



## 2013 McKinney-Vento Local Application

### Maricopa Association of Governments (MAG) Continuum of Care Regional Committee on Homelessness

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This application packet is intended for use by agencies completing funding applications for U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program funds through the MAG Continuum of Care Regional Committee on Homelessness for the 2013 (FY13) competition. Each year, the Continuum prepares a consolidated application to request funding for programs serving people experiencing homelessness. Please review this information carefully and feel free to call with questions. Thank you!

#### **All questions on application materials should be submitted to:**

Brande Mead  
Human Services Program Manager  
Maricopa Association of Governments  
302 North First Avenue, Suite 300  
Phoenix, Arizona 85003  
Phone: (602) 452-5060  
Email: [bmead@azmag.gov](mailto:bmead@azmag.gov)

## **Timeline for 2013 Application**

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<b>Date/ Location</b>	<b>Time</b>	<b>Activity</b>
On-going	As needed	MAG staff provides technical assistance as requested.
<b>December 11, 2013 MAG, Ironwood Room</b>	<b>1:00 - 4:00 p.m.</b>	<b>Application training and technical assistance.</b>
<b>January 6, 2014 project application materials due date.</b>	<b>12:00 p.m. (noon)</b>  <b>LATE APPLICATIONS WILL NOT BE ACCEPTED.</b>	<b>Project Applications due via e-snaps at <a href="http://www.hud.gov/esnaps">www.hud.gov/esnaps</a> Email pdf copy of the e-snaps application to <a href="mailto:bmead@azmag.gov">bmead@azmag.gov</a>  Local Applications due to MAG staff at <a href="mailto:bmead@azmag.gov">bmead@azmag.gov</a></b>
January 6, 2014 – Ongoing	Ongoing	MAG staff reviews project application, Local Applications, notify agencies of technical corrections, compiles consolidated application.
<b>January 8-10, 2014 MAG, second floor meeting room.</b>	<b>Project presentation time will be scheduled directly with each applicant.</b>	<b>Ranking and Review Panel –project presentations.</b>
January 27, 2014 MAG, Saguaro Room	1:30– 3:30 p.m.	MAG Continuum of Care Regional Committee on Homelessness meeting to approve consolidated application.
January 31, 2014	5:00 p.m.	Submit consolidated HUD application via e-snaps.
<b>February 3, 2014</b>	<b>7:59 p.m. Eastern Time (4:59 p.m. Arizona Time)</b>	<b>HUD consolidated application due date.</b>

## **Application Elements for 2013**

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- **E-snaps Project Application:** All applicants must complete the federal project application in e-snaps at [www.hud.gov/esnaps](http://www.hud.gov/esnaps) and submit by the deadline of January 6, 2014. Please export the completed application to a pdf document and email the pdf copy of the application to Brande Mead at [bmead@azmag.gov](mailto:bmead@azmag.gov).
- **Local Application:** All RENEWAL applicants must complete the Local Application questions and charts included in this packet. The information provided in the application is used to complete the program evaluation and Continuum of Care Program portion of the consolidated application to HUD. Responses to the local application are very important to accurately maximize funding opportunities for everyone in the Continuum. The Local Application charts and questions should be completed and submitted via email to Brande Mead at [bmead@azmag.gov](mailto:bmead@azmag.gov) by the deadline of January 6, 2014.
- **Annual Progress Report (APR):** All renewal applicants must submit a copy of the program APR for the period between 10/1/12-9/30/13. The APR should be submitted via email to Brande Mead at [bmead@azmag.gov](mailto:bmead@azmag.gov) by the deadline of January 6, 2014
- **Signed Addendum to the HMIS Partnership Agreement:** Complete and submit by the deadline of January 6, 2014
- **Program Performance Report:** Must be completed by the grantee from data reported in the APR, HMIS, or for DV programs, an electronic system comparable to HMIS. Complete and submit by the deadline of January 6, 2014
- **Eligibility Matrix:** Must be completed by the grantee for each program. Complete and submit by the deadline of January 6, 2014.

## **Application Deadlines**

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**All application materials are due, as instructed, no later than 12:00 p.m. on January 6, 2014.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** Applications that are submitted after the indicated deadline of January 6, 2014 at 12:00 p.m. will not be accepted and will not be considered for funding. An application will be considered late if submitted at 12:01 p.m. or later on the indicated deadline. Early submittals of applications will be accepted and encouraged. If you would like to submit an application early, please do so. If you have questions about application deadlines or the process for submitting, contact Brande Mead at [bmead@azmag.gov](mailto:bmead@azmag.gov).

