

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: MD-601 - Montgomery County CoC

1A-2. Collaborative Applicant Name: Montgomery County Maryland

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Montgomery County Maryland

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
9.	Law Enforcement	Yes	Yes	No
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	Yes	Yes	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	No

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	No
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	No
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	No
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	No	Yes
30.	State Sexual Assault Coalition	Yes	No	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	Veteran Service Providers	Yes	Yes	Yes
35.	People with Lived Experience	Yes	Yes	Yes

1B-2.	Open Invitation for New Members.	
	NOFO Section V.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)

1. The CoC has an open invitation process and new members can join at any time. To join, interested persons/groups complete an application and submit it to the CoC Coordinator. Information on how to apply for membership is posted on the CoC website and all public meetings. Once a year, a formal solicitation occurs for new members. There is no membership fee to join the CoC. Information about the process and activities of the CoC are shared through a list serve of nearly 1000 interested parties including nonprofits, adjacent systems, local officials, general public and people with lived experience. 2. The CoC, through the Department of Health and Human Services makes all documentation on the website and other materials accessible to those with visual or hearing impairments. Sign language interpretation, and other accommodations are available upon request. Meetings are held in ADA compliant facilities. Most CoC meetings are virtual to allow for those with limited mobility or other barriers to attend in person meetings. 3. The CoC has engaged organizations serving culturally specific communities experiencing and at risk of homelessness. Reducing Racial Disparities work group of the ICH is chaired by a Black led organization providing homeless services actively recruits groups led by and serving culturally specific communities. Additionally the CoC has partnered with a local BIPOC led organization serving the Latino population to address the disparities in access to services for people identifying as Latino. The local NAACP regularly attends community wide meetings. The CoC participates in the local Metropolitan Council of Government committee to address equity as a region. The CoC, in an effort to advance the work of ending youth homelessness invited LGBTQ+ serving organizations to participate in the youth work group. Finally organizations who specifically serve people with disabilities are voting members of the Systems Coordination Committee of the CoC. Special outreach is conducted to ensure participation of those with lived experience of homelessness serve on the various committees of the ICH and as a standing member of the governing board. A "People's Committee" has been formed to include members with lived experience. This committee reports directly to the ICH and plays an active role in informing policy and funding priorities. The ICH has also partnered with a PLE group that self-organized around decriminalizing homelessness.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1.The primary avenue for gathering feedback, discussing strategies, and exploring options is through the CoC Interagency Commission on Homelessness (ICH) and its 14committees and specialized workgroups. All ICH and committee meetings are open to the public and boast diverse stakeholder membership, including people currently experiencing homelessness, CoC leadership from neighboring jurisdictions, policy experts, government agencies, homeless service providers, professionals from related fields like healthcare, aging, disability, domestic violence, elected officials, and public members who are interested in preventing and ending homelessness. To enhance communication, the CoC has established standardized email addresses for the community to inquire, provide feedback, or access services more efficiently.

2.The CoC offers multiple channels for public engagement and input. Individuals can join committees or issue-specific workgroups. Bi-annual community-wide meetings, open to the public, serve as platforms for information sharing and feedback collection. Online surveys are also employed to gather input from CoC members who cannot attend in-person meetings. Meeting notifications are communicated through email, announcements at CoC meetings, and postings on the CoC website. Furthermore, CoC leadership presents the homelessness strategy to advocacy groups, community partners, and organizations in related systems, actively seeking their feedback.

3.The CoC, under the Department of Health and Human Services, uses communication material accessible to those with visual or hearing impairments, provides accommodations on request, uses ADA compliant facilities for meetings, and offers virtual options for those with mobility or attendance barriers. Prior to posting to the CoC website materials are checked for accessibility for people with disabilities.

4.Information gathered at public meetings is used by the ICH/CoC to inform the CoC’s approach. Recently the CoC has committed to ending homelessness for all populations by the end of 2025. The CoC engaged in a participatory, community-wide planning process to develop a shared vision & set of common goals and strategies to make strides towards ending homelessness in MD-601. For example, the CoC joined government officials including police & the justice system, people with lived experience, businesses and public members to make and implement recommendations to the County Executive & Council on decriminalizing homelessness.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1.The CoC posts on the website and emails out to the community-wide list that applications are now being accepted. An information session was held on July 24 to review funding priorities, requirements, scoring criteria, priority populations and timelines. This session was open to the public and clearly indicated that project applications would be accepted from any eligible entity, even those who had not previously received CoC funds. Participation was available via webinar. The slide deck was posted on the CoC website on July 24 and emailed out community wide. All new project applications, regardless of previous funding history, submitted in accordance with competition deadlines by an eligible entity for an eligible project were included in the competition. Interested entities were required to submit a letter of intent to apply for new/bonus funding by August 1 and proposals were due no later than 5pm on August 24. Information and instructions on completing and submitting project applications was presented at the July 24 public meeting. Application materials including the scoring tool was posted on the CoC website.2.A complete application included: a pdf version of the HUD application, a completed Addendum developed by the CoC, renewal project Policy and Procedures and full project budget. All information regarding project application requirements, application materials, scoring criteria and timelines was posted on the CoC website. TA was offered to any entity to ensure accessibility. Applications were submitted to the CoC NOFO email address.3.The Allocation Committee used a standard scoring tool to review & rank projects based on HUD threshold requirements, priorities of the CoC, organizational capacity, quality of project description, use of Housing First model, and cost effectiveness. 4.The CoC, through the Department of Health and Human Services makes all documentation on the website and other materials accessible to those with visual or hearing impairments. Sign language interpretation is available upon request. Meetings are held in ADA compliant facilities.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.B.1.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.	Behavioral Health Organizations, Federally Qualified Health Centers	Yes
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG Program funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1.Montgomery County (MC) government is the sole recipient of ESG funds in the MD-601 geographic area. As both the CoC Collaborative Applicant & the administering entity for ESG funds, the MC Dept. of Health & Human Services (DHHS) assures CoC input in the planning & allocation of funds. The CoC Governing Board identifies needs based on a review of the CoC's strategic plan and a gaps analysis developed by the CoC that incorporated Point-in-Time, Housing Inventory Chart, and other local data. The CoC then recommends how to best use local ESG funds. The same process was followed to allocate the ESG-CV funds. DHHS in partnership with the Interagency Commission on Homelessness (ICH) and full CoC, determined the majority of ESG-CV funds would be used to increase Rapid Rehousing for the increasing number of people seeking emergency shelter. In addition, DHHS is also a member of the Maryland Interagency Council on Homelessness (MD ICH). The MD ICH identifies gaps and needs for the State of Maryland & provides input as to how Maryland ESG funds should be allocated. 2.All ESG and ESG-CV providers enter into a contract with DHHS outlining the scope and outcome measures of the the program. Contract Monitors complete reviews and evaluations at least once a year. The CoC Outcomes and Improvement committee develops performance outcomes for the CoC and reviews performance for all providers in the CoC geographic area, including ESG funded providers. The committee reviews HMIS data to assess performance regularly and reports out on findings.3.DHHS provides PIT and HIC data to all jurisdictions within the region to inform the Consolidated Plan. In addition to PIT and HIC, DHHS provides data on overall system performance measures and related project outcomes. 4.DHHS collaborates with the Montgomery County Dept. of Housing & Community Affairs (DHCA), who develops the local Consolidated Plan. DHHS provides PIT, HIC data, & CAPER report which identifies needs in the homeless system, & helps draft the plan. DHHS also provides data on CoC systems performance measures and gaps in the CoC. DHHS also provides PIT & HIC data to the Maryland ICH which is used to determine need and inform the State's consolidated plan.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	No

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

Our CoC works closely with the LEA to ensure that children experiencing homelessness and their families are aware of available educational resources and protections under the McKinney-Vento Homeless Assistance Act. The local McKinney-Vento liaison participates in coordinated entry meetings. She is in regular contact with family shelter case managers to assist with school enrollment, school bus set up and, when necessary, ensuring that children with special needs are properly assessed and matched with appropriate services. Also a representative of MCPS sits on the ICH. 2. DHHS trains MCPS staff about CoC resources & how to refer families for shelter/assistance. The MCPS Liaison educates all homeless providers about the eligibility of youth & families for educational services. DHHS monitors homeless programs to assure that procedures are followed & reviews case records to ensure educational needs are met. The MD Department of Education includes CoC lead participation at annual meetings with McKinney-Vento LEAs. 3. DHHS has a data sharing agreement with MCPS and Implementation MOUs for the Linkages to Learning program which serves households in 29 elementary & middle schools in high need areas. We collaborate with MSDE, the SEA, through the State Child Care Subsidy program. 4 & 5. We have formal partnerships with MCPS, the LEA, for Linkages to Learning Program, Positive Youth Development programs, High School Wellness Centers, Cluster Support Teams, & Child Welfare System. We also have partnerships to provide mental health services to families. We collaborate with the SEA and the LEA to provides supports and services for families and their children, 0-3 who have special needs. 6. MD-601 has formal MOU/MOAs with Head Start and public pre-K and also has formal agreements with Early Head Start.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

MD-601 CoC policy requires all homeless service providers, including those that are ESG and CoC funded, to ensure that children are enrolled in school and/or are connected to early childhood education. At program admission, the educational needs of children and youth are assessed by homeless providers and information is obtained from the home school. A brochure developed by Montgomery County Public Schools (MCPS) is provided to all homeless households and unaccompanied youth explaining their rights. If not currently enrolled, CoC provider staff will assist parents to enroll their children/youth in school or early childhood education. Unaccompanied youth are also assisted to enroll in school or other educational programming. Staff work with the MCPS Homeless Liaison to coordinate transportation to school so children/youth can continue without interruption.

To assure that all providers and school personnel are familiar with these procedures, Montgomery County Department of Health and Human Services (MCDHHS) the Collaborative Applicant, trains MCPS staff about CoC resources & how to refer families for shelter/assistance. The MCPS Liaison educates all homeless providers about the eligibility of youth & families for educational services. MCDHHS monitors homeless programs to assure that procedures are followed & reviews case records to ensure educational needs of children/youth are met.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	Yes
6.	Head Start	Yes	No
7.	Healthy Start	No	No
8.	Public Pre-K	Yes	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaboration with Federally Funded Programs and Victim Service Providers.	
	NOFO Section V.B.1.e.	

In the chart below select yes or no for the organizations your CoC collaborates with:

Organizations		
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. The CoC and ESG-funded programs collaborate with several programs within the Department of Health and Human Services including the Abused Persons and Victims Assistance/Sexual Assault programs. Local organizations serving survivors and advocacy groups, such as the Family Justice Center, which provides legal services and other supports to survivors and their households, are also working closely with the CoC and ESG-funded programs. The CoC has an MOU and shared grant with the University of Maryland SAFE Center serving survivors of human trafficking. All above named groups are consulted and collaborated with to develop policies on Coordinated Entry, safety, data-sharing, and programming. This group also works with the CoC to develop policies on how and when to access Victim services. All policies are reviewed on an annual basis. 2. The CoC and ESG-funded programs collaborate with the above named groups to develop training and curriculum to ensure housing and services are trauma informed and meet the needs of survivors. Victim assistance and advocacy programs solicit feedback from program participants and share this information with the CoC to ensure all programs are adhering to best practices and listening to the needs of survivors. The needs of survivors is a frequent topic in full Interagency Commission on Homelessness meetings, in working groups such as the Family Services Providers Meeting and the Emergency Services for Adult only Household groups which are all attended by victim assistance providers. The CoC has also partnered with experts in the field of Victim Services to provide technical assistance to all housing and homeless providers in the CoC and special TA to those targeting the DV population.

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC coordinates to provide training for:

1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
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	2. Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).
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(limit 2,500 characters)

1. All CoC housing and service providers are required to provide annual training to their staff on trauma-informed and survivor-centered practices. Training includes ensuring that each agency has safety and planning protocols in place. Documentation of staff training is a part of the annual contract monitoring report conducted by the Department of Health and Human Services (DHHS). Additional training is made available through the DHHS learning collaborative for staff and contractors. 2. In addition, CoC Coordinated Entry staff are trained on the CoC emergency transfer plan, best practices in serving survivors, and ensuring safety for all CoC clients. On September 14, 2023 the Department of Health and Human Services held a community-wide training on trauma-informed, survivor-centered care, and Coordinated Entry for survivors of domestic violence. The trainers included Colleen Bokman, LCSW-C - Montgomery County Trauma Services Supervisory Therapist, Rosalia Scotman, MSW - Trauma Services Manager III, and Dawn Robinson, MSW - Case Manager at the Betty Ann Krahnke domestic violence shelter. Members of the CoC and Coordinated Entry staff were in attendance. This training addressed best practices for serving people who have experienced trauma including survivors of domestic violence, dating violence, sexual assault, and stalking. This training will be provided annually.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC's coordinated entry includes:

	1. safety planning protocols; and
	2. confidentiality protocols.

(limit 2,500 characters)

1. Safety protocols for DV, dating violence, sexual assault, and stalking were developed by our DV providers. Safety is prioritized over all vulnerabilities. All victims are screened by the CoC DV providers utilizing the Danger Assessment or Lethality Assessment Protocol to assist in safety planning. The CoC operates a secure and confidential victim shelter with an unpublished address. If a person scores high on the Danger Assessment tool, it triggers an alarm to the Crisis Center and DV Clinical Supervisors for additional safety planning and next steps. DV providers collaborate and coordinate with the CoC housing providers during bi-monthly case consultation meetings. All communications with CoC housing providers SEPH staff is encrypted if containing any person identifying information. DV Victim Advocates are involved in homeless resource planning and collaboration with community organizations ensures that those serving victims of domestic violence, sexual assault, stalking and human trafficking are served according to the most up to date safety and confidentiality standards. Training and technical assistance is provided to all CoC partners and staff annually and as needed. Up to date information on DV shelter vacancies is provided to crisis center staff regularly to ensure those experiencing DV crisis will be placed in a safe environment as quickly as possible. DV providers create a domestic violence personalized safety plan in coordinating discharges and transitioning out of the shelter or planning to leave the abuser. 2. All individuals seeking shelter services are provided with a copy of our Notice of Privacy Policies. Meetings with the providers are held virtually twice a month for both the family and individual Coordinated Entry. An excel spreadsheet with list of clients that are in coordinated entry both that need to be referred to a Permanent Supportive Housing Programs and the clients who have been assigned but not housed yet is sent out to the meeting attendees prior to the meeting. Since this document has client information, we ensure that the document is password protected and the email distribution list is regularly updated to regulate access. When we have DV clients on the list we name them John Doe or Jane Doe and add their initials to the end of their last name since their information is not entered into HMIS.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.

(limit 2,500 characters)

1. The CoC uses data provided by the Montgomery County Victim Advisory Commission and from the Betty Ann Krahnke Center (BAK), the County's domestic violence shelter, to assess community needs related to domestic violence, dating violence, sexual assault and stalking. This includes de-identified aggregate data from a protected system separate from HMIS on the total number of households served in domestic violence shelter, average length of stay in shelter and exit destination. For FY22, 256 households were served by the domestic violence shelter. 28% exited to a permanent housing destination, 33% exited to family/friends, and 2% returned to their abuse. The remaining 27% exited to non-permanent or unknown destinations. 2. To better assess the special needs of persons experiencing domestic violence, dating violence, sexual assault and stalking, the CoC, in partnership with BAK, utilizes a protected system to collect personal identifiable (PII) including name, age, gender, race and ethnicity as well as any other information that could disclose a person's location. All DV households are included on the Coordinated Entry System (CES) list to ensure access to all CoC Programs including Federal and State ESG programs. All PII data is kept confidential and is not entered in the CoC HMIS system in an isolated data structure that is not accessible to other CoC projects. This enables the CoC to include this client data in CoC-wide summary reports and allows for full inclusion of domestic project participants in CES. This data has demonstrated a need for additional support services after the households are discharged from BAK. We are partnering with the DV advocate organizations and service providers to obtain additional data on the rates of recidivism and the acuity of households to better inform service delivery and housing needs.

** **

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
1.	whether your CoC has policies and procedures that include an emergency transfer plan;	
2.	the process for individuals and families to request an emergency transfer; and	
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.	

(limit 2,500 characters)

1.The CoC embraces a survivor-centered, trauma-informed, housing focused approach in programs, services and policies. Safety is prioritized over all other vulnerabilities. To address the safety needs of survivors of DV, dating violence, sexual assault and stalking, the CoC developed an emergency transfer plan for them to request emergency transfer from their current unit. Transfer can be requested regardless of sex, gender identity or sexual orientation. The CoC operates a secure shelter with an unpublished address. If a person scores high on the Danger Assessment tool, it alerts the Crisis Center and DV Clinical Supervisors of need for additional safety planning. DV providers collaborate and coordinate with the CoC housing providers during bi-monthly case consultation meetings. All communications with CoC housing providers SEPH staff is encrypted if containing any person identifying information.2.Transfers are considered where there is imminent threat of further harm should tenant remain in their current unit and for tenants who have experienced sexual assault in their unit within 90 days of the request. The CoC works to honor these requests; however, availability depends on a determination that the tenant is or has been a victim of DV, dating violence, sexual assault, or stalking, and if the CoC has another unit that is available and safe for the tenant's temporary or permanent occupancy. Whenever possible, an emergency transfer will occur within the tenant's current CoC program. If not possible, the program presents the emergency transfer request to the Coordinated Entry staff and program Contract Monitor for transfer to another program. Tenants are offered choice in location and program when possible based on needs and availability. Requests are kept confidential and shared on a need-to-know basis. Survivor information is shared in a separate and secure system. Within the CoC, DHHS operates a 24-hour Crisis Center for those seeking behavioral health services, experiencing homelessness, or in DV Crisis. Individuals can walk-in for immediate safety planning and/or placement. 3.MC CoC has two Coordinated Entry Systems (CES) for households with and without minor children. Both receive requests for emergency transfers which are coordinated with the program and the DHHS Monitor. If no vacancy is immediately available, the CoC ensures that those experiencing a DV crisis will be placed in a safe environment, i.e. DV shelter or overflow shelter/hotel.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.

(limit 2,500 characters)

1.The CoC embraces a victim-centered, trauma-informed housing focused approach in all programs, services and policies. The CoC ensures that survivors of DV, dating violence, sexual assault, or stalking have access to all housing options. The CoC utilizes standard assessment tools to assess vulnerabilities and acuity of needs. To ensure the safety and confidentiality of victims, these households are not placed in the Homeless Management Information System (HMIS), but assessments are forwarded to Services to End and Prevent Homelessness (SEPH) staff to review and be placed on the Coordinated Entry Systems (CES) prioritization lists. SEPH staff participate and collaborates with DV providers to review cases twice a month and explore appropriate and eligible housing options for both housing types, with and without minor children. DV providers participate in the bi-weekly CES meetings for either household with or without minor children for housing selection. DV providers have access to all CoC housing programs including CoC Exit Bonus, which provides direct cash assistance of \$5,000 for individuals an \$8000 for families, Security Deposit and 1st month's rent to literally exit shelter or Short-Term Housing and Resolution Program providing Security Deposit, 1st month's rent and up to 11 additional months to stabilize in permanent housing. Other housing options include Rapid Re-housing and Permanent Supportive Housing with a newly funded DV specific Rapid Re-housing. 2.The CoC uses standardized assessments to assess vulnerabilities and acuity of needs. Annual review of the housing eligibility matrix and contract monitor reports, assist in identifying systemic barriers within the CoC. A CES sub-committee was newly created with person's with lived experience to assist in identifying barriers to safely house household experiencing DV, dating violence, sexual assault, or stalking.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
2.	accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

1. The CoC Interagency Commission on Homelessness maintains a close partnership with the Domestic Violence Coordinating Council (DVCC). The DVCC's core mission is to reduce the incidence of domestic violence and establish a secure environment where families can live free from abuse. The DVCC comprises members from various County Departments, Offices, non-profit organizations specializing in domestic violence services and intervention, as well as public member seats, which include survivors of domestic violence. The DVCC actively seeks feedback from these public member seats, who are survivors possessing diverse lived experiences, regarding the services offered, challenges encountered, and suggestions for enhancements. Furthermore, the CoC lead actively participates in the Victim Services Subcommittee, an extension of the DVCC. This collaboration aims to cultivate and sustain partnerships that enable survivors in the community to engage in CoC-wide meetings and encourages their regular involvement in CoC workgroups. 2. The CoC operates an emergency domestic violence (DV) shelter for survivors, that hosts regular resident meetings to actively gather feedback on program implementation. The shelter serves as a secure haven where survivors can mutually support each other during their recovery journey. Program participants engage in one-on-one sessions with therapists and case managers to address their individual and complex needs. As part of the discharge process, survivors also have meetings with shelter leadership, where they discuss a variety of topics, including their experiences with homelessness, their specific needs, and their perspectives on the existing services available to them.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+--Anti-Discrimination Policy and Training.	
	NOFO Section V.B.1.f.	

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy--Updating Policies--Assisting Providers--Evaluating Compliance--Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

Describe in the field below:

1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. The CoC has always ensured that persons of all gender identities can access the emergency shelter of their choice. All policies reflect the current HUD rules of Equal Access and Gender Identity. Specific program policies and CoC-wide policies are revised as needed based on feedback from stakeholders including LGBTQ+ serving organizations and LGBTQ+ program participants. 2. Recently, our CoC supported all homeless and housing providers in establishing anti-discrimination policies to guarantee equal access for all. Looking ahead, in the coming year, the CoC has a dedicated plan to collaborate more closely with LGBTQ+ stakeholders and service providers. The goal is to revise agency anti-discrimination policies, ensuring that LGBTQ+ households can access supportive services, shelter, and housing without facing discrimination. Our contract monitors play a crucial role in reviewing program anti-discrimination policies and offering technical assistance to promote equitable program operation. 3. The CoC ensures adherence to anti-discrimination policies through a comprehensive monitoring process, which includes contract monitoring visits, participant interviews, and the review of real-time customer experience surveys conducted through Pulse for Good. Contract monitors conduct program visits on a monthly basis, while comprehensive contract monitoring occurs biannually. Additionally, the results of Pulse for Good surveys are routinely reviewed on a monthly basis by the People's Committee, program directors, and CoC leadership. 4. Noncompliance with CoC policies, including anti-discrimination measures, is addressed through contract monitoring. When a program is found to be out of compliance, our approach focuses on fostering anti-racist service delivery skills through collaborative learning. This includes implementing shared anti-racist values and jointly reviewing and revising policies that inadvertently perpetuate systems of oppression. Our commitment to promoting inclusivity and equity is at the core of this approach. If a program remains out of compliance despite these efforts, a corrective action plan is implemented. Failure to meet the plan's requirements may result in funding loss.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.
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NOFO Section V.B.1.g.

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Housing Opportunities Commission	1%	Yes-Both	Yes
Rockville Housing Enterprises	0%	No	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.B.1.g.	
	Describe in the field below:	
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or	
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.	

(limit 2,500 characters)

1. RHE has a limited amount of housing vouchers and wants to ensure they are able to serve the residents that lost housing in their geographical area. The RHE and City of Rockville are supportive to the CoC and are open to exploring a preference option in the future. RHE has applied for and will receive 5 Housing Stability Vouchers and are working on improved data collection on housing status of applicants. Additionally, the City of Rockville has a representative that serves on the Interagency Commission on Homelessness (ICH), the governing body of the CoC and maybe influential with RHE. Montgomery County works with the Housing Opportunities Commission (HOC), the primary PHA to continue homeless preference expansion in the County. This year HOC applied in partnership with the COC to apply for and receive Housing Stability Vouchers and will receive 25 vouchers to collaborate with the COC to implement the unsheltered NOFO project. Any COC program participant currently in a PBV is prioritized for a tenant-based voucher after one year of living in the PBV. HOC serves as a Commissioner on the ICH and regularly participates in the CoC. HOC also operates two PSH projects and has collaborated in writing and obtaining HUD Family Unification and the Non-Elderly Disabled (NED) Programs that do include homeless prioritization. Steps included developing questions to identify at risk, homeless, and disabled persons when submitting their application to the PHA waitlist. The PHA pulls names from the database and informs the COC lead. The CoC utilizes HMIS to locate the homeless participant and assist with PHA application process. 2. Not applicable.

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	No
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	Yes
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	Yes
7.	Public Housing	No
8.	Other Units from PHAs:	

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	Family Unification Program, Emergency Housing Vouchers and Housing Stability Vouchers

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
Not Scored—For Information Only		

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.

PHA
Housing Opportuni...

