Before Starting the CoC Application

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

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

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

 1. The FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
 2. The FY 2022 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.

 Your CoC Must Approve the Consolidated Application before You Submit It
 - 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2022 CoC Program Competition on behalf of your CoC.
 - 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.
 Answering Multi-Part Narrative Questions
 Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

 Attachments
 Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.
 - Attachments must match the questions they are associated with–if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.
 - We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

1A-1. CoC Name and Number: MI-507 - Portage, Kalamazoo City & County CoC

1A-2. Collaborative Applicant Name: United Way of the Battle Creek and Kalamazoo Region

1A-3. CoC Designation: CA

1A-4. HMIS Lead: United Way of South Central Michigan

1B. Coordination and Engagement–Inclusive Structure and Participation

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.p., and VII.B.1.r.	

	In the chart below for the period from May 1, 2021 to April 30, 2022:	
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted–including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
2.	select Nonexistent if the organization does not exist in your CoC's geographic area:	

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

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

By selecting "other" you must identify what "other" is.

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

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

(limit 2,500 characters)

1.Traditionally, the Kalamazoo County CoC (CoC) conducts its annual membership drive during annual meetings. In fall of 2022, the CoC will host its semi-annual meeting virtually. At that time the membership recruitment efforts to invite participation will begin. Like what took place in 2021, the invitation will be sent via email, Facebook, announced at all CoC board, committees/subcommittees/workgroups meetings, and posted on the website.

2. The CoC website is currently being re-developed. Part of the redevelopment includes adding information on how to become a member or join one of the committees/subcommittees/workgroups. Agendas are sent out ahead of meetings as an accommodation. All meetings are held virtually or in accessible locations for those with disabilities. The website is available for translation in multiple languages.

3. The CoC designated board seats for organizations in the community who specifically serve persons who identify as BIPOC, LGBTQ, and persons with disabilities to further advance equity.
In accordance with the board recruitment process, through targeted efforts, The CoC is actively engaging BIPOC led and grassroot organizations to join the CoC in its decision-making committees. Newly identified agencies will be invited to join the CoC during our semiannual meeting, taking place this fall.

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

		Describe in the field below how your CoC:
	1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
	2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
	3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1.The CoC solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness or an interest in preventing and ending homelessness in the following ways:

-Drafting survey questions and compensating unhoused individuals for their time to complete a Kalamazoo County Housing Survey. Over 169 surveys were collected from individuals who fit the HUD category 1 definition of homeless. Partner organizations volunteered their time and energy to administer the survey through computers, phones, and tablets. The organizations serve or work with those who are unhoused in different capacities, including street outreach, case management, shelters, and transitional housing.

-The CoC staff are available for one-to-one meetings with various stakeholders via email, phone and virtually.

-The CoC ensures collaboration within its membership to address overlapping needs by building and maintaining public support through facilitating multiple collaborative committees and workgroup participation. Participants of these committees and workgroups include McKinney-Vento school liaisons and local community mental health professionals. These committees and workgroups are instrumental to our community wide response to end homelessness. Engagement with local government and city officials can be seen by their participation in many of the committees and workgroups of the CoC. The CoC Director currently serves as president of the Kalamazoo County Public Housing Commission.

2.The CoC communicated information during public meetings and other forums by posting all relevant information to the Facebook page, website, email and shared via listserv

3.   The CoC took into consideration information gathered in public meetings or forums to inform the 3-year strategic plan (2022-2025) which guides the way the CoC will transform Kalamazoo County. Information is gathered from community by way of the PIT count and other community surveys administered to individuals living in encampments which informs the decisions made by the CoC staff. The CoC is continuing to review and update policies with an equity lens and create clear paths for those with lived experience to not only participate but lead in the work of the CoC. Currently the CoC has formed a CoC Equity Results Team as part of an opportunity provided by the Michigan Coalition to End Homelessness and C4 Innovations

	1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
		NOFO Section VII.B.1.a.(4)	

		Describe in the field below how your CoC notified the public:
	1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
	2.	about how project applicants must submit their project applications–the process;
	3.	about how your CoC would determine which project applications it would submit to HUD for funding; and
	4.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,500 characters)

1.The CoC notified the public that the CoC will consider project applications from organizations that have not previously received CoC program funding by announcing the opportunity on the website, Facebook page, at board, committee, subcommittees, and workgroup meetings. Given the tight timeline of this year's competition, in addition to what was outlined above, the CoC staff had conversations with organizations in the community who have not previously sought funding, to encourage participation. There are separate applications for both new and existing project applicants. The funding information is publicly posted on the CoC website and Facebook page. These public postings include a link to CoC's new project application, which organizations that have not previously received CoC funding can use to apply.

2. The application process is included in the funding announcement, which is shared on the CoC website, Facebook, and shared via email. The e-snaps instructions are included as well as the local application which includes details on how to apply. The process is as follows:
- The FY22 HUD CoC funding opportunity is posted on the CoC website, Facebook page, and shared via listserv.
- New projects applicants complete the new project e-snaps application and the local supplemental application for new projects and send a pdf of both to CoC Director via email by 4pm August 31, 2022.
- Returning applicants complete the returning e-snaps application and the local supplemental application for returning projects and send a PDF of both to the CoC Director via email by 4pm August 31, 2022
- The CoC notifies project applicants whether their project will be approved, returned, or reduced by the deadline created by HUD.

3.The CoC and HUD priorities are posted as part of the funding announcement along with a rating tool which includes information about threshold requirements that projects must meet to be considered for funding. This announcement is shared on the CoC website, and Facebook, and via email.

4. All information is available in electronic formats making it accessible for those with disabilities.

1C. Coordination and Engagement

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
   - 24 CFR part 578;
    - FY 2022 CoC Application Navigational Guide;
   - Section 3 Resources;
   - PHA Crosswalk; and
    - Frequently Asked Questions

1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	

	In the chart below:	
1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
2.	select Nonexistentif the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	No
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.		

	1C-2.	CoC Consultation with ESG Program Recipients.	
		NOFO Section VII.B.1.b.	

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

(limit 2,500 characters)

1.During the ESG funding cycle, the CoC created and distributed an applicant packet via email and the CoC website. The packet included an information guide, MSHDA and local application, NOFA, and timeline. The CoC also hosted an Applicant Huddle which provided new and existing funding recipients a forum to meet/discuss their project and budget intentions in accordance with the priorities identified on the local application.

2.The CoC monitored ESG subrecipients on a quarterly basis using Consolidated Annual Performance and Evaluation Reports (CAPERs). These quarterly CAPERS were reviewed by the HMIS Administrator before being reported to MSHDA. The CoC is working to expand monitoring of ESG and CoC subrecipients by incorporating Key Performance Indicators (KPIs) identified by the Allocations and Accountability Team to become a part of the assessment and review of returning subrecipients. The KPIs are identified after the funding competitions and help subrecipients improve in outputs and programming components so individuals and families receiving assistance are better able to stabilize following the program interventions.

3.The CoC worked directly with Cities to provide PIT/HIC data to be incorporated into their Consolidated Plans. The HMIS Administrator was available to answer any questions.

4.In February 2022, the CoC presented data on the extent and demographics of homelessness to the Kalamazoo City Commission at a public meeting. Since then, the CoC staff began establishing a working relationship with the Community Planning and Economic Development staff to lend data analysis and themes within our homeless response system, including PIT Count, in hopes that the staff will utilize the data to inform city planning decisions. The CoC shared data including PIT information with the Upjohn Institute, commissioned by Kalamazoo County, creating the local county housing plan. The CoC's Allocations and Accountability Team, the team that determines funding outcomes, comprised of various stakeholders including city and county government representatives are also presented with information on HMIS data and use the analysis of the data as a consideration for funding priorities. CoC staff are available and often meet with government staff to provided information and discuss plans.

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

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

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	No
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	No
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	No
6.	Other. (limit 150 characters)	

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

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

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	No
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

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

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

(limit 2,500 characters)

The Kalamazoo County CoC (CoC)has established a Memorandum of Understanding with Kalamazoo RESA, an agency whose programmatic scope includes Early Head Start, Head Start, Public Pre-K (Great Start Readiness Program), and Michigan Works! Southwest Service Centers. Included in the MOU is the CoC agreement to maintain a CoC board seat for KRESA/Michigan Works! Southwest representative and provide KRESA with CoC Annual Reports which provide key HMIS data on individuals and families experiencing homelessness.

The CoC has established a Memorandum of Understanding with Kalamazoo Public Schools to partner in the following capacities: agency networking, housing supports through the McKinney Vento Act, and data collection.

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

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

(limit 2,500 characters)

The Kalamazoo County CoC is currently in process of reviewing and updating its policies and practices written service standards around informing individuals and families who become homeless of their eligibility for educational services. The educational needs of children and youth must be accounted for, to the maximum extent practicable, and families with children and unaccompanied youth must be placed as close as possible to the school of origin so as not to disrupt the children's education. Projects that serve homeless families with children and/or unaccompanied youth must have policies and practices in place that are consistent with the laws related to providing education services to children and youth. These recipients must have a designated staff person to ensure that children and youth are enrolled in school and receive education services. Homeless families with children and unaccompanied youth must be informed of their eligibility for McKinney- Vento education services and other available resources. Recipients shall maintain documentation in the participant's case file to demonstrate that these requirements have been met and that applicants and participants understand their rights.

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

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

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

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Collaborating with Victim Service Providers.	
	NOFO Section VII.B.1.e.	

	Describe in the field below how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:
1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1.Kalamazoo County CoC (CoC)maintains a strong partnership with the YWCA Kalamazoo (YWCA). The YWCA is an organization that provides direct service to women, children, and families and provides the only domestic violence shelter in Kalamazoo County.
The CoC also has a strong Board of Directors and committees with representatives from pertinent providers and coalitions in Kalamazoo County including: Michelle Butciewicz, Sr. Director of Victim Services, Jessica Glynn, Senior Director of Law and Policy who started and runs the only Anti-trafficking hub in the state of Michigan that provides services for men, women, families, and children. Brian Fields, Director of Shelter, along with Jessica Glynn are part of the CoC shelter group.
In FY 22-23 the CoC will continue to partner with the YWCA to review policies and procedures and ensure alignment with HUD Notice PIH-201708(HA) and the VAWRA of 2013 including reviewing and updating the current emergency transfer plan, offering ongoing trainings on partner screenings for DV, and including an additional victimization category of human trafficking with those eligible for emergency transfer.

2.Traditionally the CoC relied on partnering organizations to report to simply confirm they were trauma-informed and can meet the needs of survivors. In our updated local funding application policy, service providers are asked to describe the trainings and policies their organization has in place to support trauma-informed service delivery, including how the organization recognizes and addresses signs of trauma in staff. The plan moving forward is to require recipients to have a feedback loop for those who have received services to share their experiences to gauge whether trauma informed care is being shown in action. The YWCA, Kalamazoo County Victim Service Provider, and CoC partner, share training opportunities that are then shared out with the larger CoC members and partners via email, social media, and the website.