## **Maricopa Homeless Management Information System (HMIS) Project**

All agencies applying for funds either as an applicant or sponsor must participate in the Maricopa HMIS Project and enter data per the Maricopa HMIS project for all clients served in the CoC funded program. Domestic violence programs are prohibited from using HMIS but must input data into a comparable system. For information about HMIS, contact Michelle Thomas at (602) 263-8845 or by email at [mthomas@cir.org](mailto:mthomas@cir.org).

## **Continuum of Care Strategic Planning Objectives**

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The 2013-2014 NOFA included five objectives that each CoC will be responsible for reporting status as well as short term and long term goals. Data will be collected from project APRs to report to HUD on each objective. Project applicants should also incorporate these five objectives in their overall program objectives. Please note, the 2014 NOFA may include revised or additional objectives. Providers will be asked to report additional data, if necessary, per requirements by HUD.

**Objective One:** Increase progress towards ending chronic homelessness.

**Objective Two:** Increase housing stability.

**Objective Three:** Increase project participant's income.

**Objective Four:** Increase the number of participants obtaining mainstream benefits.

**Objective Five:** Using Rapid Re-Housing as a method to reduce family homelessness.

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## **Renewal Applicants**

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Awards made under the former SHP and S+C programs are eligible for renewal if they are currently in operation and have a signed grant agreement with HUD which will expire during the period beginning January 1, 2014 and ending on December 31, 2014. Renewing project applicants can only request one year of funding.

The Continuum must consider the need to continue funding for projects expiring in CY2014. It is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the HEARTH Act and by the Continuum. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants and assess a project on the following criteria using a pass/fail basis:

- (1) The project applicant's performance against plans and goals established in the initial application as amended;
- (2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
- (3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS-dedicated projects are not required to meet this standard; and
- (4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of

the application from the competition. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing subrecipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Please refer to the HEARTH Act Interim Rule for additional HUD goals and program requirements.

### ***Renewal Project Performance Evaluation***

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The CoC will evaluate HUD CoC Program funded programs to ensure compliance with both federal and local goals. A CoC Performance Evaluation Team will evaluate the performance of all renewal projects requesting funds.

A Program Performance Report (PPR) will be created for each Continuum of Care Program funded project. The reports will act as a performance evaluation tool and will indicate program achievement in each of the performance standards outlined below. Achievement of the established performance standard varies as defined by each standard. Points are allocated for each standard ranging from zero to fifteen points per performance standard. Performance standards will be marked as either, "achieved", "not achieved", or "not applicable". Overall program achievement will be assessed based on the percent of all performance standards achieved.

Programs which meet less than half of the performance standards will be considered "programs of concern" and will be required to develop a 12-month action plan for improving program performance in the area(s) identified as not achieved. Programs of concern will be required to participate in quarterly progress meetings with the CoC Performance Evaluation Team. The meetings are intended to establish and routinely assess the progress of the 12-month action plan and ensure that the programs are taking steps needed to implement their action plan. The CoC Performance Evaluation Team will assess the program performance at the end of the 12-month period and determine if the program is improving in the areas identified and meeting federal and local goals. If the program performance has not improved significantly, as determined by the CoC Performance Evaluation Team, then the program will be recommended to the Continuum of Care Regional Committee on Homelessness to consider for possible

funding reallocation or program repurposing during the local HUD McKinney-Vento NOFA cycle (beginning in 2013).

### **Program Self-Scoring**

Each grantee must complete and submit the Program Performance Report (PPR) included in this application. Please use the point scale distribution on the PPR to self-score each renewal program. Data used for the self-score must reflect the HUD-funded program only and come from HMIS and/or the Annual Performance Report (APR). Domestic violence programs are prohibited from entering data in HMIS but are required to use a comparable electronic database for collecting data. Domestic violence programs must use data to complete the self-scoring from their comparable database and the program APR. Programs must cite the source for the data used for each section and may be asked to provide an explanation as to how they scored their program. The data used to complete the program self-score must reflect the clients served by the HUD funded program only.

