165</b>

**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 necessary.**