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

		Describe in the field below how your CoC coordinates to provide training for:
	1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
	2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,500 characters)

1.The Kalamazoo County CoC (CoC)regularly promotes training opportunities focused on trauma-informed, victim-centered practices to address the needs of survivors of domestic violence and human trafficking. Over the past year, eight training opportunities offered by local, state, or national organizations with expertise in trauma-informed and victim-centered care were shared with CoC-member service providers. These trainings, held semi-monthly, covered topics including human trafficking and safety planning, trauma-informed care and cultural humility, trauma-informed and inclusive leadership, the neurobiology of trauma, crisis intervention stress management, and the impact of crime-free and nuisance ordinances on survivors.

2.In addition to the above training opportunities offered to all partners, coordinated entry staff are trained in using a trauma-informed approach in conducting assessments to reduce the risk of re-traumatization. Our CES uses three access point agencies, Catholic Charities Diocese of Kalamazoo (CCDOK), Integrated Services Kalamazoo (ISK), and Housing Resources, Incorporated (HRI)– with HRI currently acting as the main point of contact for referrals to CE. All three agencies provide significant training on trauma informed care and other best practices to staff on a yearly basis. Over the last year HRI provided training on Trauma Informed Care for Housing & Service Providers, Key Strategies for Front Desk, Facilities and Office Staff, A Framework for Trauma Informed Supervision, Active Engagement and De-Escalation, and Avoiding Burnout. ISK has established a Trauma Informed Care committee & Justice, Equity, Trauma Team (JETT) and employs trauma informed coaches to ensure that trauma-informed approaches are implemented throughout the organization, including through the coordination of training activities. As a youth homelessness provider, CCDOK provides training to staff specifically focused on trauma-informed approaches to youth. The CoC hopes to collaborate with our local DV provider, YWCA Kalamazoo, to develop and implement more standard required trainings for CE and other staff across all three agencies focused on best practices on safety and planning protocols.

| | 1C-5b. | Using De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. | |
| | | NOFO Section VII.B.1.e. | |

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

(limit 2,500 characters)

The Kalamazoo County CoC (CoC) has a strong partnership with the YWCA Kalamazoo, which provides services to individuals experiencing domestic violence, dating violence, sexual assault, stalking, and human trafficking. Since 2015, the YWCA has used Apricot for Violence Survivors, which is an HMIS comparable database and meets VOCA, VAWA, FVPSA, and HUD requirements. Additionally, the organization is an active partner in our annual Point-in-Time Count and Housing Inventory Count and provides de-identified information to inform these reports on a yearly basis. Our CoC also considers the needs of individuals within our homeless service system who have a prior history of surviving domestic violence and are being served by non-domestic violence providers; using HMIS data, we find that 661 individuals served within the CoC in 2021 across all project types (including homelessness prevention) were in households with reported experiences of domestic violence, with nearly 19% having the most recent occurrence within 3 months of receiving services. Nearly 66% of these clients were in adult-only households, while 33.5% were in family households and 2.5% were child-only households. Most of these clients (63%) identified as BIPOC, and nearly 40% reported having at least one disability. Nearly 26% report being homeless at least twice in the past three years. A total of 232 clients were served by emergency shelters, transitional housings, or outreach projects. Given these numbers, our CoC works to ensure that our homeless service providers are skilled in providing trauma-informed care and maintain a partnership with the YWCA of Kalamazoo so that individuals amid a domestic violence crisis receive referrals to services appropriate to meet their specific needs. Finally, the CoC is beginning efforts to examine data on clients entering our coordinated entry system, which captures information on experiences of domestic violence and prioritizes households currently fleeing for housing supports. We are also holding conversations about the structure of our coordinated entry system and improvements that can be made to better direct households seeking assistance to mainstream and specialized supports outside of our homeless response system. As part of this work, we will evaluate how our system is currently meeting the needs of domestic violence survivors and consider changes in the assessment, prioritization, and referral processes.

1C-5c.	Communicating Emergency Transfer Plan to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	

	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
1.	the emergency transfer plan policies and procedures; and	
2.	the process for individuals and families to request an emergency transfer.	

(limit 2,500 characters)

1.The Kalamazoo County CoC (CoC) communicated to all households seeking or receiving CoC program assistance the emergency transfer plan policies and procedures through partnering organizations who serve these populations per the written service standards, which are being reviewed and updated. Kalamazoo County Continuum of Care takes the safety of its tenants very seriously, including the safety of tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with VAWA, all permanent housing providers who provide the Emergency Solutions Grant (ESG) and CoC funded rental assistance are required to comply with VAWA, including allowing tenants who are victims to request an emergency transfer from the tenant's current unit to another unit.

2.The CoC communicated to all individuals and families seeking or receiving CoC program assistance the process for individuals and families to request an emergency transfer through partnering organizations who services these populations at the time of service. Individuals and families are advised to contact the appropriate person within the organization to begin the process of emergency transfer. A tenant who is a victim of domestic violence, dating violence, sexual assault, stalking as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit.

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

Describe in the field below how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.

(limit 2,500 characters)

The CoC is currently reviewing its policies and procedures with YWCA Kalamazoo representatives to ensure that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all the housing and services available within the Coc's geographic area. This includes trainings and supports to partners, so they are best prepared to inform individuals of their options.

Currently, individuals who are fleeing domestic violence are included in the prioritization scheme for the Coordinated Entry System (CES). Any individual who accesses our CES who indicated they are fleeing domestic violence is also referred to the YWCA and has access to the domestic violence-specific housing and services they offer. The YWCA Kalamazoo provides training and technical assistance to coordinated entry points ensuring that victims of intimate partner domestic violence, sexual assault, stalking, and human trafficking are properly identified and responded to. When it is determined that a household is at risk of harm due to intimate partner domestic violence, they are immediately connected to YWCA where their needs are assessed, including the need for emergency shelter and housing.

1C-5e.	Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	

	Describe in the field below how your CoC's coordinated entry includes:	
1.	safety protocols,	
2.	planning protocols, and	
3.	confidentiality protocols.	

(limit 2,500 characters)

Following a no-wrong-door approach, the Kalamazoo County CoC (CoC) uses three access point agencies that work in partnership to complete the coordinated entry and assessment process. These agencies, Catholic Charities Diocese of Kalamazoo, Housing Resource Incorporated, and Integrated Services of Kalamazoo, each serve unique populations, and all receive CoC or ESG funding for housing programs. Households may be served and assessed at any access point. All coordinated entry staff are trained in using a trauma-informed approach to conducting assessments to reduce the risk of re-traumatization. The assessment space and manner of conducting coordinated entry assessments provides privacy to allow people to safely reveal sensitive information or safety issues. This includes gathering information from each adult in the household separately, if appropriate.

When an individual is actively fleeing or attempting to flee domestic violence or a household is determined to be at imminent risk of harm due to domestic violence presents at a non-domestic violence service agency during the coordinated entry process, the agency immediately connects the household to our local domestic violence agency, YWCA Kalamazoo, and ensures their immediate transportation and security needs are met. The YWCA then completes a safety plan and may also provide shelter, advocacy, or peer counseling.

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

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

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

Describe in the field below:	

1.	whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;	
2.	how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;	
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and	
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.	

(limit 2,500 characters)

1.The Kalamazoo County CoC (CoC) is on track to review and updates its anti-discrimination policy on a yearly basis, based on feedback from stakeholders. The most recent update was made and approved by the CoC Board in June 2022.

2.The CoC has formed a CoC Equity Results Team (CERT) as part of an effort to increase equity amongst the homeless delivery system. We are currently in phase 2 of a 4-phase strategy where the learnings will help inform not only the CoC, but various partners and members on how to develop and incorporate anti-discrimination policies consistent with the CoC. The CoC is currently reviewing its written service standards for the CoC Competition.

3.The CoC is currently updating its process for evaluating compliance with the CoC's anti-discrimination policies. The CERT work mentioned earlier will help inform this process to ensure it is done with an equity lens.

4.The CoC is currently updating our process for addressing non-compliance with the CoC's anti-discrimination polices. The CERT work mentioned earlier will help inform this process.

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

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.
Enter information in the chart below for the two largest PHAs highlighted in gray on the FY 2021 CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with–if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2021 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Michigan State Housing Development Authority (MSHDA)	100%	Yes-Both	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section VII.B.1.g.	

	Describe in the field below:	
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or	
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.	

(limit 2,500 characters)

1.Michigan State Housing Development Authority (MSHDA) acts as the CoC PHA. There is a homeless admission preference currently in place. In FY22-23, the Kalamazoo County CoC will work with Pine Grove Services, the local housing administrator, in improving voucher access.

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

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

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

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

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

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

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

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	No
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	

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

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes

1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored–For Information Only	

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

PHA
This list contains no items

1D. Coordination and Engagement Cont'd

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

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

1. Foster Care	No
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	No

1D-2.	Housing First–Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	9
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	9
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

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

	Describe in the field below:
1.	how your CoC evaluates every recipient–that checks Housing First on their Project Application–to determine if they are actually using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

At the onset of each funding process or competition, the Kalamazoo County CoC (CoC) utilizes its local application to obtain deeper understandings of how each applicant, new and old, design their projects and programming to embody the priorities of the CoC. Amongst the crafted questions are ones designed to evaluate an applicant's approach to Housing First. CoC applicants are asked to expand on how their organization utilizes a housing first approach and/or low barrier implantation as described in their HUD e-snaps application. In the 2022 competition, this factor is worth 10 points in the project rating. In this year's ESG and CoC Competition, in addition to the inquiry of an agency's application of the Housing First principle, the CoC asked applicants to demonstrate how their programs and project work around barriers BIPOC participants may encounter as they enter a program where the barriers impede enrollment or positive outcomes. In this 2022 CoC competition, this factor is worth an additional 10 points.

1D-3.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	

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

(limit 2,500 characters)

1. The Kalamazoo County CoC (CoC) established and operates an Outreach Coordination Workgroup- an interagency network of CoC members and partners who provide supportive services and housing assistance to individuals and families identified as the unsheltered subpopulation of HUD's Category 1 Homelessness Definition. The goal of this workgroup is to identify, provide support, and connect unsheltered households to the CoC's coordinated entry system, various forms of sheltering, and other mainstream services needed to obtain and stably remain in permanent housing.
To accomplish the goals, each represented committee member shares a pool of unique services and resources within their origin organization or network. If there are no supports available within the collective committee, together members will strive to identify services or resources to assist the household.

The Workgroup has adopted a Care Coordination Model.

The four elements of coordinating care are:

(1)Easy access to a range of housing, services, and providers.
(2)Good communications and effective care plan transitions between providers.
(3)A focus on the total holistic needs of the client to prepare for better housing stabilization.
(4)Clear and simple information clients can understand.

2. Together the CoC Outreach Workgroup and participating outreach teams serve the entirety of the CoC geographic region.

3.Outreach is conducted daily, weekly, and multiple times a week by various members of our CoC Outreach workgroup. Members convene weekly to review progress and/or evaluate the approach to the coordinated care plan.

