

## Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 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.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

## 1A. Continuum of Care (CoC) Identification

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**1A-1. CoC Name and Number:** VA-603 - Alexandria CoC

**1A-2. Collaborative Applicant Name:** City of Alexandria, a municipal corporation of Virginia

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** City of Alexandria, Office of Community Services

## 1B. Continuum of Care (CoC) Engagement

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**1B-1. CoC Meeting Participants.**

**For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:**

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	Yes	No	No
Hospital(s)	Yes	No	No
EMS/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	No
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No	No

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	No	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Not Applicable	No	No
Agencies that serve survivors of human trafficking	Not Applicable	No	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
N/A	Not Applicable	No	No

**1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.**

**Applicants must describe how the CoC:**

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.**  
**(limit 2,000 characters)**

The CoC engages stakeholders in an integrated process, through membership to the Partnership to Prevent and End Homelessness, and through informal involvement on issues affecting homeless and at-risk populations. The Partnership’s open structure encourages input from all parties involved in homeless assistance including domestic violence and youth service providers, hospitals, school social workers, non-profit housing developers, police, mental and medical healthcare providers, and formerly homeless persons, promoting diversity of perspective and experience on homeless issues.

Biannual Full Partnership Meetings are held to inform the public about the CoC’s recent success and challenges, forge stronger relationships within the Partnership, and recruit new champions to the cause. Partnership meetings are publicly announced via email listservs maintained by the CoC, Office of Housing, Faith Communities, and the Alexandria Council of Human Service

Organizations, as well as posted as PDF's to the CoC's webpage. Similar news blasts accompanied by online postings are used to disseminate Full Partnership presentation materials and other CoC publications, conduct surveys of the Partnership or community, and make requests for funding proposals. All CoC meetings are held in ADA accessible public facilities and materials are made available via email.

The most recent example of public input occurred at the Biannual Full Partnership Meeting in June where the CoC presented data on racial equity in the local homeless services system. The session was eye opening for those that did attend, so much that they requested additional analysis at the upcoming fall Partnership meeting with additional services included, and two organizations requested the pitch be made to their Governing Boards. The CoC is now tracking racial equity data further upstream into prevention and diversion outcomes in preparation for more robust analysis to support stronger public advocacy efforts.

**1B-2. Open Invitation for New Members.**

**Applicants must describe:**

- 1. the invitation process;**
  - 2. how the CoC communicates the invitation process to solicit new members;**
  - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
  - 4. how often the CoC solicits new members; and**
  - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

CoC membership is open to the public and requires a signature of support submitted on our "Partnership to Prevent and End Homelessness Membership Form" by individuals or organizations interested in working to advance our mission in the City of Alexandria. General membership is publicly advertised biannually prior to the CoC's Full Partnership meetings, which serves as an opportunity for interested citizens to learn more about our work and get involved. There is no definitive time or resource commitment for prospective members, keeping The Partnership diverse and engrossing of our entire community, though deeper collaboration is required of organizations that directly serve homeless clients.

Membership of the more crucial community stake holders including homeless assistance organizations, formerly homeless persons, regional housing developers, public housing agencies, mental health care and medical service providers, homeless education liaisons, affordable housing advocates, and veteran aid programs is solicited by the CoC Nominating Committee through ongoing outreach. These groups are earmarked votes on the CoC Governing Board so as turnover is anticipated representatives from the sector with an upcoming vacant chair are proposed to the board for a vote each July. Most recently a new healthcare representative for the Partnership was secured as well as a new rep for Public Housing Authority with the induction of Neighborhood Health and the Alexandria Redevelopment and Housing

Authority staff to the CoC Governing Board.

The opinions of homeless and formerly homeless residents are especially important when making changes to CoC policy and Alexandria acknowledges that fact through their inclusion in the Continuum from the Governing Board on down. Most recently the CoC Lead Agency assumed control of the PATH program, bringing with it a worker who boasts 15 plus years of service and, most importantly, lived experience within Alexandria Homeless Services.

**1B-3. Public Notification for Proposals from Organizations Not Previously Funded.**

**Applicants must describe:**

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
  - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
  - 3. the date(s) the CoC publicly announced it was open to proposal;**
  - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
  - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

In July the CoC Gaps & Needs Committee, consisting of program administrators and CoC Board members, issued a Recommendation Report following analysis of annual system performance data. The report, which was broadcast to the community via listserv, highlighted service needs in the CoC and identified specific project types to target in upcoming community applications.

