

**DEADLINE FOR SUBMISSION OF APPLICATIONS: Friday, June 22, 2018**

### **BACKGROUND**

Each year the Arlington County Continuum of Care (CoC) competes with other CoCs across the country to secure federal funds to help end homelessness through the U.S. Department of Housing and Urban Development’s (HUD) Continuum of Care (CoC) program. The Arlington CoC is seeking applications for housing projects for inclusion in the CoC’s 2018 application for HUD CoC funds. Through the 2017 CoC competition, Arlington was eligible to apply for approximately \$148,000 for new bonus<sup>1</sup> projects and approximately an additional \$330,000 in reallocated funds<sup>2</sup>. The CoC was awarded approximately \$346,000 for new projects in the 2017 competition, for projects funded through reallocation.

HUD has not provided information regarding the amount of bonus funds for which CoCs will be eligible to apply through 2018 competition. The Arlington CoC anticipates that it will not have reallocation funds available for award during the 2018 application. The total funds available for new projects will be determined based on the final bonus amount, as determined by HUD, combined with any amount of funding that the Executive Committee<sup>3</sup> determines shall be reallocated from existing renewal projects (none anticipated at this time).

The Arlington CoC is anticipating the same types of new projects will be eligible for funding as those indicated in the 2017 CoC NOFA<sup>4</sup>. New projects to be included in the CoC’s 2018 Application to HUD will be conditionally selected by an independent scoring committee. Final decisions regarding awards will be made by HUD via the national competition. Once projects have been conditionally selected for inclusion in the application to HUD<sup>5</sup>, the Arlington CoC Team will work with applicants to determine next steps for submission of project applications in eSNAPS<sup>6</sup>. As necessary, applicants may be required to submit 2 separate applications in eSNAPS.

The Arlington CoC encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds. The Arlington CoC provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past.

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<sup>1</sup> HUD makes funds available to support development of new projects. CoCs compete nationally to secure these funds. This process is known as the “Permanent Housing Bonus.”

<sup>2</sup> Through each annual competition, CoCs can reduce or eliminate funding from existing projects in order to fund new projects. This process is known as “reallocation.”

<sup>3</sup> The Arlington CoC is led by an Executive Committee comprised of representatives of a variety government agencies, provider coalitions and people who have experienced homelessness. For more information about the CoC visit: <https://publicassistance.arlingtonva.us/10yp/continuum-care/>

<sup>4</sup> The final rules for the competition are defined by HUD in the annual CoC Competition Notice of Funding Availability (NOFA). HUD has not yet released the NOFA for the 2018 CoC Competition.

<sup>5</sup> The Arlington CoC will convene a committee to review and score applications that are submitted in response to this RFP. The Arlington CoC uses those scores to determine which applications are submitted to HUD. HUD makes final decisions regarding which applications are funded.

<sup>6</sup> eSNAPS is the web-based system HUD uses for the CoC competition. All applicants whose projects are selected by the CoC for inclusion in the final application for HUD, will need to submit applications in eSNAPS. The CoC will notify applicants at a later date of whether their applications have been selected and of the deadline for submission of applications in eSNAPS.

Please note that this application is based on the best information that is currently available, and the CoC may need to revise the requirements described herein and/or request additional information based on additional guidance received from HUD and/or policy decisions made by the Executive Committee. The CoC will disseminate all information about this funding opportunity as it becomes available through the CoC's email listserv. **To ensure that you receive the latest information please subscribe to the ARLINGTON CoC mailing list by emailing CoC Services Coordinator, Mary Frances Kenion, at [mkenion@arlingtonva.us](mailto:mkenion@arlingtonva.us).**

**HUD has announced the availability of \$50 million nationally to fund rapid re-housing that is set-aside for people fleeing/attempting to flee domestic violence (DV RRH). The Arlington CoC will convene a separate competition for the DV RRH funds when more information becomes available from HUD.**

The Arlington CoC is currently seeking applications for the following project types:

- **New DedicatedPLUS Permanent Supportive Housing (PSH) projects that will create new units** and dedicate at least 50% of beds to chronically homeless individuals and families but may serve individuals and families with disabilities that meet the flexible criteria, as defined in the appendix of this RFP. This includes youth/young adults experiencing chronic homelessness.
- **New Permanent Supportive Housing (PSH) projects that will not create new units but will provide additional services** to participants in one or more existing PSH projects. Additional services funded through this RFP must be used to serve 100 percent chronically homeless individuals and families including youth/young adults experiencing chronic homelessness, as defined in the appendix of this RFP.
- **New rapid rehousing (RRH) projects that will not create new units but will provide additional services** to participants in one or more existing RRH projects. Additional services funded through this RFP must be used to serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or meeting the criteria of paragraph (4) of the HUD definition of homeless. (See Appendix for Definition of Category 4 - fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations).