The ranking and review panel will also score each program using the Program Performance Report. The Program Performance Report scores will be discussed with the grantee. The ranking and review panel will use APR data and HMIS reports for each program to complete the Program Performance Report. Final scores will be made by the Ranking and Review Panel on the basis of actual data from HMIS or a comparable database and from the program APR.

### **Reallocation or Repurposing of Funding**

Programs which meet less than half of the performance standards will be considered “programs of concern” and will be required to develop a 12-month action plan for improving program performance in the area(s) identified as not achieved. Programs of concern will be required to participate in quarterly progress meetings with the CoC Performance Evaluation Team. If the program performance has not improved significantly, as determined by the CoC Performance Evaluation Team, then the program will be recommended to the Continuum of Care Regional Committee on Homelessness to consider for possible funding reallocation or program repurposing beginning in the 2013 HUD McKinney-Vento NOFA cycle.

Funding reallocation or repurposing will be determined by a vote by the MAG Continuum of Care Regional Committee on Homelessness. HUD McKinney-Vento funded providers serving as members of the Regional Committee are required to abstain from voting on items related to program funding and/or reallocation of funding to ensure there is not a conflict of interest. Appeals on the basis of fact may be requested about the decision of the Regional Committee to reallocate program funding. An appeals review will be held, if necessary, and will be conducted by the CoC Performance Evaluation Team, the Chair and Vice Chair of the Regional Committee and the Chair of the CoC Planning Subcommittee. The decision of the appeals review will be considered final. Funding reallocation would be contingent on HUD approval during the annual consolidated funding application process.

Program repurposing will be recommended by the CoC Ranking and Review Panel, and determined by a vote by the MAG Continuum of Care Regional Committee on Homelessness. Program repurposing will be recommended if a program is not performing up to federal and local expectations and if there is an opportunity to improve performance and meet local and federal needs by changing the program model. Repurposing would mean working with the program and the local HUD office to

reclassify the program from one program model to another. For example, a transitional housing program could be converted, or repurposed, to become an emergency shelter program, a transition-in-place housing program, or a rapid re-housing program. The CoC Performance Evaluation Team would work closely with the program staff and the local HUD office on the repurposing plan and the timeline for completion of program repurposing. Program repurposing would be contingent on HUD approval during the annual consolidated funding application process.

**Voluntary Project Repurposing or Reallocation**

Grantees can voluntarily repurpose or reallocate their program IF the repurposing or reallocation is in alignment with the HEARTH Act, Continuum of Care Strategic Objectives AND if the project change is allowable by HUD. Contact Brande Mead at [bmead@azmag.gov](mailto:bmead@azmag.gov) if you wish to discuss voluntarily repurposing or reallocating program funds.

**Scoring Factors and Points Available**

<b>Factor</b>	<b>Points</b>
1. Program serves “hard to serve” homeless population	15
2. Increase housing stability	10
3. Increase project participant’s income and the number of participants obtaining mainstream benefits.	20
4. Achieve APR goals	5
5. Effective use of federal funding	20
6. HMIS data quality	10
7. Participation with the Continuum of Care Committee	5
<b>Total Available</b>	<b>85</b>

**MAG Continuum of Care Regional Committee on Homelessness  
Program Performance Report**

**Agency Name:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_  
**Program Type:** \_\_\_\_\_ **McKinney-Vento Funding Amount:** \_\_\_\_\_  
**Date of Assessment:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_