On July 17, the FY19 HUD-CoC Competition was announced on the CoC’s webpage and broadcast via listservs maintained by the CoC, faith communities, Dept. of Housing, and the Alexandria Council of Human Service Organizations. The communication solicited proposals for new funding opportunities and included formatted Notices of Intent to Apply and links to HUD and local resources. New and renewing agencies were equally encouraged to apply and all publications were posted to the CoC’s webpage in PDF format. Only project types highlighted by the Gaps & Needs Recommendation Report, those that increased housing stock, were eligible. In total, 6 NOI’s were submitted for the 4 new funding opportunities. Of the 3 applying organizations, one is a current HUD grantee, one receives HUD funds in another CoC, and one has not been a HUD grantee before.

Within the NOI agencies answered specific questions that outlined the full scope of their program including target population, number served, services provided, and proposed budget. NOI’s were tailored to the project type being pursued so that questions solicited answers about the organization’s application

of those specific services. Organization's submitting for DV Bonus answered additional questions that required collaboration with the City's DV program.

The Selection Committee, consisting of key CoC members that do not receive HUD funding, then chose the best NOI to move forward for each new funding opportunity based on the answers in the NOI's, organizational experience, and the community need addressed, as outlined in the Recommendation Report.

# 1C. Continuum of Care (CoC) Coordination

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## 1C-1. CoCs Coordination, Planning, and Operation of Projects.

**Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Not Applicable
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
	Not Applicable

	Not Applicable
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**1C-2. CoC Consultation with ESG Program Recipients.**

**Applicants must describe how the CoC:**

- 1. consulted with ESG Program recipients in planning and allocating ESG funds;**
- 2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**
- 3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**

**(limit 2,000 characters)**

The Virginia Department of Housing and Community Development (DHCD) is the ESG recipient, and as a subrecipient of that funding through a competitive grant process, the Alexandria CoC provides all community information necessary to inform funding priorities. DHCD receives annual PIT and HIC data and solicits the CoC’s opinion on ESG resource allocation each quarter. During regular grant operations the CoC monitors Alexandria’s ESG program utilization, exit outcomes, and system performance measures monthly, compiling the results to inform an objective application for prevention, emergency shelter, and rapid rehousing funds.

In the last competitive ESG process, the Alexandria CoC’s application tied for first in the state and received the largest funding increase relative to renewals. The CoC achieved this by mobilizing coordinated entry data to justify a change in RRH prioritization and committing its Data Committee to monitor effects produced monthly. That process proved surgically effective, highlighting an underperformer within one quarter, which lead to questions of compliance and eventually, voluntary reallocation of that provider’s ESG funds for year 2 to a more effective organization. While that outcome wasn’t ideal the CoC recognized its capacity to be strategic in those decision resulted from early and accurate monitoring of the programs, a process that is now being applied to all homeless assistance programs.

The Office of Housing is the lead agency for the City of Alexandria’s Consolidated Plan and sits on the CoC Governing Board. They receive PIT and HIC data reported in HUD’s Homeless Data Exchange, as well as the CoC’s own local analysis for the Con Plan. The Con Plan is updated annually via an Action Plan process, during which CoC staff consult daily with counterparts in the Office Housing to ensure our clients’ needs are addressed.

**1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.** Yes to both

**Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.**

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

**Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.**

**1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

**Applicants must describe:**

- 1. the CoC’s protocols, including protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

Victim-centered policies are in place across the CoC to ensure security needs of Domestic Violence (DV) survivors are met at all entry points. Anyone experiencing housing crisis is assessed by the Homeless Services Assessment Center (HSAC), who screen for safety and link to victim services before collecting any other information. Any concerns trigger a referral to the confidential 24-hour hotline for a risk and safety assessment where immediate needs are determined. Those in need of safe housing are transported to the DV Shelter, which maintains an undisclosed address, and assigned a family service specialist to set safety, then housing goals.

Referrals to all of Alexandria’s federally funded housing programs, CoC and ESG, are maintained by the CoC Lead Agency and prioritized by metrics captured on the CoC’s Coordinated Entry Assessment. The assessment uses trauma informed language to create quantified measures of clients’ housing barriers and homeless history, giving extra weight to DV cases. The DV shelter completes the same assessment, submitting non-identifiable metrics to the CoC Lead Agency so clients can be anonymously prioritized.

Besides RRH, the only federally funded housing programs in the City are for Chronically Homeless persons of which there have been none experiencing DV in the past 5 years. RRH providers however maintain strong relationships with the DV shelter, which employs its own housing locator, making safe transitions to clients’ desired housing location a collaborative process that starts once safety is secured. The DV housing locator is trained in victim centered-services and works to maximize client choice in the search for safe housing. She also sits on the Data Committee, responsible for monitoring the effects of housing priorities and making recommendations for improvement, as well as the Housing Crisis Response Committee who implements changes to prioritization and staffs hard to solve cases.