1C-7e.1. List of PHAs with MOUs

Name of PHA: Housing Opportunities Commission (HOC)

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition.	14
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition that have adopted the Housing First approach.	14
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. The CoC has a strong commitment to Housing First principles and requires all projects funded by CoC or local dollars to demonstrate Housing First fidelity. As part of the local CoC competition all renewal and new projects must submit a Housing First Addendum that asks for a description of how the project prioritizes rapid placement and stabilization in permanent housing and does not require service participation or preconditions. Projects must provide program policies on intake, service coordination, and termination. Projects are evaluated on ensuring low barrier access and how well they screen in versus screen out referrals. All projects must demonstrate rapid placement and stabilization that does not require service participation or other preconditions. 2. All projects are required to submit detailed information through the Housing First Addendum on the screening and intake process. This includes all required documentation, eligibility criteria that may pose barriers like criminal backgrounds, credit and housing history, service participation, how choice in housing location, size, and amenities is offered, landlord recruitment and retention strategies, wraparound services including the frequency and intensity of said services, termination policies; and staff training plans. Narratives provided by applicants are verified through a review of program policies and procedures as well as case records. 3. Fidelity to Housing First is also part of the contract monitoring process for all CoC and locally funded projects. Contract monitors receive extensive training on Housing First equipping them to properly evaluate adherence to the model. Outside of the competition, project contracts are monitored at least once a year and include a review of all program policies and protocols as well as interviews with staff and program participants. The Coordinated Entry System (CES) leadership tracks how often and for what reason provider deny referrals from CES. If a project is not adhering to Housing First principles, they are placed on a corrective action plan and are at risk of losing funding.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

1.The CoC conducts semi-annual “blitz” counts to identify trends and emerging hot spots. A monthly outreach Work Group convenes to fulfill several crucial functions. The meeting involves maintaining a shared outreach catchment area to ensure all clients are identified and engaged at their location. All outreach efforts are coordinated by the CoC lead and include collaboration with outreach providers and the business community. Clients are assigned to street outreach through the CES, targeting those most resistant to services. Outreach teams have bilingual staff and access to a language line for those with Limited English Proficiency. The CoC widely publicizes the Homeless Information Line that provider 24/7 access to a live person to make referrals and receive information from concerned citizens. Outreach providers and the CoC website highlight that services are available to all including status protected by fair housing regulations. 2.The CoC has four primary homeless street outreach providers that serve 100% of the CoC geographic area. 3.SO services are provided daily, during regular business hours, early mornings, late evenings, and weekends. SO schedules are adjusted as necessary to prevent potential gaps in coverage, whether in terms of timing or location. 4. Outreach is assertive and persistent. Services are provided on the streets and in locations where people experiencing homelessness frequent. SO providers partners with library staff, police officers, meal programs, and local businesses to identify individuals that are the most resistant to services. The CoC also operates a Homeless Outreach Hotline for community members to call and report locations of encampments and people sleeping outside, improving our knowledge of the unsheltered population. The CoC employs staff fluent in Spanish & provides trained community assessors access to a language line (including video American Sign Language interpretation). There are currently 13 Street Outreach workers across 5 programs trained to administer the assessment. Outreach providers are provided with palm cards that provide detailed information on available services. The CoC also have CES and Racial Equity workgroup dedicated to written standards designed to ensure culturally appropriate engagement and communication strategies across all intervention types. Finally, the street outreach teams partner with Health Care for the Homeless to provide medical and psychiatric services to people on the streets.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		
	Established a Homeless Diversion Program within our Court System	Yes	Yes

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.I.	

	HIC Longitudinal HMIS Data	2022	2023
Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	331	478

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

	Describe in the field below how your CoC:
1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1. The CoC systematically keeps program staff up to date on available resources through maintaining relationships with mainstream providers and colleagues in the Montgomery County Department of Health and Human Services (MC DHHS). The Office of Eligibility Support Services (OESS) with DHHS regularly provides updates to CoC. OESS resources can be applied for in-person or electronically and training is provided at least annually to the CoC providers. The trainings are facilitated by the CoC. The CoC shares information on the availability of mainstream resources via email and community-wide meetings. 2. The CoC works with both healthcare organizations including substance use and mental health treatment and project staff to break down barriers to collaboration. CoC leadership attends health and behavioral healthcare led meetings like the Nexus Behavioral Health and Hospital Discharge meetings to partner on individual persons experiencing homelessness to connect them to housing and healthcare as well as systemic issues with care coordination. The CoC contracts with community healthcare providers to provide primary care, substance use treatment, and mental services in emergency shelter, through street outreach and in permanent housing programs. The CoC continues to ensure access to specialty care like cancer treatment, dental, and dialysis. In addition, the CoC Lead operates the Health Care for the Homeless program that works with hospitals, inpatient psychiatric facility and inpatient substance use treatment providers to facilitate appropriate discharges as well as admission to said facilities for people experiencing homelessness. 3. The CoC coordinates with the Local Behavioral Health Administrator (LBHA) to offer SOAR trainings. Providers are encouraged to have staff in each program trained in SOAR. In addition, the LBHA employs a SOAR coordinator to review and coordinate SOAR referrals.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

During this County FY23 non-congregate shelter was maintained through rental hotel space. Prior to COVID, rented hotel space was used as emergency overflow shelter for households with minor children. In total, the CoC provides \$4.15 million in funding for hotel rooms. In addition, SEPH provides funding security at all hotel locations scattered throughout the geographical area. Non congregate shelter is offered to unsheltered households who previously unwilling to accept traditional shelter. This has helped the outreach providers can the trust of people experiencing unsheltered homelessness which, in turn, has led to more housing placements for the hardest to serve. In addition, non-congregate hotel space has been used as an alternative to traditional shelter for households whose behavioral health challenges make it difficult for them to live in congregate settings, LGBTQ households, and for adults. Rented hotel space is also used as overflow shelter for adult only households when in the past this was not available. Finally non-congregate shelter is offered to households whose medical condition or age puts them at higher risk of COVID complications. The CoC contracted with one hotel that continues to be used as the isolation/quarantine hotel for households who have tested positive for COVID or have been exposed. By isolating people who have tested positive, the CoC is preventing the spread of infectious diseases.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
	1. develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
	2. prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1. Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes both Services to End and Prevent Homelessness (SEPH), the CoC lead agency, the Montgomery County Health Officer and the County Public Health Services (PHS). The policies and procedures were developed in a collaboration by this team to include state representatives at Maryland Department of Health (MDH). All COC providers are required to have Continuity of Operations Plans that will address staffing shortages, facility issues and emergency situations including infectious disease outbreaks. These Operation Plans are required to be reviewed and updated yearly due to shelters being classified as congregate care living type of setting.

2. The Shelter Health Guidance that was developed during the pandemic has served as a foundation document that we as a COC update as needed to address infectious diseases from a prevention perspective. As noted above, the Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes both Services to End and Prevent Homelessness (SEPH), the CoC lead agency, the Montgomery County Health Officer, and Public Health Services (PHS) and we meet as needed to discuss strategies and problem solve to provide health updates and guidance to the CoC. On an ongoing basis, the COC providers are provided with vaccine clinics when vaccines are available, yearly flu vaccine clinics, PPE supplies as needed, testing kits with monthly protocols and monthly health education seminars by our shelter medical providers and hospital outreach worker. Services to End and Prevent Homelessness (SEPH), the CoC lead agency, has continued to provide COVID isolation options for participants within the COC and newly homeless participants discharging from County hospitals. The isolation location is a place to both isolate and recover from COVID while minimizing the spread of infectious diseases.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC:	
	1. shared information related to public health measures and homelessness, and	
	2. facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1. Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes both Services to End and Prevent Homelessness (SEPH), the CoC lead agency, Montgomery County Health Officer and Public Health Services (PHS). Public Health Services, the County Health Officer and Services to End & Prevent Homelessness (SEPH) representative collaborate quarterly and as needed to discuss updates, changes within the CDC guidelines and impact on our County homeless population. These updates and recommendations are disseminated through health update calls with all COC providers and County government representatives to include County Council, written updated releases (shelter guidelines) and Health Care for the Homeless Program representatives as needed. 2. Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes both Services to End and Prevent Homelessness (SEPH), the CoC lead agency, Montgomery County Health Officer and Public Health Services (PHS). We meet on a program level and as a COC which includes out street outreach providers, shelter and housing providers to provide oversight and support to participants who are not residing in shelter or supportive housing programs. In addition, we have an isolation motel location that has continued to collaborate with us post pandemic. We currently hold 20 rooms with capacity to isolate 37 individuals as needed. In addition, we have collaborated in house with our Department of General Services to secure additional isolation space as needed to minimize the spread of infectious disease within the COC. While in isolation as needed, we provide meals, daily symptoms check by Health Care for the Homeless Program nurses and provide primary care by our shelter medical provider as needed.

1D-9.	Centralized or Coordinated Entry System—Assessment Process. NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1.The CoC's Coordinated Entry System (CES) covers 100% of the CoC's geographic region. The CoC has parallel (CES) for single adults and families. Both cover the entire geographic region and can be accessed 24-7. The CES for single adults offers multiple access points throughout the CoC including emergency shelter, on the streets, transitional housing, meal programs, hospitals, behavioral health providers and treatment facilities, jails, and DV providers. The CES for families is more centralized with access points at the Department of Health & Human Services three regional service centers and the County's 24-7 Crisis Center. DHHS offices are located throughout the county and are convenient to all families experiencing homelessness. If a household identified by the community is unable to access the CES office locations, trained CES staff can conduct assessments in the community or by phone.2.Both the single adult and family CES use the VI-/Family VI-SPDAT, Full SPDAT and the locally developed Acuity Scale to prioritize households for services and housing. The VI and Family VI-SDPAT do not use any other information sources except self report. Recognizing the limitation of this tool, the CoC utilizes both the full and the Acuity Scale to develop a better understanding of the particular vulnerabilities of the households. Information sources include HMIS case notes, collateral from other systems including healthcare, behavioral health, criminal justice systems, friends and family, case conferencing, and clinical observation of the assessor. The assessments are only part of the prioritization process. For all populations, the CoC prioritizes those with the greatest vulnerability including Veterans, unsheltered, those with disabilities, and those with the longest length of stay. This is information pulled directly from the HMIS record.3.The prioritization process is reviewed regularly by CoC Leadership and with frontline staff. The most recent prioritization for PSH was developed by a group of stakeholders. The CES subcommittee of the CoC includes providers, CoC staff, referring agency staff, and people with lived experience. The subcommittee is currently assessing all aspects of the Coordinated Entry Process and developing improvement strategies. Feedback from families who participated in CES was the primary driver of revamping the Family CES due to their negative experiences. The CoC also utilizes data analysis of people's assessment trends to inform CES policy.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	

	Describe in the field below how your CoC's coordinated entry system:
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
2.	prioritizes people most in need of assistance;
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and
4.	takes steps to reduce burdens on people using coordinated entry.

(limit 2,500 characters)

1. The CoC's Coordinated Entry System (CES) reaches people who are least likely to apply for homeless assistance by having a robust network of street outreach providers; conducting in reach to meal programs, hospitals, and jails; educating adjacent systems such as substance use/mental health programs, the criminal justice system, child welfare, etc. on the CES process and accepting direct referrals to CES from these systems; working with trusted community partners who are BIPOC led and serving disadvantaged communities including BIPOC, LGBTQ, people with disabilities, and older adults; and advertising and promoting CES to the general public. 2. The CoC's CES not only prioritizes people most in need of assistance but strives to ensure there are housing options available to all those experiencing homelessness. This is done by offering alternative housing intervention beyond PSH and RRH such as direct cash assistance and short-term housing subsidy without case management. By offering more options, the CES is able to reserve PSH for those households with the most significant service needs and RRH for those with the longest lengths of stay. 3. People most in need of assistance receive permanent housing in a timely manner as they are prioritized for PSH and RRH. The CoC has a comprehensive landlord recruitment and retention strategy so those with housing vouchers can quickly access available units that are consistent with their preferences. The CoC has several PSH programs to meet the specific needs of people experiencing homelessness, particularly those who are unsheltered and disengaged from services. The CoC has rented units on standby so where highly vulnerable people who are most in need of housing are willing to get housed, they can be placed the same day. 4. The CoC's CES assessment process is always evolving to reduce barriers to access including the need to ask invasive and potentially bias assessment questions. The Montgomery County Acuity Scale does not require the person to answer any questions directly but is based on observation, collateral information and case records. The CoC recognizes that people, especially the BIPOC and LGBTQ population, may have a severe distrust of government and systems. Our CES accounts for this by using alternative assessment mechanisms. Complexities of assessments are mitigated by providing training and technical assistance to assessors and revising the assessment tools to better meet the needs of the people we serve.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry—Reporting Violations.	
NOFO Section V.B.1.p.		
Describe in the field below how your CoC through its centralized or coordinated entry:		
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;	
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

(limit 2,500 characters)

1. The CoC employs housing locators to engage, recruit, and incentivize private landlords and property management to house participants. Through partnerships and real time resource sharing, the CoC connects programs and their participants directly with landlords to offer fair, affordable housing options. When identifying and securing housing options, staff take all participants' preferences into consideration. CoC staff also affirmatively markets housing by using housing first best practices that align with the law including but not limited to housing a family as they present, identifying ADA accommodations, and service animal rights. 2. The CoC housing location team provides training sessions and handouts on housing laws and best practices at least twice a year for program staff to disseminate and educate their clients. During these sessions, information is shared on how and where to file a complaint, steps to appeal or request reconsideration of a denial, and what local and federal law protections provide as well as tips and tools to secure affordable housing options. In addition, the CoC holds housing fairs in participating shelters to extend education and information sharing directly to participants in search of housing. 3. The CoC housing location team collects data obtained from providers and clients regarding which properties or private landlords are engaging in discriminatory practices such as denying clients with subsidies as a source of income, telling participants they do not work with specific housing programs like RRH, or using intimidation to dissuade clients from applying as well as raising the rent renewal amount beyond local guidelines to destabilize housing. The CoC is also partnering with the Office of Human Rights and Dept of Housing/Community Affairs to collectively utilize data to hold landlords accountable and increase resource availability.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	08/23/2022

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

Describe in the field below:

1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1.The CoC uses a variety of methods to analyze and identify racial disparities in the provision or outcomes of homeless assistance including:
 - CSH's Racial Disparities and Disproportionality Index (“RDDI”) The RDDI compares the likelihood of one group experiencing an event to the likelihood of another group experiencing the same event.
 - Regional work with C4 on disparities which utilized the CoC Racial Equity Analysis Tool as well as system performance measures and housing assessment data by race/ethnicity. Finally the CoC has worked with the research group Evident Change to identify bias in the locally developed Acuity Scale housing assessment.

The data/research team of the CoC regularly conducts its own analysis of disparities. the CoC has evaluated how much HUD funded CoC project participants mirror the demographics of those experiencing homelessness. To identify disparities in outcomes, the data team reviews length of stay, rate of returns, exits to permanent housing by race/ethnicity at the project type level (RRH, PSH, TH and OPH). Over the next year, the CoC intends to dig deeper and look at outcomes by race/ethnicity by individual programs. In addition to quantitative data, the CoC has engaged in qualitative analysis about people's experience with the homeless system and factors that contributed to them entering, exiting, and potentially returning. Focus groups and interviews were conducted by BIPOC led and serving organizations. 2.The CoC has identified many disparities. Here are some highlights:

- Black African American households without children are 5.66 more likely to experience homelessness and Black households with children are 11.7 times more likely to experience homelessness.
- Black households are more likely to enter RRH and to be assessed as "self resolve"
- Black households are less likely to be assessed for housing
- White Hispanic households are both the most likely to exit to permanent destinations and to return to homelessness from all destinations
- Black and white households were prioritized for PSH resources at virtually identical rates(10.7% and 10.5%, respectively)
- 16% of households identified as Black and received no housing intervention. 5.6% of households identified as white and received no housing intervention.
- Black households are disproportionately overrepresented in the number of households experiencing homelessness for the first time
- Black households take on average 8 days longer to get housed

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC’s board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes

5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

The CoC continue to engage in the following activities to advance racial equity in homelessness:

- a. To address disparities in Black/AA households securing housing, the CoC partnered in the development of legislation to limit a landlord’s ability to deny applicants based on their criminal record. The Housing Justice Bill recognizes that people of color are overrepresented in the criminal justice system and such involvement serves as a barrier to accessing safe, affordable housing.
- b. Contracted with Evident Change to conduct an analysis of all assessment tools including the locally developed Acuity Scale to determine if any racial bias exists in the administration of assessments or the tools themselves. This analysis seeks to eliminate the disparities in how people are "scored" and which housing intervention they are connected with.
- c. Selected by CSH as one of five communities to participate in a project funded by Wells Fargo to develop systemic solutions to overcoming racial disparities. Through this project, CSH overlaid their Racial Disparities and Disproportionality Index (RDDI) with local data on child welfare and behavioral health involvement. The analysis was shared with BIPOC led agencies serving marginalized groups and these groups conducted focus groups to provide context to the data.
- d. Created a Homeless Prevention Index to ensure federal funding went to households most likely to experience homelessness. The tool combines data on social determinants including BIPOC neighborhoods, COVID impact, and housing stress to determine the census tracts with the highest composite score. SEPH used this data to target outreach efforts to specific neighborhoods. The goal of this targeted approach to eviction/homeless prevention funds is to reduce the number of BIPOC households entering homelessness for the first time or returning to homelessness.
- e. To address the disparity that 16% of Black/AA households receive no housing intervention, the CoC developed new programs targeted to this population including a direct cash assistance program and a medium term housing subsidy.
- f. The CoC has partnered with a local BIPOC led small business, Wayfinding Partners to facilitate a mandatory implicit bias and equity training for all CoC. The CoC has also invested in a leadership development program for emerging leaders with a focus on BIPOC leaders.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	
	Describe in the field below:	
	1. the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and	
	2. the tools your CoC uses.	

(limit 2,500 characters)

1.The CoC reviews both PIT, System Performance Measures, and service provision by race/ethnicity at least twice of year. Project-level performance measures and service provision are measured quarterly and shared with the Outcomes and Improvement Committee of the Interagency Commission on Homelessness (ICH). At least annually the CoC lead presents data on racial disparities to the full ICH and to elected officials in public County Council hearings. The CoC is also participating with Community Solutions Built for Zero program. Montgomery County is one of a handful of communities committed in the "Zero for All" cohort focused on ending homelessness for all populations within the next two and half years. The CoC has committed to regularly reporting data to Community Solutions as an effort to ensure accountability and credibility to stakeholders around CoC progress on eliminating racial disparities. The data team must also report on disparities of all kinds to the Coordinated Entry Subcommittee of the ICH which is made up of homeless service providers, referring agencies, county government and people with lived experience. The CoC asked all HUD CoC funded programs to review their program outcomes by race/ethnicity, age, gender, etc. and develop their own plan to address the disparities. Over the next year, the CoC will also conduct analysis not only at the project type level (RRH, PSH, OPH) but for each specific program. The CoC will continue to partner with CSH to use the Racial Disparities and Disproportionality Index to dig deeper into the analysis and measure progress over time. 2.The CoC data team uses HMIS to disaggregate data, pull reports, and conduct analysis on raw data to track progress on preventing and eliminating disparities of all kinds through tools like Microsoft Power BI and Tableau.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
	NOFO Section V.B.1.r.	

Describe in the field below your CoC’s outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

The CoC has a diverse range of outreach initiatives aimed at involving individuals with lived experience of homelessness in leadership roles and decision-making processes. During public meetings of the Interagency Commission on Homelessness (ICH) and its affiliated committees and work groups, the CoC consistently announces opportunities for individuals with lived experience to participate. These announcements are widely disseminated through listservs and collaborations with partner organizations. CoC staff actively collaborates with homeless and housing service providers to encourage nominations of their staff and program participants to join any of the committees, subcommittees, or work groups. The Services to End and Prevent Homelessness (SEPH) team, as the lead organization for the CoC, frequently visits emergency shelters and housing programs to recruit new members for the People's Committee. The People's Committee, a standing ICH committee, is composed of and led by individuals with recent lived experience of homelessness in Montgomery County. These committee members are highly effective in recruiting new participants. They canvass the streets, shelters, day programs, and other relevant spaces to engage individuals with lived experience, encouraging them to join the committee, participate in focus groups, engage with other ICH groups, and share their perspectives. Recruitment for the Youth Action Board is managed by our partner agency, the Montgomery County Collaboration Council for Children and Families, which also serves as the designated Local Management Board. The Collaboration Council actively recruits young individuals who are engaged in various programs at MoCo Reconnect, a youth re-engagement and homeless drop-in center. Additionally, they utilize social media channels to raise awareness and spread the word about these opportunities.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	40	10
2.	Participate on CoC committees, subcommittees, or workgroups.	13	2
3.	Included in the development or revision of your CoC's local competition rating factors.	7	1
4.	Included in the development or revision of your CoC's coordinated entry process.	3	1

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The primary way the CoC provides professional development to people with lived experience of homelessness (PLEH) is through the CoC sponsored Lead for Impact (LFI) program. LFI is a 6-month leadership development program targeted to new and emerging CoC leaders. While the application has always been open to PLEH, currently two people applied and enrolled into the program. Through LFI, PLEH participants learn side by side with other professionals about what it takes to be a leader. The program consists of six learning sessions, two one-on-one coaching sessions, small group work, and the development of a personalized leadership development plan. The CoC is committed to paying people an hourly wage for participating in any CoC or Interagency Commission on Homelessness (ICH) activities. The CoC and its member organizations share and appreciation of the value added by including people with lived experience of homelessness in positions of power and influence. Many service providers seek to employ people with lived experience and share employment opportunities for PLEH. Through their employment they receive supervision and support from their colleagues. The CoC leadership, who also supports the People's Committee of the ICH, actively share employment opportunities within the Department of Health and Human Services and serve as mentors to committee members. The People's Committee, a standing ICH committee, comprises individuals with recent lived experience of homelessness in Montgomery County. Additionally, this year, a CoC leadership staff member facilitated the connection of People's Committee members and other program participants with a professional development opportunity offered by the National Coalition For the Homeless, Lived Experience Training Academy (LETA). The LETA program involves 12 to 16 hours of professional development, leading to certification upon successful completion. Currently, five members of the People's Committee have enrolled in this program.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below:	
1.	how your CoC routinely gathers feedback from people experiencing homelessness;
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

(limit 2,500 characters)

1. The CoC hosts community wide meetings and forums where individuals experiencing homelessness can openly share their thoughts, concerns, and ideas. These meetings provide a safe space for open dialogue. The housing programs establish advisory committees or councils composed of individuals with lived experience of homelessness and they provide ongoing feedback and recommendations for service improvements. CoC staff also conducts one-on-one interviews with their clients to gain a deeper understanding of their specific needs and challenges. 2. Ther CoC lead requires all projects to conduct an annual satisfaction survey of participants and report results to the contract monitor. Members of the People's Committee of the Interagency Commission on Homelessness also provide their feedback as many of them are currently being served by CoC funded PSH or RRH programs. The People's Committee is a standing committee of the ICH composed of and led by people with recent lived experience of homelessness. In addition, the CoC has provided all emergency shelter providers with Pulse for Good kiosks that allow participants to provide real time feedback anonymously on their experiences. 3. CoC has responded to concerns raised by PLEH through the contract monitoring process, The CoC's leadership identified a trend with participants in both RRH and PSH expressing concerns about the condition of their units and feeling like they have not been provided the opportunity to relocate to a unit of their choosing. The CoC lead work with providers to educate them on tenant rights, stress the importance of maintaining contact with property management and landlords, tracking repairs requests and completing monthly home visit reports. Additionally, the People's Committee, comprised of individuals who had recent negative experiences in shelters, conducted a thorough review of all contracts for adult-only shelters. Their insights and recommendations were instrumental in revising and improving these contracts, with many of their suggestions now integrated into new or amended emergency shelter agreements. Notably, the People's Committee participates in the NOFO Ranking and Review Process. Committee members actively participated in the review of project applications, assessing them based on criteria they deemed important, such as involving PLEH in decision-making, providing training on best practices, and meeting the specific needs of individuals with lived experience of homelessness.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
1.	reforming zoning and land use policies to permit more housing development; and	
2.	reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1. The CoC has been involved in master planning throughout Montgomery County. This includes the County's new 30 year plan Thrive2050. CoC leadership were directly interviewed about impediments to housing and opportunities to create more housing access in the County through changes in zoning and land use. The plan was approved by the local County Council in October 2022. Additionally, a bill was passed, led by a Montgomery County delegate, to require the State Department of Planning to analyze all State owned properties to identify any excess properties that may be suitable for affordable housing development. The Bill, which was signed into law by the Governor in May 2022 also requires the dedication of an additional \$30 million in funding to support affordable housing development.

2. CoC leadership is dedicated to reducing regulatory barriers through two key approaches. Firstly, CoC members actively participate in the local Department of Housing and Community Affairs Selection Advisory Committee (SAC). This committee plays a vital role in advising on the allocation of local funds to proposed affordable housing projects. Recognizing that access to funding is a significant obstacle, the CoC's involvement in the SAC directly influences housing development within the County. Furthermore, CoC leadership consistently offers insights and lends support to the County's public positions on State legislative matters related to housing development. This past year, these efforts included providing guidance on enhancing access to energy assistance programs at both individual and multi-family levels, as well as addressing mold remediation concerns, including tax credits to ensure property safety without burdening tenants with additional costs.

Finally, the CoC's membership intentionally includes housing developers in many of our committees to maintain close connections with them. This approach enables us to identify and explore further opportunities for supporting housing development initiatives.