Please note that the CoC is seeking applications that will not create new units but will provide additional services to participants in one or more existing PSH or RRH project only in order to fill critical gaps as identified by the Centralized Access System (CAS)<sup>7</sup>. Such applications will be considered only where the CAS has determined that the additional services proposed are essential to assist eligible participants in one or more existing projects to obtain and/or retain permanent housing. Applicants proposing projects

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<sup>7</sup> All CoCs are required by HUD to establish coordinated entry systems (CES) to ensure standardization, coordination and intentional prioritization in the process of administering homeless assistance. CES is a process for responding to people experiencing or at-risk of homelessness, assessing need using common tools and making connections to housing and services as quickly as possible based on household need and community resources and priorities. The primary goal is to efficiently and effectively allocate resources in a manner that is well-publicized, transparent, fair and objective, and has few or no barriers to access. CAS serves as the CES Arlington County.

that will not create units but rather will provide additional services to participants in one or more PSH or RRH projects must certify that the funding will not be used to off-set other funding sources, and that they will add additional staff capacity to enhance currently available services.

HUD allows project applicants to apply for a new expansion project in order to expand projects that will increase the number of units in the project or allow the recipient to serve additional persons. HUD has clarified that the component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project may only apply for a PSH expansion, an existing RRH project may only apply for a RRH expansion). Projects may not apply for an expansion to replace other funding sources. Applicants seeking funding for an expansion project should complete the relevant section of this application. Applications for new PSH and RRH projects that will not create new units but will provide additional services to participants in one or more existing PSH or RRH projects must be submitted as expansion projects. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying.

**RRH projects** may serve individuals and families, including unaccompanied youth, who meet the following criteria:

- 1) residing in a place not meant for human habitation (i.e., unsheltered and living, for example on the streets, in a park, or on public transportation);
- 2) residing in an emergency shelter;
- 3) persons who qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix);
- 4) residing in a transitional housing project that was eliminated in the FY2017 or 2018 CoC Competition (not applicable in Arlington);
- 5) residing in transitional housing funded by a Joint TH-RRH component project (not applicable in Arlington); or
- 6) receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

For all project types, individuals coming from an institution where they have resided for 90 days **or** less AND have entered the institution from the streets, emergency shelter, **or** safe haven, maintain their homeless status during that time. Include these program participants in the percentages on page 24 of this application for streets and places not meant for human habitation, emergency shelters, and safe havens accordingly.

**All applications for are due by close of business on Friday, June 22, 2018 and should be sent to CoC Services Coordinator, Mary Kenion, at [mkenion@arlingtonva.us](mailto:mkenion@arlingtonva.us) ). Only emailed proposal packets will be accepted. Applicants may submit questions to CoC Services Coordinator, Mary Kenion, at [mkenion@arlingtonva.us](mailto:mkenion@arlingtonva.us).**

#### Project Requirement and Priorities:

- Eligible activities/projects for the Funds:
  - All projects must be Permanent Supportive Housing or Rapid Re-Housing
  - Projects can request funds for
    - DedicatedPLUS PSH: Rental assistance, leasing, operating,
    - ALL Projects: Supportive Services
    - Applicants proposing projects that will not create units but, rather, will provide additional services to participants in one or more PSH or RRH projects must certify that the funding will not be used to off-set other funding sources and that they will add additional staff to enhance currently available service capacity.
    - ALL Projects: HMIS
    - ALL Projects: Project Administrative Costs
  - Additional information regarding Project Administrative Costs:
    - HUD establishes a maximum rate of 10% for project administrative costs (i.e., admin costs may not exceed 10% of the aggregated amount requested for all other budget line items. For example, a project that requests \$500,000 annually for rental assistance and supportive services can request up to \$50,000 additional for admin. Total CoC budget = \$550,000 in this example.
    - The CoC reserves the right to limit administrative fund requests to a level below 10% based on NOFA requirements, CoC application scoring incentives and/or strategic priorities such as those aimed at maximizing direct assistance.
    - Project Admin costs do not include staff time and overhead directly related to carrying out CoC Program eligible activities, because those costs are eligible on the relevant budget line item, not on the project administrative costs line. For example, the cost of conducting Housing Quality Standards (HQS) inspections and determining rent reasonableness are eligible on the rental assistance line NOT the admin line. The costs of office supplies and supervision for case managers are eligible on the supportive service line NOT the admin line.
    - Applicants should note that though admin is budgeted as a % of the total amount requested for the other CoC project budget line items, it cannot be billed that way, and **costs must be allocated only to these eligible activities:**

- General management oversight and coordination
  - Salaries, wages, and related costs of recipient staff, sub recipient staff, or other staff engaged in program administration including:
    - Preparing program budgets and schedules and amendments to those budgets and schedules
    - Developing systems for assuring compliance with program requirements
    - Monitoring program activities for progress and compliance with program requirements
    - Preparing reports and other documents directly related to the program for submission to HUD
    - Coordinating the resolution of audit and monitoring findings
    - Evaluating program results against stated objectives
    - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments
  - Travel costs incurred for monitoring of sub recipients;
  - Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
  - Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
- Costs of providing training on CoC requirements and attending HUD-sponsored CoC trainings
- Costs of carrying out the HUD required environmental review responsibilities.
- Additional Information Regarding Indirect Costs:
  - Indirect costs are those that cannot be relatively easily and with a high degree of accuracy directly assigned to an eligible CoC activity, such as rental assistance, leasing,