**1C-3a. Training–Best Practices in Serving DV Survivors.**

**Applicants must describe how the CoC coordinates with victim services**

**providers to provide training, at least on an annual basis, for:**

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
  - 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**
- (limit 2,000 characters)**

The Alexandria Domestic Violence (DV) Program operates the DV Intervention Project (DVIP), which manages the City’s coordinated community response to DV situations and addresses relevant training needs of first responders. This group, including the Alexandria DV Program, Child and Adult Protective Services, Police, EMS, Faith Organizations, and the CoC, meets monthly to update local service providers on national best practices and analyze de-identified local data to highlight trends Alexandria’s in DV cases.

The CoC’s Coordinated Entry point, the Homeless Services Assessment Center (HSAC) hosts annual guest speakers from the DV Program and the Sexual Assault Center at a Case Management Subcommittee meeting to review DV safety and confidentially protocol and provide contacts for victim service referral. HSAC staff and as direct service staff from CoC shelter and housing programs also attended Trauma-Informed Care training in the summer, which focused one segment on domestic and sexual violence.

The DV Program is a voting member of the CoC board and is responsible for coordinating training and information sessions for the Continuum’s direct service staff, maintaining CoC representation any auxiliary DV training that could benefit homeless assistance programs. Child protective Services, for example, held a mandated reporting training for the City’s emergency shelter, and the Case Manager’s Subcommittee completed a training to better understand the intersection of Trauma in Homelessness in November. Upcoming opportunities include the Child Safety Conference where shelters have been invited to learn about family violence, and the neurobiology of trauma and its effect on children.

**1C-3b. Domestic Violence–Community Need Data.**

**Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)**

Domestic Violence and Victim Services in Alexandria are operated by the City’s Domestic Violence (DV) Program, which is legally required to use the state of Virginia’s confidential database, VaData. This system parallels Homeless Management Information System implementation across the commonwealth, with the crucial distinction that it does not capture any identifiable client information.

Alexandria’s DV Program manages the City’s VaData system and aggregates metrics when necessary to report to State and Federal funders, advocate for additional DV focused resources in the Alexandria, or conduct basic local analysis of DV trends in coordination with the Continuum of Care. As operators

of the City's only confidential DV shelter, the DV program also conducts the Point in Time Count for clients actively fleeing instances of domestic or sexual violence and provides housing inventory information for programs designated to serve DV population. In all instances the data is de-identified and aggregated on excel spreadsheets by DV Program staff prior to submission.

Most recently, the DV Program began conducting the same standard housing needs assessment that the CoC utilizes at coordinated entry on guests at the DV Shelter. The assessment provides quantified measures homeless history and housing barriers, scoring higher for DV cases, before recommending an appropriate intervention. This allows the CoC to include de-identified DV shelter clients amongst the prioritized By Names List (BNL) of homeless housing referrals and compare their subsequent housing outcomes to clients involved in traditional homeless assistance. The DV program maintains representation on the Housing Crisis Response Committee who implements prioritization of the BNL, and the Data Committee who aggregates subsequent outcomes to inform recommended priority adjustments.

**\*1C-4. PHAs within CoC. Attachments Required.**

**Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Alexandria Redevelopment and Housing Authority	16.67%	Yes-HCV	No

**1C-4a. PHAs' Written Policies on Homeless Admission Preferences.**

**Applicants must:**

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**
- 2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

This past year the CoC seized a long-awaited opportunity to improve the working relationship between homeless services and the only local PHA, the Alexandria Redevelopment and Housing Authority (ARHA). Prior to 2018, ARHA's leadership was focused on implementing a full redevelopment of most of their properties in the City, a process that drew the spotlight of City politics for the better part of five years as the agency aimed to increase revenue while the City demanded it maintain affordability.

Since resolving those negotiations with City Council and establishing a new director, ARHA has proven much more receptive to partnership's with affordable housing and homeless services advocates, highlighted by their membership to the CoC Governing Board for the first time in more than five years, and general presence in the community. As the only PHA in the City, their absence in these conversations had cast a shadow on the efforts of CoC providers and other human service commissions and organizations in Alexandria.

Thankfully, several projects are now in the works that promise to further improve the collaboration between the CoC and ARHA, and more importantly, secure federal resources for clients experiencing homelessness in Alexandria. The CoC recently assisted ARHA in application for 50 Housing Choice Vouchers for non-elderly disabled persons experiencing homelessness or those enrolled in permanent supportive or rapid rehousing programs. In that process an MOU was crafted identifying the CoC as the authority on homeless referrals, a document the Continuum will lean on for access to other PHA resources in the future.

If awarded, the CoC will spearhead client prioritization for the 50 HCV's and any units left vacant by new voucher recipients. An award would also give ARHA access to additional HCV opportunities, creating more opportunity for partnerships and more affordable units in the City.