1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC’s Local Competition Deadline–Advance Public Notice.	
	NOFO Section V.B.2.a. and 2.g.	
	You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	

1.	Enter your CoC’s local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	08/24/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC’s local competition—meaning the date your CoC published the deadline.	08/24/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

5.	Used data from comparable databases to score projects submitted by victim service providers.	No
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.
 Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	105
2.	How many renewal projects did your CoC submit?	13
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)

1.The CoC utilized data from HMIS and Coordinated Entry to evaluate successful housing placements. The CoC regularly looks at the exit destination data in HMIS for permanent housing programs. 2.The CoC utilized HMIS and Coordinated Entry data to determine the length of time from assigned to housing project to placement in permanent housing. 3.The Allocation Committee (AC), who reviews and ranks projects, took special care this year to ensure they were accounting for the severity of needs and vulnerabilities of the populations served. As the system has adopted a Housing First philosophy, all projects are required to accept households with low or no income, current or past substance use, DV survivors, chronic homelessness, and serious mental illness. Applicants were asked to describe in narrative their participant population in the CoC addendum. To further distinguish between the projects, the Allocation Committee considered the % of households with high service needs and the % of households with extreme vulnerabilities for PSH and % with intermediate service needs for RRH based on a local assessment tool- Montgomery County Acuity Scale. The Acuity Scale assesses for a number of vulnerabilities including economic indicators (income, benefits, money management), social/emotional indicators (DV, history or risk of exploitation, limited English, natural supports, and life skills) and extreme vulnerabilities (cognitive deficits, mental health, substance use, and medical conditions). The more vulnerabilities, the higher the score. 4.The CoC recognizes the need to account for the severity of needs of the population served by projects in an objective way and the potential impact on performance measures. The severity of needs score accounts for 18% of the overall application score. Performance measures or contributions to CoC system performance measures were worth 20% of the total score. The severity of need and the performance measures are worth comparable points. For example, a program that provides assistance to the hardest to serve may receive the full 18 points for severity of needs but only 10 points for performance measures. On the opposite end, a program serving low-need households may score 20 points on performance measures but only 6 points on severity of needs. Having a balanced scoresheet allows projects that serve those with the most vulnerabilities to not be penalized for having poorer outcomes or costing more than the average project.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
NOFO Section V.B.2.e.		
Describe in the field below:		
1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

1. The Interagency Commission on Homelessness (ICH) determines the funding priorities for the CoC competition as well as confirms all members of the Allocation Committee. The ICH includes a high percent of members from different races, specifically Black or African American persons who are overrepresented in the local homeless population. 58% of the ICH are BIPOC and 37% identify as Black/AA. In addition to the ICH, input was solicited from people with lived experience of homelessness. 2. The Allocation Committee members are also diverse, and they co-develop the score sheets, rank and review projects, and decide on reallocation of funding. 80% of the Allocation Committee identify as Black. More than 60% of people experiencing homelessness in the CoC identify as Black. The People's Committee of the ICH, a standing committee composed of and led by people with recent lived experience of homelessness in Montgomery County scored a portion of the application. The People's Committee is 83% BIPOC and 67% people with identify as Black/AA. In addition, DHHS lead staff support the Allocation Committee in reviewing submitted applications to ensure all applications meet threshold requirements outlined in the FY2023 NOFO; staff members are 78% BIPOC and 55% identify as Black/AA. 3. This year, all renewal projects were asked to address any racial disparities in their program implementation. The local CoC addendum had a scored question asking applicants to identify what services, policies, and practices are in place to support program participants with severe barriers to participation; as well as a scored question asking applicants to demonstrate efforts to identify and reduce racial and ethnic disparities within their agencies. Additionally, applicants were asked to provide the demographics of their leadership team; a copy of their Diversity Equity and Inclusion Policy; and how they evaluate disparities in outcomes of programs participants as well as what efforts they have made to reduce the disparities. This information was used to determine the final ranking and equated to 5% of the total score.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section V.B.2.f.	
	Describe in the field below:	
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. As stated in the written policy, the Montgomery County Continuum of Care will reallocate HUD CoC program funds as needed, in accordance with the Montgomery County CoC's strategic plan, to improve CoC performance, reduce homelessness and promote housing stability. Funds can be reallocated on a voluntary or involuntary basis. The policy describes voluntary and involuntary reallocation. Over the past few years, the CoC has reallocated funding from projects that were less needed, so all existing renewal projects are aligned with the Strategic Plan to End Homelessness and support the overall goal of ending homelessness for all populations. Through the ranking and review process, low performing projects that align with CoC priorities but have poor outcomes, may be ranked below a new project that also addresses any gaps in services and is aligned with CoC priorities. 2. Our CoC did not identify any projects through the reallocation process. 3. Our CoC followed the reallocation process and did not reallocate low performing projects during this years competition. 4. N/A

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	No
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank—if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting—CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/26/2023
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	09/26/2023
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2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored–For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	WellSky
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored–For Information Only	

	Select from dropdown menu your CoC’s HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/27/2023
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2A-4.	Comparable Database for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database–compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1. The CoC ensures DV housing and service providers in the CoC collect data that meet HUD's requirements by storing in a comparable database and provided by the Montgomery County Victim Advisory Commission and from the Betty Ann Kranke Center (BAK), the County's domestic violence shelter, to assess community needs related to domestic violence, dating violence and stalking. This includes summary data on the total number of households served in domestic violence shelter, average length of stay in shelter and exit destination. BAK also collected the required HUD data elements. To better assess the needs of persons experiencing domestic violence the CoC, in partnership with BAK, has developed a comparable database to collect personally identifiable information (PII) including name, age, gender, race and ethnicity as well as any other information that could disclose a person's location. All PII data is kept confidential and is not entered in the CoC HMIS system. Using unique client identification numbers for persons served at BAK, data on project start date and end date is entered into HMIS in an isolated data structure that is not accessible to other CoC projects. This enables the CoC to include this client data in CoC-wide summary reports and allows for full inclusion of domestic violence project participants in the Coordinated Entry System.
2. Yes, DV housing and service providers in our CoC are using a HUD-compliant comparable database compliant with the FY 2022 HMIS Data Standards
3. Yes, the CoC and all participating organizations are compliant with 2022 HMIS Data Standards.

2A-5. Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.
 NOFO Section V.B.3.c. and V.B.7.

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	782	46	782	106.25%
2. Safe Haven (SH) beds	4	0	4	100.00%
3. Transitional Housing (TH) beds	49	21	49	175.00%
4. Rapid Re-Housing (RRH) beds	478	0	478	100.00%
5. Permanent Supportive Housing (PSH) beds	2,112	0	2,112	100.00%
6. Other Permanent Housing (OPH) beds	134	0	134	100.00%

2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.
 NOFO Section V.B.3.c.

	For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:
1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

1. N/A
2. N/A

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/25/2023
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/27/2023
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2B-3.	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:	
	1. engaged unaccompanied youth and youth serving organizations in your CoC’s most recent PIT count planning process;	
	2. worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC’s most recent PIT count planning process; and	
	3. included youth experiencing homelessness as counters during your CoC’s most recent unsheltered PIT count.	

(limit 2,500 characters)

1. In preparation of the PIT, the CoC engaged the Youth Work Group of the Interagency Commission on Homelessness (ICH) to get their input and to make them aware that the count was happening. The Youth Work Group includes a variety of stakeholders including organizations specifically providing services to homeless youth, public school system, juvenile justice services, community health workers, the youth action board (YAB) and other homeless service providers. The CoC requested the group share information about the PIT count to youth experiencing homelessness and the community. Montgomery County also participates in the state of Maryland Youth Reach count. Youth Reach is a statewide youth specific count that generally occurs in the Spring over a period of 2-3 weeks. CoC and Youth Work Group leadership discussed with the state having the two counts overlap to ensure the regular PIT count was not inadvertently missing young people experiencing homelessness.
2. The CoC worked with the Montgomery County Collaboration Council for Children and Families, the agency responsible for co-leading CoC efforts to end youth homelessness to gather information about potential youth hot spots and locations where youth could be located.
3. The CoC worked with the Montgomery County Collaboration Council for Children and Families, the agency responsible for co-leading CoC efforts to end youth homelessness and the youth drop-in center agencies to solicit volunteers during the 2023 PIT count.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC’s PIT count results; or	
	4. state “Not Applicable” if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

1. In the 2023 PIT sheltered count, the CoC recruited a significant number of community volunteers and CoC members to participate in the PIT unsheltered count. This year, the CoC recorded reports of homelessness from the community through out the year and extended the mapping coverage to encompass broader areas within the CoC. To ensure everyone's safety during the training, a hybrid approach was adopted, accommodating both in-person attendees with COVID safety precautions and virtual participants.
2. In the 2023 PIT unsheltered count, the CoC resumed the full survey to collect all data elements. The CoC utilized mobile app as well as paper version to collect data on the unsheltered count. Finally all persons observed on the night of the count were entered into HMIS under a provider called Unsheltered PIT Count. In the 2023 PIT unsheltered count, we had an increased number of volunteers from the community and our CoC.
3. Due to an increased number of volunteers and the increased coverage mapping, we were able to capture a higher number of unsheltered clients.
4. N/A

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	

In the field below:

1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;
2.	describe your CoC’s strategies to address individuals and families at risk of becoming homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time

(limit 2,500 characters)

1. Using local data and research on community level indicators of homelessness, the CoC created a Homeless Prevention Index to identify communities most at risk of homelessness. The tool combines data on social determinants, COVID impact, and housing stress to determine the census tracts within the county with the highest composite score. Eviction/Homeless Prevention Rental assistance is prioritized to residents in these census tracts. The CoC uses HMIS data and data from other systems of care to determine risk factors at the individual level. Prevention providers also provide feedback about emerging trends based on their work with at-risk households.
2. As part of the Coordinated Entry System, DHHS is the primary point of contact for residents at risk of homelessness and operates three sites throughout the CoC where individuals and families can apply for emergency housing assistance. The CoC built on the success of using centralized intake/homeless diversion for families seeking shelter and implemented a parallel process for adult only households. Any household seeking emergency shelter is engaged in a homeless diversion discussion. Flexible funds are available to keep the households in place and other services including problem-solving, conflict mediation, education on tenants' rights is offered prior to shelter placement. Local data on returns showed that many people were entering homelessness from an institution. In response, the CoC has focused on providing diversion training for hospitals and MH/SUD treatment programs to prevent people from being discharged to homelessness. In recent months, the CoC has seen an increase in the number of migrants seeking emergency shelter and housing resources. Finally the CoC provides a permanent shallow rental subsidy for households at imminent risk of homelessness and who have a family member with a disability or who is over 55 years old. In the last two years the max benefit amount increased from \$200 to \$503 to account for rises in rent for the shallow subsidy.
3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:

1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	Yes

(limit 2,500 characters)

2. Yes. People arrived into our jurisdiction from neighboring states and countries. The CoC collaborates with neighboring jurisdictions in Maryland and the District of Columbia to address "newcomers" to the United States by developing a workgroup initiative titled "Bienvenidos". The workgroup shares resources, including temporary shelter (hotel placement when needed), financial assistance towards rental units, and employment assistance. In addition, the workgroup shares data regularly to improve service coordination.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	
	In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. Montgomery County is experiencing extremely low vacancy rates and increasing high rents. The state of Maryland has limited tenant rights. This has posed serious challenges in reducing the length of time homeless even for individuals with a housing subsidy. To mitigate the problem, the CoC has responded more aggressively by taking the following actions:

- a. Developed a landlord risk mitigation fund that offers incentives to landlords to house people exiting homelessness and provides insurance for unpaid rent or damages.
- b. The County enacted the Housing Justice Bill that provides protections for rental applicants with criminal records about two years ago. Now the CoC has been working with the Fair Housing offices to enforce the new legislation.
- c. Added two housing options to connect more people to permanent housing beyond traditional PSH or RRH programs including direct cash assistance and 12-month rental subsidy.
- d. Offered incentives to persons exiting homelessness to permanent housing more quickly. Incentives include furniture items and a laptop.
- e. Organized Housing Fairs at all emergency shelters to inform shelter guests of new programming, answer questions, and sign people up for a housing intervention on the spot.
- f. Used ESG-CV funds to significantly increase the number of RRH slots for the CoC.
- g. Created a "corporate lease" permanent supportive housing project targeted to unsheltered individuals unlikely or unwilling to complete paperwork or sign a lease. The CoC received the Unsheltered NOFO grant which increases the resources available to this population.
- h. During the bi-weekly Coordinated Entry System (CES) meeting, the CES specialist discusses barriers to housing those who have remained homeless for the longest through case conferencing with community providers.

These combined strategies aim to lower the average LOT homeless in the CoC.

2. The Outcomes and Improvement Committee regularly reviews both project-level and system-wide performance on exits to permanent housing and length of time homeless. Through the CES, the LOT is tracked for all households active on the By-Name list and is used to prioritize housing placements.

3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section V.B.5.d.	
	In the field below:	
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1.a.Used CARES Act CRF and now local funding to create pathways to housing for all households regardless of vulnerability. The CoC utilized the COVID Rent Relief Program that provides a 6-month housing subsidy to households exiting homelessness and a direct cash assistance Exit Bonus program that provides \$5000 for indiv. and \$8000 to families exiting shelter to resolve their homelessness. The CoC is offering \$6000 Exit Bonus to Veteran's

b.Utilized local funds to re-establish the Short-term Housing and Resolution Program (SHaRP). This program provides Deposit, 1st month, and up to 12 months of a rental subsidy for clients who only require light case management. SHaRP incentives include a laptop for qualified households and furniture from local nonprofit. Also working with clients finding housing in other jurisdictions by providing deposit and 3 months rent.

c.Increased the number of RRH slots

d.Used the EHV program as a Move-Up strategy for households ready to graduate from PSH. This frees up capacity of PSH programs to accept new referrals of the hardest to house.

e.Increased the number of locally funded PSH slots including extremely low barrier PSH. Service costs will partly be provided through an expansion of CoC's participation in the 1115 Medicaid Waiver Pilot that leverages Medicaid to pay for services.

f. Hosted a number of Housing Fairs at shelters for immediate sign-ups

g.Developed FAQs/fact sheets for shelter and outreach caseworkers to ensure awareness of all available housing interventions.

2.The CoC maintains a high rate of housing retention in PSH due to a commitment to Housing First and the policy of rehousing households. Another way the CoC has increased housing retention is by amending regulations for the shallow permanent housing subsidy program to target households exiting homelessness and increase the max benefit from \$200 to \$503 creating an exit path for households exiting RRH but who still need a housing subsidy. The CoC has also improved partnerships with adjacent systems including behavioral health and in home medical care to allow households in PSH to remain housed rather than exit to an institution. The CoC has seen a rise in the number of older adults in PSH requiring more supports than a typical PSH program can offer. Extra services allow these households to age in place.

3.DHHS Chief of Services to End and Prevent Homelessness is responsible.

2C-4.	Returns to Homelessness–CoC’s Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC’s strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC’s strategy to reduce the rate of additional returns to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

1. The CoC uses HMIS data to track exit reasons and destinations and to track returns to homelessness by person and by program type. Of the 864 clients that exited to PH destinations, 4.6% (40) returned in 6 months. In County FY23, the highest rate of return to homelessness within 6 months was for those exiting from SO to PH 10% (4 clients - 75% Black, 25% White, 100% Non Hispanic). HMIS data is also used to identify for trends with specific programs or project types.
2. Based on the data analysis, the CoC is employing the following strategies to reduce the rate of return:
 - a. For the SH and SO population, the CoC is engaged with other systems of care on how to increase services to this group including peer support, psychiatric services, and home health care. Additionally, a group has been formed with the CoC and the behavioral health system to determine gaps and how to prevent people placed in residential BH care from returning to shelter.
 - b. To address the needs of the population returning from permanent housing, the CoC is working to improve access to the locally funded shallow subsidy program and provide light touch case management to those connected to permanent housing without intensive support services. This will provide an opportunity for households to get connected to available resources before returning to homelessness.
 - c. Households who are long stayers in RRH and those who received alternative housing interventions like direct cash assistance or the 12-month housing subsidy are more likely to return to homelessness than other groups. For families, long stayers in RRH are the most likely to return. In an effort to combat this, the CoC is piloting a guaranteed basic income program for randomly selected households meeting these criteria. Each household is receiving \$800/mo. with no strings attached. There is a research component to this pilot so if it is successful, the CoC hopes to expand the program.
3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-5.	Increasing Employment Cash Income–CoC’s Strategy.	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC’s strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and	

3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.
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(limit 2,500 characters)

1. The CoC promotes access to employment opportunities by sharing job postings from local businesses and information on job fairs in the area. The CoC has formed a work group on Workforce Development. They meet with vocational service program providers monthly to assess service gaps, training opportunities, and to bring resources to the CoC. The group outreaches to employers to match with targeted job seekers with multiple barriers to employment. Many of the homeless service providers in the CoC offer education/job training programs. These providers maintain relationships with employers who have hired CoC clients in the past. The CoC is working to strengthen relationships with employment partners outside of the CoC that offer internships/employment opportunities. This includes working with local business improvement groups and the Chamber of Commerce to connect employers desperately seeking a work force to job seekers.

The CoC has contracted with a local employment service provider with expertise in working with people experiencing homelessness, CareerCatchers. To date, CareerCatchers has processed 565 referrals and served over 300 individuals. Of those served, 77% gained employment and 85% maintained employment after six months. Fifty-five percent of clients served completed some sort of workforce development training. The impact on the local economy includes adding about \$8 million in annualized income. The CoC has emphasized the need to focus on employment in all Rapid Rehousing programs and this will lead to shorter lengths of stay, more housing stability and allow the CoC to serve more households annually.

2. The CoC works with mainstream employment groups such as WorkSource Montgomery, Cornerstone Montgomery, DORS, & ResCare to help homeless persons increase income. WorkSource Montgomery operates the American Jobs Center which provides help with job search, resume writing, and referrals to training programs. In addition, WorkSource Montgomery provides specialized help to youth & persons with criminal history to obtain employment. Cornerstone Montgomery & DORS provide assessment, work readiness training, supportive employment, & placement services to persons with disabilities. ResCare, the area's Welfare to Work agency, provides job readiness, workforce experience, employment coaching, & job search assistance to families receiving TANF benefits.

3. The Montgomery County DHHS, Chief of Services to End and Prevent Homelessness is responsible.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	

In the field below:

1.	describe your CoC's strategy to access non-employment cash income; and
2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,500 characters)

1. All CoC providers screen persons for mainstream benefits such as TANF, SNAP, state Temporary Disability Assistance Payments, SSI, SSDI, Home Energy Assistance and other non-employment cash assistance to maximize income and benefits. CoC project case managers are trained to assist with benefit applications & help obtain needed documentation. Outreach providers and emergency shelter staff are encouraged to attend SOAR training. The CoC Local Behavioral Health Admin. provide SOAR to assist in referral and application process. In addition, CoC provider staff are able to attend training about mainstream benefits and programs offered by the Montgomery County Department of Health and Human Services (DHHS) Center for Continuous Learning. Households apply for benefits through the DHHS Office of Eligibility and Support Services (OESS) and the Office of Home Energy Program. The CoC has a partnership with this office and can provide alternative methods for applying if there are barriers to applying at the office in a traditional manner.

2. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
--	--	----

3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
--	--	----

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	
	If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.	

Project Name	Project Type	Rank Number	Leverage Type
This list contains no items			

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	--	----

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
--	-----

4A-1a.	DV Bonus Project Types.	
	NOFO Section I.B.3.I.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2023 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH and PH-RRH Component	Yes

You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section I.B.3.I.(1)(c)	

1.	Enter the number of survivors that need housing or services:	127
2.	Enter the number of survivors your CoC is currently serving:	82
3.	Unmet Need:	45

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(c)	

Describe in the field below:	
1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and
2.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,500 characters)

1. The CoC HMIS team collaborated with NCCF to utilize data collected on the participants served across our continuum of housing programs in Montgomery County for children and families to determine the number of participants impacted by domestic violence. Further utilizing the 2023 Point-in-Time count of the number of young adult households impacted by DV, we were able to determine the rate of housing placement and predict the number of families that can likely be served during a 12-month period based on historical data and resources. 2. The CoC DV providers maintain a separate external tracking system outside of HMIS.

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)	

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

Applicant Name
The National Cent...

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2023 Priority Listing for New Projects:

1.	Applicant Name	The National Center for Children and Families
2.	Project Name	DV RRH Young Adults
3.	Project Rank on the Priority Listing	14
4.	Unique Entity Identifier (UEI)	SQL1GPL7U487
5.	Amount Requested	\$514,350
6.	Rate of Housing Placement of DV Survivors–Percentage	65%
7.	Rate of Housing Retention of DV Survivors–Percentage	99%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below:

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3.	determined which supportive services survivors needed;
4.	connected survivors to supportive services; and

5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.
----	---

(limit 2,500 characters)

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:

1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
2.	making determinations and placements into safe housing;
3.	keeping information and locations confidential;
4.	training staff on safety and confidentiality policies and practices; and
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

(limit 2,500 characters)

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:

1.	prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.
----	---

(limit 5,000 characters)

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.
	NOFO Section I.B.3.I.(1)(d)

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

4A-3g.	Plan for Trauma-Informed, Victim-Centered Practices for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.
	NOFO Section I.B.3.I.(1)(e)

Describe in the field below examples of how the new project(s) will:

1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

4A-3h.	Involving Survivors in Policy and Program Development, Operations, and Evaluation of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.
	NOFO Section I.B.3.I.(1)(f)

Describe in the field below how the new project will involve survivors:

1.	with a range of lived expertise; and
2.	in policy and program development throughout the project's operation.

(limit 2,500 characters)

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1. You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2. You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3. We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4. Attachments must match the questions they are associated with.
5. Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.
6. If you cannot read the attachment, it is likely we cannot read it either.
 - . We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
 - . We must be able to read everything you want us to consider in any attachment.
7. After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.
8. Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	MD-601 PHA Homele...	09/18/2023
1C-7. PHA Moving On Preference	No	MD-601 PHA Move O...	09/22/2023
1D-11a. Letter Signed by Working Group	Yes	MD-601 Letter Sig...	09/26/2023
1D-2a. Housing First Evaluation	Yes	MD-601 Housing Fi...	09/26/2023
1E-1. Web Posting of Local Competition Deadline	Yes	MD-601 Web Postin...	09/18/2023
1E-2. Local Competition Scoring Tool	Yes	MD-601 Local Comp...	09/18/2023
1E-2a. Scored Forms for One Project	Yes	MD-601 Scored For...	09/26/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	MD-601 Notificati...	09/26/2023
1E-5a. Notification of Projects Accepted	Yes	MD-601 Notificati...	09/18/2023
1E-5b. Local Competition Selection Results	Yes	MD-601 Local Comp...	09/18/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	MD-601 HUD's Home...	09/18/2023
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: MD-601 PHA Homeless Preference

Attachment Details

Document Description: MD-601 PHA Move On Preference

Attachment Details

Document Description: MD-601 Letter Signed by Working Group

Attachment Details

Document Description: MD-601 Housing First Evaluation

Attachment Details

Document Description: MD-601 Web Posting of Local Competition
Deadline

Attachment Details

Document Description: MD-601 Local Competition Scoring Tool

Attachment Details

Document Description: MD-601 Scored Forms for One Project

Attachment Details

Document Description: MD-601 Notification of Projects Rejected-
Reduced

Attachment Details

Document Description: MD-601 Notification of Projects Accepted

Attachment Details

Document Description: MD-601 Local Competition Selection Results

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: MD-601 HUD's Homeless Data Exchange (HDX)
Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	08/30/2023
1B. Inclusive Structure	09/26/2023
1C. Coordination and Engagement	09/26/2023
1D. Coordination and Engagement Cont'd	09/26/2023
1E. Project Review/Ranking	09/26/2023
2A. HMIS Implementation	09/26/2023
2B. Point-in-Time (PIT) Count	09/26/2023
2C. System Performance	09/26/2023
3A. Coordination with Housing and Healthcare	09/26/2023
3B. Rehabilitation/New Construction Costs	09/26/2023
3C. Serving Homeless Under Other Federal Statutes	09/26/2023

4A. DV Bonus Project Applicants

Please Complete

4B. Attachments Screen

Please Complete

Submission Summary

No Input Required

Notes:

4A. DV Bonus Project Applicants list contains 1 incomplete item.

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAIT LIST

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

INTRODUCTION

It is HOC's objective to ensure that families are placed in the proper order on the wait list and selected from the wait list for admission in accordance with the policies in this Administrative Plan.

This chapter explains how HOC will administer its consolidated wait list for all of its housing programs, including the tenant-based and project-based voucher wait lists, hereinafter referred to as the consolidated list or master list. The tenant-based wait list has six local preferences that HOC adopted to meet local housing needs, define the eligibility criteria for the preferences, and explain HOC's system of applying them. The wait list for housing subsidized with project-based vouchers is maintained as a sub list within the consolidated list. Any family selected to be housed utilizing a project-based voucher is only eligible for a specific bedroom sized unit based on their family size.