4. In addition to identifying unhoused residents through methods utilized by their organization of origin, the workgroup adopted a process to respond to community-member sightings of unhoused residents, which increases the opportunity for the CoC to engage with those who may otherwise have not sought housing and supportive services. In the response to the notification of sighting of unhoused residents, members of the group elect a representative to meet with the household to assess their needs and provide necessities. If an unsheltered household declines shelter or housing assistance but is interested in supportive services, our providers will continue to engage the household and build rapport. Since October 2021, collectively, the CoC Outreach Coordination has successfully housed 16 households.

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

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

		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.l.	

		2021	2022
	Enter the total number of RRH beds available to serve all populations as reported in the HIC–only enter bed data for projects that have an inventory type of "Current."	43	127

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

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

	Resource	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	TANF–Temporary Assistance for Needy Families	Yes
4.	Substance Abuse Programs	Yes
5.	Employment Assistance Programs	Yes
6.	Other (limit 150 characters)	

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

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

| | 3. | works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff. |

(limit 2,500 characters)

1.The CoC posts available trainings and information for program participants on programs such as food stamps, SSI, and substance abuse etc. to the CoC website, Facebook, and via email.

2. The CoC is available to work with project staff who collaborate with both healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services by coordinating, facilitating, and hosting meetings between various partner organizations like Kalamazoo Public Schools McKinney Vento liaison and Bronson Healthcare staff to address barriers to youth homelessness. Integrated Services Kalamazoo (ISK) is a partner of the CoC and recipients of both ESG and CoC funding and are a resource for collaborating with mental health treatments. Representatives from the Public Health office regularly present at monthly shelter meetings and the CoC has partnered with them to plan COVID-19 vaccination events at CoC partner organizations. At the state level, the CoC is partnering with MDHHS to implement strategies to connect homeless residents to Medicaid benefits, including sharing information between the Medicaid system and homeless service system on homelessness vulnerability and medical vulnerability levels.

3.Currently the CoC supports partners and ESG/CoC grantee, Integrated Services Kalamazoo (ISK) which oversees the SOAR program, to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

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

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

(limit 2,500 characters)

The Kalamazoo County CoC (CoC) is supportive of various non-congregate sheltering projects in Kalamazoo County. During the height of Covid 19 pandemic, the KCCoC supported two separate hoteling interventions that provided housing, 3 meals a day and access to supportive services for stays that lasted at least 90 days each occurrence. The CoC partners have developed programs aimed at supporting those who would traditionally be in a congregate shelter setting. CoC partner HOPE thru Navigation currently oversees the Isolation Quarantine which provides hotel rooms for individuals and families who need to quarantine due to COVID-19. This project is funded through the CoC's flexible mini-grant funds, which are supported by local philanthropy.

| ID-8. | Partnerships with Public Health Agencies--Collaborating to Respond to and Prevent Spread of Infectious Diseases. | |
| | NOFO Section VII.B.1.o. | |

	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and
2.	prevent infectious disease outbreaks among people experiencing homelessness.

(limit 2,500 characters)

1.The Kalamazoo County Health Department is a partner of the CoC. They report out at monthly Shelter Group meetings that are open to the public and held virtually. During the peak of Covid 19 pandemic those reports helped the CoC develop a strategic response to infection disease outbreaks.

2. The information provided helped to inform CoC strategies including vaccination events at day and overnight shelters and partner-run Isolation and Quarantine programs during the heigh of Covid 19 pandemic, which still exist today. With the rise of monkeypox, the CoC has already begun to take steps to make sure those at high risk are aware of CDC recommendations on vaccinations and prevention.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section VII.B.1.o.	

	Describe in the field below how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:
1.	sharing information related to public health measures and homelessness, and
2.	facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

(limit 2,500 characters)

1.The Kalamazoo County CoC (CoC) holds monthly shelter group meeting where representatives from the Kalamazoo County Health Department share the latest information as it relates to public health. The minutes are recorded and shared with the group. Urgent messages related to the spread and control of infectious diseases are shared by our partners and may be shared on the CoC Facebook page.

2.The shelter group meetings also provide opportunities for homeless service providers to request supplies or assistance directly from the Health Department.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section VII.B.1.p.	

	Describe in the field below how your CoC's coordinated entry system:
1.	covers 100 percent of your CoC's geographic area;
2.	uses a standardized assessment process; and
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.

(limit 2,500 characters)

1.The Kalamazoo County CoC's coordinated entry system (CES) uses three access point agencies that serve the entire county of Kalamazoo, including the cities of (1) Galesburg, (2) Kalamazoo, (3) Parchment, and (4) Portage and the villages of (1) Augusta, (2) Climax, (3) Richland, (4) Schoolcraft, and (5) Vicksburg. This makes up 100 percent of the geographic area served by the CoC.

2.The CoC utilizes standard pre-screening and assessment forms to gather the information needed to prioritize clients for services. Households are first pre-screened to determine that they are in need of housing assistance and collect basic information to help determine program eligibility. Then, households who are determined to be homeless or at risk of homelessness are further assessed using a standard HMIS intake assessment and the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), the prioritization assessment used to determine the vulnerability of the household and the acuity of the housing emergency. This tool is also tailored for family (the VI-F-SPDAT) and transition-age youth (TAY-VI-SPDAT) households. Providers convene weekly at Community Housing Matching Process case conferencing meetings to discuss project availability and the matching and prioritization process. This case conferencing allows providers to share information not initially captured through the assessment process that may inform prioritization.

3.The CoC is currently in the process of a significant evaluation of our CES in order to update our CES practices and policies. As part of this effort, the CoC has or will be seeking feedback from individuals with lived expertise, providers who operate CES-participating projects, and non-participating providers and other stakeholders including homeless service providers of day sheltering, outreach, overnight shelter, and other essential services, as well as mainstream service providers who often work with clients experiencing housing crises who navigate our CES. As part of this current evaluation, we have identified the need to create a regular mechanism to regularly solicit feedback from households that have gone through our CES, conduct yearly evaluations, and update our prioritization policies and other practices on a consistent basis. This work began in part from a HUD-sponsored community workshop focused on CES assessment and prioritization, which CoC leadership participated in along with a major CES provider in our CoC

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

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

(limit 2,500 characters)

1.The CES is inclusive of all persons experiencing homelessness. To ensure our CES reaches people who are least likely to apply for homeless assistance in the absence of special outreach, access point agencies conduct outreach at day and overnight shelters, outreach satellites, with McKinney-Vento Homeless Liaisons, and our county's domestic violence service provider. The largest street outreach provider, ISK, acts as an access point agency and regularly deploys street outreach workers to engage those least likely to request assistance where they are residing in locations not meant for human habitation across Kalamazoo County. An outreach coordination workgroup composed of outreach workers from multiple agencies meets for weekly case conferencing meetings, during which CoC staff confirm that the clients discussed are or have been referred to our CES. After-hours access and quick/easy referrals to CES is provided through Gryphon Place's 2-1-1 Information/ Referral Service.
2.Using the VI-SPDAT and other factors, the CES ensures that those homeless households who are most vulnerable or that have the most severe service needs receive priority for homeless assistance including permanent supportive housing, rapid rehousing, or other appropriate interventions. Program participants are currently matched with resources based on their VI-SPDAT score and then prioritized for those resources based on (1) chronic homelessness status (2) veteran status (3) whether the households is currently fleeing DV (4) whether the household is currently unsheltered, and (5) VI-SPDAT score.
3.In order to ensure households move through the CES in a timely manner, providers convene weekly at Community Housing Matching Process meetings to discuss project availability and match households who completed coordinated entry intake documents in the past week with the appropriate intervention type. By the end of each week, households are notified of the results of this matching process. Due to the housing crisis our community is currently facing, as part of our CES evaluation we are currently considering whether our CES and prioritization policies need to be modified to reduce wait times and ensure that there are permanent housing resources available for all households who have been prioritized to receive them.
4.The CES does not screen out or deny housing or services for program participants based on any perceived barriers and utilizes a housing first model.

1D-10.	Promoting Racial Equity in Homelessness–Conducing Assessment.	
	NOFO Section VII.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	04/05/2022

1D-10a.	Process for Analyzing Racial Disparities–Identifying Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section VII.B.1.q.	

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

(limit 2,500 characters)

1.The CoC has analyzed whether any racial disparities are present in the provision and outcomes of homeless assistance in our County using several tools and data sources. HUD's CoC Racial Equity Analysis Tool has been used to identify disparities in the number of people experiencing homelessness, compared to both the total population and individuals in poverty, using PIT count data. The CoC conducts a similar analysis using HMIS data on individuals experiencing literal homelessness who utilize homeless services at any point across the entire calendar year. This analysis is published in our Annual Report. Next, the CoC examines disparities in outcomes using HUD's Stella Performance Module and LSA data. Finally, Michigan has developed a Michigan Data Warehouse that allows us to examine disparities in outcomes across several specific metrics reported to HUD as part of the System Performance Measure report. The CoC is beginning to develop deeper questions surrounding these disparities and will engage in additional qualitative and quantitative analysis to better understand how disparities manifest in our homeless service system. Further, we are working towards changes in our CES that will allow us to regularly analyze CE data to better understand racial disparities.

2.Through this analysis, the CoC has identified multiple disparities in the provision of homeless services. Across all household types, Black or African American households are significantly more likely to experience homelessness compared to both the total population and individuals in poverty. Across all people, individuals who identify as black make up about 60% of individuals who identify as homeless, but only 11% of the total population and 21% of individuals in poverty. In children, this percentage rises to about 80%. While a small percentage of our homeless population overall, individuals who identify as American Indian/Alaskan Native are also over-represented in our homeless system. Individuals who identify as white, however, are significantly under-represented. Black veterans are also significantly over-represented. Black or African, American Indian/Alaskan Native, and Hispanic/Latino individuals also experience longer lengths of time homeless compared to white individuals. Furthermore, Black persons are more likely to experience homelessness more than one time, compared to white persons, and experience higher rates of return within 2 years of exiting to a permanent destination.

1D-10b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.q.	

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

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	No
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Actions Taken to Address Known Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

The Kalamazoo County CoC (CoC) has increased our focus on equity in the CoC Program Competition and ESG funding process, with local applications focused heavily on evaluating applicants' organization's equitable practices and policies, including a focus on whether applicants disaggregate their outcome data by race and ethnicity, gender identity, and age, as well as whether programmatic changes have been identified and implemented to address any disparities.

In 2021, the CoC released a new strategic plan for 2022-2024 which centers equity as one of 8 core priorities, with 4 associated strategies: (1) Integrate equity into the decision-making structure of the CoC, specifically centering those with lived expertise in homelessness; (2) provide ongoing equity-focused training opportunities for CoC staff and partners; (3) Report data disaggregated by race and ethnicity to inform system planning; and (4) Expand avenues to collect additional data on historically underserved populations.

The CoC is also engaging in a statewide equity strategic planning initiative led by the Michigan Coalition to End Homelessness and facilitated by C4 Innovations to address known disparities in communities across the State of Michigan. The CoC has assembled a CoC Equitable Results Team (CERT) to develop local strategies to address disparities, and the CoC's HMIS Administrator and Data Team is engaging in the work by providing CoC-specific data on racial disparities in system outcomes and examining the ways we can better infuse equity into our data systems.