**1C-4b. Moving On Strategy with Affordable Housing Providers.**

**Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.**

Yes

**If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)**

To expand upon the dearth of affordable housing in the DC metropolitan region, the City of Alexandria is exploring new options to bring the cost of housing down for residents and create more diversity within the stock of market-rate units in the City. First, in early 2019, the Office of housing is piloting a Low-Income Tax Credit (LIHTC) development in downtown Alexandria that will bring rental costs down to 30% of the Area Median Income for some residents, targeting the same population the CoC serves in emergency shelter. Of the 44 garden style apartments at Lacey Court, 18 will be subsidized to 30% AMI affordability, and their rental Office will coordinate with the CoC Lead Agency to fill vacancies with residents prioritized by community standards.

Building on that initiative is the redesign of one of the City's emergency shelters to include 97 market-rate affordable units in a mixed-use development that includes the emergency shelter, scheduled to be completed in 2020. Both properties are managed by the Alexandria Housing Development Corporation (AHDC) which remains the city's leading affordable housing developer, and the units above the shelter will likewise source residents via Alexandria's prioritized housing referral list. In addition, 10 of the 97 units will be structured efficiencies, and were included in blueprints specifically to provide Permanent Supportive

Housing (PSH) for chronically homeless individuals identified by the CoC.

Both initiatives will be closely monitored by the CoC and Office of Housing for effectiveness and, if successful, will be leveraged into a tax credit program for individuals able to move on from PSH with a long-term subsidy.

**1C-5. Protecting Against Discrimination.**

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)**

All protected classes included in Alexandria’s Human Rights Ordinance, and all appeals to that ordinance are reviewed by the City’s independent Human Rights Commission. Likewise, all employees within Alexandria’s Center for Economic Support receive mandated training on equity diversity, cultural and linguistic competency, and inclusive services for the LGBTQ community. This includes child welfare workers, family services, mental health specialists, local police, and first responders. Additional training on the structural inequities ingrained in the human service and criminal justice systems in the City is being offered in 2019 as an introduction to Alexandria’s Equity Review of DCHS and DOJ Services.

From a specifically homeless perspective the CoC maintains its own anti-discrimination policy, and mandates LGBTQ Sensitivity and Equal Access training for our partnering and contracted service providers. The CoC also accesses the City’s Ramp Program, which modifies CoC housing program units to serve clients with limited mobility, and all CoC providers employ bilingual staff and utilize language-line and TTY tools to serve non-native speakers and clients with hearing impairment.

In 2019, not only is the CoC spearheading the City’s equity review of DCHS services, but it has already begun its own internal analysis, and entered a regional collaboration to conduct an Equity Audit of homeless services across DC-Metro region. With these initiatives the CoC aims to take the application of equal access a step further and hold the City’s programs and services accountable for the outcomes they produce, especially for historically underserved residents. All will result in policy and process changes that will be measured and adjusted based on their ability to improve equity in the CoC and City, creating a regular feedback loop for constant progress in the arena.

**\*1C-5a. Anti-Discrimination Policy and Training.**

**Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:**

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
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2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

**\*1C-6. Criminalization of Homelessness.**

**Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.**

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

**Applicants must:**

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
- 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

The Homeless Services Assessment Center (HSAC) is a low barrier coordinated entry point serving all of Alexandria that assesses clients for homeless service need. All residents in housing crisis are screened by HSAC to ensure consistent determination of homelessness and appropriate referral to housing. Assessments are conducted on walk-in or scheduled basis during regular business hours, and to ensure 24-hour access, shelters accept walk-ins overnight and accommodate clients until they can receive HSAC’s standard

assessment.

If determined literally homeless clients are referred to shelter and their HSAC assessment, which provides a quantitative measure of housing barriers and history of homelessness before identifying an appropriate housing intervention, is uploaded into HMIS. The CoC's outreach worker and the DV Shelter complete the same assessment on their clients, before entering them into HMIS and a non-identifiable spreadsheet, respectively. Collectively this data forms Alexandria's pool of actively homeless clients, capable of being prioritized by need, homeless history, and other program specifics like chronic homeless or unsheltered status. The pool is managed by the CoC Lead Agency, which adjusts prioritization policies in collaboration with shelter and housing providers to meet the changing needs of the homeless population. Currently CoC Housing programs enroll clients with the longest homeless duration and highest housing barriers first.

All entry points for City social services, including HSAC and Homeless Outreach, have 24/7 access to language line translators and TTY devices for the speech or hearing impaired. HSAC employs bilingual staff and maintains all program literature in the four languages. The Office of Community Services, which houses HSAC, also conducts weekly outreach to three separate ministry programs for the underserved and refers clients for case management, financial assistance, and other homeless services.

# 1D. Continuum of Care (CoC) Discharge Planning

## Instructions:

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## 1D-1. Discharge Planning Coordination.