By maintaining an accurate wait list, HOC is able to perform the activities which ensure that an adequate pool of qualified applicants is available, so that program funds are used in a timely manner. Each family on the tenant-based wait list may also have its name on the project-based wait list.

A. MANAGING THE WAIT LIST

Opening and Maintaining the Wait List

Opening of the wait list will be announced with a public notice stating that applications for public housing, Housing Choice Voucher and all other wait lists maintained by the **Housing Opportunities Commission of Montgomery County (HOC)** will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media, including social media. The public notice will state any limitations on who may apply. Wait lists for all sub-jurisdictions and Countywide will be opened and closed at the same time.

The notice will state that applicants already on wait lists for other housing programs must apply separately for this program and such applicants will not lose their place on other wait lists when they apply for public housing. The notice will include the Fair Housing logo and slogan, and will be in compliance with Fair Housing requirements.

HOC intends for the wait list to remain open indefinitely; however, if the Executive Director decides to close the list, the closing of the wait list will also be announced with a public notice. This public notice will state the date the wait list will be closed, and it will be published in a local newspaper of general circulation and by any available minority media, including social media.

Organization of the Wait List

In July 2015, HOC merged its existing sub-jurisdictional wait lists for the Housing Choice Voucher program and all other housing programs into one combined wait list, referred to herein interchangeably as merged list, master list, merged master list, or wait list, except as specifically noted.

In conjunction with the merge of all of HOC's wait lists, HOC opened its merged master wait list for all
Housing Opportunities Commission of Montgomery County

programs, and left the merged list open indefinitely or until such time as a determination is made by the Executive Director that there is cause to close the wait list, at which time proper notice will be posted in a local newspaper of general circulation and by any available minority media, including social media.

Only one application may be submitted and it must be submitted by the head of household or his/her designee.

The wait list is maintained in accordance with the following guidelines:

1. The application will be a permanent file. Any contact between HOC and the applicant will be documented in the electronic applicant file.
2. All applications will be maintained in order of date and time of application, and applicable preference(s).
3. Under the merged wait list, one master list is maintained electronically through a proprietary program. All applications and updates to an application are submitted electronically through a proprietary on-line web portal. Paper and telephone submissions are not permitted. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic submissions.
4. All applicants must give notice of any changes to their application within two weeks of a change. Changes include: change of mailing address, change of email address, change of phone number, change in family composition, change in income, or changes in factors affecting preference points. As noted in paragraph 3, all changes must be done electronically because paper and telephone submissions are not accepted. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic update submissions.
5. The master wait list is updated daily and applicants' wait list profiles are accessible via the internet on a 24-hour basis.
6. For the Housing Choice Voucher program, HOC maintains one merged master list in order of date-time stamp and any applicable preference(s). However, within the master list there are sub-sorted separate lists for certain programs and properties. This includes the Choice Mobility wait list for those customers eligible for

project-based to tenant-based subsidy conversion. See Chapter 22 of this Administrative Plan for more information.

7. HOC entered into Housing Assistance Payments (HAP) contracts to subsidize units at several properties that are operated by third-party managers and/or owners. The individual, property-specific wait lists for these properties are included within the master list but are sorted separately to only reflect applicants who satisfy the various property and programmatic eligibility criteria. More specifically, the details regarding these property-specific wait lists are as follows:
 - i. HOC maintains separate wait lists for Arcola Towers, Elizabeth House, Holly Hall, and Waverly House, which are housing facilities operated for the benefit of senior and/or disabled customers.
 - ii. HOC entered into a HAP contract to subsidize units at Emory Grove, Ken- Gar, Parkway Woods, Sandy Spring Meadow, Seneca Ridge, Town Centre Place, and Washington Square as required as part of the Rental Assistance Demonstration (RAD) program, and required Housing Choice Vouchers. The individual wait lists created for these RAD properties are included in the merged master list but are sorted separately to reflect only those applicants who are eligible for these properties.
 - iii. HOC entered into HAP contracts to subsidize units at several properties that are managed by third-party managers and/or owners. These properties provide supportive services to at-risk populations in the form of Housing Choice Vouchers. Applicants for these programs must meet stringent requirements and are ranked by date and time of application only. The individual wait lists created for these properties are included in the merged master list but are sorted separately to reflect only those applicants who are eligible for these properties.
8. Contact between HOC and wait list applicants for the purposes of selection from the list is documented in the applicant's wait list file.

Implementation of RAD Wait List Provisions

Former public housing (PH) applicants and residents receive priority consideration on the site-based wait lists created within *HOC Housing Path*, HOC's electronic wait list. Prior to the opening of the HOC Housing Path wait list, HOC mailed to all former PH wait list applicants a post card notifying them of the new wait list and instructed them to submit an application. The following policies describe how former PH applicants and residents receive priority consideration for housing at all of HOC's RAD-converted properties and at properties with Project-Based Voucher (PBV) assistance provided using the non-competitive selection process created by the Housing Opportunities Through Modernization Act (HOTMA), and described in Chapter 22, Section G of this Administrative Plan.

In order to provide former PH applicants with the best opportunity to be housed at one of the RAD properties, HOC adopted and follows the procedures listed below:

- Analyze HOC Housing Path to identify former PH wait list applicants and residents that have submitted a new application.
- Issue notices to former PH wait list applicants and residents informing them that they are eligible to receive priority consideration for housing at RAD properties, and instruct them to respond to the notice if they would like to be considered.
- Former PH applicants and residents who respond, but have not submitted a new HOC Housing Path application will be instructed to do so.
- For those families who respond to the notice and/or have submitted a new HOC Housing Path application, HOC will create a separate pool of applications that will receive priority consideration for vacancies at HOC's RAD properties.
- As vacancies become available at RAD properties, applicants will be selected from the priority pool based on their date and time of application to Housing Path.

B. WAIT LIST CUSTOMERS (FAMILIES)

All wait list applicants are required to maintain an e-mail address. To the extent an applicant chooses to use the e-mail address of another person, the applicant is solely responsible for receiving information sent to the listed email address and lack of access to that account is not considered a valid excuse for missing notices. To the extent a family does not have an e-mail address, HOC can assist the family in obtaining a free email account. The applicant is responsible for notifying HOC of any change in their e-mail address. HOC maintains public use computers at all of its HUB locations. Public use computers are also widely available at other public locations such as local libraries. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic submissions.

All wait list applicants are required to list an address in their Housing Path application. If the applicant is homeless or does not have a permanent address, the applicant can choose to list the address of another person, so long as it is not the address of a current voucher holder. This address is used to send any paper correspondence to the applicant, including required paperwork as part of the selection process. The applicant is solely responsible for receiving information sent to the listed address and lack of access to mail at that address is not considered a valid excuse for missing notices or paperwork. The applicant is responsible for notifying HOC of any change in address.

Treatment of Single Applicants

Single applicants are treated as any other eligible family on the wait list for the tenant-based and project-based voucher wait lists.

C. WAIT LIST [24 CFR 982.204]

Tenant-Based Voucher

HOC uses a consolidated wait list for the admission of all of its housing programs. The

consolidated list includes a sub list for admissions to the tenant-based voucher assistance program.

Except for Special Admissions, applicants are selected from the consolidated wait list in accordance with the policies, preferences, and income targeting requirements defined in this Administrative Plan.

HOC will maintain information that permits proper selection from the wait list. The

wait list contains the following information for each applicant listed:

- . Applicant Name
- . Family Unit Size (number of bedrooms family qualifies for under HOC's subsidy standards)
- . Date of application
- . Qualification for any local preference(s)
- . Racial or ethnic designation of the head of household
- . Targeted program qualifications

Project-Based Voucher

HOC maintains separate sub lists for admissions to the project-based voucher (PBV) assistance program. Any applicant that submits an application to the master wait list is also considered for inclusion on the PBV wait list.

Except for Special Admissions, applicants are selected from HOC's wait list in accordance with the policies, preferences, and income targeting requirements defined in this Administrative Plan.

Families are selected from the PBV wait list based on the bedroom size of the unit available at the time of selection.

HOC must maintain information that permits proper selection from the wait list. The

wait list contains the following information for each PBV applicant listed:

- . Applicant Name
- . Family Unit Size (number of bedrooms family qualifies for under HOC's subsidy standards)
- . Date of application
- . Qualification for any local preference(s)

- . Racial or ethnic designation of the head of household
- . Targeted program qualifications

D. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards HOC program funding that is targeted for specifically named families, HOC must admit these families under a Special Admission procedure.

Special admissions families are admitted outside of the regular wait list process. They may not have to qualify for any preferences, nor are they required to be on the program wait list. HOC administers two Special Programs and maintains separate records of these admissions.

The Family Unification Program (FUP):

The Family Unification Program (FUP) qualifies for special admissions as long as the individuals referred to HOC meet the program definition.

Family Unification Program-Eligible Family (A family that the Public Child Welfare Agency (PCWA) has certified as a family for whom a lack of adequate housing is a primary factor in the imminent placement of the family’s child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the HOC has determined is eligible for a Housing Choice Voucher.)

Family Unification Program-Eligible Youth (A youth that the Public Child Welfare Agency (PCWA) has certified to be at least 18 years old and not more than 24 years old (has not reached his/her 25th birthday) who left foster care at age 16 or older and who does not have adequate housing, and that HOC has determined is eligible for a Housing Choice Voucher.)

Emergency Housing Vouchers (EHV):

HOC administers 118 Emergency Housing Vouchers (EHVs). Eligible EHV applicants are referred to HOC from the Continuum of Care (CoC) via the Department of Health and Human Services (HHS). HOC can accept direct referrals outside of HHS to facilitate an emergency transfer in accordance with the Violence Against Women Act (VAWA) as outlined in HOC’s Emergency Transfer Plan, or if HHS lacks a sufficient number of eligible families to refer. HOC must enter into Memorandum of Understanding (MOU) with a Victims Service Provider (VSP) to accept EHV referrals apart from HHS.

HOC must maintain a separate waitlist for EHV referrals at initial leasing and for any turnover vouchers. HOC cannot issue an EHV subsequent to September 30, 2023. Provided that the re-issuance date is prior to September 30, 2023 the term of the EHV may extend beyond September 30, 2023.

EHV Eligibility Criteria:

Eligible applicants must meet one of the four eligibility categories:

- Homeless,
- At risk of homelessness,
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking, or
- Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.

EHV customers are not required to meet the local residency preference to live or work in Montgomery County. Additionally, income targeting requirements are not applicable for EHV families. EHV households can range from extremely low incomes (30% AMI) to low incomes (80% AMI).

HOC cannot deny program admission for the following reasons, pursuant to Title 24 part 982.552 and 982.55 of the Code of Federal Regulations (CFR):

- If any member of the family has been evicted or terminated from federally assisted housing
- The family owes rent or other amounts owed to a Public Housing Authority (“PHA”) in connection with Section 8 or Public Housing assistance
- The family has not reimbursed any PHA for amounts paid to an owner under a Housing Assistance Payment (“HAP”) Contract for rent, damages to the unit or other amounts owed by the family under the lease
- The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA
- The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA
- The PHA determines that any household member is currently engaged in or has engaged in drug-related criminal activity, during a reasonable time before the admission

HOC will deny program admission for the following reasons pursuant to Title 24 part 982.553 of the CFR:

- If any member of the household has been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing
- If any member of the household is subject to a lifetime registration requirement under a

State sex offender registration program

- If any household member is currently engaged in, has engaged in violent criminal activity within the last 12 months
- If any household member has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.
- If any household member engaged in or threatened abusive or violent behavior toward HOC personnel within the previous 12 months

Voucher Issuance/Lease Term

HOC will issue the EHV voucher for a term of 120 days. The initial lease term for EHV households can be for a period less than 12 months, regardless of whether the shorter term is the prevailing market practice.

Services

HOC will assist EHV households by providing the following services based on documented need based and funding availability:

- Housing Location - EHV applicants will receive housing location assistance from HOC and/or the CoC. This includes helping the family identify and visit available units, providing transportation assistance and directions, assisting with the completion of rental applications and HOC forms and helping to find an accessible unit that meets the needs of a disabled household.
- Transportation Assistance – HOC will provide transportation assistance to EHV households to help them view and select housing units. HOC will provide up to \$150 in transportation assistance per EHV household based on documented need and funding availability.
- Security Deposit - HOC will provide security deposit assistance to EHV households to help them secure housing. HOC will provide up to \$2,500 in security deposit assistance per EHV household based on documented need and funding availability. If refundable, the security deposit will be refunded to HOC for future use of eligible EHV households.
- Application Fee/Holding Fee - HOC will provide application and/or holding fee assistance to EHV households to help them secure housing. HOC will provide up to \$200 in application and/or holding fee assistance per EHV household based on documented need and funding availability.
- Moving Expenses - HOC will provide moving assistance to EHV households. HOC will provide up to \$1,800 moving expenses per EHV household based on documented need and funding availability.
- Essential Household Items - HOC will provide EHV households with assistance to secure essential household items. HOC will provide up to \$200 in assistance for essential household items per EHV household based on documented need and funding availability.
- Renters Insurance - HOC will provide EHV households with assistance to secure

renter's insurance. HOC will provide up to \$175 in assistance for renter's insurance per EHV household based on documented need and funding availability.

- Furniture - HOC will provide EHV households with assistance to secure furniture. HOC will provide up to \$1,000 in assistance for furniture per EHV household based on documented need and funding availability.

Portability

EHV applicants can immediately port to another jurisdiction of their choice. The requirement to have a legal domicile in Montgomery County at the time of the application submission is waived. HOC cannot restrict an EHV family from exercising portability options because they are a non-resident applicant.

If the EHV family moves to another jurisdiction that does not administer an EHV Program, the receiving PHA may absorb the family into its regular HCV program or bill the initial PHA.

If the EHV family moves to another jurisdiction that administers an EHV program, the receiving PHA may only absorb the EHV family with an available EHV allocated voucher. If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA.

The EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.

Initial Certification Exam

HOC can accept income calculations and verifications from third party providers or an examination that HOC conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as the income was calculated in accordance with the rules outlined at Title 24 CFR Part 5 within the last six months, and the family certifies there has been no change in income or the family composition in the interim. At the time of the family's annual reexamination, HOC must conduct the annual reexamination of income as outlined in 24 CFR 982.516.

EHV applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of HOC's request.

HQS Inspections

HOC can pre-inspect available units that EHV Families may be interested in leasing. If an EHV family selects a unit that passed a HQS inspection within 45 days of the date of the Request for Tenancy Approval (RFTA) Form, the unit may be approved as long as it meets all other conditions under Title 24 part 982.305 of the CFR.

Interim Examinations

When adding a family member after the EHV family has been placed under a Housing Assistance Payment (HAP) Contract, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption or court-awarded custody of a child, the HOC must approve additional family members and may apply its regular screening criteria in doing so.

EHV applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of HOC's request.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit.

1. A family displaced because of demolition or disposition of a public or Indian housing project;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants who are admitted under Special Admissions, rather than from the wait list, are identified in HOC's database with special codes.

At turnover:

If a voucher issued to an FUP-eligible family or FUP-eligible youth under the FUP program is terminated, the voucher is reissued to the extent practicable, to another FUP-eligible family or FUP-eligible youth. If the award on turnover is not practicable, FUP vouchers may be used by HOC for such families based upon local needs.

If a customer served through Special Admissions in the FUP program is on an HOC Program Admissions Wait List (Tenant Based Voucher or Project Based Voucher), the client remains eligible on the wait list for the period of time the list is active. If a client is selected from the Program Wait List and utilizes the voucher, the FUP voucher is reissued, to the extent practicable, to another FUP-eligible family or FUP-eligible youth.

E. WAIT LIST PREFERENCES [24 CFR 982.207]

When a family is selected from the wait list, the family is invited to an interview and the verification process begins. It is at this point in time that the family's wait list preference(s) are verified. To qualify for a preference, an applicant must provide verification that shows he or she qualified either at the time of the initial application or at the time of selection from the wait list. However, placement based upon preference is dependent on the family still qualifying for the preference at the time of selection.

If the family no longer qualifies to be near the top of the list, because the family does not qualify for a preference, then the family's preference status is removed. Importantly, however, the family will remain on the wait list based upon their original date and time of application. HOC must notify the family in writing of this determination and give the family the opportunity for an informal hearing to appeal the decision.

Once a preference is verified, the family completes a full application, presents Social Security number information, citizenship/eligible immigrant information, and signs the Consent for Release of Information forms.

An applicant is not granted any local preference for the tenant-based and project-based voucher wait lists if any member of the family was evicted from housing assisted under a HUD 1937 Housing Act program during the past three years because of drug-related criminal activity or felonious charged criminal activity.

HOC will grant an exception to such a family if:

- The responsible member has successfully completed a rehabilitation program;
- The evicted person clearly did not participate in or know about the drug-related activity; and/or
- The evicted person no longer participates in any drug related criminal activity.

If an applicant makes a false statement in order to qualify for a local preference, HOC will deny the local preference.

F. LOCAL PREFERENCES [24 CFR 5.410]

HOC offers public notice when changing its preference system and the notices are publicized using the same guidelines as those for opening and closing the wait list.

HOC uses the following local preference system:

First Local Preference – Displacement: Families who are displaced as a result of a fire, flood, natural disaster, State or County redevelopment project, or a change in the nature of a project that is part of the County plan for maintaining affordable housing, and who are referred by the County Executive's Office. A signed certification from the County Executive's office is required for the family to qualify for this preference. [Two Points]

Second Local Preference – Residency preference for families who live, work, or have a bona fide offer to work in Montgomery County. To qualify for this preference, evidence is required either at the time of application or at the time of selection from the wait list. HOC will treat graduates of, or active participants in, education or training programs in Montgomery County as residents of Montgomery County if the education or training program is designed to prepare individuals for the job market. To qualify and satisfy this preference, graduates must have graduated after the initial application for housing. [One Point]

Third Local Preference – HUD funded 2006 Main Stream Disabled (MSD) program; 15 units. [Two Points]

Fourth Local Preference – Veterans: Preference is given for ten (10) veterans and their families. The applicant must be at least 18 years old and a veteran.

HOC verifies the preference with a list of homeless veterans and their families provided by the Montgomery County Department of Health and Human Services (DHHS). [Three Points]

Fifth Local Preference – Families with Histories of Homelessness: Preference is given for ten (10) families with histories of homelessness who are currently housed within the Montgomery County Homeless Continuum of Care. The applicant must be at least 18 years old and have at least one minor child (under the age of 18) within the household.

HOC verifies the preference by receiving direct referrals from the Montgomery County Department of Health and Human Services (DHHS). [Three Points]

Sixth Local Preference – HUD funded 2017/2018 Mainstream Disabled (MSD) Grant program: Preference is given for Non-Elderly Disabled (NED) families who meet at least one of the following criteria:

1. Transitioning out of institutional or other segregated settings;
2. At serious risk of institutionalization;
3. Homeless; or
4. At risk of becoming homeless.

NED is defined as disabled persons aged 18-62 and can include any member of a household. Eligibility for this preference is initially indicated based on responses to questions on HOC's wait list, which are designed to capture these criteria. Once a NED family is called up for a subsidy based on this preference, HOC staff conducts comprehensive verification of the preference qualifications, as explained in Section M of this Chapter. [Three Points]

Treatment of Single Applicants

Single applicants are treated as any other eligible family on the wait list for the tenant-based and project-based voucher wait lists.

G. INCOME TARGETTING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year HOC reserves a minimum of seventy-five (75) percent of its Section 8 new admissions for families whose incomes do not exceed thirty (30) percent of the area median income (AMI). HUD refers to these families as “extremely low-income families.” HOC must admit families who qualify under the

Extremely Low-Income limit to meet the income targeting requirement, regardless of preference. This policy applies to the tenant-based and project-based voucher waitlists.

HOC's income targeting requirement does not apply to low-income families continuously assisted, as provided for under the 1937 Housing Act.

HOC is also exempted from this requirement when HOC provides assistance to low income or moderate-income families entitled to preservation assistance under the tenant-based voucher program as a result of a mortgage prepayment or opt-out.

H. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION

[24 CFR 5.415]

May 2017

At the time of application, an applicant's entitlement to a local preference may be made on the following basis:

An applicant's certification that they qualify for a preference is accepted without verification at the pre-application. When the family is selected from the wait list for the final determination of eligibility, the preference is verified. To Qualify for the preference, an applicant must provide verification that shows he or she qualified either at the time of the pre-application or at the time of certification.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant is returned to the wait list (tenant-based or project-based) without the local preference, and given an opportunity for an office meeting.

I. TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular wait list. When a specific type of funding becomes available, the tenant-based and project-based voucher wait lists are searched for the first available family meeting the targeted funding criteria. HOC reserves the right to use this assistance under the "Interim Use" policy. [See Glossary under "Interim Use" for definition].

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by codes in the automated system. HOC has the following "Targeted" Programs:

- Veterans Affairs Supportive Housing (VASH)
- Mainstream Allocation Plan for Persons with Disabilities
- Voucher allocation for Non-Elderly Persons with Disabilities in Support of Designated Housing Plans

For any voucher allocation for Non-Elderly Persons with Disabilities (NED) in Support of Designated Housing Plans, HOC identifies a non-elderly disabled family, as defined by HUD, on HOC's wait list that will not be housed due to an approved or submitted Designated Housing Plan.

At turnover:

Re-issuance upon turnover of vouchers in the Non-Elderly Persons with Disabilities in Support of Designated Housing Plans 2008 allocation will be to Non-Elderly Persons with Disabilities on the wait list.

5.410] **Change in Circumstances**

Changes in an applicant's circumstances while on the wait list may affect the family's entitlement to a preference. Applicants are required to update their on-line application when their circumstances of change.

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

HOC maintains a consolidated master wait list for all of its housing programs. An applicant is considered for admission to any program for which they are eligible until such time that documentation is presented which establishes a customer as ineligible for a given housing program(s). If a customer is determined ineligible for the voucher program, their application is maintained on the consolidated wait list so that they may continue to be considered for other housing opportunities.

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, State, or local housing subsidy, as determined by HUD, including public housing.

HOC may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

- . Refuse to list the applicant on the wait list for tenant-based voucher assistance;

J. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR

- . Deny any admission preference for which the applicant is currently qualified;
- . Change the applicant's place on the wait list based on a preference, date of application, or other factors affecting selection under HOC's selection policy; or
- . Remove the applicant from the wait list.

However, HOC may remove the applicant from the wait list for tenant-based assistance if HOC has offered the applicant assistance under the Project-Based Voucher program.

K. ORDER OF SELECTION [24 CFR 982.207(e)]

HOC's method for selecting applicants from a preference category leaves a clear audit trail which

can be used to verify that each applicant was selected in accordance with the method specified in the Administrative Plan. **Tenant-Based Voucher Wait List**

Local Preferences

HOC provides the following system to apply local preferences:

Each preference receives an allocation of points. The more preference points an applicant receives, the higher the applicant's position on the wait list.

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the tenant-based voucher wait list was organized by the lottery selection process for the first 365 days after the wait list was opened in the summer of 2015. Thereafter, applicants with equal preference status on the tenant-based voucher wait list are organized by date and time stamp.

Project-Based List

HOC provides the following system to apply local preferences:

Each preference receives an allocation of points. The more preference points an applicant receives, the higher the applicant's position on the wait list.

The PBV sub list is organized by family size and the corresponding bedroom size as follows:

- . One and two person families are eligible for a one-bedroom unit.
- . Three and four person families are eligible for a two- bedroom unit.
- . Five and six person families are eligible for a three- bedroom unit.
- . Seven and eight person families are eligible for a four- bedroom unit.

Exceptions to this policy are made in accordance with HOC's policies of reasonable accommodation for persons with disabilities.

The number of persons per bedroom is subject to compliance with the Montgomery County Code, Chapter 26-5, Space, Use, and Location. Paragraph (b) of Chapter 26-5 is shown below:

b) *Floor area, sleeping.* In every dwelling unit of two or more rooms, every room occupied for sleeping purposes by one occupant must contain at least 70 square feet of habitable space, and every room occupied for sleeping purposes by more than one occupant must contain at least 50 square feet of habitable space for each occupant. However, in a mobile home every room occupied for sleeping purposes by one occupant must contain at least 50 square feet of habitable space; by 2 occupants, at least 70 square feet of habitable space; and by more than 2 occupants, at least an additional 50 square feet of habitable space for each additional

occupant.

Among Applicants with equal preference status, the PBV wait list is organized by the regular date-time selection process for each bedroom size.

L.1 PROJECT-BASED VOUCHER REFERRALS

Applicants referred to HOC for housing subsidy through PBVs by way of Offender Reentry programs sponsored by the Silver Spring Interfaith Housing Coalition and Threshold Services, Inc. are granted an eligibility criminal background exception. The participant does not have rights to the HOC Grievance Procedures.

