

## Montgomery County Continuum of Care 2021 Competition

### Project Application Housing First Addendum

All providers applying for 2021 CoC funding must submit one addendum with each project application. Project applications received without this addendum will be considered incomplete.

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

1. Describe your screening and intake process by answering the following questions.

- a) How do you determine who is eligible for your program? Who is not eligible for your program?
- b) How do you address reasonable accommodations requests?
- c) How long does it take to go from assignment to acceptance?
- d) Do you conduct interviews prior to placement? If so, describe your process.
- e) If this project is a single/congregate site, how do credit scores and background checks impact eligibility?

2. Describe your process for housing placements by answering the following questions.

- a) **For scattered site projects only:**  
How are client matched to units?  
How many units are offered to each client?
- b) **For all project types (scattered site, site-based ,etc.):**  
How do you take into account client preferences in location, size and amenities?  
Do you master lease or sublet? What does the lease agreement look like?

3. Describe the type of services provided by answering the following questions.

- a) What services are provided or brokered through partnerships including housing support, health, employment/education, social support, recreation, spirituality, etc.?
- b) To what extent do clients have choice in services?
- c) What are the requirements of service participation? What happens when clients refuse some or all services offered?
- d) How often must clients be seen? What is the average number of visits per month provided? How is the frequency and intensity of services determined?
- e) To what extent are services provided in the home, at the office, and in the community.
- f) How do you apply best practices such as harm reduction and motivational interviewing in your service delivery?

4. Describe your termination policy by answering the following questions.

- a) What steps do you take when a tenant violates the lease?
- b) What steps do you take to avoid eviction?
- c) What happens when a tenant is hospitalized or incarcerated? Do services continue and how long will you keep the unit?
- d) What happens when there are behavioral issues like traffic in the unit, substance use, odd or bizarre behaviors?
- e) What is your commitment to rehouse?
- f) What are the factors that would lead to termination from the program?

5. Describe how clients are involved in programming, planning, policy development, and service delivery.