**Applicants must indicate whether the 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. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

# 1E. Local CoC Competition

## Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

### Resources:

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<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

## \*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

**Applicants must indicate whether the CoC:**

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

## 1E-2. Project Review and Ranking–Objective Criteria.

**Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:**

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

## 1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

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**Applicants must describe:**

**1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**

**2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**

**(limit 2,000 characters)**

The Alexandria CoC ranked 3 renewal PSH in 2019 while other programs were new, making comparison across outcomes more even than most years. To measure varied HUD projects against each other, the CoC delineates target outcomes by project type in Performance & Compliance Monitoring and includes clients' average assessment score in the ranking processes. This ensures the vulnerabilities of the varying populations in these programs are considered when the CoC must prioritize for funding.

Monitoring scores are the primary metrics informing ranking and are designed to set a more accurate outcome targets for programs serving clients with higher housing barriers. In some cases, short-term subsidy programs are evaluated on different metrics than PSH, like the rate of housing exits versus rate of housing maintenance. In others the scoring scale is minimized, like a lower target percentage for clients employed in PSH versus Rapid Rehousing.

Secondary metrics used by the Selection Committee include program cost effectiveness, clients' average assessment score at entry, and percentage of beds dedicated to special populations like the Chronic Homeless (CH) or DV. The latter two metrics are sourced from HMIS and HDX respectively and were used specifically to highlight programs with service needy clients. New in 2019, the CoC also published a Recommendation Report using annual coordinated entry data that identified the populations with the highest needs in the City and asked the Selection Committee to give special consideration to those programs that served them.

With these criteria, the Selection Committee prioritized the highest performing PSH program with the highest average assessment scores first. Considering the Recommendation Report asserted the need for chronic homeless housing, all program the beds are dedicated to the population, and all clients enter with high barriers, the Committee agreed that the program effectively houses the City's most vulnerable.

**1E-4. Public Postings–CoC Consolidated Application. Attachment Required.**

**Applicants must:**

**1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**

**2. check 6 if the CoC did not make public the review and ranking process; and**

**3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application**

**submission deadline; or**  
**4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

**1E-5. Reallocation between FY 2015 and FY 2018.**

**Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.**

**Reallocation: 7%**

**1E-5a. Reallocation–CoC Review of Performance of Existing Projects.**

**Applicants must:**

- 1. describe the CoC written process for reallocation;**
- 2. indicate whether the CoC approved the reallocation process;**
- 3. describe how the CoC communicated to all applicants the reallocation process;**
- 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
- 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**

**(limit 2,000 characters)**

The CoC initiates reallocation to address community need or poor performance. Both scenarios result from monthly monitoring of system performance by the Data Committee and quarterly analysis by the Gaps & Needs Committee. Data through three quarters is aggregated into the CoC Needs Assessment, which identifies service gaps and recommends funding strategies to address them, including potential reallocation. Three-quarter data also informs the annual update to the Compliance & Performance Scorecard, where the Selection

Committee sets new outcome targets for ranking and may request reallocation of a low performer. Both documents are public, and the process is detailed in a document referenced in the approved CoC Charter. providers also maintain representation on the Data and Gaps and Needs Committees involving them in reallocation discussions from the start. Any redistribution of funds is facilitated by the CoC Lead through public Request for Proposal.

The CoC did not initiate reallocation in 2019 likely because monitoring motivated a voluntary process as a non-compliant RRH program elected to surrender HUD funds rather than align practice. On 3/25/19 B2I notified the CoC that they would discontinue services in the City effective 6/30/19. This compelled the CoC to transfer services of B2I's current HUD grant through amendment and strategize the allocation of those funds for the future in the FY19 Application. Public RFP to assume the current grant was broadcast via listserv and posted online, and per HUD regs, a current CoC grantee was identified to operate through 2020. Within its annual CoC Needs Assessment the Gaps & Needs Committee was then tasked with recommending funding reconfigurations for the FY19 Application that would better meet community need. Data supported that over a third of the RRH grant be transferred to singles PSH, so the grant was divided, and again public RFP was made to apply for either portion of in the upcoming community application.

## DV Bonus

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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### 1F-1 DV Bonus Projects.

**Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:** Yes

**1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.**

1. PH-RRH	<input type="checkbox"/>
2. Joint TH/RRH	<input checked="" type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

**Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.**

### \*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

**Applicants must report the number of DV survivors in the CoC’s geographic area that:**

Need Housing or Services	4.00
--------------------------	------

the CoC is Currently Serving	8.00
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**1F-2a. Local Need for DV Projects.**

**Applicants must describe:**

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
  - 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
- (limit 500 characters)**

The CoC quantifies the number of current DV cases by aggregating households currently enrolled in DV shelter as recorded in the DV Database, with households in regular shelter, safe-haven, and transitional programs that entered due to a DV episode, as recorded in HMIS. The CoC quantifies the number of DV survivors in need of housing as those in DV shelter that were anonymously added to the By Names List housing prioritization, plus those in literally homeless programs that entered due to DV.