The eligibility exception is not extended to the following individuals:

1. Persons convicted of manufacturing or producing methamphetamine;
2. Any person evicted from federally assisted housing for a serious violation of the lease (and for three years following the eviction);
3. Any person who fails to sign and submit consent forms to obtain information in accordance with the Administrative Plan Part 5, subparts B and F;
4. Any person required under HUD regulation to establish citizenship or eligible immigration status;
5. Any person subject to a life time registration requirement under a state sex offender registration program; and
6. Any persons convicted for violent felonies.

L.2 PROJECT-BASED VOUCHER REFERRALS

In an effort to minimize displacement of families, if a unit that is to be included in the PBV contract is occupied by an eligible family, the in-place family must be placed on the program wait list. When eligibility is determined, the family must be given an absolute selection preference and referred to the project owner for an appropriately size PBV contract.

A preference will be extended through the PBV program (only) for services offered. In selecting families, HOC may give a preference to disabled families who need services offered at a particular project. This preference (more specifically a referral) is limited to the population of families with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing who, without appropriate supportive services, are not able to maintain themselves in housing.

Selection of applicants in the targeted funding Family Unification Program (FUP) 2008 allocation are completed in conjunction with referrals from the Montgomery County Department of Health and Human Services (MCHHS). HOC will accept families certified by the MCHHS as eligible applicants

for FUP. HOC will compare the names provided with the names on the current HOC wait list. Any referred family on the HOC wait list is served first. Those families referred and not on the HOC wait list will be added to the wait list and served based on date of referral or on a first come first served basis.

M. **FINAL VERIFICATION OF PREFERENCES** [24 CFR 5.415]

Preference information on pre-applications is updated as applicants are selected from the wait list. At that time, HOC will obtain necessary verifications of preference(s) at the interview and by third party verification.

Subsection A – Secondary Review/Credit Checks

Before issuing vouchers to applicant families, HOC requests a credit report of all new applicant families, all adults (persons 18 years of age and older) who will reside in the assisted household. The credit report is reviewed by HOC. Applicant households claiming they have zero income automatically undergo a credit check review. The information contained in the credit check is used to confirm the information provided to HOC by the family. Specially, the credit report is used to confirm:

1. **Employment:** A credit report will list any employers the applicant has listed in any recent credit applications. If the credit report reveals employment for any adult household member within the last 12 months that was not disclosed, the family will be asked to provide additional documentation to resolve the discrepancy. Failure to disclose current employment may result in denial of participation in the Housing Choice Voucher and Section 8 programs.
2. **Aliases:** A credit report can provide information on other names that have been used for the purposes of obtaining credit. Common reasons for use of other names include a recent marriage or a divorce. If an alias has not been disclosed to HOC, the family will be asked to provide additional evidence of the legal identity of all adult family members.
3. **Current and previous addresses:** A credit report can provide a history of where the family has lived. This is particularly important because HOC provides a residency preference. If the family has provided one address to HOC and the credit report indicates a different address, the family will be asked to provide additional proof of residency. This may include a history of utility bills, bank statements, school enrollment records for children, credit card statements, and/or other relevant documentation. Failure to provide adequate proof could result in denial of the residency preference.

Credit card and loan payments: A credit report will usually include a list of the family's financial obligations. Examples of the items that may show up include car loans, mortgage loans, student loans, and credit cards payments. HOC will review this information to confirm the income and asset information provided by the family. If the family's current financial obligations (total amount of current monthly

2. The applicant fails to respond to an electronic or written request for information or

payments) exceed the amount of income reported by the family, HOC will ask the family to disclose how they are currently meeting their financial obligations. Accounts that have been charged off or are significantly delinquent are not included in this calculation. Failure to provide adequate proof of income could result in denial of participation in the Housing Choice Voucher and Section 8 programs.

5. **Multiple Social Security Numbers:** A credit report may list multiple Social Security numbers if an adult family member has used different Social Security numbers to obtain credit. If the credit report information does not match the information provided by an adult family member, the family member or head of household will be required to obtain written confirmation of the Social Security number that was issued to him/her from the Social Security Administration.

Applicant families are not issued vouchers until all discrepancies between the information provided by the applicant family and the information contained in the credit report have been cleared by the applicant family and approved by HOC.

When discrepancies are found, the family will be contacted by HOC. In most cases, the family will be allowed a maximum of ten (10) business days to provide the additional information. On a case- by-case basis, as a reasonable accommodation, the family may be granted additional time. If additional time is granted, the family receives written notification of the new deadline. No second or additional extensions will be granted. Failure to provide the required information to HOC could result in denial of participation in the Housing Choice Voucher and Section 8 Programs.

When the credit report reveals multiple discrepancies which require interview appointments, HOC will schedule up to two interview appointments. An additional appointment may be scheduled as a reasonable accommodation. Failure to appear at the interview session could result in denial of participation in the Housing Choice Voucher and Section 8 Programs.

N. **PREFERENCE DENIAL** [24 CFR 5.415]

If HOC denies a preference, HOC notifies the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review to appeal the decision. If the preference denial is upheld as a result of the review, or the applicant does not request a review, the preference is removed from the applicant's entry on the wait list, returning the applicant to their regular date-time positioning. Applicants may exercise other rights if they believe they are a victim of discrimination.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the wait list.

O. **REMOVAL FROM THE WAIT LIST AND PURGING** [24 CFR 982.204(c)] HOC

will not remove an applicant's name from the wait list unless:

1. The applicant requests in writing that their name be removed; a request to declare their continued interest in the program; or

3. The applicant does not meet either the eligibility or suitability criteria for the program.
4. The applicant refuses two housing units without good cause.

Obligation to Annually Confirm Application Information

Each year, or at such time as HOC determines reasonable, HOC will issue notice to all applicants on the wait list requesting that each applicant confirm their continued interest in remaining on the wait list. Failure to renew the information in a timely manner will result in removal from the wait list.

HOC will provide notice to wait list applicants to confirm their continued interest and set a date by which their renewal must be completed. HOC will send notices thirty days, fifteen days, five days, and one day prior to the date when that renewal or confirmation is due.

All notices under this Section are sent by HOC electronically to the last known e-mail address listed on the application. Wait list applicants may also request text message notifications. If a family does not have an e-mail address, HOC can assist the family in obtaining a free email account. It will be the applicant's sole responsibility to check that email account from time to time and to respond to any email and/or SMS text from HOC. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic submissions.

Should an applicant not respond to the request to confirm their continued interest in remaining on the wait list by renewing their application or to their notification of selection for a program for any reason, prior to the established deadline, the applicant is removed from the wait list. Reasons for non-response, resulting in removal from the list, include (but are not limited to) negligence in completing the electronic update/application in a timely manner and relocation resulting in a return of the e-notice to HOC with no forwarding email address provided. Applicants removed from the wait list will receive a notification identifying their removal from Housing Path.

Missed Appointments

All applicants who fail to keep a scheduled appointment with HOC are sent a written notice of termination of the process for eligibility. That written notification of termination may be sent as an attachment to an e-mail.

HOC will allow the family to reschedule an appointment for good cause. Generally, no more than one opportunity is given to reschedule without good cause, and no more than two opportunities are given for good cause. When good cause exists for missing an appointment, HOC will work closely with the family to find a more suitable time. Applicants are advised of their right to an informal review before being removed from the wait list.

Notification of Negative Actions

Any applicant whose name is being removed from the wait list will be notified by HOC, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the wait list if they fail to respond within the timeframe specified. HOC's system of removing applicant names from the wait list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, HOC will verify that there is in fact a disability, that the disability is what caused the failure to respond, and then provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the wait list based on the date and time of their original application.

Purging the Wait List

HOC will update and purge its wait list as needed to ensure that the pool of applicants reasonably represents the interested families for whom HOC has current information, i.e. applicant's address, family composition, income category, and preference.

Memorandum of Understanding

Department of Housing and Community Affairs and Housing Opportunities Commission of Montgomery County

Recordation Tax Funding

Montgomery County, Maryland, through its Department of Housing and Community Affairs ("DHCA") and the Housing Opportunities Commission of Montgomery County ("HOC"),- agree, by and under the terms of this Memorandum of Understanding to partner in the implementation of rental assistance programs dedicated to providing and maintaining housing for Montgomery County residents through the provision of rent subsidies and other housing related assistance, in conformity with the terms and conditions set forth in this MOU.

The parties to MOU agree that there continues to be an urgent need to provide rental subsidies to low and moderate-income residents of Montgomery County due to the high cost of housing. To ensure housing acquisition, and retention for Montgomery County residents, the following programs and initiatives will provide security deposit assistance, moving assistance, unit renovations and/or rental subsidies (individually referred to as "program" and collectively referred to as "programs"):

Rent Supplement Program (RSP)

Move-Up Initiative (MUI)

Community Choice Homes Initiative (CCH)

Youth Bridge Initiative (YBI)

Rental Arrearage Assistance (RAA)

DHCA shall be responsible for:

- Providing funding to HOC to support staffing, administrative costs, security deposit assistance, moving assistance, unit renovations and rental subsidies for program participants.
- Providing oversight and monitoring of HOC to ensure successful implementation of the RSP, MUI, CCH, YBI and RAA including DHCA's review of HOC's quarterly submissions of invoices and supporting documentation as well as a quarterly program report, as provided below.

HOC shall be responsible for:

- Hiring and maintaining staff to implement the RSP, MUI, CCH, YBI and the RAA.
- Supervising staff and overseeing the day-to-day operations of the RSP; MUI, CCH, YBI and the RAA.

- Developing and maintaining an application, enrollment, screening and eligibility process for the RSP, MUI, CCH and the YBI.
- Developing and executing agreements and contracts with landlords to ensure their compliance with each program's requirements.
- Issuing security deposit and/or rental subsidy payments to landlords on behalf of RSP, MUI, CCH and YBI.
- Issuing moving and unit renovation payments to vendors on behalf of RSP, MUI, CCH and YBI participants.
- Re-certifying RSP, MUI, CCH and YBI participants annually.
- Managing RSP, MUI, CCH, YBI and RAA budgets to ensure appropriate expenditures and adherence to overall budgets.
- Maintaining demographic information to include: average household size, age classification, race, ethnicity, household bedroom sizes, average rent, range of area median income, average gross monthly income, and average program subsidy.

NOW THEREFORE, the parties acknowledge and agree that this MOU and the funding provided hereunder is conditioned on the satisfaction of each of the following terms and conditions:

1. Program Implementation

HOC will implement and administer the Rent Supplement Program, Move-Up Initiative, Community Choice Homes Initiative, Youth Bridge Initiative and the Rental Arrearage Assistance according to the attached operational procedures and guidelines (EXHIBIT A, EXHIBIT C, EXHIBIT E, EXHIBIT G and EXHIBIT I).

2. Funding

DHCA agrees to provide funding to HOC to cover the cost of staffing, administrative expenses, unit renovations, security deposits, moving expenses and rental subsidies as outlined in the attached budgets (EXHIBIT B, EXHIBIT D, EXHIBIT F, and EXHIBIT H and EXHIBIT J) for the period of July 1, 2021 through June 30, 2022. Total funding for the period of July 1, 2021 through June 30, 2022 is **\$4,514,993**.

3. Quarterly Funding Request

HOC will submit on a quarterly basis a funding request/invoice based on documented expenditures for each program.

4. Quarterly Program Report

HOC will submit on a quarterly basis a program report including program enrollment information (e.g., participant demographic information), total

expenditures and projected funding need for the subsequent quarter for each program and such other information as DHCA requests.

5. Termination Provisions.

- a. Termination for Convenience.* This MOU may be terminated, in whole or in part, by mutual agreement of the parties. Such termination shall be evidenced in writing and executed by both parties.
- b. Termination for Default.* If either party fails to fulfill its obligations under this MOU properly and on time, or otherwise violates any provision of the MOU, the other party may terminate the MOU after providing written notice and an opportunity to cure to the non-performing party. The notice shall specify the acts or omissions relied upon as cause for termination and provide at least a 30-day period to cure the non-performance. In the event the cure cannot reasonably be accomplished in 30 days, the cure period shall be extended for such reasonable time as is necessary to accomplish the cure, so long as the non-performing party commences the cure within the 30-day period and diligently pursues it thereafter.
- c. Termination for Lack of Funding.* Upon ninety (90) days prior written notice, either party may terminate this MOU for lack of funding, including but not limited to, a failure by the County Council to appropriate funds.
- d.* Any mutual termination of this Agreement must be in writing and signed by both parties. Any termination for default, after the cure period, shall be unilateral and evidenced by a notice to the non-performing party from the other party. Any notice for lack of funding shall be unilateral and evidenced by a written notice to the other party.
- e.* Notice shall be deemed received or given (i) three days from the date mailed postage prepaid with the United States Postal Service or (ii) on the date of hand delivery during regular business hours, and shall be delivered as follows:

To DHCA:
Director
Department of Housing and Community Affairs
1401 Rockville Pike, 4th Floor
Rockville, MD 20852

To HOC:
Executive Director
Housing Opportunities Commission of Montgomery County
10400 Detrick Avenue
Kensington, MD 20895

6. Indemnification.

Each party agrees to indemnify and hold the other party harmless from any loss or any other damage that may be done to or suffered by the other party due to the other party's willful or intentional misconduct or negligence in fulfilling its obligations under this MOU.

Any obligation or liability of DHCA or HOC arising in any way from this MOU is subject to; limited by, and contingent upon the appropriation and availability of funds. Any indemnification given by DHCA or HOC in this Agreement is limited by the damage caps and notice requirements stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. §§ 5-301, et seq. (the "LGTC"); and Md. Code Ann., Cts. & Jud. Proc. §5-SA-02 (together the "County Indemnification Statutes"), all as amended from time to time, and that any indemnification given by either party in this MOU is not intended to create any rights or causes of action in any third parties or to increase either party's liability above the caps provided in the County Indemnification Statutes, as applicable. Any increases in any caps shall apply to this MOU automatically.

7. Miscellaneous.

- a. This MOU shall not be assignable or transferable without the prior written consent of DHCA and HOC.
- b. This MOU may not be changed, altered, or modified except by written agreement executed by DHCA and HOC.
- c. This MOU is for the exclusive benefit of DHCA and HOC. No other person or entity shall have rights under or be deemed a beneficiary of this MOU.
- d. Primary contacts for the administration of this Agreement are:

For DHCA:

Frank Demarais
Deputy Director
Department of Housing and Community Affairs
1401 Rockville Pike, 4th Floor
Rockville, MD 20852
frank.demarais@montgomerycountymd.gov

For HOC:

Fred Swan
Director, Resident Services
Housing Opportunities Commission of Montgomery County
10400 Detrick Avenue
Kensington, MD 20895
fred.swan@hocmc.org

- e. Counterparts. This MOU may be executed in counterparts, each of which shall constitute an original.

8. Agreement.


This MOU, together with any EXHIBITs attached hereto and incorporated herein by reference, represents the complete, total and final understanding of DHCA and HOC and no other understanding or representations oral or written, regarding the subject matter of this MOU shall be deemed to exist or bind the parties hereto at the time of the execution.

9. Term.

The term of this MOU begins, retroactively, on July 1, 2021 and ends on June 30, 2022. This MOU can be renewed upon the availability of funds and the mutual agreement of the parties if evidenced in writing signed by both parties.

(Signatures on following page)

MONTGOMERY COUNTY, MARYLAND

By: 
Fariba Kassiri
Deputy Chief Administrative Officer

Date: 1/7/22

Recommended by:

By: 
Aseem Nigam, Director
Department of Housing and Community Affairs


Date: 1/5/22

APPROVED FOR FORM AND LEGALITY

By: 
Vickie L. Gatt
Associate County Attorney


Date: 12-20-21

**HOUSING OPPORTUNITIES COMMISSION OF
MONTGOMERY COUNTY**

By: 
Kayrine V. Brown
Interim Executive Director

Date: 01 / 10 / 2022

APPROVED FOR FORM AND LEGALITY

By: 
Aisha Memon
General Counsel

Date: 01 / 10 / 2022

EXHIBIT A

RENT SUPPLEMENT PROGRAM Operational Procedures & Guidelines

Overview:

The Rent Supplement Program (RSP) is a rental assistance program designed to assist Montgomery County residents in obtaining and retaining their housing. Due to the high cost of housing in Montgomery County, low to moderate-income residents often struggle to obtain and retain housing. The RSP assists residents in obtaining housing and strives to help residents from being at-risk for eviction (and potentially homeless) by providing rental subsidies. Through the RSP, HOC pays a monthly rental subsidy directly to landlords on behalf of the RSP participants that reside in the landlords' units/properties. The following procedures and guidelines govern the implementation and ongoing operation of the RSP.

Eligibility Criteria:

The RSP is intended to serve Montgomery County residents who are in need of rent subsidies to obtain and retain their housing. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for RSP all applicants/participants must:

- Be a Montgomery County resident;
- Have a gross household income of no more than 50% of the Area Median Income (AMI);
- Have no more than \$10,000 in liquid assets;
- Reside, and have an active lease, at unit/property within Montgomery County where the landlord has (or has agreed to have) an active RSP contract for the property or have commitment from a landlord to execute a lease;
- Reside, or intend to reside, in a unit where the landlord is in compliance with all RSP contracts;
- Reside, or intend to reside, at a unit/property that meets RSP rent guidelines;
- Be current with rent payments, or have documented resources to become current, as well as landlord approval to accept rent arrearages for the unit that the subsidy is applied for;
- Not (nor the unit the prospective recipient resides in) be receiving other Federal subsidies (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.);
- Have a rent obligation/burden greater than 30% of the gross household income; and, have a documented need for assistance;
- Demonstrate the ability to pay their full rent regularly with their documented income, any other documented resources and the estimated RSP subsidy;
- Complete the annual recertification process by the required deadlines; and,
- Not have been terminated from the RSP for non-compliance within the past five (5) years.

Application Process & Eligibility Screening:

All residents must complete the RSP application process to be considered for enrollment. HOC may implement a paper and/or electronic application and waitlist process. All applications will be reviewed for completeness and will not be accepted if not completed. HOC may maintain a waitlist and applicants will be considered for available program slots on a first come first serve basis, based on time and date of completed application. HOC will call up applicants based on time and date of completed application and they will be provided a program orientation. During the program orientation, applicants will be informed of all information and documentation needed to determine their eligibility to be approved for program enrollment. When an applicant is called from the waitlist, they must attend the program orientation and, thereafter, they will be given a 10-business day period from the program orientation date to submit all required information and documentation to verify their eligibility. Once all required information and documentation is submitted in a timely manner, HOC will review the documents and information to screen for eligibility determination. The following process and guidelines will be utilized to evaluate each eligibility criteria.

In an effort to ensure that RSP assistance is provided to those who need it the most, the following populations will have a preference for RSP:

- Elderly head of households (individuals over the age of 62);
- Individuals/families fleeing domestic violence;
- Individuals/families exiting homelessness;
- Individuals/families at imminent risk of homelessness; and,
- Individuals/families with a documented disability.

Each population will have the same priority level in terms of their preference. Individuals/families will be offered the opportunity to participate in the RSP based on the time and date of their application and documenting that they fall into one of populations listed in the preferences. All individuals/families who do not fall into one of the populations listed in the preferences will be offered the opportunity to participate in the RSP based on the time and date of their application, and after screening for applicants listed in the preferences categories has been exhausted.

Income

Applicants must demonstrate that they fall within the eligible income parameters by providing documentation of all income for all household members. Documentation includes tax returns, W2s, pay stubs, letters from employers, etc. Additionally, applicants must submit documentation of any government assistance (e.g., SSI, SSDI, TCA, etc.) and other income sources (e.g., child support, alimony, etc.). HOC will verify submitted documentation and information. An applicant's liquid assets (e.g., money in bank accounts, etc.) can be no more than \$10,000 at the time of application. If an applicant is approved for program participation, their household income must remain within the eligible income parameters at all times for continued participation.

Rent Requirement & Landlord Contract

Applicants and program participants must reside in, have an active lease for, or have a landlord commitment to lease a housing unit in Montgomery County that meets the RSP rent guidelines (unit rents cannot exceed the fair market rent standards set by the State of Maryland's Department of Housing and Community Development (the "Fair Market Rent Standards")). Applicant's landlord must sign a RSP contract for an applicant to be approved for program participation. If an applicant is approved for program participation, their landlord must maintain an active contract with HOC and be in full compliance at all times for the participant to continue to be eligible for assistance.

Rent Arrearages

Applicants must be current with the rent with their landlord to be approved for program participation and to continue to receive assistance. RSP assistance is for ongoing rent only and not for rent arrearages. Applicants who have rent arrearages at the time of application or orientation can still be considered for program participation provided that they resolve the arrearage and become current within the 10-business day period allotted to verify eligibility. If an applicant is approved for program participation, they must remain current with their rent payments for continued program participation.

Receipt of Federal Assistance

HOC will screen to see if applicants are receiving any federal housing assistance (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.). Any applicant determined to be receiving assistance will not be eligible or approved for program participation. If any participant is determined to be receiving federal housing assistance at any time they will be terminated from the program.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Need Determination

In addition to meeting the income requirements, as well as the rent obligation/burden requirements, applicants must demonstrate the overall need for the RSP assistance. Applicants and program participants must demonstrate that their overall monthly income, assets, benefits and other resources are not sufficient to pay their full monthly rent without RSP assistance. HOC may consider applicant's liquid assets (e.g., money in bank accounts, etc.) in making the needs determination. Program Participants must continue to demonstrate need during the annual recertification process to continue to receive assistance.

Ability to Pay Rent

In addition to meeting the income requirements, the rent obligation/burden requirements, and demonstrating the overall need for the RSP assistance, applicants must demonstrate the ability to pay their full monthly rent with a combination of monthly income, assets, benefits and other resources combined with the estimated RSP subsidy amount. HOC may consider applicant's liquid assets (e.g., money in bank accounts, etc.) in determining their ability to pay rent. Any applicant who cannot demonstrate this ability will be deemed ineligible for assistance. Any program participant who cannot demonstrate this ability at all times will be ineligible for continued assistance.

Recertification

To maintain program eligibility and continue to receive assistance, all program participants must complete a recertification process every 12-months (from the date of initial program enrollment). Program participants will be notified 120-days before their recertification date. The notification will highlight their recertification date and outline all requirements associated with the recertification process. Program participants must comply with all requirements by the specified deadline. Any program participant that does not comply with all requirements shall be terminated from the program and will no longer receive assistance. After program participants have submitted all required documentation and information, HOC will review documents and information to screen for continued eligibility determination. If a program participant is determined not to be eligible, they will be terminated from the program and will no longer receive assistance. The recertification process may result in changes in a program participant's subsidy amount if it is determined that the participant's income or rent amount has changed. Additionally, specific conditions may be required of program participants to maintain their eligibility. Examples of conditions include: relocating to another housing unit due to the current unit not meeting RSP rent guidelines; relocating to another housing unit due to the current unit's rent being too high for participant to pay the full rent with his/her income and the RSP subsidy amount; relocating to another housing unit due to the current landlord not having an active contract with HOC; and, participant's landlord failing to come into compliance with the landlord's contract. Program participants must comply with conditions within the specific deadline dates to continue to receive RSP assistance. Program participants are required to disclose to program staff anytime they move from the unit for which they are receiving assistance; otherwise, changes only need to be reported during the annual recertification process.

Subsidy Determination:

Program participant's subsidy amount will be determined based on the difference between the amount of their monthly unit rent (including utilities) and 30% of their gross monthly household income (including government assistance, child support, alimony, etc.). HOC will take into consideration extraordinary expenses (e.g., medical expenses, expenses due to disabilities, etc.) to determine the subsidy amount. Extraordinary expenses will be considered on a case-by-case basis (based on a request from an applicant/program participant) and verifiable documentation must be presented to determine the existence and amount of these expenses.

The calculated RSP subsidy amount shall not exceed \$600 per month for applicants to be eligible for assistance, or program participants to be eligible for continued assistance. Any applicant or program participant with a difference of greater than \$600 between their monthly unit rent (including utilities) and 30% of their gross monthly household income (including government assistance, child support, alimony, etc.) will not be deemed eligible for the program. Additionally, the minimum subsidy provided under RSP is \$50. Any applicant/participant whose subsidy calculation amount falls under \$50 will not be deemed eligible for the program.

Length of Program Participation:

Contingent upon funding availability, program participants will receive 12-months of assistance after initial enrollment in the RSP. Program participants can continue to receive assistance in 12-month intervals if they are determined eligible through the recertification process. Contingent upon funding availability, there shall be no limit on the number of 12-month intervals of assistance for eligible program participants.

Suspension and Re-instatement:

Program participants may be suspended from the program for any program violation (e.g., failure to pay rent, failure to re-certify, moving without notice, etc.). Program participants who are suspended will receive a suspension notice that highlights the areas of non-compliance, specifies the actions needed to be taken by the program participant to cure non-compliance and given a deadline for curing all areas of non-compliance. Rental subsidies will not be paid to landlords on behalf of program participants who have been suspended. Program participants that successfully cure all areas of non-compliance by the deadline specified shall be reinstated. Program participants that do not successfully cure all areas of non-compliance by the deadline specified shall be terminated from participation in the program.