operating or supportive services. Rather, indirect costs are incurred for common or joint objectives and cannot be readily associated with a particular CoC program budget line item. Salaries for IT staff who maintain the agency's network, or costs associated with payroll management are examples of indirect costs. Indirect costs are distinct from and can be budgeted in addition to the project administrative costs described above. To charge more than the 10% de minimis indirect cost rate, the agency must have an indirect cost rate proposal that is in accordance with federal OMB requirements. If HUD conditionally awards the grant, agencies will be required to submit the rate proposal in e-snaps during the post-award process. Applicants with an approved indirect cost rate must submit a copy of the approval with their application to the CoC and must attach the approval to their project application in eSnaps. Indirect costs are applied to each budget line (e.g., Supportive Services) not on the project admin costs line. For example, projects claiming the 10% de minimis rate would include that 10% indirect rate on their CoC budget line items (e.g., supportive services, leasing). Projects with an approved federal indirect rate of 19% would include that 19% indirect rate on their CoC budget line items.

- Term – Projects must request one year of funding. Awarded projects will be renewable through subsequent annual CoC competitions.
- The FY 2018 HUD Appropriations Act requires HUD to obligate FY 2018 CoC Program funds by September 30, 2020. Obligated funds remain available for expenditure until September 30, 2025. However, HUD reserves the right to require an earlier expenditure deadline under a grant agreement. The applicant is expected to initiate the approved projects promptly in accordance with the requirements of the NOFA. Grant terms, and associated grant operations, may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with sufficient time to complete post award process within the awarded grant term. In addition, HUD will take action if the grantee fails to satisfy the timeliness standards found in 24 CFR 578.85. HUD strongly encourages all rental assistance to begin within 12 months of award. Awards are anticipated to occur in approximately December 2018. The Arlington CoC reserves the right to change requirements related to timeliness of expenditures for final applications submitted to HUD based on NOFA requirements and/or strategic priorities such as those aimed at rapid project start-up.
- The Arlington CoC reserves the right to prioritize funding for applications that will be ready for occupancy no later than 6 months after the award of funds. Awards are anticipated to occur in approximately December 2018.
- Projects cannot combine the following types of assistance in a single structure or housing unit:
  - Rental assistance and leasing
  - Rental assistance and operating

- Projects, except as prohibited to protect victims of domestic violence, dating violence, sexual assault, or stalking, must agree to enter client data into the CoC's HMIS. Excepted projects must enter data into a comparable database.
- All projects must participate in the annual homeless count(s), and Centralized Access System (CAS), and comply with all Arlington CoC Policies and Procedures available at: <https://publicassistance.arlingtonva.us/10yp/continuum-care/>
- Applications must demonstrate:
  - A plan for **rapid implementation** of the program; the project narrative must document how, and when, the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.
  - A connection to **mainstream service systems**, specifically:
    - 1) that activities are in place to identify and enroll all Medicaid-eligible program participants; AND
    - 2) whenever possible, that the project includes Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). Medicaid-financed health services provided in a hospital setting do not qualify. Where projects can demonstrate that there are barriers to including Medicaid-financed services in the project, they must demonstrate that the project leveraged non-Medicaid resources available in the CoC's geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.
    - 3) that services are in place to connect participants to mainstream resources, including benefits, health insurance and employments services
    - 4) for stable PSH participants, that the project will assess participants' interest in moving on to independent affordable housing, and offer assistance, as indicated, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities
  - Experience in operating a successful **Housing First** program and a program design that meets the definition of Housing First as adopted by the Arlington CoC (see Housing First Principles in the Appendix).

- A plan for outreach to the eligible population.
  - That the project is cost-effective, including costs of operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
  - That they meet HUD’s match requirements (See pages 33-34)
- Eligible localities:
    - Projects must be located within Arlington County, Virginia
- Eligible populations:
    - DedicatedPLUS PSH:
      - HUD created the DedicatedPLUS concept to provide more flexibility to communities, particularly those that have already dedicated 100 percent of the PSH resources to chronic homelessness, to expand their eligibility to serve persons with long histories of homelessness and severe service needs who would not meet the definition of chronic homelessness at project entry. The DedicatedPLUS concept applies at the project level. All new PSH projects are required to either be (1) 100 percent dedicated to chronic homelessness or (2) DedicatedPLUS.
      - **Renewal PSH projects may choose to change their classification to DedicatedPLUS as part of their project application.**
      - All projects must dedicate 50% of units to chronically homeless individuals and/or families, as defined by HUD (See Appendix).
      - PSH project applicants must demonstrate that they will first serve people experiencing chronic homelessness according to the order of priority established in the Arlington County Centralized Access System Policies and Procedures and then use flexible DedicatedPLUS eligibility guidelines (available at: <https://publicassistance.arlingtonva.us/10yp/continuum-care/>).
      - **Disabilities:** All projects must serve exclusively disabled individuals as defined by HUD (See Appendix)
    - RRH may serve individuals and families, including unaccompanied youth, who meet the following criteria:
      - residing in a place not meant for human habitation (i.e., unsheltered and living, for example, on the streets, in a park, or on public transportation);
      - residing in an emergency shelter;

- persons who qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix);
- residing in a transitional housing project that was eliminated in the FY2017 or 2018 CoC Competition (not applicable in Arlington County);
- residing in transitional housing funded by a Joint TH-RRH component project (not applicable in Arlington County); or
- receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Individuals coming from an institution where they have resided for 90 days **or** less AND have entered the institution from the streets, emergency shelter, **or** safe haven, maintain their homeless status during that time.