Goals	Performance Standard	Data	Points Available	%	Points
<b>1: Project serves "harder to serve" homeless population.</b>	At least 50 percent of households served by program at entry: (Each person in the household is counted and each disability is counted.) - Meet the HUD definition of chronically homeless -Mental Illness -Alcohol Abuse -Drug Abuse -Chronic Health Conditions -HIV/AIDS -Developmental Disabilities -Physical Disabilities	HMIS (CIR running chronic data – will email data to each grantee)  APR	50 % of households in program meet any <u>one</u> criteria = 5  50 % of households in program meet any <u>two</u> criteria = 10  50 % households in program meet any <u>three or more</u> criteria = 15		
<b>2: HUD Objective: Increase Housing Stability.</b>	Permanent Supportive Housing (PSH) Programs Only: At least 80 percent of homeless persons in PSH remained in or exited to PH during the operating year 10/1/12-9/30/13 – As reported in the APR.	HMIS, APR	10 (Refer to 10 point scale distribution- 80%+ = 10 points)		
	Transitional Housing (TH) Programs Only: At least 80 percent of homeless persons in TH exited to PH during the operating year 10/1/12-9/30/13 – As reported in the APR.	HMIS, APR: Q36	10 (Refer to 10 point scale distribution – 80%+ = 10 points)		
	Supportive Services Only (SSO) Programs Only: At least 80 percent of homeless persons served by program exit to PH during the operating year 10/1/12-9/30/13 – As reported in the APR.	HMIS, APR: Q36	10 (Refer to 10 point scale distribution – 80%+ = 10 points)		
	<i>Future standard: Average number of clients who re-enter emergency or transitional shelter system over 12-month period is reduced by at least ten percent.</i>	HMIS	NOT being scored currently but will be when reporting is available in HMIS.	N/A	N/A
<b>3: HUD Objective: Increase project participant's income. HUD Objective: Increase the number of participants obtaining mainstream benefits.</b>	At least 20 percent of participants increased their income from employment from program entry date to program exit.	HMIS, APR	5 (Refer to 5 point scale distribution – 20%+ = 5 points)		
	At least 54 percent of participants increased their income from sources other than employment from program entry date to program exit.	HMIS, APR	5 (Refer to 5 point scale distribution – 54%+ = 5 points)		
	At least 56 percent of participants obtained non-cash mainstream benefits from program entry date to program exit.	HMIS, APR	10 (Refer to 10 point scale distribution – 56%+ = 10 points)		
<b>4: Achieve APR program goals.</b>	Percent of program goals in APR are achieved. (APR Program defined performance measures.) Determine the percent of each goal achieved, score on the average percent of goal achievement. i.e., If the APR includes only one self-defined goal then use that percent to score. If the APR includes 3 goals take the average goal achievement for each goal.	HMIS, APR	5 (Refer to 5 point scale distribution)		
<b>5: Effective use of federal funding.</b>	Percent of expended HUD funding for the most recent contract period. (Drawdowns from LOCCS)	LOCCS Report	10 (Refer to 10 point scale distribution)		

	Average unit utilization rate on the last Wednesday in January, April, July, October, as reported in the APR. (SSO projects report the percent of actual households served during the grant year compared to the number of households projected to serve by the grant.)	APR	10 <i>(Refer to 10 point scale distribution)</i>		
<b>6: Compliance with HMIS Data Standards.</b>	Programs will comply with HUD Data Standards including Program Data Elements, Universal Data Elements, and HMIS User Training.	HMIS – CIR will email data to grantees.	10 <i>(Refer to 10 point scale distribution)</i>		
<b>7: Alignment with HEARTH Act and CoC Goals</b>	Programs will regularly attend and participate in Continuum of Care meetings. (Meeting dates listed in local application.)	MAG CoC Meetings	5 <i>(Refer to 5 point scale distribution)</i>		
<b>Total Score</b>			<b>85 Points Available</b>		
<b>BONUS</b>	Permanent Supportive Housing (PSH) Programs Only: 90-100% percent of PSH unit turnover are prioritized to chronically homeless individuals and/or *vulnerable families. (Must submit written policy documenting this commitment.)	Written letter to CoC – tracked in HMIS	5 points if program currently prioritizes (in 2013 or prior years) 90-100% of turnover to chronically homeless or vulnerable families.  5 points if program will prioritize 90-100% of turnover to chronically homeless or vulnerable families in 2014.		
	Transitional Housing (TH) Programs and Supportive Service Only (SSO) Program: Program is voluntarily repurposed to align with HEARTH Act or CoC goals. (Must submit a written request to the local HUD office and copy the Continuum of Care making indicating the requested project change.) Project repurposing must be allowable in the NOFA.	Written letter to CoC	5 points if average length of stay in the program is one year or less (from APR).  5 points if program serves 90-100% homeless youth, victims of domestic violence, or clients with substance abuse.		
	Three additional points are allowed to any project that is exceeding the HUD objectives listed in section 2 or 3 of the score sheet.	APR	3 points each for exceeding HUD's goal. (max. 12 pts.)		
<b>Total Outcome Achievement</b>					

**10 point scale distribution:**  
10 points = 95-100% achieved  
9 points = 90-94% achieved  
8 points = 85-89% achieved  
7 points = 80-84% achieved  
6 points = 75-79% achieved  
5 points = 70-74% achieved  
4 points = 65-69% achieved  
3 points = 60-64% achieved  
2 points = 55-59% achieved  
1 point = 50-54% achieved  
0 points = 0-49% achieved