1D-10d.	Tracking Progress on Preventing or Eliminating Disparities.	
	NOFO Section VII.B.1.q.	

> Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

Through participation in the Michigan Campaign to End Homelessness (MCTEH), CoC Equity Results Team, the Kalamazoo County CoC (CoC) is undergoing planning and implementation training to develop tactics to identify and eliminate disparities in our service delivery system. The CoC is currently engaged in systems mapping of the service delivery system and will be conducting an analysis of the results utilizing an Equitable Results Framework. Prior to the conclusion of the statewide strategic planning, MCTEH and C4 will help the CoC develop a maintenance plan to ensure continuation of monitoring and addressing disparities found in the system

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

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

(limit 2,500 characters)

The Kalamazoo County CoC (CoC) is participating in statewide efforts to create a racial equity strategic plan, led by the Michigan Campaign to End Homelessness and C4 Innovations. The CoC has established a team which includes persons with lived experience to participate in this initiative.

In hopes of recruiting members to represent all available positions on the CERT the CoC staff created an application process for the available positions that outlined the description, roles, compensation, and application process. During the designing of the position descriptions, our CoC used inclusive language to help prospects understand the opportunity. It was imperative that the CoC compensated volunteers for their participation.

The CoC also designed a low-barrier application through a survey link that allowed interested individuals to state their interest, why they would like to participate, and what they hope to contribute. For those organizationally affiliated, we created the opportunity for applicants indicated whether they would like to participate as an affiliate or their organization or non-affiliate. This allowed applicant autonomy in how they chose to participate.

To make others aware of the opportunity, the job postings and application process was sent out to our listserv and utilized targeted efforts to engage possible members. It is through the targeted methods that we were able to fill the Partners with Lived Experience and Racial Equity Champion roles. In areas where we typically receive little to no interests, we modified our outreach approach by examining other ways CoC staff are connected to and serve the community followed by sharing information with others in a non-traditional manner to our CoC.

As the CoC was searching for a new Director, lived experience was a preferred qualification and desired experience. This job opportunity was posted publicly on job search websites, the UWBCRK website and Facebook page as well as the CoC Facebook page. Partners shared the posting on their respective websites.

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

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

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	37	34
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	2	1
3.	Participate on CoC committees, subcommittees, or workgroups.	3	1

4.	Included in the decisionmaking processes related to addressing homelessness.	2	1
5.	Included in the development or revision of your CoC's local competition rating factors.	3	0

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

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

(limit 2,500 characters)

Embedded in current Kalamazoo County CoC (CoC) committees such as the Outreach Coordination Workgroup, Sheltering Committee, Allocation and Accountability Team, are opportunities for members with lived experience to partner with the CoC to design and implement initiatives needed to serve. By having representation of various employment status and organizational levels to participate in ad hoc work, the CoC is creating opportunities for forward and upper mobility for members to reference as they seek employment. This approach provides committee members resources to develop and refine professional and leadership skills. The CoC also shares employment opportunities provided by partners with the membership at large. As the CoC continues to partner with Michigan's Campaign to End Homelessness and C4 Innovations in the statewide strategic planning initiative, we are acquiring the knowledge, skillset, and understanding of how to create opportunities for more partners with lived experience to participate in our work.

In hope of recruiting members to represent all available positions on the CERT, using the project description and member description resources provided by C4, the CoC staff created an application process for the available positions that outlined the description, roles, compensation, and application process. During the designing of the position descriptions, the CoC used inclusive language to help prospects understand the opportunity. It was imperative that volunteers be compensated for their participation. Participants operating in the roles of frontline providers were compensated, system leaders, and racial equity with $50 monthly incentives for the duration of the project. MCTEH provided the CoC with compensation to pay partners with lived experience at $20 an hour for the duration of the project.

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

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

(limit 2,500 characters)

1.In the last year, the Kalamazoo County CoC (CoC) gathered feedback from individuals experiencing homelessness through various methods including coordinating survey efforts and informal methods by our outreach and shelter providers. In the winter of 2021, CoC partnered with the Upjohn Institute as they crafted a Kalamazoo County housing plan. The Institute sought to receive feedback on the needs and aspirations of the county residents via a general survey that was made available to the public through various mediums such as random mailing, Facebook postings, and the county website. The CoC formed partnerships with the institute to create a survey for unhoused residents that was compatible to the general survey yet tailored to the unique challenges unhoused residents often face. The CoC granted funds from its local funding stream to support the compensation of respondents for their time. Providers servicing individuals and families categorized as HUD Category 1 homelessness, both the sheltered and unsheltered populations helped disseminate the survey and held a provider training session on how to utilize and administer the survey. 169 survey responses were collected
The outreach workgroup, which consists of agencies receiving ESG and CoC, plans to solicit feedback and engagement from people experiencing homelessness.

2.The CoC has taken the following steps to address the challenges raised by people with lived experience of homelessness:
a.Incorporate needs expressed by partners experiencing homelessness within local funding priorities
b.Advocated for the inclusion of the partners experiencing homelessness to be able to share their needs and perspectives in the county housing plan
c.Created new entry points in the CoC's body of work for partners with lived experience to participate and have decision making power.
d.Supported housing developments intended to serve the needs of individuals in drug treatment and recovery. Shared support in the development of the hotel conversion project to serve 100% of low-income households.
e.Facilitated and provided innovative solutions to the Mid-term solutions workgroup, group intended to address the encampments by creating accessible temporary sheltering for unhoused residents. From the planning, partners were able to create a community project called A Kalamazoo Pod Community.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section VII.B.1.t.	

	Describe in the field below at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:
1.	reforming zoning and land use policies to permit more housing development; and
2.	reducing regulatory barriers to housing development.

(limit 2,500 characters)

Two steps the Kalamazoo County CoC (CoC) has taken to engage city and county governments that represent our CoC regarding reforming zoning and land use policies to permit more housing development and reducing regulatory barriers to housing development are create/participate in the county wide housing study that asked residents of Kalamazoo County about housing needs and barriers which will inform county decisions on zoning reform and land use policies. CoC partners were also able to educate city officials on the plights and zoning challenges providers often face in carving out solutions to meet the needs of the most vulnerable residents. In turn, the city of Kalamazoo created new ordinance variant called the Emergency Housing Ordinance. This ordinance allows for the development of temporary housing in the City of Kalamazoo and outlines the parameters for development.

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

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

	Enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.	

You must enter a date in question 1E-1.

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

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.
Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

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

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

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

1.	What were the maximum number of points available for the renewal project form(s)?	155
2.	How many renewal projects did your CoC submit?	8
3.	What renewal project type did most applicants use?	PH-PSH

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

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

(limit 2,500 characters)

1.The only projects eligible for renewal were permanent housing projects operated by Non-DV providers. Therefore, HMIS data was available for all renewal projects to analyze successful outcomes. Our rating tool included a factor measuring the percent of participants who remain in/move to permanent housing, with the goal of at least 90% for PSH projects to receive points. If other project types were eligible for renewal funds, this goal would have been reduced to 80% for all TH projects and VSP-operated RRH/TH-RRH projects, given the level of need these projects serve and a constrained housing market in our community which acts as a barrier to housing, particularly for chronic and unsheltered populations. The HMIS Systems Administrator calculated this metric using data captured on HMIS Annual Performance Reports.

2.The CoC is considering changes to our CES that would allow for more precise analysis of the length of time it takes to house people in permanent housing. Furthermore, the CoC recognizes that the severely constrained rental market has significant effects on the ability of voucher-based projects to quickly house participants. To that end, the CoC did not consider the length of time it takes to house participants for permanent housing projects. If any projects with a TH component had been considered for renewal, the average number of days participants stay in the project would have been rated.

3.The CoC utilized supplemental questions in our local application process to assess applicant projects' use of targeted outreach efforts to potential participants with marginalized identities, including BIPOC, LGBTQ+, and persons with disabilities. In response to the disparities evident in our service system, applicants were also asked to describe specific programming changes that they have identified to reduce barriers to participation and positive outcomes affecting BIPOC individuals. Recognizing the importance of the social influences of health in housing outcomes, applicants were asked to describe how those domains are addressed by the services offered to project participants. These questions were all reflected on the CoC's rating tool.

4.In addition to the above difference in how DV projects are rated on exits to or retention of permanent housing, there are also differences in the returns to homelessness rating factor, with DV projects required to meet a lower threshold of 20% returns and assigned fewer points for meeting this metric

1E-3.	Promoting Racial Equity in the Local Competition Review and Ranking Process.	
	NOFO Section VII.B.2.e.	

	Describe in the field below:	
	1.	how your CoC obtained input and included persons of different races, particularly those over-represented in the local homelessness population;
	2.	how the input from persons of different races, particularly those over-represented in the local homelessness population, affected how your CoC determined the rating factors used to review project applications;
	3.	how your CoC included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and
	4.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

(limit 2,500 characters)

1.The CoC incorporated the perspectives of those overrepresented in the homelessness population into the CoC priorities on the local application through information obtained from the county housing survey, insights from a CERT member participating as partners with lived experience and racial equity champions who identify as black, and various survey methods conducted by our Outreach Coordinator Workgroup.

2.Perspectives and needs obtained from persons with lived experience through the county housing survey, CoC Equity Results Team members, surveys conducted by outreach committee, combined with staff expertise field with ongoing discussions about community needs and disparities with our Allocation and Accountability Team, created the supplemental application factors which became included in the ranking tool for both new and renewal projects.

3. The Allocations and Accountability Team assess, scores, and makes funding recommendations for the state and federal resources in our community. The current membership is representative of underrepresented individuals and families within our community. All members hold decision making power through the process of consensus. Funding recommendations are then presented to the CoC Advisory Board for final approval.

4.Project applicants were specifically asked a series of questions about racial equity which allowed the AA team to assess their efforts to identify and address barriers to participation and unequal outcomes among persons with races and ethnicities which are over-represented in our local homelessness system. This included a specific question considering programmatic changes that have been identified to reduce the barriers to participation and positive outcomes affecting Black Indigenous People of Color (BIPOC) and the steps your organization is taking or has taken to eliminate identified barriers. Furthermore, applicants were asked to describe their outreach efforts specifically targeting individuals with marginalized identities, including individuals who identify as BIPOC. Combined, these factors were worth 12.5 points.

1E-4.	Reallocation–Reviewing Performance of Existing Projects.	
	NOFO Section VII.B.2.f.	

	Describe in the field below:
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any projects through this process during your local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

(limit 2,500 characters)

1.During the funding competition, Allocation and Accountability Team members can reduce funding for a poor or low performing project. The Allocation and Accountability Team provide applicants the opportunity to participate in a Question-and-Answer interview when members and applicants may discuss project performance prior to project ranking. The Allocations and Accountability Team creates Key Performance Indicators for all ranked projects which offers low scoring projects to improve performance. The Kalamazoo County CoC's Allocations and Accountability Team reallocation considerations to reallocate funds are: 1. Underperforming, underutilized, underspent, or financially mismanaged projects may be considered for reallocation at any time and may be identified following an annual performance review or completed during the CoC competition process. The CoC is dedicated to addressing deficits prior to a recommendation for reallocation. Performance indicators include utilization rate, data quality, APR performance, returns to homelessness, and coordinated entry participation.2. None identified.3. None reallocated.4. N/A5. Reallocation possibility communicated to applicants at the start of the completion with application packet.