Termination:

Program participants shall be terminated from the RSP and have their subsidy permanently discontinued for the following reasons:

- Failure to meet any eligibility requirement;
- Failure to pay rent (i.e., accumulating rent arrearages);
- Failure to comply with all recertification requirements;
- Failure to comply with lease;
- Eviction;
- Vacating housing unit without prior notification to program staff;
- A felony conviction; and,
- A lack of funding availability to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or are terminated from, the RSP may appeal these decisions. Appeals must be requested in writing and received by HOC within 10 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the applicant within 14 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former participant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. All appeals to the HOC Resident Services Director must be received in writing within 10 business days of the notice of denial by the HOC Resident Services Manager I. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT B

**Recordation Tax Funding for Rent Supplement Program
FY 2022 (July 1, 2021 - June 30, 2022)**

Funding Category	FY 2022 Budget
Housing Assistance Payments	\$1,908,285
<i>Total Housing Assistance Payments</i>	<i>\$1,908,285</i>
Administrative Costs	
Salaries	\$127,931
Benefits	\$49,582
Transportation & Travel	\$4,290
Miscellaneous Program Supplies & Training	\$500
Cell Phone Charges	\$336
Miscellaneous Program Expenses	\$1,740
<i>Total Administrative Costs</i>	<i>\$184,379</i>
Management Fee @ 20% of Salaries	\$25,586
<i>Total Management Fee</i>	<i>\$25,586</i>
Total Budget	\$2,118,250

EXHIBIT C

MOVE UP INITIATIVE Operational Procedures & Guidelines

Overview:

The Move Up Initiative (MUI) is a partnership between the Montgomery County's Department of Health and Human Services (DHHS) and HOC. The purposes of the MUI are two-fold: (i) to assist the County in reaching its goal of ending chronic homelessness and (ii) to provide a means for permanent supportive housing program participants to "move up" from programs that provide intensive supportive services and housing assistance to being more integrated into the broader County communities once they no longer need the supportive services. There are currently a number of single adults and families residing in site-based permanent supportive housing programs that no longer need the level of supportive services that are attached to these programs. However, these single adults and families still need long term housing subsidies.

As a means of moving these single adults and families into scattered sites units within the broader community, a funding source for long term housing subsidies are needed. Also, by moving these single adults and families up to more independent housing, the program slots that they vacate can be used to house the chronically homeless and help the County reach its goal of ending chronic homelessness. Ten housing subsidies will be provided through the MUI. The following procedures and guidelines govern the implementation and ongoing operation of the MUI.

Eligibility Criteria:

The MUI is intended to serve Montgomery County residents who are currently participants in permanent supportive housing programs within the County's Homeless Continuum of Care (CoC) that no longer need the intensive support services but continue to need long term housing subsidies. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for MUI all applicants/participants must:

- Be a Montgomery County resident residing in a permanent supportive housing program within the County;
- Be referred by DHHS;
- Not have income that exceeds 60% of Area Median Income;
- Not (nor the unit they reside in) be receiving other Federal subsidies (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.); and,

- Have a rent obligation/burden that exceeds 30% of their gross monthly income

Referrals & Eligibility Screening:

Applicants are referred to HOC from DHHS. All residents must complete the MUI application process to be considered for enrollment. All applications will be reviewed for completeness and will not be accepted if not completed. Once all required documents and information is submitted, HOC will review documents and information to screen for eligibility determination. The following process/guidelines will be utilized to evaluate each eligibility criteria.

Income

Applicants must demonstrate that they fall within the eligible income parameters by providing documentation of all income for all household members. Documentation includes tax returns, W2s, pay stubs, letters from employers, etc. Additionally, applicants must submit documentation of any government assistance (e.g., SSI, SSDI, TCA, etc.) and other income sources (e.g., child support, alimony, etc.). HOC will verify submitted documentation and information. If an applicant is approved for program participation their household income must remain within the eligible income parameters at all times for continued participation.

Rent Requirement & Landlord Contract

Applicants and program participants must reside in, or intend to reside in, a housing unit in Montgomery County with rent that does not exceed the Fair Market Rent Standards. Applicant's landlord must sign a MUI contract for the landlord to be approved for program participation. If an applicant is approved for program participation their landlord must maintain an active contract with HOC and be in full compliance at all times for the participant to continue to be eligible for assistance.

Rent Arrearages

Participants must be current with the rent at all times to continue to receive assistance. MUI assistance is for ongoing rent only and not for rent arrearages.

Receipt of Federal Assistance

HOC will screen to see if applicants are receiving any federal housing assistance (i.e., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.). Any applicant determined to be receiving assistance will not be eligible or approved for program participation. If any participant is determined to be receiving federal housing assistance at any time they will be terminated from the program.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside (or plan to reside) in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Subsidy v Determination:

Program participant's subsidy amount will be determined based on their income and the total rent for the unit they reside in. Unit rents cannot exceed the Fair Market Rent Standards. The actual subsidy amount shall be based on the difference between 30% of participant's gross monthly income and the total rent amount.

Length of Program Participation:

Contingent upon funding availability, program participants will receive 12-months of assistance after initial enrollment in the MUI. Program participants can continue to receive assistance in 12-months' intervals if they are determined eligible through the recertification process. Contingent upon funding availability, there shall be no limit on the number of 12-months intervals of assistance for program participants.

Termination:

Program participants shall be terminated from the MUI and have their subsidy discontinued for the following reasons:

Failure to meet any eligibility requirement;

- Failure to pay rent (i.e., accumulating rent arrearages);
- Failure to comply with lease;
- Eviction;
- Vacating housing unit without prior notification to program staff;
- Being convicted of a felony; and,
- A lack of funding availability to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or terminated from, the MUI may appeal these decisions. Appeals must be requested in writing and received by HOC within 30 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the application within 14 business days

of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former participant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. All appeals to the HOC Resident Services Director must be received in writing within 10 business days of the notice of denial by the HOC Program Specialist. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT D

**Recordation Tax Funding for Move Up Initiative
FY 2022 (July 1, 2021 - June 30, 2022)**

Funding Category	FY 2022 Budget
Housing Assistance Payments	\$138,000
<i>Total Housing Assistance Payments</i>	\$138,000
Participant Moving Expenses	\$5,158
<i>Total Participant Moving Expenses</i>	\$5,158
Miscellaneous Participant Expenses	\$10,000
<i>Total Miscellaneous Participant Expenses</i>	\$10,000
Administrative Costs	
Salaries	\$10,500
Benefits	\$5,140
Travel	\$833
Program Supplies	\$400
Cell Phone	\$72
<i>Total Administrative Costs</i>	\$16,945
Management Fee @ 20% of Salaries	\$2,100
<i>Total Management Fee</i>	\$2,100
<i>Total Budget</i>	\$172,203

EXHIBIT E

COMMUNITY CHOICE HOMES INITIATIVE Operational Procedures & Guidelines

Overview:

The Community Choice Homes Initiative (CCH) is designed to assist individuals exiting nursing homes and non-elderly persons with disabilities secure housing that meets their disability needs. It is well documented that persons with disabilities experience barriers in identifying and securing appropriate housing. These barriers include insufficient income and a lack of accessible units in the County (specifically units that meet the needs of individuals with mobility impairments). Through the CCH, HOC will set-aside housing units within its inventory, make necessary modifications to meet disability needs and provide subsidies to address the aforementioned barriers. The CCH is a partnership between HOC, the Maryland Department of Housing and Community Development, the Maryland Department of Disabilities and the Maryland Department of Health and Mental Hygiene and this partnership is governed by a Memorandum of Understanding ("CCH Memorandum of Understanding"). The goal of CCH is to provide units and subsidies to 45 households. The following procedures and guidelines govern the implementation and ongoing operation of the CCH.

Eligibility Criteria:

The CCH is intended to serve Montgomery County residents who have previously exited nursing homes or are non-elderly individuals with disabilities who are in need of rent subsidies to obtain and retain their housing. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for CCH all applicants/participants must:

- Meet all eligibility requirements listed in the CCH Memorandum of Understanding;
- Be referred by the Maryland Department of Disabilities or the Money Follows the Person Bridge Subsidy Program;
- Complete the annual recertification process by the required deadlines; and,
- Have a rent obligation/burden that exceeds 30% of gross monthly income.

Referral & Eligibility Screening:

All residents must be referred by the Money Follows the Person Bridge Subsidy Program or the Maryland Department of Disabilities. Once referred, HOC shall determine eligibility based on income and criminal background.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Recertification

To maintain program eligibility and continue to receive assistance, all program participants must complete a recertification process every 12 months (from the date of initial program enrollment). Program participants will be notified 120 days before their recertification date. The notification will highlight their recertification date and outline all requirements associated with the recertification process. Program participants must comply with all requirements by the specified deadline date. Any program participant that does not comply with all requirements shall be terminated from the program and will no longer receive assistance. After program participants have submitted all required documentation and information, HOC will review documents and information to screen for continued eligibility determination. If a program participant is determined not to be eligible, they will be terminated from the program and will no longer receive assistance. The recertification process may result in changes to a program participant's subsidy amount if it is determined that the participant's income or rent amount has changed.

Subsidy Determination:

Program participant's subsidy amount will be determined based on the difference between the amount of their monthly unit rent and 30% of their gross monthly household income (including government assistance, child support, alimony, etc.).

Length of Program Participation:

Contingent upon the availability of appropriate housing unit and/or the availability of funding, program participants will receive 12-months of subsidy assistance after initial enrollment in the CCH. Program participants can continue to receive assistance in 12-months intervals if they are determined eligible through the recertification process. Contingent upon funding availability, participants can receive up to fifteen 12-months intervals of subsidy assistance.

Suspension and Re-instatement:

Program participants may be suspended for any program violation (e.g., failure to pay rent, failure to re-certify, moving without notice, etc.). Program participants who are suspended will receive a suspension notice that highlights the areas of non-compliance, specifies the actions needed to be taken by the program participant to cure non-compliance and give a deadline date for curing all areas of non-compliance. Rental subsidies will not be paid to landlords on behalf of program participants who have been suspended. Program participants that successfully cure all areas of non-compliance by the deadline date specified shall be re-instated. Program participants that do not successfully cure all areas of non-compliance by the deadline date specified shall be terminated from participation in the program.

Termination:

Program participants shall be terminated from the CCH and have their subsidy permanently discontinued for the following reasons:

- Failure to meet any eligibility requirements;
- Failure to pay rent (i.e., accumulating rent arrearages);
- Failure to comply with all applicable CCH program requirements;
- Failure to comply with lease;
- Eviction;
- Vacating housing unit without prior notification to program staff;
- Failure to relocate (when deemed necessary by HOC) to a unit provided by HOC after two (2) options are provided;
- A felony conviction; and,
- A lack of funding availability to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or are terminated from, the CCH may appeal these decisions. Appeals must be requested in writing and received by HOC within 10 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the applicant within 14 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former participant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. AU appeals to the HOC Resident Services Director must be received in writing within 10 business days of the notice of denial by the HOC Program Specialist. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT F

**Recordation Tax Funding for Community Choice Homes Initiative
FY 2022 (July 1, 2021 - June 30, 2022)**

Funding Category	FY 2022 Budget
Housing Assistance Payments	\$463,430
<i>Total Housing Assistance Payments</i>	<i>\$463,430</i>
Unit Renovations (ADA Modifications)	\$135,000
<i>Total Unit Renovations (ADA Modifications)</i>	<i>\$135,000</i>
Participant Moving Expenses	\$20,000
<i>Total Participant Moving Expenses</i>	<i>\$20,000</i>
Miscellaneous Participant Expenses	\$15,000
<i>Total Miscellaneous Participant Expenses</i>	<i>\$15,000</i>
Administrative Costs	
Salaries	\$36,750
Benefits	\$17,990
Travel	\$2,914
Program Supplies	\$1,000
Cell Phone Charges	\$252
<i>Total Administrative Costs</i>	<i>\$58,906</i>
Management Fee @ 20% of Salaries	\$7,350
<i>Total Management Fee</i>	<i>\$7,350</i>
<i>Total Budget</i>	<i>\$699,686</i>

EXHIBIT G

YOUTH BRIDGE INITIATIVE Operational Procedures & Guidelines

Overview:

The Youth Bridge Initiative (YBI) is a partnership between Montgomery County, through its Department of Health and Human Services (DHHS), and HOC. The purpose of the YBI is to provide housing subsidies to youth aging out of foster care as a bridge to move them towards independence. The YBI provides up to 24 months of housing subsidies while youth work towards independence through education, training and employment. The 24-month subsidy period serves as a bridge to transition youth from the foster care system to independent living. HOC provides the housing subsidies and DHHS and partner organizations provide the support services to ensure successful transition to independence. Five (5) housing subsidies will be provided through the YBI as a pilot program. The following procedures and guidelines govern the implementation and ongoing operation of the YBI.

Eligibility Criteria:

The YBI is intended to serve Montgomery County residents who are aging out of foster care and in need of short-term housing subsidies as a bridge to independence. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for YBI all applicants/participants must:

- Be a Montgomery County resident aging out of the foster care system and be referred to the program by DHHS;
- Have an income that does not exceed 60% of Area Median Income;
- Not receive other Federal subsidies (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.) and have a rent obligation/burden that exceeds 30% of their gross monthly income.

Referrals & Eligibility Screening:

Applicants are referred to HOC from DHHS. All persons referred must complete the YBI application process to be considered for enrollment. All applications will be reviewed for completeness and will not be accepted if not completed. Once all required documents and information is submitted, HOC will review documents and information to screen for eligibility determination. The following process/guidelines will be utilized to evaluate each eligibility criteria.

Income

Applicants must demonstrate that they fall within the eligible income parameters by providing documentation of all income for all household members. Documentation includes tax returns, W2s, pay stubs, letters from employers, etc. Additionally, applicants must submit documentation of any government assistance (e.g., SSI, SSDI, TCA, etc.) and other income sources (e.g., child support, alimony, etc.). HOC will verify submitted documentation and information. If an applicant is approved for program participation, their household income must remain within the eligible income parameters at all times for continued participation.

Rent Requirement & Landlord Contract

Applicants and program participants must reside in, or intend to reside in, a housing unit in Montgomery County that does not exceed Fair Market Rent Standards. Applicant's landlord must sign an YBI contract for the landlord to be approved for program participation. If an applicant is approved for program participation, their landlord must maintain an active contract with HOC and be in full compliance at all times with the YBI program for the participant to continue to be eligible for assistance.

Rent Arrearages

Participants must be current with the rent at all times to continue to receive assistance. YBI assistance is for ongoing rent only and not for rent arrearages.

Receipt of Federal Assistance

HOC will screen to see if applicants are receiving any federal housing assistance (i.e., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.). Any applicant determined to be receiving assistance will not be eligible or approved for program participation. If any participant is determined to be receiving federal housing assistance at any time they will be terminated from the program.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside (or plan to reside) in. Applicant's rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, the participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Subsidy Determination:

Program participant's subsidy amount will be determined based on their income and the total rent for the unit they reside in. Unit rents cannot exceed Fair Market Rent Standards. The

actual subsidy amount shall be based on the difference between 30% of participant's gross monthly income and the total rent amount.

Length of Program Participation:

Contingent upon funding availability, program participants will receive 12-months of assistance after initial enrollment in the YBI. Contingent on funding availability, program participants can receive assistance for up to an additional 12-month period if they are determined eligible through the recertification process.

Termination:

Program participants shall be terminated from the YBI and have their subsidy discontinued for the following reasons:

- Received 24-months of subsidy;
- Failed to meet any eligibility requirements;
- Failed to pay rent (i.e., accumulating rent arrearages);
- Failed to comply with lease;
- Evicted from housing unit;
- Vacated housing unit without prior notification to program staff;
- Convicted of a felony; and,
- Funding is not available to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or are terminated from, the YBI may appeal these decisions. Appeals must be requested in writing and received by HOC within 10 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the applicant within 14 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former applicant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. The HOC Resident Services Director must receive all appeals in writing within 10 business days of the notice of decision by the HOC Program Specialist. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant

within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT H

**Recordation Tax Funding for Youth Bridge Initiative
FY 2022 (July 1, 2021 - June 30, 2021)**

	FY 2022 Budget
Housing Assistance Payments	\$76,476
<i>Total Housing Assistance Payments</i>	<i>\$76,476</i>
Administrative Costs	
Salaries	\$5,250
Benefits	\$2,570
Travel	\$417
Program Supplies	\$300
Cell Phone Charges	\$36
<i>Total Administrative Costs</i>	<i>\$8,573</i>
Management Fee @ 20% of Salaries	\$1,050
<i>Total Management Fee</i>	<i>\$1,050</i>
<i>Total Budget</i>	<i>\$86,099</i>

EXHIBIT I

RENTAL ARREARAGE ASSISTANCE

Description/Justification

Operational Procedures & Guidelines

Overview:

The Rental Arrearage Assistance Program (RAAP) is a rental assistance program designed to assist HOC residents in retaining their housing by paying off arrearages accumulated during the COVID-19 health crisis. Utilities, late fees, and other expenses including courts costs are not eligible. Maximum income for this program is set at the Montgomery County maximum for affordable housing, or 70 percent of the area median income (AMI). HOC agrees to not initiate eviction proceedings against a tenant for a time period equal to the number of months for which the tenant was provided assistance after the assistance is provided. Through the RAAP, HOC will assist tenants, who not served by other federal, state or local emergency rental assistance programs, become current in their rent. The following procedures and guidelines govern the implementation and ongoing operation of the RAAP.

Eligibility Criteria:

The RAAP is intended to serve HOC residents who are in need of emergency rental assistance to retain their housing by paying off rental arrearages. To be deemed eligible for RAAP, HOC will review its financial ledgers and compliance files to determine whether tenants receiving benefits from RAAP meet the eligibility requirements ("Eligible Tenant"). To be eligible, a tenant must:

- Be a Montgomery County resident residing in a HOC-controlled unit;
- Have a gross household income of no more than 70% of the Area Median Income (AMI);
- Be in danger of losing their housing because of rent arrearages.
- Owe at least \$1,000 or more to current landlord.
- By accepting assistance for an Eligible Tenant, landlord agrees to cancel any current action to evict the tenant.
- By accepting assistance for an Eligible Tenant, landlord agrees to stay any eviction activity for a period of time equal to the length of the assistance after the assistance has been provided (i.e. if 6 months of arrearages are paid, there can be no eviction action for 6 months after the receipt of assistance). Additionally, if a tenant's lease is expiring or has already expired, the landlord must offer at least a 90-day lease extension as a condition of receiving payments from the RAAP. (This does not include breach of lease for safety reasons.)
- Priority will be given to households who do not meet the eligibility criteria for existing rental arrearage programs including the County's Emergency Rental Assistance Program and CDBG-CV Rental Assistance Program.

Maximum Assistance

- Eligible households may receive up to \$12,000 (or \$18,000 if HOC writes off 10% of arrearages) for past due rent and up to three (3) months future rent.
- Households that have received rent relief assistance are eligible to receive additional funds for arrearage not covered by other rent relief programs up to a combined maximum of \$12,000 or \$18,000 if HOC writes off 10% of arrearages.

Reporting

HOC will submit on no less than a quarterly basis, but no more than monthly, an invoice and program report including program enrollment information (e.g., participant name, address, evidence of arrearage, AMI, assistance amount), total expenditures and such other information as DHCA requests.

Receipt of Federal, State or Local Assistance

HOC will review its records to screen to see if applicants have received any additional subsidies so that there is no overlapping (double dipping) of subsidies.

Funding for the Program

Funding for the RAAP is from prior year, unspent HIF recordation rental assistance funds. This program is expected to be a one-time emergency fund, and the program, and funding for the program, is not expected to continue into future fiscal years. DHCA and HOC reserve the right to re-examine the program in future fiscal years and determine whether additional funding is necessary.

EXHIBIT J

**Recordation Tax Funding for Rental Arrearage Assistance
FY 2022 (July 1, 2021 - June 30, 2022)**

	FY 2022 Budget
Rental Arrearage Payments	\$1,438,755
<i>Total Housing Assistance Payments</i>	\$1,438,755
<i>Total Budget</i>	\$1,438,755

Montgomery County Housing First Monitor Report

All permanent supportive and rapid -rehousing programs.

Agency Name: Interfaith Works
Project / Type: Interfaith Homes
Date Completed: Feb. 10, 2023

1. Intake process includes:
 - a) Referrals are accepted from CES? Yes No
 - b) Interviews are required. Yes No , but program completes screening on-site with tour if requested.
2. Prior to admission, indicate all documents required.
 - Government issued Photo ID
 - Proof of Income
 - If no income, self-declaration of zero income
 - Birth certificate
 - Social Security card
 - Verification of homeless status
 - Verification of disability status, if applicable
 - Proof of immigration status
3. Does the program deny based on any of the following. Yes No Please select all that apply.
 - Participation in services/ case management
 - Minimum rent contribution for those with little or no income
 - Credit rating
 - Rental history
 - Criminal History
4. Does the program terminate for any of the following reasons. Yes No
 - Substance use
 - Criminal charges
 - Non-compliance with medication
 - Non-compliance with case management

If lease termination occurs is there a commitment to re-house Yes No



Montgomery County Continuum of Care

The Montgomery County Continuum of Care (CoC) is a partnership of public and private groups working to prevent and end homelessness in Montgomery County, Maryland. Support for CoC efforts includes federal, state, local and private funds, including funding from the U.S. Department of Housing and Urban Development (HUD) awarded through the Continuum of Care Funding Competition.

Interagency Commission on Homelessness Continuum of Care 2023 Competition

The 2023 Continuum of Care (CoC) Competition is open!

Additional information can be found on the HUD website.

Important Dates

COC ANNUAL PROGRAM COMPETITION	
Monday, July 24 3-5 p.m.	Continuum of Care Annual Competition Virtual Information Session Passcode: 447143
Tuesday, August 1 12 p.m.	Letter of intent to apply or voluntary reallocate date.
Wednesday, August 9 5 p.m.	Supporting documents due including HUD monitoring reports, drawdowns, and program policies and procedures.
Thursday, August 24 5 p.m.	All applications, addendums, and budgets must be completed via Seamless Docs: https://montgomerycountymd.seamlessdocs.com/f/86117bgyucp5
Friday, September 15 COB	Notification of Project Selection and Ranking and Rating will be provided to agency and posted to website no later than September 15th.

Please review the links below for additional information about the CoC process, funding priorities and application requirements.

Additional information about the Montgomery County CoC Competition will be posted as it becomes available.