**5 point scale distribution:**  
5 points = 91-100% achieved  
4 points = 81-90% achieved  
3 points = 71-80% achieved  
2 points = 61-70% achieved  
1 point = 51-60% achieved  
0 points = 0-50% achieved

## Ranking and Review of All Projects

The Ranking and Review Panel will review, evaluate, and score all renewal applications. The Ranking and Review Panel will recommend projects in rank order to the Continuum of Care Regional Committee on Homelessness. The Ranking and Review Panel is designed to be a third-party, objective review panel. The goal is to have an un-biased selection process. All project applicants will be required to give a project presentation.

Agency presentations will be held **January 8, 9, and 10, 2014**. Renewal project applicants will be contacted by the Ranking and Review Panel to schedule the specific project presentation date and time.

Appeals on the basis of fact may be made about the decisions of the panel. An applicant may request an appeal by **January 15, 2014 at 12:00 p.m.** in writing (letter, fax or email) to:

**Attention: Ranking and Review Panel**  
Care of: Brande Mead, Human Services Program Manager  
Maricopa Association of Governments  
302 North First Avenue, Suite 300  
Phoenix, Arizona 85003  
Fax: (602) 254-6490  
bmead@azmag.gov

If delivering a written appeal in person, please clearly mark the envelope with **NOFA-Request for Appeal** with the name of the applicant. An Appeals Review, if necessary, will be held on January 17, 2014. At that time, the Panel will consider any appeals made in writing. Only facts will be considered during the appeals review. After any appeals are heard and resolved, the Ranking and Review Panel meeting will determine final recommendations.

### **Technical Assistance**

If you would like technical assistance for e-snaps, the HUD Virtual Help Desk is available at [www.hudhre.info/helpdesk](http://www.hudhre.info/helpdesk)

### **Leverage Letters**

Leverage letters will be required of all project applicants. Project applicants are required to provide information **from all sources (that apply to this project)** that have a **written commitment of financial and/or in-kind support**. The written commitment must be submitted with the application. Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, in-kind services and volunteer time.

HUD encourages all projects to utilize the following programs as a source of leveraging:

- Neighborhood Stabilization Program (NSP)
- HUD-VASH
- Any HUD-managed program

Please provide letters for the value of all contributions to the project that have a written commitment. **This is extremely important**, as the amount of leverage directly impacts

an agency's ranking and the competitiveness of the Continuum of Care Consolidated application to HUD.

**The written commitments must be documented on letterhead stationery, signed and dated by an authorized representative.** Written agreements could include signed letters, memoranda of agreement, contracts, and other documented evidence of a commitment. Letters must, at a minimum, contain the following elements:

- The name of the organization/source providing the contribution;
- The name of the project and its sponsor organization to which the contribution will be given;
- The date that the contribution will be available **(this should specify the timing to coincide with the project grant period)**;
- The value of the contribution and how that was determined: donated professional services should be valued at the customary rate; volunteer time should be valued at \$10 per hour;
- MUST NOT have soft wording in the statement, such as, "if the City Council approves", "subject to", "we intend";
- Common Examples:
  - Volunteer hours (valued at \$10 for non-professionals and going professional rates for professionals)
  - In-kind services
  - Agency revenues
  - Rental income from tenants
  - Other funding sources
  - United Way contributions
  - Donated construction materials
  - Donations of rent, materials or services at less than market value (the difference between charge and value is match)
- Unique Examples:
  - Donated laundry revenues
  - In-kind video productions
  - Donated hygiene supplies (diapers, wipes, lotion)
- Value statement example: 40 volunteer hours valued at \$10/hour = \$400. A value of goods statement could be "clothing valued at resale value in used good store". A below market rent statement could be, "(fair market rent) \$700 less actual rent charged (\$600) x 12 months x number of years of project."
- Cash match can be used for leverage. However leverage can only be used for match if it is cash.

If you do not have a written agreement following these guidelines, do not submit a letter.