2.None identified

3.None reallocated

4.N/A

1E-4a.	Reallocation Between FY 2017 and FY 2022.	
	NOFO Section VII.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?	No

1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject or reduce any project application(s)?	No
2.	Did your CoC inform applicants why their projects were rejected or reduced?	
3.	If you selected Yes for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/06/2022

1E-5b.	Local Competition Selection Results–Scores for All Projects.	
	NOFO Section VII.B.2.g.	
	You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Applicant Names; 2. Project Names; 3. Project Scores; 4. Project Rank–if accepted; 5. Award amounts; and 6. Projects accepted or rejected status.	Yes

1E-5c.	1E-5c. Web Posting of CoC-Approved Consolidated Application.	
	NOFO Section VII.B.2.g.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/28/2022

1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC's website or partner's website.	09/28/2022

2A. Homeless Management Information System (HMIS) Implementation

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
  - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
  - Frequently Asked Questions

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

	Enter the name of the HMIS Vendor your CoC is currently using.	Wellsky Community Services

2A-2.	HMIS Implementation Coverage Area.	
	Not Scored–For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Statewide

2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

	Enter the date your CoC submitted its 2022 HIC data into HDX.	04/29/2022

2A-4.	Comparable Database for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section VII.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD's comparable database requirements; and	
2.	state whether your CoC is compliant with the 2022 HMIS Data Standards.	

(limit 2,500 characters)

1.There is one DV housing and service provider within the Kalamazoo County CoC (CoC), the YWCA Kalamazoo. Since 2015, the YWCA has used Apricot for Violence Survivors, which is an HMIS comparable database and meets VOCA, VAWA, FVPSA, and HUD requirements. The CoC invites the YWCA to participate in monthly Data Team meetings to stay up to date on HMIS and comparable database requirements and participate in COC reporting activities. The HMIS lead has also shared resources with the YWCA on comparable databases, including HUD's Homeless System Response Comparable Database Vendor Checklist, and is available to answer questions or provide technical assistance in evaluating the YWCA's current database.

2.Yes, the CoC is compliant with the 2022 HMIS Data Standards.

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

Enter 2022 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	616	73	543	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	70	36	34	100.00%
4. Rapid Re-Housing (RRH) beds	127	0	127	100.00%
5. Permanent Supportive Housing	403	17	386	100.00%
6. Other Permanent Housing (OPH)	140	0	140	100.00%

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

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

(limit 2,500 characters)

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by February 15, 2022, 8 p.m. EST?	Yes

2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC conducted its 2022 PIT count.	02/03/2022

2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC submitted its 2022 PIT count data in HDX.	04/29/2022

2B-3.	PIT Count–Effectively Counting Youth.	
	NOFO Section VII.B.4.b.	

	Describe in the field below how during the planning process for the 2022 PIT count your CoC:	
1.	engaged stakeholders that serve homeless youth;	
2.	involved homeless youth in the actual count; and	
3.	worked with stakeholders to select locations where homeless youth are most likely to be identified.	

(limit 2,500 characters)

Catholic Charities Diocese of Kalamazoo (CCDOK) is the Kalamazoo County CoC (CoC) youth homeless service provider. CCDOK engaged in the PIT Count Planning process by participating in monthly Data Team meetings which provided a venue to discuss PIT count planning and provide input on PIT Count Methodology. CCDOK staff also worked closely with the HMIS Systems Administrator to confirm all data for youth projects in the sheltered PIT and HIC. CCDOK and other providers, including outreach providers from multiple organizations, were solicited for knowledge of locations that homeless youth may be identified in the unsheltered count. A survey was sent out to collect information on each census tract in the County, including which areas may be likely to include homeless youth and other distinct subpopulations. In the future, the CoC will work to find avenues to involve homeless youth in the actual PIT count in a safe and equitable manner.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section VII.B.5.a and VII.B.7.c.	

	In the field below:
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and
3.	describe how the changes affected your CoC's PIT count results; or
4.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.

(limit 2,500 characters)

Not Applicable; no changes were made to the sheltered PIT count implementation from 2021 to 2022 and the CoC did not conduct an unsheltered PIT count in 2021.

2C. System Performance

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

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

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

(limit 2,500 characters)

1.From 2020 to 2021, the CoC saw a significant reduction in the number of individuals entering ES, SH, TH, and PH projects for the first time, from 987 persons to 648 persons. However, during the COVID-19 pandemic, there was unexpected economic hardship due to COVID-19 related job loss, reduced income, or other financial hardship. The CoC is also in the process of restructuring how CES data is collected so that this data can be analyzed on a regular basis to help determine up to date risk factors in our community.

2.Over the past year, a large focus of the CoC's strategy to assist individuals and families at risk of becoming homeless has centered on maximizing the COVID Emergency Rental Assistance (CERA) program. Supported by the CoC, three organizations – Open Doors Kalamazoo, Housing Resources, Inc., and Integrated Services of Kalamazoo – collaborated to provide financial assistance to 7,332 persons to date, with an additional 881 applications in progress. In total, $39,246,418 has been administered through this program for rental and utility assistance. Due to the high level of efficiency of our partners administering this program, the Michigan State Housing Development Authority granted our community additional funds beyond our initial allocation. In addition, the deployment of CERA funding, as the County devises its approach to address the housing climate of Kalamazoo, the CoC staff partnered with The W.E. Upjohn Institute for Employment and Research, the agency commissioned to create the county housing plan, to lend expertise in the housing prevention strategies and tactics for both renters and homeowners. The preventative measures identified on a county wide basis, is an example of one of the ways the CoC seeks to be proactive in addressing individuals and families at risk of homelessness.

3.Housing Resources, Inc is the primary organization providing homelessness prevention services at CoC. Additionally, the CoC Director and Associate Director is responsible for overseeing CoC-wide strategic planning to reduce the number of households becoming homeless, with data support from the HMIS Systems Administrator. All three positions are housed at the United Way of South-Central Michigan.

2C-2.	Length of Time Homeless–CoC's Strategy to Reduce.	
	NOFO Section VII.B.5.c.	

	In the field below:
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,500 characters)

1.In 2021, there continued to be significant increases in the average length of time an individual or household was homeless, as reported in our system performance measures. We are working to address any inaccuracies in data collection related to these performance measures to ensure a higher degree of data quality, particularly pertaining to the approximate date homelessness stated, housing move-in date, and project exit date data elements, which all have been identified as problem areas affecting our data quality for these measures. Beyond data quality, the CoC is focused on ensuring all individuals experiencing homelessness are connected to housing resources through our CES and increasing the stock of affordable housing available to address homelessness through increasing the number of housing vouchers available, reducing barriers for voucher-holders through landlord incentives, and promoting the development of low-income housing.

2.Our CoC currently uses chronic homelessness status as the first prioritization factor for housing resources available through our Coordinated Entry System. We are currently evaluating our CES and determining if alternative or additional data needs to be collected in order to consider refining our prioritization factors to help us better identify households with the longest lengths of time homeless.

3.Housing Resources, Inc currently maintains our CES by—name list and is responsible for ensuring that chronically homeless households are prioritized for housing resources. Additionally, the CoC Director, Associate Director, and HMIS Systems Administrator are responsible for overseeing the CES system, including prioritization policies, as well as conducting CoC-wide strategic planning focused on reducing the length of time spent homeless, with data support from the HMIS Systems Administrator. All three positions are housed at the United Way of South Central Michigan.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing–CoC's Strategy	
	NOFO Section VII.B.5.d.	

	In the field below:
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

(limit 2,500 characters)

1. In 2021, 55% of individuals exiting emergency shelter, transitional housing, and rapid rehousing exited to permanent housing destinations, holding steady from the rate in 2020. Kalamazoo county is experiencing an ongoing housing shortage that is limiting opportunities to obtain permanent housing after experiencing homelessness, particularly as competition for rental units increases and landlords increase rental prices and tenant requirements. On the supply side, the CoC continues to support county- and city- strategies to increase the stock of affordable housing and implement or enforce tenant protections, including a recently passed fair housing ordinance in the City of Kalamazoo providing increased tenant protections, including prohibiting landlords from discriminating on the basis of source of income, including housing vouchers. The CoC is also working to ensure that all individuals who access shelter or transitional housing services are quickly connected to our coordinated entry system so that they have access to those permanent housing supports.

2. The percentage of individuals remaining in or exiting to permanent destinations from permanent housing increased from 95% in 2020 to 99% in 2021. Furthermore, all CoC-funded PSH projects demonstrate high performance in this area, which is a rating factor in the local CoC competition process. In addition, the CoC's work to support increased opportunities for permanent housing within our community detailed above, the CoC is beginning to promote Moving On strategies for PSH and other permanent housing providers. In the 2022 local CoC competition, the CoC specifically asked about these strategies, including opportunities to promote home ownership amount PSH participants who wish to purchase their own home.

3. Together with the providers that offer permanent housing opportunities to individuals experiencing homelessness, the CoC staff including the CoC Director and CoC Associate Director, with data support from the CoC Systems Administrator, are responsible for overseeing these strategies.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	

	In the field below:
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,500 characters)

1.Using HMIS data, the CoC found that survivors of domestic violence, individuals with severe disabilities, individuals exiting RRH and PSH projects, households who became homeless for the first time, and adult- only or child-only household are at increased risk for returning to homelessness within two years, compared to the general population exiting homelessness. Further, disparities exist in returns to homelessness among indigenous and multi-racial households. While these risk factors have been identified, our CoC does not currently have an adequate strategy to identify specific individuals and families who have returned to homelessness. The CoC is currently examining changes to our Coordinated Entry data collection processes and hopes to develop a system to flag returning households who access that system.

2.In local funding priorities for both ESG and CoC Competition, CoC has provided a great focus on programming components intended to address Social Influencers of Health and support the health and development of children in participant households through a two generation services. As evident on the local application and ranking tools, CoC is signaling to subrecipients the importance of addressing these factors as a goal is to exit individuals and families from the program with enhanced internal supports and resources that will allow them to remain stable in their housing destinations.

3.Together with the providers that offer permanent housing opportunities and supportive services to individuals experiencing homelessness, the CoC staff including the Director and Associate Director, with data support from the CoC Systems Administrator, are responsible for overseeing these strategies.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section VII.B.5.f.	

	In the field below:
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

(limit 2,500 characters)

The Kalamzoo County CoC (CoC) is currently developing its strategy to access employment cash sources. Part of that strategy will be informed by the CoC Equity Results Team (CERT) work which includes voices of those with lived experience. The CERT positions for those with lived experience of homelessness are compensated. CoC Partner Integrated Services Kalamazoo offers transportation to classes and provide resources to help participants get documentation needed to enroll in education e.g. social security card, Kalamazoo County ID, Driver's License, State ID etc. The YWCA offers an educational academy as part of their offerings to participants. Housing Resources Inc. works with Michigan Works to assist in providing employment resources and opportunities. The CoC Director and Associate Director, with assistance from the HMIS Administrator, are responsible for overseeing CoC strategy to increase income from employment.