Key NOFO Documents

[2023](#)
[2022 Annual](#)
[2022 Supplemental](#)
[2021](#)
[2019](#)
[2018](#)
[2017](#)
[2016](#)

[HUD Annual NOFO Webpage](#)

CoC 2023 Competition - Renewal Project Evaluation Criterion

Organization Name: Project
Name:

Program Effectiveness (20 pts maximum)

Available Pts	Description	Score
15	Cost Effectiveness For RRH- Benchmark \$14,000 per Household Annual cost per household compared to average annual cost per household in the CoC. At/Below \$14,000 - 15pts \$14,001-\$16,100- 9pts \$16,101-\$18,515 - 6pts \$18,516+ - 0pts	
15	Cost Effectiveness For PSH- Benchmark \$15,630 per Household Annual cost per household compared to average annual cost per household in the CoC. At/Below \$15,630 - 15pts \$15,631-\$17,975 - 9pts \$17,196-\$20,671 - 6pts \$20,672+ - 0pts	
5	Bed Utilization: Threshold 85% Below 85% - 0 pts At 85% - 3 pts Above 85% - 5 pts	
5	Participation in Coordinated Entry System: For PSH and RRH projects - 100% of referrals come through CES	
Total Effectiveness Points		0

Past Performance (10 pts maximum)

Available Pts	Description	Score
5	HUD and DHHS Audit and Monitoring Reports: No unresolved findings and no reported monitoring concerns. Zero non-compliance findings for two consecutive years	
5	HUD and DHHS Expenditures: Consistent quarterly drawdowns and at least 95% of funds expended for both HUD and DHHS grants / contracts 5pts - 95% 3pts - 90% 1pt - 85% 0pts - less than 85%	
Total Past Performance Points		0

Severity of Needs (18 pts maximum)

Available Pts	Description: Extent to which the project reaches the hardest to serve populations including but not limited to households with a history of victimization/abuse, criminal histories, chronic homelessness, low or no income, severe substance use or mental health challenges, or significant medical issues. Severity of need is determined by reviewing the acuity assessment of program participants.	Score
18	For RRH - % of households served using the extreme vulnerability indicators on the acuity scale 50% or more of households with 2 – 18pts 50% or more with 1- 9pts	
18	For PSH- % of households served using the extreme vulnerability indicators on the acuity scale 50% or more of households with 3– 18pts 50% or more with 2- 12pts 50% or more with 1- 6pts	
Total Severity of Needs Points:		0

Organization Name: Project

Name:

Contribution of CoC System Performance Measures (20 pts maximum)

Available Pts	Description: The extent to which projects support or harm overall system performance. All projects are benchmarked against the published CoC System Performance Measures.	Score
5	For RRH - At least 75% exit to Permanent Housing	
	Below 75% - 0 pts At 75% - 3 pts Above 75% - 5 pts	
5	For PSH - At least 99% retain or exit to Permanent Housing	
	Below 90% - 0 pts 90-94% 3 pts 95-98% - 4pts 99% or above - 5 pts	
5	Rate of Returns to Homelessness: No more than 8% after 2 years	
	More than 8% - 0 pts 6-8% - 3pts Less than 6% - 5 pts	
5	For RRH- At least 40% increased income via any sources	
	Below 40% - 0 pts 40-50% - 3 pts Above 50% - 5 pts	
5	For PSH - At least 35% increased or maintained income	
	Below 35% - 0 pts 35-50% - 3 pts Above 50% - 5 pts	
5	Rapid Exit to PH: % of households referred who obtain permanent housing within 30 days of acceptance to the program	
	5pts 100% - 75% 3pts 74% - 50% 0pts 49% & below	
Total System Performance Points		0

Implementation of Housing First (20 points)

Available Pts	Description: Extent to which the program meets fidelity to the Housing First model as detailed in the Housing First Section of the Addendum.	Score
5	Eliminating Barriers to Entry: The program does not have preconditions to housing such as sobriety, medication, or treatment compliance. All services are voluntary. Intake/interview process is minimal. Program does not restrict access based on ability to work, minimal income, available documentation, or anything beyond HUD minimum standards.	
5	Ability to Rapidly Connect to Permanent Housing and Commitment to Rehouse: The program has a landlord recruitment and retention plan. Participants are offered choice in housing including location and furnishings.	
5	Sustaining Housing: Program is committed to rehousing households and severely limits terminations. Rehousing is not contingent on service participation, medical compliance, or mandated behavioral health treatment.	
5	Supportive Services: Program provides supportive services to the proposed population including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	
Total Housing First Points		0

Organization Name: Project

Name:

Incorporating People with Lived Experience of Homelessness (5 pts)

Available Pts	Description: All renewal applications will be reviewed by a group of people with lived experience of homelessness through the People's Committee. The People's Committee is an extension of the Interagency Commission on Homelessness.	Score
5	People's Committee Review: The committee with score projects based on the extent to which people with lived experience had meaningful participation in the program design and policies; if the project will meet the needs of the community; and the extent to which the project includes a plan to ensure all staff receive training on best practices.	
Total Points		

Advancing Racial Equity (5 pts)

Available Pts	Description: Applicants must describe how the renewal project advances racial equity and reduces the disproportionality of BIPOC households in the homeless continuum.	Score
2	Program provides culturally and linguistically competent services based on community needs	
1	Program has a diversity and inclusion plan that seeks to increase the racial diversity of agency leadership and frontline staff.	
2	The project applicant identifies barriers to participation faced by those overrepresented in the local homeless population and has taken or will take steps to eliminate barriers.	
Total Equity Points		

Addressing the Needs of LGBTQ+ households (2 points)

Available Pts	Description: Applicants must describe how the project applicant addresses the needs of LGBTQ+ households and has anti-discrimination policies	Score
1	Project applicant has an anti-discrimination policy that specifically addresses the unique challenges faced by the LGBTQ+ population.	
1	Project applicant provides trauma informed/culturally competent services to LGBTQ+ households.	
Total LGBTQ+ Needs Points		0

5 Points Bonus- Cash funds from non-DHHS sources that exceed the required match of 25%

CoC 2023 Competition - Domestic Violence Project Evaluation Criterion

Organization Name:

Project Name:

Scoring guidance: Full points – All criteria are met

Partial points – Some criteria are met

Zero points – None of the criteria are met

HUD Eligibility Threshold

Pass/ Fail	<p>All projects must meet the HUD eligibility threshold to be considered. New permanent housing projects must receive at least 3 out of the 4 points available for this project type. New permanent housing projects that do not receive at least 3 points will be rejected:</p>
	<p>1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families)</p>
	<p>2. The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.</p>
	<p>3. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)</p>
	<p>4. Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)</p>

Experience (25pts)

Available Pts	Description	Score
5	Experience of the applicant or sub-recipients in providing services including but not limited to housing support, behavioral health, case management, and employment to the proposed population.	
5	Experience of the applicant or sub-recipients in providing housing to the proposed population.	
5	Experience of the applicant or sub-recipients in applying a Housing First approach	
5	Experience of the applicant or sub-recipients in providing services to survivors of domestic violence, dating violence, or stalking.	
5	Experience effectively using federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of sub-recipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	
	Total Experience Points	0

Design of Housing and Supportive Services (35pts)

Available Pts	Description	Score
5	Alignment with CoC Priorities	
10	Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable. Plan should specifically address landlord recruitment and retention as well as property management including tenant selection, routine maintenance, and managing rent and utility payments.	
10	Fidelity to the Housing First Approach: Per review of Housing First Addendum	
5	Describe the plan to provide trauma-informed, victim centered services.	
5	Describe the plan to provide supportive services to the proposed population including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	
	Total Design Points	0

Contribution to CoC System Performance Measures (20 pts)

Available Pts	Description: Applicants must describe in the project application how the proposed project will contribute to better outcomes for all populations experiencing homelessness.	Score
5	Extent to which the project reduces the average length of time homeless	
5	Extent to which the project increases exits to permanent housing	
5	Extent to which the project reduces returns to homelessness	
5	Extent to which the project increases retention in permanent housing	
	Total Sys. Perf. Points	

Timeliness (10pts)

Available Pts	Description	Score
10	Describe the plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule for proposed activities for 60 days, 120 days, and 180 days after the grant award.	
	Total Timeliness Points	0

Financial (25pts)

Available Pts	Description	Score
15	Project is cost-effective when cost per household is compared to the average cost of RRH in the CoC.	
10	Financial audit findings: 10pts - No unresolved findings or no audit conducted 0 pts- Any unresolved findings	
	Total Financial Points	0

CoC Participation (5pts)

Available Pts	Description	Score
5	100% of referrals will come from the Coordinated Entry System or the Department of Health and Human Services	
	Total CoC Participation Points	0

Coordination with Housing and Health Care (5 pts max plus 5 bonus points)

Available Pts	Description: Applicants must describe in the project application how housing and healthcare resources will be leveraged.	Score
5	Leveraging Housing Resources: The extent to which the project uses non-CoC and non-ESG-funded housing resources.	
5	Leveraging Health Care Resources: The extent to which the project uses healthcare resources to provide supportive services or funding.	
Total Coordination Points		0

5 Points Bonus - Cash funds from non-DHHS sources that exceed the required match of 25%

CoC 2023 Competition – BONUS Project Evaluation Criterion

Organization Name:

Project Name:

Scoring guidance: Full points – All criteria are met

Partial points – Some criteria are met

Zero points – None of the criteria are met

HUD Eligibility Threshold

Pass/Fail	<p>All projects must meet the HUD eligibility threshold to be considered. New Permanent Housing projects must receive at least 3 out of the 4 points available for this project type. New projects that do not receive at least 3 points will be rejected:</p>
	<p>1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families)</p>
	<p>2. The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.</p>
	<p>3. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)</p>
	<p>4. Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs additional assistance to ensure retention of permanent housing)</p>

Implementation of Housing First (20 points)

Available Pts	Description: Extent to which the program meets fidelity to the Housing First model as detailed in the Housing First Section of the Addendum.	
5	<p>Eliminating Barriers to Entry: The proposed project does not have preconditions to housing such as sobriety, medication or treatment compliance. All services are voluntary. Intake/interview process is minimal. New project does not restrict access based on ability to work, minimal income, available documentation or anything beyond HUD minimum standards.</p>	
5	<p>Ability to Rapidly Connect to Permanent Housing and Commitment to Rehouse: The application includes a landlord recruitment and retention plan. Participants are offered choice in housing including location and furnishings.</p>	

5	Sustaining Housing: Application describes a commitment to rehousing households and severely limits terminations. Rehousing is not contingent on service participation, medical compliance, or mandated behavioral health treatment.	
5	Supportive Services: Application describes a plan to provide supportive services to the proposed population including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	
Total Housing First Points		0

Contribution to CoC System Performance Measures (20 pts)

Available Pts	Description: Applicants must describe in the project application how the proposed project will contribute to better outcomes for all populations experiencing homelessness.	Score
5	Extent to which the project reduces the average length of time homeless	
5	Extent to which the project increases exits to permanent housing	
5	Extent to which the project reduces returns to homelessness	
5	Extent to which the project increases retention in permanent housing	
Total Sys. Perf. Points		

Timeliness (5 pts)

Available Pts	Description: Applicants must describe in the plan for rapid implementation of the program.	Score
5	Project includes a plan for rapid implementation of the program, documenting how the project will be ready to begin serve the first program participant. Provide a detailed schedule for proposed activities for 60 days, 120 days, and 180 days after the grant award. Implementation plan includes strategies for staff recruitment and retention.	
Total Timeliness Points		0

Severity of Barriers (5 pts)

Available Pts	Description: Applicants must identify any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and identify what steps they will take to eliminate the barriers.	Score
5	Project includes a plan indicating necessary services, partnerships, policies or practices in place to support participants in accessing and maintaining housing.	
Total Severity of Barriers Points		0

Incorporating People with Lived Experience of Homelessness (5 pts)

Available Pts	Description: All project applications will be reviewed by a group of people with lived experience of homelessness through the People's Committee. The People's Committee in an extension of the Interagency Commission on Homelessness.	Score
5	People's Committee Review: The committee will score projects based on the extent to which people with lived experience had meaningful participation in the program design and policies; if the project will meet the needs of the community; and the extent to which the project includes a plan to ensure all staff receive training on best practices.	
Total Points		0

Advancing Racial Equity (3 pts)

Available Pts	Description: Applicants must describe how the proposed project advances racial equity and reduces the disproportionality of BIPOC households in the homeless continuum.	Score
1	Includes a plan to provide culturally and linguistically competent services based on community needs	
1	Program has a diversity and inclusion plan that seeks to increase or maintain the racial diversity of agency leadership and frontline staff.	
1	The proposed project will advance racial equity by serving structurally disadvantaged areas	
Total Equity Points		0

Addressing the Needs of LGBTQ+ households (2 points)

Available Pts	Description: Applicants must describe how the new project will address the needs of LGBTQ+ households and have anti-discrimination policies	Score
1	Agency has an anti-discrimination policy that specifically addresses the unique challenges faced by the LGBTQ+ population.	
1	Application includes a plan to provide culturally competent services to LGBTQ+ households.	
Total LGBTQ+ Needs Points		

Coordination with Housing and Health Care (5 pts max plus 5 bonus points)

Available Pts	Description: Applicants must describe in the project application how housing and health care resources will be leveraged.	Score
5	Leveraging Housing Resources: The extent to which the project uses non-CoC and non-ESG funded housing resources.	
5	Leveraging Health Care Resources: The extent to which the project uses healthcare resources to provide supportive services or funding.	
Total Coordination Points		0

Experience (20 pts)

Available Pts	Description: Applicants must describe the extent of their experience in the project application.	Score
3	Experience of the applicant or sub-recipients in providing services including but not limited to housing support, behavioral health, case management, and employment to the proposed population.	
3	Experience of the applicant or sub-recipients in providing housing to the proposed population.	
5	Experience of the applicant or sub-recipients in applying a Housing First approach	
2	Experience creating effective partnerships with other systems of care	
2	Experience working with underserved and disadvantaged populations	
5	Experience effectively using federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of sub-recipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	
Total Experience Points		0

Financial (20 pts)

Available Pts	Description: Applicants must demonstrate financial wellness by providing the most recent financial audit; cost effectiveness through the project budget; and experience with federal grants.	Score
10	Project is cost effective when cost per household is compared to the average cost of PSH or SSO in the CoC.	
5	Financial Wellness: Organization has access to a line of credit and diversity of revenue sources including non-government funding and in-kind contributions. Full points awarded if the applicant or sub-applicant has the ability to bill Medicaid for services.	
5	Clean financial audit	
Total Financial Points		0

Montgomery County People's Committee

2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring Instructions

Purpose

The purpose of this scoring tool is to evaluate and rank applicants who have submitted applications for funding under the Montgomery County Fall 2022 CoC NOFO competition and to ensure that all applicants were ranked based on the same guidelines and standards.

Instructions

- Review each application individually
- Consider the provided questions
- Read through the application again with provided the questions in mind
- Answer each question on a scale of 1-10, with 1 being the worst possible application and 10 being the best possible application
- Write the score for each question in the box provided to the right of the question
- Add the score for each question together and write at the bottom of the chart in the provided box next to *Total Score*

Montgomery County People's Committee
2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring To

Please read each question and rank the project based on the information provided in the application with 10 being the highest and 1 being the lowest.

Project Name	Question	Score (1-10)
1	How effective will this project be in meeting the needs of people currently served through the program and/or people currently experiencing homelessness/in need of housing assistance? How well does the project consider accommodations for serving those with special needs, (i.e.: those with a mental health, substance use disorder, developmental disability, physically disabled, mobility impaired, reentry citizens, immigrants, persons with language barriers, elderly citizens, etc.?) <i>(See question 1 on CoC Addendum)</i> Does the program's termination policy provide opportunity for participants to be involved in the process (i.e. a formal appeals or grievance process and/or supported to advocate with their landlord on their behalf?) <i>(See question 7 on CoC Addendum)</i>	
2	Is there enough infrastructure for training and support for staff? <i>(See Section 1, Question 8 on CoC addendum)</i>	
3	Are people with lived experience being included & considered in program design now and in the future? <i>(See Section 2 of CoC addendum)</i>	
4	Does the service plan include access and support to vital resources? Are the services offered going to satisfy a need? <i>(See Section 1, Question 6 of CoC addendum)</i>	
5	How complete is the project idea? Are there any lacking key considerations?	

Total Score

Montgomery County People's Committee

2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring Instructions

NOTES

CoC 2023 Competition - Renewal Project Evaluation Criterion

Organization Name: **Interfaith Works**

Project Name: **Lon's house**

Program Effectiveness (20 pts maximum)

Available Pts	Description	Score
15	Cost Effectiveness For RRH - Benchmark \$14,000 per Household Annual cost per household compared to average annual cost per household in the CoC. At/Below \$14,000 - 15pts \$14,001-\$16,100- 9pts \$16,101-\$18,515 - 6pts \$18,516+ - 0pts	
15	Cost Effectiveness For PSH - Benchmark \$15,630 per Household Annual cost per household compared to average annual cost per household in the CoC. At/Below \$15,630 - 15pts \$15,631-\$17,975 - 9pts \$17,196-\$20,671 - 6pts \$20,672+ - 0pts	0
5	Bed Utilization: Threshold 85% Below 85% - 0 pts At 85% - 3 pts Above 85% - 5 pts	0
5	Participation in Coordinated Entry System: For PSH and RRH projects - 100% of referrals come through CES	5
Total Effectiveness Points		5

Past Performance (10 pts maximum)

Available Pts	Description	Score
5	HUD and DHHS Audit and Monitoring Reports: No unresolved findings and no reported monitoring concerns. Zero non-compliance findings for two consecutive years	5
5	HUD and DHHS Expenditures: Consistent quarterly drawdowns and at least 95% of funds expended for both HUD and DHHS grants / contracts 5pts - 95% 3pts - 90% 1pt - 85% 0pts - less than 85%	0
Total Past Performance Points		5

Severity of Needs (18 pts maximum)

Available Pts	Description	Score
	Description: Extent to which the project reaches the hardest to serve populations including but not limited to households with a history of victimization/abuse, criminal histories, chronic homelessness, low or no income, severe substance use or mental health challenges, or significant medical issues. Severity of need is determined by reviewing the acuity assessment of program participants.	
18	For RRH - % of households served using the extreme vulnerability indicators on the acuity scale 50% or more of households with 2 – 18pts 50% or more with 1- 9pts	
18	For PSH - % of households served using the extreme vulnerability indicators on the acuity scale 50% or more of households with 3– 18pts 50% or more with 2- 12pts 50% or more with 1- 6pts	6
Total Severity of Needs Points:		6

Organization Name: Interfaith Works
 Project Name: Lon's House

Contribution of CoC System Performance Measures (20 pts maximum)

Available Pts	Description: The extent to which projects support or harm overall system performance. All projects are benchmarked against the published CoC System Performance Measures.	Score
5	For RRH - At least 75% exit to Permanent Housing Below 75% - 0 pts At 75% - 3 pts Above 75% - 5 pts	
5	For PSH - At least 99% retain or exit to Permanent Housing Below 90% - 0 pts 90-94% 3 pts 95-98% - 4pts 99% or above - 5 pts	0
5	Rate of Returns to Homelessness: No more than 8% after 2 years More than 8% - 0 pts 6-8% - 3pts Less than 6% - 5 pts	
5	For RRH- At least 40% increased income via any sources Below 40% - 0 pts 40-50% - 3 pts Above 50% - 5 pts	
5	For PSH - At least 35% increased or maintained income Below 35% - 0 pts 35-50% - 3 pts Above 50% - 5 pts	0
5	Rapid Exit to PH: % of households referred who obtain permanent housing within 30 days of acceptance to the program 5pts 100% - 75% 3pts 74% - 50% 0pts 49% & below	0
Total System Performance Points		0

Implementation of Housing First (20 points)

Available Pts	Description: Extent to which the program meets fidelity to the Housing First model as detailed in the Housing First Section of the Addendum.	Score
5	Eliminating Barriers to Entry: The program does not have preconditions to housing such as sobriety, medication, or treatment compliance. All services are voluntary. Intake/interview process is minimal. Program does not restrict access based on ability to work, minimal income, available documentation, or anything beyond HUD minimum standards.	4.68
5	Ability to Rapidly Connect to Permanent Housing and Commitment to Rehouse: The program has a landlord recruitment and retention plan. Participants are offered choice in housing including location and furnishings.	5
5	Sustaining Housing: Program is committed to rehousing households and severely limits terminations. Rehousing is not contingent on service participation, medical compliance, or mandated behavioral health treatment.	5
5	Supportive Services: Program provides supportive services to the proposed population including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	4.5
Total Housing First Points		19.18

Organization Name: Interfaith Works
Project Name: Lon's House

Incorporating People with Lived Experience of Homelessness (5 pts)

Available Pts	Description: All renewal applications will be reviewed by a group of people with lived experience of homelessness through the People's Committee. The People's Committee is an extension of the Interagency Commission on Homelessness.	Score
5	People's Committee Review: The committee will score projects based on the extent to which people with lived experience had meaningful participation in the program design and policies; if the project will meet the needs of the community; and the extent to which the project includes a plan to ensure all staff receive training on best practices.	3.70
Total Points		3.70

Advancing Racial Equity (5 pts)

Available Pts	Description: Applicants must describe how the renewal project advances racial equity and reduces the disproportionality of BIPOC households in the homeless continuum.	Score
2	Program provides culturally and linguistically competent services based on community needs	1.75
1	Program has a diversity and inclusion plan that seeks to increase the racial diversity of agency leadership and frontline staff.	1
2	The project applicant identifies barriers to participation faced by those overrepresented in the local homeless population and has taken or will take steps to eliminate barriers.	1.63
Total Equity Points		4.38

Addressing the Needs of LGBTQ+ households (2 points)

Available Pts	Description: Applicants must describe how the project applicant addresses the needs of LGBTQ+ households and has anti-discrimination policies	Score
1	Project applicant has an anti-discrimination policy that specifically addresses the unique challenges faced by the LGBTQ+ population.	1
1	Project applicant provides trauma informed/culturally competent services to LGBTQ+ households.	1
Total LGBTQ+ Needs Points		2

5 Points Bonus- Cash funds from non-DHHS sources that exceed the required match of 25%

Montgomery County People's Committee

2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring Instructions

Purpose

The purpose of this scoring tool is to evaluate and rank applicants who have submitted applications for funding under the Montgomery County Fall 2023 CoC NOFO competition and to ensure that all applicants were ranked based on the same guidelines and standards.

Instructions

- Review each application individually
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Montgomery County People's Committee
2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring T

Please read each question and rank the project based on the information provided in the application with 10 being the highest and 1 being the lowest.

Project Name	Lon's House	
	Question	Score (1-10)
1	How effective will this project be in meeting the needs of people currently served through the program and/or people currently experiencing homelessness/in need of housing assistance? How well does the project consider accommodations for serving those with special needs, (i.e.: those with a mental health, substance use disorder, developmental disability, physically disabled, mobility impaired, reentry citizens, immigrants, persons with language barriers, elderly citizens, etc.? <i>(See question 1 on CoC Addendum)</i> Does the program's termination policy provide opportunity for participants to be involved in the process (i.e. a formal appeals or grievance process and/or supported to advocate with their landlord on their behalf? <i>(See question 7 on CoC Addendum)</i>	8
2	Is there enough infrastructure for training and support for staff? <i>(See Section 1, Question 8 on CoC addendum)</i>	7
3	Are people with lived experience being included & considered in program design now and in the future? <i>(See Section 2 of CoC addendum)</i>	7
4	Does the service plan include access and support to vital resources? Are the services offered going to satisfy a need? <i>(See Section 1, Question 6 of CoC addendum)</i>	7
5	How complete is the project idea? Are there any lacking key considerations?	7

Total Score	36
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Montgomery County People's Committee

2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring Instructions

NOTES



Department of Health and Human Services
Services to End and Prevent Homelessness (SEPH)
401 Hungerford Drive, Rockville, MD 20851
Website: www.montgomerycountymd.gov/Homelessness

September 26, 2023

Re: Notification of Projects Rejected-Reduced fund to the MD 601 CoC

I am writing this letter to provide confirmation that our Continuum of Care (CoC) took a comprehensive approach during the FY23 HUD CoC local competition, in doing so, we did not reduce or rejected any Project applications submitted.

If you have any further inquiries or require additional information regarding our CoC's actions, please do not hesitate to contact us.

Sincerely,

Rozina Adhanom
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: [Adhanom, Rozina](#)
To: [Chelsea Andrews](#); mary.phillips@hocmc.org
Cc: [Hong, Christine](#); [Driggers, Elizabeth](#)
Subject: HOC-MD 601 NOFO-Notification of Ranked Project Applications
Date: Wednesday, September 13, 2023 6:46:00 PM
Importance: High

Good Afternoon,

This is to notify you that the Allocation Committee convened on September 7th – 8th to review and score our HUD NOFO Project applications for Montgomery County CoC. The Ranking recommendations were presented to the Interagency Commission on Homelessness on Monday, September 11, 2023, and have been officially approved.

The following are approved ranked positions of the project applications for Housing Opportunities Commission:

HOC MCK 10: Ranked 1st and fully funded.

HOC MCK 14: Ranked 2nd and fully funded.

The final ranking recommendations for all projects is posted on our website. You can find this information at [Montgomery County Continuum of Care](#).

If you have any questions or would like to discuss the next steps, please feel free to reach out to any member of the SEPH leadership team, copied on this email. They will be more than happy to assist you.

Thank you for your dedication and commitment to addressing homelessness in our community.

Warm Regards,

Rozina Adhanom

Program Manager II, Continuum of Care

Services to End and Prevent Homelessness (SEPH)

Interagency Commission on Homelessness (ICH)

Montgomery County, Maryland | Department of Health and Human Services

401 Hungerford Drive, 7th Floor, Rockville, MD 20851

240-777-4735 Office 240-447-5565 Cell

Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: [Adhanom, Rozina](#)
To: [Sinclair-Smith, Susie](#); jschiller@mcch.net
Cc: [Hong, Christine](#); [Ball, Kim](#); [Driggers, Elizabeth](#)
Subject: MCCH - MD 601 NOFO Notification of Ranked Project Applications
Date: Tuesday, September 12, 2023 2:54:00 PM
Importance: High

Good Afternoon,

This is to notify you that the Allocation Committee convened on September 7th – 8th to review and score our HUD NOFO Project applications for Montgomery County CoC. The Ranking recommendations were presented to the Interagency Commission on Homelessness on Monday, September 11, 2023, and have been officially approved.

The following are approved ranked positions of the project applications for Montgomery County Coalition for the Homeless INC:

HOPE Housing: Ranked 3rd and fully funded.

Seneca Heights: Ranked 5th and fully funded.

Home First I: Ranked 6th and fully funded.

Keys First: Ranked 7th and fully funded.

Cordell: Ranked 8th and fully funded.

Home First II: Ranked 10th and fully funded.

We will post the final ranking recommendations for all projects on our website later today. You can find this information at [Montgomery County Continuum of Care](#).

If you have any questions or would like to discuss the next steps, please feel free to reach out to any member of the SEPH leadership team, copied on this email. They will be more than happy to assist you.

Thank you for your dedication and commitment to addressing homelessness in our community.