**Local Application**  
**2013 MAG Continuum of Care Regional Committee on Homelessness**  
**McKinney-Vento Homeless Assistance Application**

Name of Applicant:			
Name of Sponsor:			
Name of Project:			
Contact Person:			
(This is the person who will be contacted with questions about the application.)			
Phone Number:		Fax Number:	
Email Address:			
Alternate Contact:			
Phone Number:		Email Address:	
Total funding request for the project:			
Project Number:			
Annual Project Start Date:		Annual Project End Date:	

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**Housing Stability**

Achieving housing stability – the ability to obtain and maintain permanent supportive housing or permanent housing – is critical for the homeless. HUD will award CoC’s points based on the extent to which they demonstrate overall successful performance and further planning for this objective. Projects should demonstrate that at least 80 percent of program participants either remained in permanent housing, or exited from transitional housing to permanent housing (as reported in APRs submitted to HUD between October 1, 2012 and September 30, 2013.)

**Permanent Supportive Housing Grants Only**

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
<b>Enter the total number of participants served by PSH projects as reported on your APR submitted during the period</b>			

between October 1, 2012 and September 30, 2013.			
Enter the total number of participants that remain in PSH at the end of the operating year PLUS that number of participants that exited from PSH to a different permanent housing destination.			
Enter the percentage of participants that will achieve housing stability in an operating year.			

Is your PSH renewal project achieving 80% or above? Yes; No

If NO, you are required by the Continuum of Care to establish action steps toward achieving 80% or higher. In the space below, please indicate action steps toward improving your outcomes in this area. Your action steps will be monitored by the Continuum of Care Lead Agency, at least annually, and improvement is expected.

If you answered “no” to the question above:

**What was the percentage reported in the 2012 application?**

**Did the percentage increase from 2012 to 2013?**

**Provide action steps that will be implemented, toward achieving 80% of housing stability:**  
(Continue space on next page if needed.)

**Action Step One:**

**Action Step Two:**

**Action Step Three:**

<b>Transitional Housing Grants Only</b>	
HUD will be assessing the percentage of all TH clients who moved to a permanent housing situation. TH projects include SHP-TH and SHP-Safe Haven/TH <i>not</i> identified as permanent housing. Complete the following chart as reported in APRs submitted to HUD between October 1, 2012 and September 30, 2013.	
	APR Data
a. Number of participants who <b>exited</b> TH project(s)—including unknown destination	
b. Number of participants who <b>moved to PH</b>	
c. Percent of participants in TH projects who moved to PH (b. divided by a., multiplied by 100 = c.)	%

**The national goal of participants in TH project who moved to PH is 80%. Is your TH renewal project achieving 80% or above (c. above)?**  Yes;  No

If no, you are required by the Continuum of Care to establish action steps toward achieving 80% or higher. In the space below, please indicate action steps toward improving your outcomes in this area. Your action steps will be monitored by the Continuum of Care Lead Agency, at least annually, and improvement is expected.

If you answered “no” to the question above:

**What was the percentage reported in the 2012 application?**

**Did the percentage increase from 2012 to 2013?**

**Provide action steps that will be implemented, toward achieving 80% of participants in PH projects who moved to PH:** (Continue space on next page if needed.)

**Action Step One:**

**Action Step Two:**

**Action Step Three:**

**Increase project participants income**

Assisting project participants to increase income is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from the project APR, complete the tables below.

<b>Q1: Number of adults who were in CoC-funded projects as reported on the APR submitted during the period between 10/1/12-9/30/13.</b>	
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	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
<b>Enter the percentage of participants in the project that increased their income from employment from entry date to program exit?</b>			
<b>Enter the percentage of participants in the project that increased their income from sources other than employment from entry date to program exit?</b>			

In the table below, provide the total number of adults that were in the project with each of the cash income sources identified below, as reported on the APR submitted during the period between 10/1/12-9/30/13.

Cash Income Sources	Number of Participating Adults	Percentage of Total % (Percent of total reported in Q1 above)
Earned Income		
Unemployment Insurance		
SSI		
SSDI		
Veteran's disability		
Private disability insurance		
Worker's compensation		
TANF or equivalent		

General Assistance		
Retirement (Social Security)		
Veteran's pension		
Pension from former job		
Child support		
Alimony (Spousal support)		
Other Source		
No Sources		

**Describe your two year plan to increase the percentage of project participants in the project that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the project will take. (Complete answer in box below, use as much space as needed.)**

**Describe your two year plan to increase the percentage of project participants in the project that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the project will take. (Complete answer in box below, use as much space as needed.)**

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**Increase the number of participants obtaining mainstream benefits.**

Assisting project participants to obtain mainstream benefits is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from the APR complete the table below.