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

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

(limit 2,500 characters)

1.The Kalamazoo County CoCs (CoC)strategy to access non-employment cash income is currently under review. As previously mentioned, the CoC Equity Results Team (CERT) will inform the policies and procedures. The current strategy involves relying on partnering organizations and recipients of ESG/COC funding to provide access to non-employment cash income. These programs have a component that aids in the access of non-employment cash income, including advocates to assist clients by providing transportation to DHS appointments, assist in completing applications, assisting in getting documentation necessary to receive non-employment cash income such as State ID, Kalamazoo County ID, Social Security Card, and Driver's License . Currently the CoC supports partners and ESG/CoC grantee, Integrated Services Kalamazoo (ISK) which oversees the SOAR program, to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

2.The CoC Director, Associate Director and HMIS Administrator are responsible for overseeing the strategy to increase non-employment cash income

3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
    - Frequently Asked Questions

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
YWCA Kalamazoo DV...	Joint TH-RRH	9	Both

3A-3. List of Projects.

1. What is the name of the new project?   YWCA Kalamazoo DV Bonus FY 22

2. Enter the Unique Entity Identifier (UEI):   FZA7LLS5AXD1

3. Select the new project type: Joint TH-RRH

4. Enter the rank number of the project on your CoC's Priority Listing: 9

5. Select the type of leverage: Both

3B. New Projects With Rehabilitation/New Construction Costs

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

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

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

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

	If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:	
1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and	
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.	

(limit 2,500 characters)

N/A

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

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

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

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

	You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.
	If you answered yes to question 3C-1, describe in the field below:
1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

N/A.

4A. DV Bonus Project Applicants

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2022 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

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

4A-1a.	DV Bonus Project Types.	
	NOFO Section II.B.11.e.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2022 Priority Listing.	

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

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

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section II.B.11.(e)(1)(c)	

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

You must enter a value for elements 1 and 2 in question 4A-3.

	4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
		NOFO Section II.B.11.e.(1)(c)	

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

(limit 2,500 characters)

The data for the total number of survivors of domestic violence who need housing or services is based on data from the 2020 Michigan Incident Crime Report. The number of survivors the CoC is currently serving is calculated from comparable database data from our VSP for 2022 to date.

Barriers to meeting the needs of all domestic violence survivors in Kalamazoo County include lack of access to our victim service provider the YWCA, limited funding, and limited staffing. The CoC is also working to improve data processes so that the level of unmet need can be better understood.

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

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

Applicant Name
Young Womans Chri...

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

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

	Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing:	

	1.	Applicant Name	Young Womans Christians Association (YWCA) Kalamazoo
	2.	Project Name	YWCA Kalamazoo DV Bonus FY 2022
	3.	Project Rank on the Priority Listing	9
	4.	Unique Entity Identifier (UEI)	FZA7LLS5AXD1
	5.	Amount Requested	$167,091
	6.	Rate of Housing Placement of DV Survivors–Percentage	
	7.	Rate of Housing Retention of DV Survivors–Percentage	

You must enter a response for elements 1 through 7 in question 4A-3b.

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

		For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below
	1.	how the project applicant calculated both rates;
	2.	whether the rates accounts for exits to safe housing destinations; and
	3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

		Describe in the field below how the project applicant:
	1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
	2.	prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
	3.	determined which supportive services survivors needed;

	4.	connected survivors to supportive services; and
	5.	moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

(limit 2,500 characters)

1.Once referred, intake is completed. This is an opportunity to confirm eligibility and complete paperwork. YWCA's DV shelter provides shelter for victims fleeing DV and their children. Clients in the shelter are assigned an advocate who supports them in meeting their goals, including safe and affordable housing. Advocates provide referrals, assist in completing forms, and help ensure clients can maintain housing. An average stay in the DV shelter is 25 days.

2.The YWCA works closely with its partners to ensure a seamless referral process. YWCA works closely with CoC's CES, has an MOU with Integrated Services Kalamazoo regarding referrals, and hosts staff from Housing Resources Inc. weekly in its shelter. YWCA has an internal referral process wherein staff across the agency can refer clients to its Victim Services programs, including links to its housing programs. They provide access to available programs that assist clients with housing goals. This includes when applications are open for the TSH program, referrals and advocating with HRI and utilizing other funding sources as available.

3.Once referrals are received, contact is made to complete an intake. At this time supportive services are determined.

4.With Advocate support, clients receive intensive case management and are given the tools to establish economic self-sufficiency, short-term goal setting, long-term planning, financial literacy, and life skills education. This includes aiding in obtaining required documentation and filling out forms needed to access available benefits. The advocate uses relationships with other social service agencies to ensure clients are receiving all the support they need to be successful and maintain permanent housing.

5.Once safe, Advocates help clients remove barriers to permanent housing –securing employment, increasing education, finding affordable childcare, transportation, improving life skills, addressing mental/physical health, and safety. The MHA's work with other staff using a wrap-around approach to keep them safely housed. For those ready to exit the program, YWCA can provide other needed services such as therapy, advocacy, support groups, legal assistance. Clients can remain in YWCA services until they have reached their goals. For those still in need of rental assistance, YWCA staff utilizes other funding sources available within the agency while working closely with other agencies to obtain housing vouchers that provide long term a

	4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
		NOFO Section II.B.11.e.(1)(d)	

		Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:
	1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;

	2.	making determinations and placements into safe housing;
	3.	keeping information and locations confidential;
	4.	training staff on safety and confidentially policies and practices; and
	5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

1.To keep both client and staff safe, advocates can meet clients at any mutually beneficial location, including one of the YWCA buildings which are all monitored by video cameras and require fobs to access. All services can be provided remotely using text, phone, or video options.

2.Advocates work closely with clients to ensure that the housing meets their needs. Location- neighborhood and schools, size – appropriate for family, safety – does their assailant live nearby, are family/friends close, accessibility – is it on a bus line if transportation is a need, does it have what the family requires, are all considerations when clients are looking for housing. Advocates help navigate those needs.

3.Koru House, the human trafficking shelter, is in an undisclosed location only known by certain staff and clients. Client-level data is only accessible to program staff, supervisors and the evaluation and data team. The Apricot for Victim database is secure and confidential. The legal team uses separate software accessible only to them to ensure attorney/client confidentiality. Most files are kept electronically, and any paper files are kept in locked file cabinets at the office. Locked cases are used transport files when meeting off-site.

4.YWCA staff receive extensive training including safety planning. Safety plans categories such as staying safe at home, in the community, and at work are addressed and may include, but not limited to: having safety sticks for doors/windows, alarm systems, a cell phone for 911 calls, having locks changed as needed, devising a code word/signal with children, family, friends, or neighbors when police are needed, notice to their children's schools on who has permission to pick them up, changing routes frequently, plan for if their abuser comes home, and keeping their PPO with them at all times, if they have one.

5.The YWCA operates 2 shelters, one in the main building. Entry is receptionist staffed M-F 9-5 and tracks all who enters and car descriptions if applicable. After hours/on weekends Residential Services Specialists work the intercom system and provide building access. 2nd floor access is only obtained via staff key fobs or by shelter staff who remotely unlock doors after confirming id through camera. 4 panic buttons are inside and one mobile panic button can be used throughout the building. Onsite security system is armed 6pm-6am M-F, 24 hrs Saturday

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

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

(limit 2,500 characters)

As a domestic violence service provider, YWCA ensures that all programs and projects are survivor-centered and are conducted in the best interest of the survivor's safety. While there is an added challenge to providing services to clients living scattered throughout the county, YWCA's Mobile Housing Advocate stays in touch with clients on a regular basis to ensure that their needs are being met by the program. Client safety is regularly monitored and reviewed and additional safety options are provided when needed (stop sticks, 911 cell phones, etc.) Regular reviews of program policies and procedures are also done, including consideration of client feedback.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

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

(limit 5,000 characters)

1.YWCA currently has a Rapid Rehousing component for its human trafficking clients. YWCA received an Office of Victims of Crime Specialized Services for Victims of Human Trafficking grant to provide permanent housing assistance to survivors of human trafficking. This funding has been available since 2019 and has successfully complete its requirements thus far; after successfully receiving a no-cost extension, this funding will continue to be available until September 30, 2022.

2.YWCA's TSH program uses a separate Mobile Housing Advocate and property manager to help clients to feel more comfortable with the advocate and ensure that issues related to the property are not confused or misconstrued as punishment. The advocates work closely with the clients to build rapport and ensure that they are getting the most they can from the program. Advocates and the property manager are fully trained in working with survivors of domestic violence and its resulting trauma.

3.All YWCA Victim Services department staff receive trauma-informed training specific to domestic violence, sexual assault, human trafficking, depending on their position. The program also employs trained and licensed therapists, who are available via referral to provide therapeutic services to any interested client. These referrals come from the advocates who support clients in creating goal plans, including what they need to heal from their trauma.

4.By using the Empowerment model, YWCA places all of the responsibility and control in the hands of the survivor to direct their service needs. This model allows clients to take back the power and control that has been taken from them during their victimization. These needs are addressed and updated during scheduled appointments between clients and advocates. At any time, clients can stop or add a service as their needs change and goals are met.

5.All YWCA staff attend Racial Equity training during the orientation period of the employment. This training has been developed by the YWCA Racial Justice Collective to give staff the tools they need to create an equitable environment for each other, clients and community partners. Additional opportunities are made available to staff on a monthly basis.

6.YWCA offers several group support options – intimate partner violence, sexual assault, and bilingual – that are available for non-residential and residential clients. Those clients staying in the shelter attend weekly floor meetings which provide an opportunity for staff to provide information and for clients to discuss and share what they are experiencing.

7.YWCA's Children's Advocate provides support services to parents staying in the shelter. This gives parents additional assistance in making sure their children have access to resources needed for their own healing as secondary victims. The Children's Advocate also hosts a parenting course to assist parents looking for extra assistance or in need of support with CPS.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

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

(limit 5,000 characters)

YWCA currently operates a Transitional Supportive Housing model in which survivors and their dependent children can live for up to 24 months while working with their Mobile Housing Advocate to eliminate barriers to obtaining/maintaining permanent housing. From FY 2019 to YTD 2022, 6 of 8 families or 75% moved into the housing of their choice that was sustainable based on their income to rent ratio and/or obtaining a voucher.
Education Services: YWCA offers YW Career Academy, a program designed to create career opportunities in tech for BIPOC communities who are also survivors of violence. This 18-week course is available at no cost to participants which is made possible through a Google Workforce Development grant. Through a multi-generational approach, YWCA will serve the whole family and interrupt the impacts of intergenerational poverty within Kalamazoo County. The program provides opportunities to victims/survivors who are better suited for trade programs to acquire certification and skills that will secure employment at or above a livable wage. YWCA Kalamazoo is actively exploring ways to work with Kalamazoo Public Schools Adult Education program to bring onsite GED classes to victims/survivors. Advocates assist clients in reaching educational goals, whatever those may be, getting a GED, applying to college, exploring trade schools, etc. YWCA offers an on-site, after-school reading program facilitated by Senior Director of Behavioral Health, Dr. Margo Uwayo. Clients staying in shelter have access to a Children's Advocate who assist parents in navigating school enrollment and other support services.