Except as noted above, persons in transitional housing **are not eligible** for new PSH or RRH projects funded through this RFP.

- Eligible applicants:

- Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
- Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

- Priorities:

- Bonus points will be available to DedicatedPLUS PSH projects that propose to create new units for homeless families with children. 100% of proposed new units must be designated to serve families with children in order to receive these bonus points.
- Bonus points will be available to DedicatedPLUS PSH and RRH projects that dedicate a minimum of 50% of units for unaccompanied and parenting youth under age 25.
- Bonus points will be available to DedicatedPLUS PSH projects that propose to create new units and demonstrate a viable plan to begin housing eligible participants within 12 months of award and to achieve full occupancy within 18 months of award.

- Additional bonus points will be available to DedicatedPLUS PSH projects that propose to create new units and that demonstrate a viable plan to begin housing eligible participants within 6 months of award and to achieve full occupancy within 12 months of award.
- Bonus points will be available to PSH and RRH projects that do not propose to create new units that demonstrate a viable plan to begin serving eligible participants within 4 months of award and to achieve full project enrollment within 8 months of award.
- Bonus points will be awarded for projects that prioritize Veterans who are ineligible to receive HUD-VASH/SSVF services.
- Bonus points will be given to projects that will employ homeless and/or formerly homeless individuals.

## **Arlington County Continuum of Care** **2018 New Project Application\***

**(\* Do not submit pages 1-10 as part of the application)**

# APPLICATION

All information requested in this application is required, and the CoC reserves the right not to review applications that:

- Are late
- Are incomplete
- Are submitted by ineligible applicants
- Do not indicate that the proposed project will meet all eligibility requirements
- Exceed the following maximum page limit: *combined 15 page limit using a 12 point font with one inch margin for Sections 1 (Organizational Experience and Capacity), 2 (Project Description, and 3 (Supportive Services for Participants).*
- Propose costs that deviate substantially from the norm in the locale for the type of structure or kind of activity proposed.

**Applications are due by COB on Monday, June 22, 2018 and should be sent to CoC Services Coordinator, Mary Frances Kenion, at [mkenion@arlingtonva.us](mailto:mkenion@arlingtonva.us).**

- Please contact CoC Services Coordinator, Mary Frances Kenion, at [mkenion@arlingtonva.us](mailto:mkenion@arlingtonva.us) for questions about the form or process.

## 1. Project Applicant Information:

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Units of Local Government       Non-profit 501(c)(3)       PHA
  - State Government       Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

## 2. Sub-Recipient Organization (if applicable):

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Units of Local Government       Non-profit 501(c)(3)       PHA
  - State Government       Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

## 3. Contact person for this application:

- a. Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b. Phone: \_\_\_\_\_
- c. Email: \_\_\_\_\_

## 4. Project Address: \_\_\_\_\_

## 5. Type of Project:    PSH with new units    PSH new services only    RRH new services only

**6. Housing Type (Eligible to projects proposing to create new units only)**

- a. Type:  Single Site                       Scatter Site
- b. Total Number of Units: \_\_\_\_\_
- c. Total Number of Beds: \_\_\_\_\_

**7. New Services (applicable to projects proposing to create only new services for participants in one or more existing projects)**

- a. Total number of households to be served at a point-in-time: \_\_\_\_\_
- b. Total number of households to be served annually (applicable to RRH only): \_\_\_\_\_
- c. Please list the existing projects at which you are proposing to provide new services.

Agency that Operates the Project	Project Name

- d. Have you coordinated with each agency listed above and determined that the additional services proposed through this application are essential to assist eligible participants in one or more existing projects to obtain and/or retain permanent housing?  Yes    No
- e. Will priorities for how these services will be used be established by CAS and do you agree to only serve participants in accordance with established CAS priorities?  
 Yes    No

f. Please briefly describe why the additional services proposed through this application are essential to assist eligible participants in one or more existing projects to obtain and/or retain permanent housing:

**8. Is this an expansion project?**  YES  No (PLEASE NOTE: Applications for new PSH and RRH projects that will not create new units but will provide additional services to participants in one or more existing PSH or RRH projects, must be submitted as expansion projects, and those applicants must complete this section). Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project.) **If this is an expansion project, please indicate:**

- a. Is this project seeking expansion funds to replace other funding sources?  
 YES  No (Note: use of expansion funds to replace other sources is not permitted)
- b. Will this project staff capacity to increase service capacity from current levels?  
 YES  No # of FTEs to be added: \_\_\_\_\_ (Note: projects not proposing to add units must add FTEs to expand service capacity from current levels)
- c. Component Type of the existing project:  PSH  RRH
- d. Component Type of the expansion project:  PSH  RRH (component types of the existing and expansion projects must be identical)
- e. Grant # of the eligible renewal project that is requesting expansion (if applicable):  
 \_\_\_\_\_
- f. Non-CoC funding source of existing project (applicable only for projects applying to expand a non-CoC project): \_\_\_\_\_
- g. Point in Time (PIT) Project Capacity: (applicable to projects proposing to add units and/or increase the # of households served):

	<i>PIT Capacity - Existing Project</i>	<i>PIT Capacity – New Project</i>	<i>Total PIT Capacity – Existing Project + New Project</i>
# of Units			
# of Beds			
# of Households Served			
# of People Served			

- h. Additional services to be provided (applicable to projects proposing to provide additional services to homeless people in one or more existing projects) (check all that apply):  
 Increase number of and/or expand variety of supportive services provided  
 Increase frequency and/or intensity of supportive services.