<b>Q2: Number of adults who were in CoC-funded projects as reported on the APR submitted during the period between 10/1/12-9/30/13.</b>	
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	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
<b>Enter the percentage of participants in the project that obtained non-cash mainstream</b>			

benefits from entry date to program exit?			
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**In the table below, provide the total number of adults that were in the project that obtained non-cash mainstream benefits from entry date to program exit, as reported on the APR submitted during the period between 10/1/12-9/30/13.**

Cash Income Sources	Number of Participating Adults	Percentage of Total % (Percent of total reported in Q2 above)
Supplemental nutritional assistance program		
MEDICAID health insurance		
MEDICARE health insurance		
State children's health insurance		
WIC		
VA medical services		
TANF child care services		
TANF transportation services		
Other TANF-funded services		
Temporary rental assistance		
Section 8, public housing, rental assistance		
Other Source		
No Sources		

**Describe your two year plan to increase the percentage of project participants in the project that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the project will take. (Complete answer in box below, use as much space as needed.)**

**The national average of percent of participants with employment income at exit is 20%. Is your project achieving 20% or above?  Yes;  No**

If no, you are required by the Continuum of Care to establish action steps toward achieving 20% or higher. In the space below, please indicate action steps toward improving your outcomes in this area. Your action steps will be monitored by the Continuum of Care Lead Agency, at least annually, and improvement is expected.

If you answered "no" to the question above:

**What was the percentage reported in the 2012 application?**

**Did the percentage increase from 2012 to 2013?**

**Provide action steps that will be implemented, toward achieving 20% of participants with income at exit:** (Continue space on next page if needed.)

**Action Step One:**

**Action Step Two:**

**Action Step Three:**

**The national goal of percent of participants who obtained mainstream benefits during program participation (as reported in the APR) is 56 percent. Is your project achieving 56% or above?** Yes; No

If no, you are required by the Continuum of Care to establish action steps toward achieving 56% or higher. In the space below, please indicate action steps toward improving your outcomes in this area. Your action steps will be monitored by the Continuum of Care Lead Agency, at least annually, and improvement is expected.

If you answered "no" to the question above:

**Provide action steps that will be implemented, toward achieving 56% of participants with income at exit:** (Continue space on next page if needed.)

**Action Step One:**

**Action Step Two:**

**Action Step Three:**

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**Enrollment and Participation in Mainstream Programs Chart**

It is fundamental that the agency administering this program helps homeless persons identify, apply for and follow-up to receive benefits under **SSI, SSDI, TANF, Medicaid, Food Stamps, SCHIP, WIA, and Veterans Health Care as well as any other State or Local program that may be applicable.** Which policies are currently in place in the agency to help clients secure these mainstream benefits for which they are eligible?

Check those activities implemented by <b>your agency</b> :	
<input type="checkbox"/>	Case managers systematically assist clients in completing applications for mainstream benefit programs. If checked, describe how service is generally provided:
<input type="checkbox"/>	Use a single application form for four or more of the above mainstream programs. If checked, indicate for which mainstream programs the form applies:
<input type="checkbox"/>	The agency systematically provides outreach and intake staff for ongoing training on how to identify eligibility and program changes for mainstream programs.
<input type="checkbox"/>	The agency has specialized staff whose primary responsibility is to identify, enroll, and follow-up with homeless persons on participation in mainstream programs.
<input type="checkbox"/>	The agency supplies transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.
<input type="checkbox"/>	The agency has staff systematically follow-up to ensure that mainstream benefits are received. If checked, describe the follow-up process:

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**Education Assurances**

Does your program provide housing and/or services to families? <input type="checkbox"/> Yes; <input type="checkbox"/> No
If yes, does your agency have a staff person designated for this program to ensure that children are enrolled in school and connected to the appropriate services within the community? <input type="checkbox"/> Yes; <input type="checkbox"/> No
If yes, please describe the activities that support the provision of education and related services to individuals and families.

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**Combating Homelessness Among Veterans**

Does your program provide housing and/or services to homeless veterans? <input type="checkbox"/> Yes; <input type="checkbox"/> No
If yes, describe how you are currently serving this population and how the effort is consistent with the Continuum of Care goals, HUDs goals, and how you plan to address this issue in the future.

### Combating Homelessness Among Youth

Does your program provide housing and/or services to homeless youth?