Long-term stability and safety planning: Once the subsidy ends, clients remain eligible for all other YWCA services including other forms of client financial assistance funded through grants possible by the Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA).

Crisis DV Services: Clients can engage long-term support groups, case management, and therapy to address histories of trauma, violence, and marginalization that can often perpetuate the cycle of housing instability. The intensive inner work often leads to healing and the changing of patterns, increasing likelihood of positive outcomes.

Housing Search and Counseling: Mobile Housing Advocates work closely with clients to reduce any barrier that will negatively affect their ability to sustain housing, however, it would be negligent not to recognize the current housing crisis and how it disproportionately affects vulnerable population. There is a shortage of affordable housing, and even with housing vouchers, many being turned away from rental opportunities. Despite this, the Mobile Housing Advocates partner with clients to develop a plan to address any barrier, within the client's power, that will impact their ability to sustain housing

Bad Credit History: Clients can participate in monthly life skills support group that includes topics such as financial literacy, budgeting, setting up savings, and or checking account, how to pull and read their credit report, how to get out of debt, how to responsibly use a credit card, and what is credit and why is it important. This is typically done in conjunction with banking institutions such as Honor, Consumers, Advia, and Arbor Credit Unions. the life skills, resume building, credit repair, felony expungement, applying for programs such as Medicaid, SNAP, WIC, and Social Security/Disability as appropriate, and financial literacy workshops.

Child custody: Clients who are staying in shelter with their children have access

to Advocate who provides parenting classes,

4A-3g.	Plan for Trauma-Informed, Victim-Centered Approaches for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(e)	

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

(limit 5,000 characters)

1.YWCA Kalamazoo is the only provider of comprehensive services for victims/survivors of domestic violence, sexual assault, and human trafficking (labor and sex) and their dependent children in Kalamazoo County. For over 50 years, YWCA has been a beacon in the community for vulnerable people especially women. These years of experience have helped to shape YWCA's Victim Services program to ensure that it is client-centered, trauma informed, culturally sensitive. Victim Services staff are able to provide a breadth of services to meet both the immediate and longer -term needs of its clients.
Clients have access to:
24 hour crisis line and emergency response
Emergency Shelter
Advocacy-housing, employment, health etc
Individual and group support
Therapeutic services provided by licenses therapists
Legal Services – civil and criminal advocacy, PPOs, immigration assistance, and other services provided by fully trained staff
Referrals and connections to YWCA programs and other organizations and programs

Using the Empowerment Model, clients are provided the options available to select what services they need in order to move forward and heal from their victimization. The separation between advocates and the Mobile Advocate will allow clients to receive housing services simultaneous to other services and without interruption. Additionally, even once clients have exited from the Rapid Rehousing program, they are still able to access all the other services YWCA offers.

2.This program uses a Mobile Housing Advocate and property manager to help clients to feel more comfortable with the advocate and ensure that issues related to the property are not confused or misconstrued as punishment. The advocates work closely with the clients to build rapport and ensure that they are getting the most they can from the program. Advocates and the property manager are fully trained in working with survivors of domestic violence and its resulting trauma.

3.All YWCA Victim Services staff, including Mobile Housing Advocates, receive trauma-informed training specific to domestic violence, sexual assault and human trafficking, depending on their position. The program also employs trained and licensed therapists, who are available via referral to provide therapeutic services to any interested client. These referrals come from the advocates who support clients in creating goal plans, including what they need to heal from trauma.

4. By using the Empowerment Model, YWCA places all the responsibility and control in the hands of the survivor to direct their service needs. This model allows clients to take back the power and control that has been taken away from them during their victimization. These needs are addressed and updated during scheduled appointments between clients and advocates. At any time, clients stop or add a service as their needs change and goals are met.

5.All YWCA staff attend Racial Equity training during the orientation period of their employment. This training has been developed by the YWCA Racial Justice Collective to give staff the tools they need to create an equitable environment for each other, clients, and community partners. Additional

opportunities are made available to staff monthly.

6.YWCA offers several group supports – intimate partner violence, sexual assault, and bilingual – that are available for non-residential and residential clients. Those clients staying in the shelter attend weekly floor meetings which provide an opportunity for staff to provide information and for clients to discuss and share what they are experiencing.

7.YWCA's Children's Advocate provides support services to parents staying in the shelter. This gives parents additional assistance in making sure their children have access to resources needed for their own healing as secondary victims. The Children's Advocate also hosts a parenting course to assist parents looking for extra assistance or in need of support with CPS. Referrals to the legal department are available for any client experiencing legal issues – civil and criminal. Once the referral is provided, legal support staff reach out to conduct an intake and schedule appointments. Legal assistance is available for a wide range of needs from requesting PPO to advocacy at criminal or civil trials. If the legal need is outside of the team's expertise, clients are referred to outside attorneys with which YWCA has built partnerships. The legal department includes two attorneys, two advocates, and an assistant.

| | 4A-3h. | Plan for Involving Survivors in Policy and Program Development of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects. | |
| | | NOFO Section II.B.11.e.(1)(f) | |

| Describe in the field below how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation. |

(limit 2,500 characters)

YWCA programs are customizable to allow clients the opportunity to select which services they need in order to meet their individual short-term and long-term goals. This flexibility gives staff insight into what services are working from clients and which need to be changed to meet client's needs. Client feedback is also used in this way to improve program effectiveness and accessibility for those seeking services. This project will provide another opportunity to gather feedback that could inform the current program and the development of future programs. In the past year, YWCA Kalamazoo has added an Evaluation and Data team structure which is building a robust evaluation program across all service ensure capturing the real experiences of clients. These evaluations will be actively used to report funders, staff, and other stakeholders and will inform the direction of the project where appropriate.   Where appropriate, pre and post-test survey to more accurately measure the change in behaviors of clients and provide results that can be used to improve programming and ensure that services are as beneficial as possible.

4B. Attachments Screen For All Application Questions

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

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/28/2022
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Deadline	Yes	Local Competition...	09/28/2022
1E-2. Local Competition Scoring Tool	Yes		
1E-2a. Scored Renewal Project Application	Yes		
1E-5. Notification of Projects Rejected-Reduced	Yes		
1E-5a. Notification of Projects Accepted	Yes		
1E-5b. Final Project Scores for All Projects	Yes		
1E-5c. Web Posting–CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
3A-1a. Housing Leveraging Commitments	No		

3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

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Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/27/2022
1B. Inclusive Structure	09/28/2022
1C. Coordination and Engagement	09/28/2022
1D. Coordination and Engagement Cont'd	09/28/2022
1E. Project Review/Ranking	Please Complete
2A. HMIS Implementation	Please Complete
2B. Point-in-Time (PIT) Count	09/28/2022
2C. System Performance	09/28/2022
3A. Coordination with Housing and Healthcare	09/28/2022
3B. Rehabilitation/New Construction Costs	09/28/2022
3C. Serving Homeless Under Other Federal Statutes	09/28/2022

4A. DV Bonus Project Applicants	Please Complete
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

Notes:

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

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance, under the HCV program, the family must submit an application that provides MSHDA with the information needed to determine the family's eligibility. HUD requires MSHDA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, MSHDA must select families from the waiting list in accordance with HUD requirements and MSHDA policies as stated in the administrative plan and the annual plan.

MSHDA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or MSHDA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that MSHDA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that MSHDA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and MSHDA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

> Part I: The Application Process. This part provides an overview of the application process and discusses how applicants can obtain and submit applications. It also specifies how MSHDA will handle the applications it receives.

> Part II: Managing the Waiting List. This part presents the policies that govern how MSHDA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process MSHDA will use to keep the waiting list current.

> Part III: Selection for HCV Assistance. This part describes the policies that guide MSHDA in selecting families for HCV assistance as such assistance becomes available. It also specifies how MSHDA will obtain information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes MSHDA's policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes MSHDA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits MSHDA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by MSHDA. MSHDA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of MSHDA's application.

> MSHDA Policy
>
> MSHDA will utilize a two-step application process.
>
> Under the two-step application process, MSHDA will require families to provide only the information needed to make an initial assessment of the family's eligibility and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.
>
> Families submit a pre-application to MSHDA on-line. As a reasonable accommodation to applicants with disability, MSHDA will accept pre-applications via telephone during normal business hours.
>
> Pre-applications must be complete to be accepted by the online system for processing. If a pre-application is incomplete, the online system will reject the pre-application and will notify the family of the additional information required.
>
> MSHDA is not accepting on-line applications for the Project-Based Voucher Program. Families interested in applying to a PBV Development must meet with the Lead/Referring Agency to determine initial eligibility. The Lead/Referring Agency will assist the family with completing the PBV Waiting List documents for entry onto the appropriate PBV Waiting List.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

MSHDA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard MSHDA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). MSHDA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or MSHDA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of MSHDA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

MSHDA is required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on MSHDA's policies related to ensuring access to people with limited English proficiency (LEP).

Chapter 4

4-I.D. PLACEMENT ON THE WAITING LIST

MSHDA must review each complete application received and make a preliminary assessment of the family's eligibility. MSHDA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, MSHDA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

MSHDA Policy

If MSHDA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, MSHDA will send written notification of the ineligibility determination within 10 business days of receiving a complete pre-application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

MSHDA Policy

MSHDA's online system will provide an automated written notification of the preliminary eligibility verification at the time the pre-application is completed and submitted.

For phone pre-applications submitted as a reasonable accommodation for persons with disability, MSHDA will provide a written determination of preliminary eligibility within 10 business days of receiving a complete pre-application. The written verification may be provided via U.S. Mail, fax, or e-mail.

Placement on the waiting list does not indicate that the family is eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list, including verifying any preferences the family may have selected when applying to the list.

Applications will be placed on the waiting list using the following methods:

- A Random Sort/Lottery Placement Method when the waiting list will be open between one (1) day and fourteen (14) days and a predetermined number of applications will be accepted.
- A First/Come, First/Serve Placement Method when the waiting list will be open more than 14 days.