**1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.**

**Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.**

<b>Applicant Name</b>	<b>DUNS Number</b>
Carpenter's Shelter	617049671

## 1F-4. PH-RRH and Joint TH and PH-RRH Project

### Applicant Capacity

DUNS Number:	617049671
Applicant Name:	Carpenter's Shelter
Rate of Housing Placement of DV Survivors–Percentage:	44.00%
Rate of Housing Retention of DV Survivors–Percentage:	78.00%

#### 1F-4a. Rate of Housing Placement and Housing Retention.

**Applicants must describe:**

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

The CoC quantifies the DV housing placement rate by dividing the number of DV households that obtained housing last year by the number of DV households that were referred for housing prioritization in, as recorded HMIS and the DV Database. The CoC quantifies the rate of DV housing retention by dividing the number of DV clients placed in housing in the past year that did not return to coordinated entry by the total number of DV clients placed in housing in that time frame, as recorded in HMIS.

#### 1F-4b. DV Survivor Housing.

**Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)**

The project applicant operates emergency shelter and rapid rehousing (RRH) according to CoC coordinated entry and housing prioritization policies. The CoC serves DV survivors with immediate safety concerns in the undisclosed DV shelter, and those not at immediate risk in regular shelter. Data from the DV shelter is maintained in a separate confidential database, while other client metrics are stored in HMIS. Clients in regular shelter are prioritized for assistance at entry using an assessment that scores higher for DV. For DV shelter clients in need of housing assistance, the same assessment is completed and de-identified so those clients can anonymously prioritized for referral on the By Names List (BNL).

Housing providers maintain a strong relationship with the DV shelter, which employs its own housing locator, making move-in for DV clients a collaborative process between DV services and housing programs. The DV housing locator is trained in victim centered-services and works to maximize client choice in the search for safe housing. Housing programs and shelters, including DV, serve on the Data Committee, responsible for monitoring the housing placements and making recommendations for improvement, as well as the Housing Crisis

Response Committee who implements changes to BNL prioritization and staffs hard to solve cases.

Despite higher priority the CoC still has a challenge housing DV survivors. 44% of survivors referred to the BNL exited to permanency compared to 60% in the greater population. Once housed though, survivors maintained it at a normal rate. Together the data shows that the CoC can effectively serve DV survivors that can secure a lease, but for most DV cases the outcome is unlikely. To meet the need, the applicant is establishing DV specific RRH funds and partnering with a transitional program to create a miniature continuum of DV housing supports, giving survivors more avenues and a greater timeline to achieve housing stability.

**1F-4c. DV Survivor Safety.**

**Applicants must describe how project applicant:**

- 1. ensured the safety of DV survivors experiencing homelessness by:**
  - (a) training staff on safety planning;**
  - (b) adjusting intake space to better ensure a private conversation;**
  - (c) conducting separate interviews/intake with each member of a couple;**
  - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
  - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
  - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
- 2. measured its ability to ensure the safety of DV survivors the project served.**

**(limit 2,000 characters)**

The project applicant operates emergency shelter and rapid rehousing according to CoC coordinated entry and housing prioritization policies. The coordinated entry system first assesses for client safety and triages accordingly making immediate referrals to the City’s Domestic Violence (DV) program when cases present. As determined by DV services, clients with immediate safety concerns are transported to an undisclosed DV shelter while those not at risk are assigned a DV case worker and assisted with regular shelter entry.

At coordinated entry and at all City shelters intake is conducted as a private conversation and additional individual discussions are held separately with adult members as the housing plan is crafted. DV shelter clients are separated from their abuser and their entire case is managed confidentially, with their individual safety taking priority. DV households engaged in regular shelter services have additional support from the City’s DV Program upon referral, and once in regular shelter are placed in private family units away from congregant living, and typically closest to staff offices if spacing allows. All City Shelters are staffed 24-7 and facilities are maintained to federal safety standards.

The City’s DV Program employs its own housing locator who assists all DV survivors experiencing homelessness locate stable housing, including those in regular shelter, and collaborates with housing providers to maintain safety. In housing search safety is the primary concern, and the DV housing locator works closely with the client and shelter and housing program staff to also meet CoC

marks for client choice and affordability. After move-in, services from both the housing program and the City’s DV program continue until the household is stabilized. By involving the City’s DV program at each step in DV survivors’ housing plan, the CoC ensures client safety is never overlooked.