**9. Proposed Project Budget - Annual**

<b>Activities</b>	<b>Annual Assistance Requested</b>
CoC Rental Assistance	
Indicate Type of RA (if applicable)	<input type="checkbox"/> TBRA (Required for RRH) <input type="checkbox"/> PBRA <input type="checkbox"/> SBRA
CoC Leasing	
CoC Supportive Services	
CoC Operations	
CoC HMIS	
Sub-total CoC Request (Add all lines above)	
Administrative costs (Up to 10% of subtotal) <sup>8</sup>	
Total CoC Annual Request (Add Sub-total and Admin)	
Cash Match	
In-kind Match	
Total Match (Add cash and in-kind match) must be at least 25% of total request excluding leasing <sup>9</sup>	
Total Annual CoC Budget (Add Total Request and Total Match)	
Total Annual Budget from non-CoC sources (see #11 on page 16)	
Total Annual Budget (Add annual CoC and non-CoC budgets)	

**10. Are you proposing to include indirect costs in your budget?**  YES  NO

a. **If Yes, please select which type of rate you are using:**

de minimis rate of 10%  other rate (specify rate): \_\_\_\_\_

b. If you are using a rate other than the de minimis rate, please indicate:

My agency has an approved indirect cost rate **and has submitted a copy of the approval with this application.**

My agency has an indirect cost rate proposal that is in accordance with federal OMB requirements. If HUD conditionally awards the grant, my agency will submit the rate proposal in e-snaps during the post-award process as required by HUD.

<sup>8</sup> Please carefully review instructions for Project Administrative Costs and Indirect Costs starting on page 4.

<sup>9</sup> Arlington CoC discourages projects from committing more than the required match. HUD will monitor based on the amount committed in the application and overcommitting increases recapture risk.

**11. OTHER FUNDING:**

Are the HUD CoC funds you are requesting sufficient to operate the project to serve the # of participants proposed in this application?  Yes  No

If no, how much additional funding is required annually to fully support the project:

\_\_\_\_\_

In the table below indicate all additional funding sources and amounts, other than HUD CoC sources, are committed to this project (e.g. HUD VASH, OMH, DOHMH, HASA, etc.)? For each source, indicate the type of activity funded and the amount at which each activity type is funded. Please list amounts separately for each type of activity. Please add fields as necessary, if your project includes more than 3 non-CoC funding sources.

Non-CoC Funding Source	Activity Funded (Select All that Apply)	Amount Committed Annually
	<input type="checkbox"/> Supportive Services	
	<input type="checkbox"/> Operating	
	<input type="checkbox"/> Rental Assistance	
	<input type="checkbox"/> Leasing	
	<input type="checkbox"/> Administrative Costs	
	<input type="checkbox"/> Supportive Services	
	<input type="checkbox"/> Operating	
	<input type="checkbox"/> Rental Assistance	
	<input type="checkbox"/> Leasing	
	<input type="checkbox"/> Administrative Costs	
	<input type="checkbox"/> Supportive Services	
	<input type="checkbox"/> Operating	
	<input type="checkbox"/> Rental Assistance	
	<input type="checkbox"/> Leasing	
	<input type="checkbox"/> Administrative Costs	
<b>Total Annual Commitment from all non-CoC sources:</b>		

**12. A. Population to be Served in the Project (Point-in-Time)**

Households	Households with At Least One Adult and One Child		Adult Households without Children		Households with Only Children	Total
	# with Head of Household 25 years old & older	# with Head of Household under 25	# with Head of Household 25 years old & older	# with Head of Household under 25		
Total Number of Households						

**B. Population to be Served in the Project (Annually – over the course of a year)  
(Not applicable for PSH - Applies to RRH and Joint TH-RRH only)**

Households	Households with At Least One Adult and One Child		Adult Households without Children		Households with Only Children	Total
	# with Head of Household 25 years old & older	# with Head of Household under 25	# with Head of Household 25 years old & older	# with Head of Household under 25		
Total Number of Households						

**I. Organizational Experience and Capacity of Applicant & Sub-Recipients**

**PLEASE NOTE: maximum combined page limit is 15 pages using a 12 point font with one inch margin for Sections I (Organizational Experience and Capacity), II (Project Description, and III (Supportive Services for Participants).**

A. Describe the experience of the project applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless persons, and carrying out the activities of the project. Be sure to provide concrete examples that illustrate (1) experience/expertise with renting units, operating rental assistance, and providing supportive services similar to the activities proposed in the applications (2) working with and addressing the target population’s identified housing and service needs. Specifically describe your experience with:

- the Housing First model
- delivering or securing Medicaid funded services for participants in the agency’s programs
- linking participants to mainstream resources, including benefits, health insurance, employment services, and mainstream affordable housing
- assessing stable participants’ interest in moving on to independent affordable housing and offering assistance, as indicated, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities (PSH ONLY)

B. Describe experience of project applicant and partners (if applicable) relating to serving the eligible population you are proposing to serve.

