Instructions: This form is required to be completed by applicants for all new federal CoC-funded projects. Please complete one form per project application and submit with a PDF of the full HUD Esnaps Application as stated in the Timeline document. Submissions will be accepted via mail or email at sjacobs@uwbckr.org and must be received by no later than Friday October 15th, 2021. The CoC director will send an email to confirm receipt by the stated deadline. The email response you will receive only confirms receipt of the sent documents; it does not indicated that a thorough review has been completed. Please refer to the posted Project Rating and Ranking Tool for information about how applications will be scored.

For Further Information: If you have any questions, please contact Sara Jacobs at sjacobs@uwbckr.org.

CoC Threshold Requirements

Please answer the following questions to confirm that the project meets CoC Threshold requirements:

1. Do you plan to participate in Coordinated Entry for this project?
   - Yes
   - No

For Domestic Violence projects, how will participants be referred to the project?

2. Does this proposed project utilize a Housing First approach and/or Low Barrier Implementation?
   - Yes
   - No
3. What CoC committees/workgroups does your organization participate in? (check all that apply)
   - Allocations and Accountability Team
   - Board of Directors
   - Data Team
   - Outreach Group
   - Shelter Group
   - Systems of Care Committee
   - Veterans By Name List Meetings
   - Other:______________________

4. Date of last organizational audit/financial review: ______________________

   Were there any findings? Please describe.

**Rating Factors**

*Please answer the following questions to help us better assess your full application per the Rating Factors outlined in the Project Rating and Ranking Tool.*

**Experience Factors**

1. Describe the experience of your organization and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.

2. Describe your organization’s experience with utilizing a Housing First approach. Please include any information about preconditions for project entry, including whether you allow entry regardless of past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital
status, familial status, self-disclosed or perceived sexual orientation, gender identity, or gender expression.

3. In particular, please describe the projects:
   a. Eligibility criteria

b. Process for accepting new clients

c. Process and criteria for exiting clients

d. Process to address situations that may jeopardize housing or project assistance

**Design of Housing & Supportive Services Factors**

1. Please describe the needs of the clients proposed to be served by this project.

   a. Describe how the type, scale, and location of the housing proposed fits these needs.
b. Describe how the type and scale of all of the supportive services to be offered, regardless of funding source, meet these needs.

c. Describe how clients will be assisted in obtaining mainstream benefits to help meet their needs.

2. Please describe the metrics you will use to measure the performance of this project, including information describing the extent to which these performance measures are objective, measurable, trackable, and meet or exceed any established HUD benchmarks.

3. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

4. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.
5. To what extent does the proposed project leverage housing resources with housing subsides or units not funded through the CoC or ESG programs?

6. To what extent does the proposed project leverage health resources, including a partnership commitment with a healthcare organization?

**Timeliness Factors**

1. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

**Financial Factors**

1. Please attach your organization’s most recent financial audit. Did this audit:
   a. Find no exceptions to standard practices
      - Yes
      - No
   b. Identify the agency as “low risk”
      - Yes
      - No
c. Indicate no findings
   - Yes
   - No

**Equity Factors**

1. Does your organization have underrepresented individuals (BIPOC, LGBTQ+, persons with disabilities, etc) in managerial and leadership positions?
   - Yes
   - No

   Please describe any efforts your organization is undertaking to increase representation within your management and leadership.

2. How many people with lived expertise in homelessness serve on your Board of Directors?

3. Do you have a relational process planned for receiving feedback from persons with lived expertise? Please describe.

4. Describe any recent efforts to review internal policies and procedures with an equity lens, including a description of significant findings.
5. Based on these findings, describe your plan for developing and implementing equitable policies that do not impose undue barriers.

6. Please provide and/or describe all organizational or program policies and practices that prevent or address discrimination or bias on the basis of the following: race or ethnicity, sexual orientation, gender identity or presentation, disability status, age, marital status, criminal history, and religious affiliation.

7. Describe your organization’s plan to review participant outcomes for this proposed project with an equity lens, including disaggregation of data by race, ethnicity, gender identity, sexual orientation, ability status, and/or age, as well as your plan to review whether programmatic changes are needed and make those changes.

   a. If your organization has already implemented the above plan, describe any programmatic changes identified as needed to increase equity in program participant outcomes and your plan to implement those changes.
For Domestic Violence Providers Only:

1. Enter the estimated number of survivors that need housing or services within Kalamazoo County, including survivors currently being served by your organization.

2. Enter the number of survivors your organization is currently serving.

3. Please describe how both numbers were calculated, including the source of this data.

4. Please describe the current barriers to meeting the needs of all survivors in Kalamazoo County.

For New Supportive Services Only Coordinated Entry (SSO-CE) DV Bonus Projects:

1. Describe how the current Coordinated Entry system is inadequate to address the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

2. Describe how the proposed project addresses the inadequacies identified above.
For new Rapid Rehousing and Joint Transitional Housing-Rapid Rehousing DV Bonus Projects:

1. Enter the rate of housing placement of DV survivors (percentage).

2. Enter the rate of housing retention of DV survivors (percentage).

3. Describe how these numbers were calculated, including the source of this data.

4. Describe how your organization has ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing.

5. Describe how your organization has prioritized survivors, including the prioritization process used (e.g. Coordinated Entry, prioritization list, etc).

6. Describe how your organization has connected survivors to supportive services.

7. Describe how your organization moves clients from assisted housing to housing they can sustain. In your response, please address housing stability after the housing subsidy ends.
8. Describe how your organization ensures the safety of DV survivors experiencing homelessness by:
   a. Training staff on safety planning
   b. Adjusting intake space to better ensure a private conversation
   c. Conducting separate interviews/intake with each member of a couple
   d. Working with survivors to have them identify what is safe for them as it related to scattered site units and/or rental assistance.
   e. Maintaining bars on windows, fixing lights in hallways, etc. for congregate living spaces operated by your organization.
   f. Keeping the location confidential for dedicated units and/or congregate living spaces set aside solely for use by survivors

9. Describe how you have evaluated the ability of this proposed project to ensure the safety of DV survivors served.
10. Describe examples of your organization’s experience in using trauma-informed, victim-centered approaches to meet the needs of DV survivors in each of the following (though you can provide examples of experiences not listed, you must address all 7 elements)

a. prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences
b. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials
c. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma
d. emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations
e. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination
f. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs
g. offering support for parenting, e.g., parenting classes, childcare
11. Describe the supportive services provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs.
   a. In your response, provide examples of how you have provided the supportive services to domestic violence survivors.

For all DV Projects: Please answer the following questions as the related to implementation of the proposed project, not your organization’s experience operating an existing project:

1. Describe how the proposed project will prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences.

2. Describe how the proposed project will establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials.

3. Describe how the proposed project will provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma.
4. Describe how the proposed project will place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations.

5. Describe how the proposed project will center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination.

6. Describe how the proposed project will provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs.

7. Describe how the proposed project will offer support for parenting, e.g., parenting classes, childcare.