In both instances, MSHDA will advertise to the general public the opening of the waiting list, the waiting list placement method, the number of applications to be accepted, and the timeframe for which the waiting list will be open.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

MSHDA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how MSHDA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

MSHDA's HCV waiting list must be organized in such a manner to allow MSHDA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:
- Applicant name;
- Family unit size (PBV only);
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires MSHDA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

> ### MSHDA Policy
>
> MSHDA will maintain a separate HCV program waiting list for each county served by MSHDA. MSHDA may maintain a separate waiting list for each PBV development or may combine the PBV waiting lists with the HCV waiting list.   Some special programs will have a separate waiting list based on the requirements for that program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program MSHDA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

MSHDA Policy

MSHDA may merge the HCV waiting list with the waiting list for any other program MSHDA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

MSHDA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, MSHDA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

MSHDA Policy

MSHDA will close the waiting list on the final day in which MSHDA advertised applications would be accepted or when the estimated waiting period for housing assistance for applicants on the list reaches 12 months for the most current applicants. Where MSHDA has particular preferences or funding criteria that require a specific category of family, such as homeless or project-based vouchers (PBV), MSHDA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until MSHDA publishes a public notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

MSHDA Policy

MSHDA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

MSHDA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:
- MSHDA Website
- MSHDA Social Media accounts
- The newspaper of general circulation in the county(s) in which MSHDA intends to open the waiting list
- Media that serves minority communities in the county(s) in which MSHDA intends to open the waiting list

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

MSHDA must conduct outreach as necessary to ensure that MSHDA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires MSHDA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), MSHDA may need to conduct special outreach

to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

MSHDA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations

- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program

- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

MSHDA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers

- Developing informational materials and flyers to distribute to other agencies

- Providing contact information for agencies that can assist with placement on the waiting list to other public and private agencies that serve the low-income population

- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

    MSHDA Policy

    MSHDA will monitor the characteristics of the population being served and the characteristics of the population as a whole in MSHDA's jurisdiction. Targeted outreach efforts will be undertaken when it is determined that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

MSHDA Policy

While the family is on the waiting list, the family must immediately, no later than 10 business days from the date of change, inform MSHDA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing to designated MSHDA staff or completed by the family through the Applicant Portal.

Project-based voucher applicants must notify the Housing Agent of any changes of family composition while on the waiting list to ensure the family is assigned the proper-size PBV unit.

An applicant may not transfer from one MSHDA HCV waiting list to another MSHDA HCV waiting list. In addition, an applicant can only be on one HCV waiting list; however, an applicant can be on an HCV waiting list and multiple PBV waiting lists at the same time.

If an applicant is already on an HCV waiting list and wishes to apply to a different HCV waiting list that is open via the First Come/First Serve Placement method, the applicant must remove their application from the first waiting list in the Applicant Portal and apply to the new waiting during the time it opens.

If the applicant is already on an HCV waiting list and wishes to apply to an open HCV waiting list via the Random Sort/Lottery Placement method, they can apply to the lottery regardless of their status on another HCV waiting list. If selected in the lottery for placement on the applicable waiting list, MSHDA will send notification to the applicant requiring the applicant to choose which HCV waiting list they wish to remain on.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires MSHDA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to MSHDA request for information or updates, and MSHDA determines that the family did not respond because of the family member's disability, MSHDA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

MSHDA Policy

MSHDA reserves the right to purge the waiting list by removing (deleting) all applications that were not selected during the 12-month period that began on the date the waiting list was closed.

Removal from the Waiting List

MSHDA Policy

If at any time an applicant family is on the waiting list and MSHDA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because MSHDA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding MSHDA's decision (see Chapter 16) [24 CFR 982.201(f)].

MSHDA will remove applicants from the waiting list under the following circumstances:

- The applicant requests removal; or
- The applicant's homeless preference expires; or
- The applicant did not meet the local preference verification requirement for the waiting list they applied to; or

- The applicant refuses the voucher offering; or

- The applicant has been determined ineligible for any other reason; or

- The applicant did not respond, or the applicant's designated representative did not respond to requests for verifications and/or updates.

NOTE: The homeless preference expires after 120 days if the applicant's homeless status is not recertified by the Housing Assessment and Resource Agency (HARA) for the applicable county waiting list.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by MSHDA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

MSHDA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to MSHDA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, MSHDA may admit such families whether or not they are on the waiting list, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. MSHDA must maintain records showing that such families were admitted with special program funding.

> MSHDA Policy:

> MSHDA administers the following special admission programs:

> - Housing Conversion Actions

> - Rental Assistance Demonstration (RAD)

Targeted Funding [24 CFR 982.204(e)]

HUD may award MSHDA funding for a specified category of families on the waiting list. MSHDA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, MSHDA may skip families that do not

qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

> MSHDA Policy
>
> MSHDA administers the following types of targeted funding:
> - Veterans Assistance Supportive Housing (VASH)
> - Non-Elderly Disabled (NED) (formerly Mainstream I)
> - Mainstream Voucher Program (non-elderly and disabled)
> - Family Unification Program (FUP)
> - Emergency Housing Vouchers (EHV)

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

MSHDA must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that MSHDA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

MSHDA is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits MSHDA to establish other local preferences, at its discretion. Any local preferences established must be consistent with MSHDA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

> MSHDA Policy
>
> MSHDA will offer a preference to any family that has been terminated from its Housing Choice Voucher (HCV) program due to insufficient program funding. These families will be drawn before all other waiting list preferences once program funding is reinstated to sufficient levels as determined by MSHDA.
>
> A homeless preference is only assigned to the applicants on the HCV waiting list who are also a Michigan resident.
>
> Applicants will be sorted and drawn in the following hierarchy of HCV Waiting List Preferences:
>
> 1. *Homeless County of Application Residency (*Applicant who is homeless and is living or working in the county of application)
>
>   In general, the homeless preference is valid for 120 days. In order to retain the homeless preference, the homeless service agency must recertify that the applicant meets the homeless preference every 120 days while on the HCV waiting list.
>
> 2. *Disabled County of Application Residency (*Applicant who is disabled and is living or working in the county of application)

3. *County of Application Residency* (Applicant who is living or working in the county of application)

4. *Disabled Michigan Residency* (Applicant who is disabled, is not living or working in the county of application but is living or working in Michigan.).

5. *Michigan Residency* (Applicant who is not living or working in the county of application but is living or working in Michigan).

6. *Disabled Out of State Residency* (Applicant who is disabled but is not living or working in Michigan).

7. *Out of state Residency* (Applicant who is not living or working in Michigan).

Except for the homeless preference, all other local preferences must be verified at the time the applicant is selected from the waiting list. Failure to provide documentation to verify a local preference will result in denial of assistance. The applicant may reapply to the waiting list when the waiting list is open again.

Following is a list of documents that can be provided to verify a local preference:

Proof that that the head of household, spouse, or co-head currently <u>lives</u> in the County if County residency was claimed:
- A copy of a valid driver's license which includes a current address
- A copy of a valid state ID card which includes a current address
- A copy of a valid Medicaid card which includes a current address
- A valid Social Security printout letter which includes a current address
- A copy of a valid voter's registration card which includes a current address
- A letter from the Homeless Shelter, HARA, or Lead Agency indicating residency

Proof that the head of household, spouse, or co-head currently <u>works</u> in the County if County residency was claimed:
- A letter from the employer stating the applicant is employed in the County.
- A letter from the employer stating the applicant will be employed in the County.
- A copy of a valid paycheck stub with the employer's address showing the business is located in the County.

Proof that the head of household, spouse, or co-head currently <u>lives</u> in Michigan if Michigan residency was claimed:
- A copy of a valid driver's license which includes a current address in Michigan
- A copy of a valid state ID card which includes a current address in Michigan
- A copy of a valid Medicaid card which includes a current address in Michigan
- A valid Social Security printout letter which includes a current address in Michigan

- A copy of a valid voter's registration card which includes a current address in Michigan
- A letter from the Homeless Shelter, HARA, or Lead agency indicating residency in Michigan

Proof that the head of household, spouse, or co-head currently <u>works</u> in Michigan if Michigan residency was claimed:

- A letter from the employer stating the applicant is employed in Michigan.
- A letter from the employer stating the applicant will be employed in Michigan.
- A copy of a valid paycheck stub with the employer's address showing the business is in Michigan.

Proof that the head of household, spouse, or co-head currently lives outside of Michigan if an Out of State residency was claimed:

- A copy of a valid driver's license
- A copy of a valid state ID card
- A copy of a valid Medicaid card
- A valid Social Security printout letter
- A copy of a valid voter's registration card

When the head of household, spouse, or co-head claims a disability preference, MSHDA will obtain proof of disability as outlined in Chapter 7 of the Administrative Plan.

In general, applicants must meet the income eligibility requirements in the county in which they were drawn and verify any local preferences prior to being approved to relocate to another area in MSHDA's jurisdiction or exercise portability rights.

Exceptions:

- Applicants that claim an Out of State residency on the HCV waiting list must move to MSHDA's jurisdiction and be under a HAP contract for a period of 12-months before exercising portability rights.
- Applicants drawn from the Emergency Housing Voucher waiting list can move to any county in MSHDA's jurisdiction or exercise portability rights once they have been determined eligible for assistance.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during MSHDA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income,

whichever number is higher. To ensure this requirement is met, MSHDA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

> ### MSHDA Policy
>
> MSHDA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.
>
> MSHDA's admission income eligibility criteria is that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.

Order of Selection

MSHDA's system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

> ### MSHDA Policy
>
> Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with MSHDA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected according to the date and time assigned to the completed application. Documentation will be maintained by MSHDA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that MSHDA does not have to ask higher placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, MSHDA must notify the family. [24 CFR 982.554(a)].

> ### MSHDA Policy
>
> MSHDA generally does not conduct face-to-face interviews to collect the application and supporting documents. Families are required to return the application and supporting documents.

MSHDA will notify the family by first class mail no later than 10 business days from the date of selection from the waiting list. The notice will inform the family of the following:

Deadline to submit the application form and required documents to MSHDA, including any procedures for requesting an extension to the deadline.

Documents that must be submitted to MSHDA, including information about what constitutes acceptable documentation.

In order to verify that copies of documents submitted by the applicant are true and correct, applicants will be required to provide original documents at the voucher-issuance briefing appointment. MSHDA staff will compare copies in the applicant's file with the original documents hand-carried by the family. MSHDA staff will note "Viewed Original Documents" or "VOD", initial, and date the MSHDA copy of all documents after MSHDA views and confirms that copies of originals are correct and have not been altered.

If a notification letter is returned to MSHDA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record.

4-III. E. THE APPLICATION INTERVIEW

HUD recommends that MSHDA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a MSHDA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if MSHDA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by MSHDA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

MSHDA Policy

MSHDA typically does not conduct face-to-face interviews to collect the application and supporting documents. Families are required to return the application and supporting documents.

Families selected from the waiting list may be required to participate in an eligibility interview.

When face-to-face interviews are required, the head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to MSHDA.

The head of household or spouse/co-head must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, MSHDA will allow the family to retain its place on the waiting list for a maximum of 90 days. If not all household members have disclosed their SSNs at the next time MSHDA is issuing vouchers, MSHDA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, MSHDA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview or is not part of the packet of information provided by the family via mail, must be provided within 10 business days of the interview. (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

4-III.F. COMPLETING THE APPLICATION PROCESS

MSHDA must verify all information provided by the family (see Chapter 7). Based on verified information, MSHDA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

MSHDA Policy

If MSHDA determines that the family is ineligible, MSHDA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. MSHDA will notify the family in writing that it has been returned to the waiting list and will specify the reasons for it.

If MSHDA determines that the family is eligible to receive assistance, MSHDA will invite the family to attend a briefing in accordance with the policies in Chapter 5.