**1F-4d. Trauma-Informed, Victim-Centered Approaches.**

**Applicants must describe:**

- 1. project applicant’s experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
  - 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
    - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;**
    - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**
    - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
    - (d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;**
    - (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**
    - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**
    - (g) offering support for parenting, e.g., parenting classes, childcare.**
- (limit 4,000 characters)**

The project applicant operates emergency shelter and rapid rehousing according to CoC coordinated entry and housing prioritization policies. All service provider employees within the CoC receive annual trauma informed care training through the Continuum and receive additional support via City initiatives supported by the City’s DV Program. Staff are also conditioned in the strengths-based case management model and receive standard annual training on Cultural and Linguistic Competency, LGBTQ Inclusivity, Equal Access, and Fair Housing policy. All CoC utilized assessment tools, client surveys, entry forms, releases of information and other documents are equally vetted by the CoC for use of non-discriminatory, trauma-informed language and pursuit of strengths based, client-centered interventions.

DV survivors at immediate risk are served in the undisclosed DV shelter, while those who’s safety is secured are referred to regular shelter. Once safe, the CoC prioritizes all households for housing according to an assessment score which uses trauma informed language to identify housing barriers, as well as strengths. Assessments are standard and conversational, creating a comfortable environment where additional information related to households’ specific traumas, including external service referrals, can be provided. Assessments inform clients’ individual housing plans in shelter, which include improvement goals that leverage client strengths towards their own housing

stability and provide positive reinforcement for progress achieved. Clients are not terminated from services due to lack of progress but instead are reassessed with an advocate present, setting more attainable goals for progressive engagement.

Clients with higher barriers, including DV cases, are a higher priority for housing placement, and a DV specific housing locator assists those clients in their search when they reach the CoC's top priority. The DV housing locator is trained in blending the safety needs of the DV households with CoC standards of client choice and rapid placement, and collaborates closely with the client, their shelter worker, and the housing program to meet all requirements. Her expertise brings a victim-centered lens to housing search and placement helping the CoC maintain that approach through the continuum of DV services.

For all households with children receiving CoC services, youth education goals are included in the housing plan for all members under the age of 18. Additional services including childcare, parenting classes, family budgeting, and peer support are available to all parents at shelter and external referrals are made to services for which families are eligible. DV survivor specific mentoring programs and support groups are also available through the City's DV Program, which is provided to clients at coordinated entry and again throughout their engagement with CoC services.

CoC and DV program staff are also certified mental health first aid workers, and assist the City in training police, fire, EMS, DCHS staff, and other public facing employees in the City Alexandria on the tenants of trauma-informed care. During Domestic and Sexual Violence Awareness month, the CoC partners with DV Services to host advocacy initiatives and peer support classes to further disseminate trauma-informed strategies in the City.

**1F-4e. Meeting Service Needs of DV Survivors.**

**Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:**

- **Child Custody**
- **Legal Services**
- **Criminal History**
- **Bad Credit History**
- **Education**
- **Job Training**
- **Employment**
- **Physical/Mental Healthcare**
- **Drug and Alcohol Treatment**
- **Childcare**

**(limit 2,000 characters)**

The project applicant operates emergency shelter and rapid rehousing according to CoC coordinated entry and housing prioritization policies. All clients accessing homeless services in the City are first assessed for safety,

then housing need. Those at immediate risk are placed in the DV shelter, while others are triaged to the mainstream services for which they are eligible and referred to an appropriate housing intervention. The CoC's coordinated entry hub is collocated with social services, so all households receive standard referrals to public benefits and healthcare, as well as niche services like mental healthcare, work-force development, child and family services, or the DV program. For families with children it includes connections with education, child-care, and possibly CPS.

Once safe in shelter, DV clients work to eliminate housing barriers like other households experiencing housing instability within the CoC. Caseworkers at both the DV and regular shelters are trained in client-centered, strengths-based services with a focus on moving clients quickly from homelessness to housing. This includes addressing the factors that initially lead to housing instability like earning potential, credit and criminal history, substance use, and mental and physical health and measuring progress towards improvement within clients' individual housing plans.

DV households remain a higher housing priority and receive assistance from a DV specific housing locator once referred for housing. She collaborates with shelter case workers to address DV safety and housing plans together providing additional, trauma informed support to help clients achieve their goals. After move-in, City DV services continue and households have the additional support of housing programs who further focus on clients' economic independence making external referrals to any service that benefits clients.