Warm regards,

Rozina Adhanom

Program Manager II, Continuum of Care

Services to End and Prevent Homelessness (SEPH)

Interagency Commission on Homelessness (ICH)

Montgomery County, Maryland | Department of Health and Human Services

401 Hungerford Drive, 7th Floor, Rockville, MD 20851

240-777-4735 Office 240-447-5565 Cell

Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: [Adhanom, Rozina](#)
To: [Sheryl B. Chapman](#); [Belk, Ralph](#)
Cc: [Hong, Christine](#); [Ball, Kim](#); [Driggers, Elizabeth](#)
Subject: NCCF-MD 601 NOFO-Notification of Ranked Project Applications
Date: Tuesday, September 12, 2023 4:10:00 PM

Good Afternoon,

This is to notify you that the Allocation Committee convened on September 7th – 8th to review and score our HUD NOFO Project applications for Montgomery County CoC. The Ranking recommendations were presented to the Interagency Commission on Homelessness on Monday, September 11, 2023, and have been officially approved.

The following are approved ranked positions of the project applications for The National Center for Children and Families.

NCCF RRH: Ranked 4th and fully funded.

NCCF DV Survivors RRH: Ranked 11th and fully funded.

NCCF DV Bonus RRH Young Adults: Ranked 14th

We will post the final ranking recommendations for all projects on our website later today. You can find this information at Montgomery County Continuum of Care.

If you have any questions or would like to discuss the next steps, please feel free to reach out to any member of the SEPH leadership team, copied on this email. They will be more than happy to assist you.

Thank you for your dedication and commitment to addressing homelessness in our community.

Warm Regards,

Rozina Adhanom

Program Manager II, Continuum of Care

Services to End and Prevent Homelessness (SEPH)

Interagency Commission on Homelessness (ICH)

Montgomery County, Maryland | Department of Health and Human Services

401 Hungerford Drive, 7th Floor, Rockville, MD 20851

240-777-4735 Office 240-447-5565 Cell

Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: [Adhanom, Rozina](#)
To: chall@iworksmc.org; lkrueger@iworksmc.org
Cc: [Hong, Christine](#); [Ball, Kim](#); [Driggers, Elizabeth](#)
Subject: IW - MD 601 NOFO Notification of Ranked Project Applications
Date: Tuesday, September 12, 2023 3:11:00 PM
Importance: High

Good Afternoon,

This is to notify you that the Allocation Committee convened on September 7th – 8th to review and score our HUD NOFO Project applications for Montgomery County CoC. The Ranking recommendations were presented to the Interagency Commission on Homelessness on Monday, September 11, 2023, and have been officially approved.

The following are approved ranked positions of the project applications for Interfaith Works Inc.

Interfaith Homes: Ranked 9th and fully funded.

Lon's House: Ranked 12th and fully funded.

We will post the final ranking recommendations for all projects on our website later today. You can find this information at [Montgomery County Continuum of Care](#).

If you have any questions or would like to discuss the next steps, please feel free to reach out to any member of the SEPH leadership team, copied on this email. They will be more than happy to assist you.

Thank you for your dedication and commitment to addressing homelessness in our community.

Warm regards,

Rozina Adhanom

Program Manager II, Continuum of Care

Services to End and Prevent Homelessness (SEPH)

Interagency Commission on Homelessness (ICH)

Montgomery County, Maryland | Department of Health and Human Services

401 Hungerford Drive, 7th Floor, Rockville, MD 20851

240-777-4735 Office 240-447-5565 Cell

Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: [Adhanom, Rozina](#)
To: [Respress, Christy](#); gcharter@pathwaysdc.org
Cc: [Hong, Christine](#); [Ball, Kim](#); [Driggers, Elizabeth](#)
Subject: RE: Pathways-MD 601 NOFO Notification of Ranked Project Applications- Correction to previous notification
Date: Wednesday, September 13, 2023 3:19:00 PM

Good Afternoon,

Please note correction below for the notification sent out previously.

Project Home: Ranked 13th and fully funded with the project being in both Tier 1 and Tier 2

The final ranking recommendations for all projects is posted on our website. You can find this information at [Montgomery County Continuum of Care](#).

Again, Thank you for your dedication and commitment to addressing homelessness in our community.

Regards,

Rozina Adhanom

Program Manager II, Continuum of Care

Services to End and Prevent Homelessness (SEPH)

Interagency Commission on Homelessness (ICH)

Montgomery County, Maryland | Department of Health and Human Services

401 Hungerford Drive, 7th Floor, Rockville, MD 20851

240-777-4735 Office 240-447-5565 Cell

Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: Adhanom, Rozina

Sent: Tuesday, September 12, 2023 5:37 PM

To: Respress, Christy <crespress@pathwaysdc.org>; gcharter@pathwaysdc.org

Cc: Hong, Christine <Christine.Hong@montgomerycountymd.gov>; Ball, Kim <Kim.Ball@montgomerycountymd.gov>; Driggers, Elizabeth <Elizabeth.Driggers@montgomerycountymd.gov>

Subject: Pathways-MD 601 NOFO Notification of Ranked Project Applications

Good Afternoon,

This is to notify you that the Allocation Committee convened on September 7th – 8th to review and score our HUD NOFO Project applications for Montgomery County CoC. The Ranking recommendations were presented to the Interagency Commission on Homelessness on Monday, September 11, 2023, and have been officially approved.

The following are approved ranked positions of the Pathways to Housing DC project application.

Project Home: Ranked 13th and fully funded.

We will post the final ranking recommendations for all projects on our website later today. You can find this information at [Montgomery County Continuum of Care](#).

If you have any questions or would like to discuss the next steps, please feel free to reach out to any member of the SEPH leadership team, copied on this email. They will be more than happy to assist you.

Thank you for your dedication and commitment to addressing homelessness in our community.

Warm Regards,

Rozina Adhanom

Program Manager II, Continuum of Care

Services to End and Prevent Homelessness (SEPH)

Interagency Commission on Homelessness (ICH)

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Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

Approved Final Project Ranking (MD – 601 – 2023 NOFO)

The CoC Allocation Committee met between September 7-8, 2023, and made the following funding recommendations to the ICH at its Monday, September 11, 2023, meeting. The ICH voted to move forward with these recommendations. Additionally, the CoC Planning Grant was approved.

Rank	Applicant	Project	Application Type	Percentage	Project Status	Reallocated Funds	Project Type	Funding Request
1	HOUSING OPPORTUNITIES COMMISSION	MCK 10	Renewal	78%	Accepted	0.00	PSH	\$3,259,060
2	HOUSING OPPORTUNITIES COMMISSION	MCK 14	Renewal	76%	Accepted	0.00	PSH	\$852,819
3	Montgomery County Coalition for the Homeless, Inc	Hope Housing	Renewal	72%	Accepted	0.00	PSH	\$620,951
4	The National Center for Children and Families	RRH	Renewal	71%	Accepted	0.00	RRH	\$603,204
5	Montgomery County Coalition for the Homeless, Inc	Seneca Heights	Renewal	70%	Accepted	0.00	PSH	\$403,699
6	Montgomery County Coalition for the Homeless, Inc	Home First I	Renewal	67%	Accepted	0.00	PSH	\$178,557
7	Montgomery County Coalition for the Homeless, Inc	Keys First	Renewal	66%	Accepted	0.00	PSH	\$885,969
8	Montgomery County Coalition for the Homeless, Inc	Cordell	Renewal	63%	Accepted	0.00	PSH	\$147,351
9	Interfaith Works Inc.	Interfaith Homes	Renewal	60%	Accepted	0.00	PSH	\$389,046
10	Montgomery County Coalition for the Homeless, Inc	Home First II	Renewal	55%	Accepted	0.00	PSH	\$353,199
11	The National Center for Children and Families	Survivors DV	Renewal	55%	Accepted	0.00	RRH	\$675,810
12	Interfaith Works	Lon's House	Renewal	43%	Accepted	0.00	PSH	\$353,009
13	Pathways to Housing DC	Project Home*	Renewal	50%	Accepted	0.00	PSH	\$1,139,225
14	The National Center for Children and Families	DV RRH Young Adults	Bonus	100%	Accepted	0.00	RRH	\$269,460
N/A	Department of Health and Human Services	CoC Planning	Planning	N/A	Accepted	N/A	CoC Planning	\$493,095

TIER 2

* Straddles Tier * Straddles Tier 1 and Tier 2 with \$420,873 in Tier 2

2023 HDX Competition Report

PIT Count Data for MD-601 - Montgomery County CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	670	577	581	894
Emergency Shelter Total	483	449	445	724
Safe Haven Total	0	5	3	4
Transitional Housing Total	84	55	64	42
Total Sheltered Count	567	509	512	770
Total Unsheltered Count	103	68	69	124

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	10	51	40	22
Sheltered Count of Chronically Homeless Persons	10	51	37	21
Unsheltered Count of Chronically Homeless Persons	0	0	3	1

2023 HDX Competition Report

PIT Count Data for MD-601 - Montgomery County CoC

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	61	29	56	85
Sheltered Count of Homeless Households with Children	61	29	56	85
Unsheltered Count of Homeless Households with Children	0	0	0	0

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	41	14	19	15	23
Sheltered Count of Homeless Veterans	27	9	19	15	21
Unsheltered Count of Homeless Veterans	14	5	0	0	2

*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

2023 HDX Competition Report

HIC Data for MD-601 - Montgomery County CoC

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	560	418	514	81.32%	46	46	100.00%	464	82.86%
SH Beds	4	4	4	100.00%	0	0	NA	4	100.00%
TH Beds	49	28	49	57.14%	0	0	NA	28	57.14%
RRH Beds	478	478	478	100.00%	0	0	NA	478	100.00%
PSH Beds	2,112	1,997	2,112	94.55%	0	0	NA	1,997	94.55%
OPH Beds	134	134	134	100.00%	0	0	NA	134	100.00%
Total Beds	3,337	3,059	3,291	92.95%	46	46	100.00%	3,105	93.05%

2023 HDX Competition Report
HIC Data for MD-601 - Montgomery County CoC

2023 HDX Competition Report

HIC Data for MD-601 - Montgomery County CoC

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

**For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	401	401	37	37

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	106	125	67	104

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	371	434	331	478

2023 HDX Competition Report
HIC Data for MD-601 - Montgomery County CoC

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for MD-601 - Montgomery County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Revised FY 2021	FY 2022	Submitted FY 2021	Revised FY 2021	FY 2022	Difference	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	1908	1862	99	107	133	26	54	56	86	30
1.2 Persons in ES, SH, and TH	1995	1926	105	120	142	22	57	63	93	30

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Revised FY 2021	FY 2022	Submitted FY 2021	Revised FY 2021	FY 2022	Difference	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	2251	2176	446	727	700	-27	104	184	227	43
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	2322	2225	461	731	703	-28	107	195	231	36

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2021	FY 2022	Revised FY 2021	FY 2022	% of Returns	Revised FY 2021	FY 2022	% of Returns	Revised FY 2021	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	16	23	3	1	4%	0	0	0%	1	1	4%	2	9%
Exit was from ES	677	665	107	66	10%	26	19	3%	49	45	7%	130	20%
Exit was from TH	49	130	3	51	39%	4	5	4%	4	1	1%	57	44%
Exit was from SH	19	5	0	0	0%	1	0	0%	4	0	0%	0	0%
Exit was from PH	327	264	12	6	2%	8	3	1%	8	7	3%	16	6%
TOTAL Returns to Homelessness	1088	1087	125	124	11%	39	27	2%	66	54	5%	205	19%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	577	581	4
Emergency Shelter Total	449	445	-4
Safe Haven Total	5	3	-2
Transitional Housing Total	55	64	9
Total Sheltered Count	509	512	3
Unsheltered Count	68	69	1

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	2000	2037	1966	-71
Emergency Shelter Total	1914	1927	1862	-65
Safe Haven Total	28	28	41	13
Transitional Housing Total	119	144	99	-45

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	399	441	407	-34
Number of adults with increased earned income	30	28	159	131
Percentage of adults who increased earned income	8%	6%	39%	33%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	399	441	407	-34
Number of adults with increased non-employment cash income	167	168	179	11
Percentage of adults who increased non-employment cash income	42%	38%	44%	6%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	399	441	407	-34
Number of adults with increased total income	179	185	179	-6
Percentage of adults who increased total income	45%	42%	44%	2%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	152	172	183	11
Number of adults who exited with increased earned income	23	24	31	7
Percentage of adults who increased earned income	15%	14%	17%	3%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	152	172	183	11
Number of adults who exited with increased non-employment cash income	35	29	52	23
Percentage of adults who increased non-employment cash income	23%	17%	28%	11%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	152	172	183	11
Number of adults who exited with increased total income	53	49	78	29
Percentage of adults who increased total income	35%	28%	43%	15%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1801	1807	1711	-96
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	504	452	530	78
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1297	1355	1181	-174

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	2090	2122	1975	-147
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	705	592	662	70
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1385	1530	1313	-217

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	94	58	62	4
Of persons above, those who exited to temporary & some institutional destinations	22	4	7	3
Of the persons above, those who exited to permanent housing destinations	38	14	15	1
% Successful exits	64%	31%	35%	4%

Metric 7b.1 – Change in exits to permanent housing destinations

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1481	1458	1355	-103
Of the persons above, those who exited to permanent housing destinations	683	667	740	73
% Successful exits	46%	46%	55%	9%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	1653	2035	2171	136
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1647	2027	2157	130
% Successful exits/retention	100%	100%	99%	-1%

2023 HDX Competition Report
FY2022 - SysPM Data Quality
MD-601 - Montgomery County CoC

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	223	221	401	81	66	71	2321	2410	2411	371	434	331			
2. Number of HMIS Beds	223	221	371	81	66	48	2170	2301	2270	371	434	331			
3. HMIS Participation Rate from HIC (%)	100.00	100.00	92.52	100.00	100.00	67.61	93.49	95.48	94.15	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	2199	2030	1981	144	153	108	2429	2425	2481	712	901	978	416	320	308
5. Total Leavers (HMIS)	1752	1567	1463	97	100	84	219	232	372	216	384	495	257	192	160
6. Destination of Don't Know, Refused, or Missing (HMIS)	324	4	2	6	0	0	4	0	0	3	0	0	55	4	0
7. Destination Error Rate (%)	18.49	0.26	0.14	6.19	0.00	0.00	1.83	0.00	0.00	1.39	0.00	0.00	21.40	2.08	0.00

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for MD-601 - Montgomery County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/25/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/27/2023	Yes
2023 HIC Count Submittal Date	4/27/2023	Yes
2022 System PM Submittal Date	3/3/2023	No

Before Starting the Project Listings for the CoC Priority Listing

The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.
- Project Listings:

- New;
- Renewal;
- UFA Costs;
- CoC Planning;
- YHPD Renewal; and
- YHDP Replacement.
- Attachment Requirement

- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.
- Project applications on the following Project Listings must be approved, they are not ranked per the FY 2023 CoC Program Competition NOFO:

- UFA Costs Project Listing;
- CoC planning Project Listing;
- YHPD Renewal Project Listing; and
- YHDP Replacement Project Listing.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD's website.
https://www.hud.gov/program_offices/comm_planning/coc/competition

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2023 CoC Priority Listing Detailed Instructions and FY 2023 CoC Priority Listing Navigational Guide on HUD's website. https://www.hud.gov/program_offices/comm_planning/coc/competition.

Collaborative Applicant Name: Montgomery County Maryland

2. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2023 CoC Priority Listing Detailed Instructions and FY 2023 CoC Priority Listing Navigational Guide on HUD's website. https://www.hud.gov/program_offices/comm_planning/coc/competition.

2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in Calendar Year 2024 into one or more new projects? No

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD’s website.

To upload all new project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC’s Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
NCCF DV-RRH Young...	2023-09-26 20:27:...	PH	National Center f...	\$514,350	1 Year	D14	DV Bonus	RRH	

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of renewal projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.	X
The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.	X
The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.	

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
Personal Living Q...	2023-09-25 21:41:...	1 Year	Montgomery County...	\$403,699	5	PSH	PH		
Home First II	2023-09-25 21:33:...	1 Year	Montgomery County...	\$353,199	10	PSH	PH		
Keys First	2023-09-25 21:38:...	1 Year	Montgomery County...	\$885,969	7	PSH	PH		
Home First I	2023-09-25 21:31:...	1 Year	Montgomery County...	\$178,557	6	PSH	PH		
Cordell	2023-09-25 21:30:...	1 Year	Montgomery County...	\$147,351	8	PSH	PH		
Hope Housing	2023-09-25 21:36:...	1 Year	Montgomery County...	\$620,951	3	PSH	PH		
Permanent Support..	2023-09-25 23:12:...	1 Year	Housing Opportun i...	\$852,819	2	PSH	PH		
Permanent Support..	2023-09-25 23:08:...	1 Year	Housing Opportun i...	\$3,259,060	1	PSH	PH		
Interfaith Homes	2023-09-26 11:41:...	1 Year	Interfaith Works	\$389,046	9	PSH	PH		
Lon's House	2023-09-26 14:33:...	1 Year	Interfaith Works	\$353,009	12	PSH	PH		
NCCF DV-RRH Renew...	2023-09-26 18:10:...	1 Year	National Center f...	\$675,810	11	RRH	PH		
NCCF RRH Renewal ...	2023-09-26 18:12:...	1 Year	National Center f...	\$603,204	4	RRH	PH		

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
MD-601 CoC Planni...	2023-09-26 19:08:...	1 Year	Montgomery County MD	\$493,095	Yes

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions:

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP Renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project Listings simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. .

As stated in the FY 2023 NOFO, CoCs must rank all YHDP Renewal projects that HUD initially funded in the FY 2016 (Round 1) YHDP Competition.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing YHDP renewal projects.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted ?	Rank	PSH/RRH	Consolidation Type
This list contains no items									

Continuum of Care (CoC) YHDP Replacement Project Listing

Instructions:

Prior to starting the YHDP Replacement Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Replacement project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project Listings simultaneously. To review a project on the YHDP Replacement Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

As stated in the FY 2023 NOFO, CoCs must rank all YHDP Replacement applications for projects replacing YHDP Renewal projects that HUD initially funded in the FY 2016 (Round 1) YHDP Competition.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	Rank
This list contains no items							

Funding Summary

Instructions

This page provides the total budget summaries for each of the project listings after you approved and ranked the New, Renewal, Round 1 YHDP Renewal and Round 1 YHDP Replacement projects, or rejected project applications. You must review this page to ensure the totals for each of the categories is accurate.

The "Total CoC Request" indicates the total funding request amount your CoC's Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$8,722,674
New Amount	\$514,350
CoC Planning Amount	\$493,095
YHDP Amount - Competitive	
YHDP Amount - Non-Competitive	
Rejected Amount	\$0
TOTAL CoC REQUEST	\$9,730,119

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes	MD-601 Certificat...	09/26/2023
Other	No		
Other	No		
Project Rating and Ranking Tool (optional)	No		

Attachment Details

Document Description: MD-601 Certification of Consistency with the Consolidated Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

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Page	Last Updated
Before Starting	No Input Required
1A. Identification	08/30/2023
2. Reallocation	09/22/2023
5A. CoC New Project Listing	09/26/2023
5B. CoC Renewal Project Listing	09/26/2023
5D. CoC Planning Project Listing	09/26/2023
5E. YHDP Renewal Project Listing	No Input Required
5F. YHDP Replacement Project Listing	No Input Required
Funding Summary	No Input Required
Attachments	09/26/2023
Submission Summary	No Input Required

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Instructions for completing the HUD-2991, Certification of Consistency with the Consolidated Plan

The following information must be completed by the Continuum of Care's designated Collaborative Applicant. If the CoC has multiple projects, it may complete a single HUD-2991 for the jurisdiction provided the Collaborative Applicant includes a list of all projects with applicant names, project names, and locations that will be submitted to HUD with the form when forwarding to the jurisdiction for signature. If there are multiple jurisdictions located within a CoC's geographic area, it must obtain a signed HUD-2991 for each jurisdiction where projects are located.

Completed by the CoC's Collaborative Applicant:

Applicant Name. Enter the name of the project applicant's organization.

Project Name. Enter the name of the project application that will be submitted to HUD in the Continuum of Care Program Competition.

Location of the Project. Enter the physical address of the project; however, if the project is designated as a domestic violence project, enter a P.O. Box or address of the main administrative office provided it is not the same address as the project.

Name of Certifying Jurisdiction. Enter the name of jurisdiction that will review the project information and certify consistency with the Consolidated Plan (e.g., City of..., County, State).

Must be completed by the certifying jurisdiction.

Certifying Official of the Jurisdiction. Enter the name of the official who will sign the form.

Title. Enter the official title of the certifying official (e.g., mayor, county judge, state official).

Signature. The certifying official is to sign the form.

Date. Enter the date the certifying official signs the form.

**U.S. Department of Housing
and Urban Development**

**Certification of Consistency Plan
with the Consolidated Plan
for the Continuum of Care
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: Montgomery County Continuum of Care MD-601

Project Name: See attached list

Location of the Project: See attached list

Name of
Certifying Jurisdiction: Montgomery County, Maryland

Certifying Official
of the Jurisdiction Name: Pofen Salem, Department of Housing and Community Affairs

Title: Chief of Finance and Administration

Signature: *Pofen Salem*

Date: 9/22/2023

Public reporting burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, completing the form, attaching a list of projects if submitting one form per jurisdiction, obtaining local jurisdiction's signature, and uploading to the electronic e-snaps CoC Consolidated Application. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. This form does not collect SSN information. The Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under 24 CFR part 91, 24 CFR Part 578, and is authorized by the McKinney-Vento Act, as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (42 U.S.C. 11371 et seq.).

HUD considers the completion of this form, including the local jurisdiction(s) authorizing official's signature, as confirmation the project application(s) proposed activities submitted to HUD in the CoC Program Competition are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR part 91. Failure to either submit one form per project or one form with a listing of project information for each field (i.e., name of applicant, name of project, location of project) will result in a technical deficiency notification that must be corrected within the number of days designated by HUD, and further failure to provide missing or incomplete information will result in project application removal from the review process and rejection in the competitive process.

Attachment to Certification of Consistency with the Consolidated Plan

Applicant Name: Continuum of Care MD-601

Name of Certifying Jurisdiction: Montgomery County, Maryland

Project Name	Location	Federal Program
Housing Opportunities Commission: Supportive Housing 10	10400 Detrick Avenue Kensington, MD 20895 Scattered site in Montgomery County	CoC Program: Permanent – PSH
Housing Opportunities Commission: Supportive Housing 14	10400 Detrick Avenue Kensington, MD 20895 Scattered site in Montgomery County	CoC Program: Permanent – PSH
Interfaith Works Inc: Interfaith Homes	981 Rollins Avenue, 2 nd Floor Rockville, MD 20852 Scattered site in Montgomery County	CoC Program: Permanent - PSH
Interfaith Works Inc: Lon’s House	107/109 Fleet Street Rockville, MD 20850	CoC Program: Permanent - PSH
Montgomery County Coalition for the Homeless: Cordell	4715 Cordell Avenue Bethesda, MD 20814	CoC Program: Permanent - PSH
Montgomery County Coalition for the Homeless: Home First I	2301 Research Boulevard, Suite 200 Rockville, MD 20850 Scattered site in Montgomery County	CoC Program: Permanent - PSH
Montgomery County Coalition for the Homeless: Home First II	2301 Research Boulevard, Suite 200 Rockville, MD 20850 Scattered site in Montgomery County	CoC Program: Permanent - PSH
Montgomery County Coalition for the Homeless: Hope Housing	2301 Research Boulevard, Suite 200 Rockville, MD 20850 Scattered site in Montgomery County	CoC Program: Permanent - PSH
Montgomery County Coalition for the Homeless: Keys First	2301 Research Boulevard, Suite 200 Rockville, MD 20850 Scattered site in Montgomery County	CoC Program: Permanent – PSH
Montgomery County Coalition for the Homeless: Personal Living Quarters/Seneca Heights Apartments	18715 North Frederick Avenue Gaithersburg, MD 20879	CoC Program: Permanent – PSH
National Center for Children and Families: Rapid Rehousing I & II	6301 Greentree Road Bethesda, MD 20817 Scattered site in Montgomery County	CoC Program: Permanent – RRH
National Center for Children and Families: Rapid Rehousing DV	6301 Greentree Road Bethesda, MD 20817 Scattered site in Montgomery County	CoC Program: Permanent – RRH
National Center for Children and Families: DV RRH Young Adult	6301 Greentree Road Bethesda, MD 20817 Scattered site in Montgomery County	CoC Program: Permanent – RRH
Pathways DC Project Home	828 Everts Street, NE Washington, DC 20018 Scattered site in Montgomery County	CoC Program: Permanent – PSH

**U.S. Department of Housing
and Urban Development**

**Certification of Consistency Plan
with the Consolidated Plan
for the Continuum of Care
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: Montgomery County Continuum of Care MD-601


Project Name: Montgomery Coalition for the Homeless: Personal Living Quarters/Seneca Heights Apartments

Location of the Project: 18715 North Frederick Avenue, Gaithersburg, MD 20879

Name of
Certifying Jurisdiction: City of Gaithersburg

Certifying Official
of the Jurisdiction Name: Tanisha R. Briley

Title: City Manager

Signature:  _____

Date: 9/26/2023

Public reporting burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, completing the form, attaching a list of projects if submitting one form per jurisdiction, obtaining local jurisdiction's signature, and uploading to the electronic e-snaps CoC Consolidated Application. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

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