C. Describe the basic organization and management structure of the applicant and sub recipients (if any). Include description of internal and external coordination, structures for managing basic organization operations, and an adequate financial accounting system that will be used to administer the grant.

D. Describe the experience of the applicant and potential sub recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

E. Describe the experience of the applicant and potential sub recipients (if any) in identifying and securing matching funds and leveraging other Federal, State, local, and private sector funds. If the applicant and sub recipient have no experience, indicate “No experience leveraging other Federal, State, local or private sector funds.”

F. Have any of your agency's HUD funded programs (including ESG) received a HUD audit in the last 24 months?      yes  no

If yes, were there any findings from the audit?    yes  no

If there were findings, please describe the findings and your agency's corrective actions to satisfy the findings and attach a copy of the corrective action plan that you submitted to HUD.

G. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential sub recipients (if any)?

Yes       No

If Yes, describe the details of unresolved monitoring or audit findings and steps that will be taken to resolve.

H. Have you returned any funds to HUD on any existing grants in the last two years?

Yes       No

If yes, how much has been returned?

What is the reason that the funds have been returned?

What actions are you taking to ensure full spending?

I. Do you have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon?

Yes       No

If yes, how much is owed?

What is the reason for the obligation to HUD?

What is preventing establishing a payment schedule?

J. Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years?    Yes       No       Not applicable (my agency has no CoC grants)

If no, what is the reason that the funds have not been drawn down?

What actions are you taking to ensure timely draw down?

K. Have you submitted on time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years?    Yes       No       Not applicable (my agency has no CoC grants)

If no, what is the reason that APRs were late?

What actions are you taking to ensure timely submission?

## II. Project Description

- A. Provide a description that addresses the entire scope of the proposed project. The project description should be complete and concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). The description must be consistent with other parts of this application and identify:
- The target population including the number of single adults and the number of families with children to be served when the project is at full capacity
  - Address and location of units
  - Type and number of units – scatter site or single site, single or multi-family homes, etc.
  - The specific services that will be provided and outreach methods to be used to serve the long-term homeless population
  - Projected outcomes
  - Coordination with partners
  - Project timeline – when units will be developed or leased-up
  - HMIS implementation
  - How the project will leverage or deliver Medicaid and other mainstream services to participants

- B. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

- C. In cases where the proposed project is expanding an existing project, describe how the requested funds will supplement existing services and resources, and increase participants served.

D. Describe a plan for **rapid implementation** of the program; Indicate the month and year in which the project will begin to house eligible participants, the month and year in which the project will achieve full occupancy, and a detailed plan for ensuring timely and full project rent-up. If any project site is not currently owned or under a lease agreement, provide a summary of relevant contracts and agreements (e.g., with local landlords, housing locator specialists, public housing authority, other partner organizations) needed for the achievement of project operation. The narrative must provide evidence that ensures there will be no delay in service provision to participants, operation of CoC management systems, or the leasing of units for reasonable rents.

E. Will the project receive referrals only through Arlington’s Coordinated Entry System (i.e., CAS)

Yes                       No

Please note that accepting referrals only through CAS is required.

F. Describe recipient/sub recipient experience with and a description of the program design for implementing Housing First.

G. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?  Yes  No

Will more than 16 persons reside in a structure?  Yes  No

If yes, please answer the following questions

- Describe local market conditions that necessitate a project of this size.
- Describe how the project will be integrated into the neighborhood.

I. If the project involves capital development, please describe the proposed development activities and the responsibilities that the applicant and potential sub recipients (if any) will have in developing, operating, and maintaining the property.

J. Will your agency employ homeless and/or formerly homeless individuals in this project?

Yes  No

If yes, please describe the role of these individuals in the project.

K. Describe your plans to implement a system of Continuous Quality Improvement, program evaluation, and consumer satisfaction in order to ensure that your program provides a high quality of services. Please describe how outcomes related to improving employment rates and increasing income among participants will be measured.

L. Describe your agency's existing mechanism(s) for consumer involvement and how that information is used. Describe how you would obtain consumer feedback in this new program.

### III. Supportive Services for Participants

A. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, as updated by the Every Student Succeeds Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?

Yes No

B. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?