Yes;  No

If yes, describe how you are currently serving this population and how the effort is consistent with the Continuum of Care goals, HUDs goals, and how you plan to address this issue in the future.

### Affordable Care Act

Describe how the program is preparing for implementation of the Affordable Care Act (ACA) in Arizona. Response should address the extent in which the project will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options.

### Chronic Homeless Progress Chart

Indicate the number of **new** PH beds in place by your agency and made available for occupancy for the chronically homeless between February 1, 2012 and January 31, 2013: (Add rows below if needed.)

<b>Name of Program:</b>	<b>Number of new PH beds for Chronically Homeless:</b>
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In the chart below, identify the amount of funds from each funding source (such as HOME, CDBG, ESG, etc.) for the development and operations costs of the **new** CH beds created between February 1, 2012 and January 31, 2013.

Cost Type	Public/Government				Private
	HUD McKinney-Vento	Other Federal	State	Local	
Development	\$	\$	\$	\$	\$
Operations	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$	\$

### Unexecuted Grants Awarded Prior to the 2013 CoC Competition Chart

Provide a list of all HUD McKinney-Vento Act project awards made prior to the 2013 competition that are not yet under contract (i.e., signed grant agreement or executed).

Project Number	Applicant Name	Project Name	Grant Amount
Example: MI23B901002	Michiana Homes, Inc.	TH for Homeless	\$514,000

		<b>Total:</b>	
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### Participation in Homeless Management Information System

Is the agency currently entering data in the Maricopa Homeless Management Information System (HMIS)? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please explain why the agency is not entering data in HMIS. (Projects that primarily serve victims of domestic violence are exempt from entering data in HMIS. All other McKinney-Vento funded programs are required to enter data in HMIS.)

### Participation in Energy Star Chart

HUD promotes energy-efficient housing. All McKinney-Vento funded projects are encouraged to promote energy efficiency, and are specifically encouraged to purchase and use Energy Star labeled products. For information on the Energy Star initiative, go to: <a href="http://www.energystar.gov">http://www.energystar.gov</a> .
Is the agency using Energy Star appliances? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Employment Policy Chart

	YES	NO
1. Is the project requesting HUD funds for housing rehabilitation or new construction?	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>If answering yes to Question 1:</b>  Is the project requesting \$200,000 or more?	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>If answering yes to Question 2:</b> What activities will the project undertake to ensure that employment and other economic opportunities are directed to low- and very low-income persons, per the Housing and Urban Development Act of 1968 (known as "Section 3")? <b>Check all that apply:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The project will have a preference policy for hiring low- and very low-income persons residing in the service area or neighborhood where the project is located, and for hiring Youthbuild participants/graduates.</li> <li><input type="checkbox"/> The project will advertise at social service agencies, employment and training centers, community centers, or other organizations that have frequent contact with low- and very low-income individuals, as well as local newspapers, shopping centers, radio, etc.</li> <li><input type="checkbox"/> The project will notify any area Youthbuild programs of job opportunities.</li> <li><input type="checkbox"/> If the project will be awarding competitive contracts of more than \$100,000, it will establish a preference policy for "Section 3 business concerns"* that provide economic opportunities and will include the "Section 3 clause"*** in all solicitations and contracts.</li> <li><input type="checkbox"/> The project has hired low- or very low-income persons.</li> </ul>		

\*A "Section 3 business concern" is one in which: 51 percent or more of the owners are section 3 residents of the area of service; or at least 30 percent of its permanent full-time employees are currently section 3 residents of the area of service, or within three years of their date of hire with the business concern were section 3 residents; or evidence of a commitment to subcontract greater than 25 percent of the dollar award of all subcontracts to businesses that meet the qualifications in the above categories is provided.

\*\*The "Section 3 clause" can be found at 24 CFR Part 135.

<b>Continuum of Care Regional Committee on Homelessness 2013 Meetings</b>
Monday, January 14, 2013 1:30-3:30 p.m.
Monday, March 18, 2013 1:30-3:30 p.m.
Monday, May 20, 2013 1:30-3:30 p.m.
<del>Monday, July 15, 2013 1:30-3:30 p.m.</del> CANCELLED
Monday, August 19, 2013 1:30 – 3:30 p.m.
<del>Monday, September 16, 2013</del> RESCHEDULED for: Monday, October 28, 2013 1:30-3:30 p.m.
Monday, November 18, 2013 1:30-3:30 p.m.