Yes No

C. Describe how participants will be assisted to obtain and remain in permanent housing. The description must be consistent with other parts of this application and identify:

- Plan to move eligible participants into the project
- Needs of tenants and plan for addressing those needs including but not limited to: health, behavioral health, education, employment, life skills and child care services
- How units will be identified and rent reasonableness will be determined

D. Describe how participants will be assisted to increase employment and/or income and to maximize their ability to live independently. The description must be consistent with other parts of this application and identify:

- Needs of target population and services required
- How tenants will access these services
- Coordination with other providers and mainstream systems
- How tenants will access SSI/SSDI and other mainstream benefits
- Unique needs of youth (if applicable)

E. Please identify whether the project will include the following activities:

Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes No

Regular follow-ups with participants to ensure mainstream benefits are received and renewed? Yes No

Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub recipient, or partner agency? Yes No

Indicate the last SOAR training date for the staff person providing the technical Assistance:

\_\_\_\_\_

#### IV. Outreach for Participants

A. Enter the percentage of homeless persons who will be served by the proposed project for each of the following locations:

\_\_\_ Persons who came from the street or other locations not meant for human habitation

\_\_\_ Persons who came from Emergency Shelters

\_\_\_ Persons who came from safe havens

\_\_\_ Other – Please describe: \_\_\_\_\_

\_\_\_ Total of above percentages

PLEASE NOTE: Project must serve only eligible participants as described on pages 8-9 of this RFP.

B. Describe the outreach plan to bring eligible homeless participants into the project, including a contingency plan to ensure project rent-up in accordance with the described timeline if sufficient eligible applicants are not identified in a timely manner.

**V. Supportive Services Type and Frequency:**

A. For all supportive services available to participants, indicate who will provide, how they will be accessed and how often they will be provided **regardless of the resources that will be used to pay for the services.**

*For “Provider” indicate: “Applicant” if the applicant will provide the service directly; “Sub recipient” if a sub recipient will provide the service directly; “Partner” if an organization that is not a sub recipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or, “Non-Partner” to if a specific organization with whom no formal agreement has been established regularly provides the service to clients.*

		Frequency – select one per service type				
Supportive Service	Provider	Daily	Weekly	Bi-monthly	Monthly	Does not Apply
Assessment of Service Needs						
Assistance with Moving Costs						
Case Management						
Child Care						
Education Services						
Employment Assistance/Job Training						
Food						
Housing Search/ Counseling Services						
Legal Services						
Life Skills						
Mental Health Services						
Outpatient Health Services						
Outreach Services						
Substance Abuse Treatment Services						
Transportation						
Utility Deposits						

B. How accessible are basic community amenities (e.g. medical facilities, grocery store, recreation facilities, schools, etc.) to the proposed project?

- Yes, very accessible
- Somewhat accessible
- Not accessible

**VI. Population/Subpopulation Characteristics**

<b>Population Characteristics</b>	<b>Persons in Households with At Least One Adult and One Child</b>	<b>Adult Persons in Households without Children</b>	<b>Persons in Households with Only Children</b>	<b>Total</b>
Disabled Adults over age 24				
Non-disabled Adults over age 24				
Disabled Adults ages 18-24				
Non-disabled Adults ages 18-24				
Accompanied Disabled Children under age 18				
Accompanied Non-disabled Children under age 18				
Unaccompanied Disabled Children under age 18				
Unaccompanied Non-disabled Children under 18				

**Totals from Above:**

<b>Total Number of Adults over age 24</b>				
<b>Total Number of Adults ages 18-24</b>				
<b>Total Number of Children under 18</b>				
<b>Total Persons</b>				

**SUBPOPULATIONS:** For PSH, each person must be listed as chronically homeless.

**Households with At Least One Adult and One Child**

	Chron. Homlss Non-Vets	Chron. Homlss Vets	Chronic Subs. Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Dom. Viol.	Phys. Disab	Dvlpmt Disab	Not Other-wise Represented
Disabled Adults over age 24									
Non-disabled Adults over age 24									
Disabled Adults ages 18-24									
Non-disabled Adults ages 18-24									
Disabled Children under age 18									
Non-disabled Children under age 18									
Total Persons									

**Adult Households without Children**

	Chron. Homlss or Non-Vets	Chron. Homlss Or Vets	Chronic Subs. Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Dom. Viol.	Phys. Disab	Dvlpmt Disab	Not Other-wise Represented
Disabled Adults over age 24									
Non-disabled Adults over age 24									
Disabled Adults ages 18-24									
Non-disabled Adults ages 18-24									
Total Persons									

## Households with Only Children

	Chron. Homlss or Non-Vets	Chron. Homlss Or Vets	Chronic Subs. Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Dom. Viol.	Phys. Disab	Dvlpmt Disab	Not Other-wise Represented
Unaccompanied Disabled Children >18									
Unaccompanied Non-Disabled Children >18									
Accompanied Disabled Children >18									
Accompanied Non-Disabled Children >18									
Total Persons									

### VII. HMIS Participation

- a. Does your agency currently participate in HMIS?  Yes  No
- b. Will your agency enter data into the HMIS for this proposed project?  
 Yes  No  
 Yes  No
- c. If your agency is a victim service provider and is excluded from entering e data into the HMIS for this proposed project, will you enter data into a comparable database that meets all HUD HMIS requirements?  Yes  No

**VIII. Budget detail** – complete only the sections relevant to the type of funds your project is requesting

**Rental Assistance/Leasing Budget<sup>10</sup>** (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals.

Indicate the Type of Rental Assistance:<sup>11</sup>

- Project Based     
  Tenant Based (Required for RRH)  
  Sponsor Based  
 Leasing

Unit Size	No. of Units	FMR <sup>12</sup>	Term (12 months)	Total
Efficiency		\$		
1 Bedroom		\$		
2 Bedroom		\$		
3 Bedroom		\$		
4 Bedroom		\$		
<b>Total Annual Request</b>				

<sup>10</sup> HUD requires that for projects using CoC rental assistance funds leases are between the CoC program participant (i.e., the homeless/formerly homeless person and the property owner). Agencies may not use CoC rental assistance funds for master leasing. Agencies wishing to master lease units must use CoC leasing funds. HUD requires that projects using CoC leasing funds maintain leases between the recipient or sub-recipient of the CoC funds and the property owner.

<sup>11</sup> Projects may not request both leasing and rental assistance funds

<sup>12</sup> Projects proposing to use leasing funds may propose to lease units at less than FMR and should enter the actual proposed rent here.

**Operating Costs**<sup>13</sup>

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary and FTE.

<b>Operating Costs</b>	<b>Quantity Description (max 400 characters)</b>	<b>Annual Assistance Requested</b>
<b>Maintenance and repair</b>		
<b>Electricity, Gas and Water</b>		
<b>Property Tax and Insurance</b>		
<b>Furniture</b>		
<b>Replacement Reserve</b>		
<b>Equipment</b>		
<b>Building Security</b>		
<b>Total Annual Assistance Requested</b>		

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<sup>13</sup> Projects may not request both operating and rental assistance funds.

**Supportive Services:** Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

Eligible Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing Search/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Operating Costs		
Total Annual Assistance Requested		

## HMIS

Enter the quantity and total budget request for each HMIS cost.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		
Software		
Services		
Personnel		
Space and Operations		
Total Annual Assistance Requested		

### Sources of Match – Please complete the match table below.

Per the CoC Program Interim Rule (24 CFR 578.73), match must equal **25 percent of the total grant request including admin costs but excluding leasing costs** (i.e., any funds identified for Leased Units and Leased Structures). For example, if the ‘total assistance requested’ is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than \$25,000. For example, if the ‘total assistance requested’ is \$100,000, of which \$50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than \$12,500 (i.e.,  $(100K - 50K) \cdot .25$ ).

- The total match requirement can be met through **cash, in-kind, or a combination** of the two.
- Match must be used for **eligible costs** for the program component you are applying for, as set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578).
- **Cash sources.** A recipient or sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.
- The recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again.
- If match is provided through **in-kind sources** from a third party, it must be documented by an **MOU** between the recipient or sub-recipient and the third party that will provide the services.

Services provided by individuals must be **valued at rates consistent** with those ordinarily paid for similar work in the recipient's or sub-recipient's organization. If the recipient or sub-recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the **unconditional commitment**, except for selection to receive a grant, by the third party to provide the services, the **specific service** to be provided, the **profession** of the persons providing the service, and the **hourly cost** of the service to be provided.

- During the term of the grant, the recipient or sub-recipient must keep and make available, for inspection, **records documenting the service hours provided**.
- **To qualify as match, funds must come to and be disbursed by the grantee.** If benefits are paid directly to program participants, the funding is not going through the agency's books and it cannot be counted as match. For example, rent paid directly to a private landlord does not come to the grantee and so cannot qualify as match. Benefits received by tenants such as SSI, GA do not go to the grantee and cannot be used as match.

Identify Type of Contribution: Cash or In kind	Name the Source of Contribution	Identify Source as: (G) Government or (P) Private	Date of Written Commitment	Value of Written Commitment
<i>Example: Cash</i>	HUD Project Based Rental Assistance	G	4/15/16	\$10,000
			<b>TOTAL:</b>	\$

## APPENDIX

### DEFINITIONS OF KEY TERMS:

**Category 4 – HUD Homeless Definition:** HUD defines four categories under which individuals and families may qualify as homeless. Category 4 is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. HUD has clarified that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4, and therefore may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life threatening conditions related to violence against the individual or family member.” Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individual’s or family’s primary night-time residence or has made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; and lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to qualify as homeless under paragraph 4 of the definition.

**Chronically Homeless:** The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

1. **(a)** A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
  - i. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
- (b)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
- (c)** A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

**DedicatedPLUS:** projects may serve individuals and families with disabilities and families, that meet the following criteria at project entry:

1. experiencing chronic homelessness as defined in 24 CFR 578.3 and above;
2. residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
4. residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
5. residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
6. receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

**Disabling condition:**

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that: Is expected to be long-continuing or of indefinite duration; and substantially impedes the individual's ability to live independently; and could be improved by the provision of more suitable housing conditions; OR
- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); OR
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

**Housing First Principles**

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

- Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
  - a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.

- b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
- c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
- d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

#### Community integration and recovery:

- Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
  - a. Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
  - b. Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
  - c. Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
  - d. Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

#### Lease compliance and housing retention

- Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction.
  - a. Leases do not include stipulations beyond those that are customary, legal, and enforceable under Virginia law.
  - b. No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community).
  - c. Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.

- Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:
  - a. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
  - b. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
  - c. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out legal obligations as defined by local and state law.
  - d. In order to terminate housing, PH providers are required to use the legal court eviction process.

### Separation of housing and services

- Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
  - a. Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
  - b. There are defined processes for communication and coordination across the two functions to support stable tenancy.
  - c. Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

### Tenant Choice

- Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
- Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
- Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
- Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
- Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.
- Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.