## 2A. Homeless Management Information System (HMIS) Implementation

### Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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### 2A-1. HMIS Vendor Identification. WellSky

**Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.**

### 2A-2. Bed Coverage Rate Using HIC and HMIS Data.

**Using 2019 HIC and HMIS data, applicants must report by project type:**

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	174	21	195	127.45%
Safe Haven (SH) beds	12	0	12	100.00%
Transitional Housing (TH) beds	46	0	46	100.00%
Rapid Re-Housing (RRH) beds	96	0	96	100.00%
Permanent Supportive Housing (PSH) beds	47	0	47	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

#### 2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

**For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:**

**1. steps the 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 the CoC will implement the steps described to increase bed coverage to at least 85 percent.  
(limit 2,000 characters)**

N/A

**\*2A-3. Longitudinal System Analysis (LSA) Submission.**

**Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.** Yes

**\*2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  
(mm/dd/yyyy)** 04/29/2019

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

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**2B-1. PIT Count Date.** 01/23/2019

**Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

**2B-2. PIT Count Data–HDX Submission Date.** 04/29/2019

**Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).**

**2B-3. Sheltered PIT Count–Change in Implementation.**

**Applicants must describe:**

**1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC’s sheltered PIT count results; or**

**3. state “Not Applicable” if there were no changes.**

**(limit 2,000 characters)**

Not Applicable

**\*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC added or removed emergency shelter,** No

**transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.**

**2B-5. Unsheltered PIT Count–Changes in Implementation.**

**Applicants must describe:**

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
  - 2. how the changes affected the CoC’s unsheltered PIT count results; or**
  - 3. state “Not Applicable” if there were no changes.**
- (limit 2,000 characters)**

In 2019 the Alexandria CoC again employed a collaborative approach to the Unsheltered Point in Time Count, one the CoC is confident captured all persons sleeping outside on the night of the PIT.

Since 2018 the CoC has begun canvassing the City two weeks prior to the PIT to inform a map of encampments, parks, libraries, churches, meals programs and other areas persons experiencing homelessness are known to congregate. The map is then divided, and sections are assigned to a 3-person teams of PIT surveyors who are responsible for canvassing their area. Survey teams themselves are led by staff from homeless assistance providers in Alexandria, and their assigned areas are collocated with their program so that unsheltered individuals they encounter are potentially familiar with the surveyor or their organization.

The greatest improvement in 2019 was the result of the CoC’s new Substance Abuse Outreach worker. Apart from engaging unsheltered clients disconnected from PATH outreach regularly, she took initiative to advertise the PIT survey specifically in the week leading up to the count. With the PATH Outreach worker following suit the CoC had a head start on who and where to look on PIT night.

The five teams canvassed the full breadth of Alexandria by foot in the early morning hours following 2019 PIT night and captured 5 fewer unsheltered persons than in 2018. The decrease was likely due to increased accessibility for singles shelter and more rapid rehousing resources being directed at the population. Not only was there reduction, all persons identified were engaged with either the PATH or Substance Abuse outreach worker, showing the CoC’s targeted canvassing and improved outreach overall, had reached clients we previously did not.

**\*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

**Applicants must:**

**Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT** Yes

**count.**

**2B-6a. PIT Count–Involving Youth in Implementation.**

**Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:**

- 1. plan the 2019 PIT count;**
  - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
  - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

Homeless youth according to the HUD’s definition were identified by inclusion in homeless programs on the night of the 2019 Point in Time count, in which case their demographic information was captured via HMIS. To locate unaccompanied minors or youth experiencing unsheltered homelessness, the CoC collaborated with the City’s limited network of youth service agencies including foster care, child protective service workers, the Children and Youth Master Plan Coordinator, and the Homeless Education Liaison.

With their assistance, the CoC collected current housing situation of youth in those programs to determine homeless status, and pinpointed potential locations where homeless youth might congregate for unsheltered PIT surveyors to canvass. These efforts concluded there was no youth experiencing homelessness as defined by HUD outside of Alexandria’s regular homeless service system. There remains however, and not insignificant portion of this population that is precariously housed, or homeless according to other federal statutes.

To better identify and engage the at-risk youth population year-round, the CoC has asked questions about housing stability to the schools’ Youth Risk Behavior Survey since 2016 and analyzes that data annually for trends or opportunities to better market CoC services to the youth population. Likewise, the CoC is exploring involving the City’s school-age interns to help identify locations or services accessed by their underserved peers.

**2B-7. PIT Count–Improvements to Implementation.**

**Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:**

- 1. individuals and families experiencing chronic homelessness;**
  - 2. families with children experiencing homelessness; and**
  - 3. Veterans experiencing homelessness.**
- (limit 2,000 characters)**

In 2019 the CoC continued to rely on HMIS data to corroborate PIT metrics, easing the burden on surveyors to accurately assess subpopulation status on the night of the count. To eliminate human error in the determination of chronic homelessness, programs logged disability and homeless duration data in HMIS, and the system automatically calculated who met HUD’s criteria using conditional logic. PIT surveys also prepopulated responses from client records, giving a more accurate account of disabilities and homeless history than

personal testimony and thus producing a more factual count of chronically homeless persons.

New in 2019, the CoC's outreach workers advertised the PIT weeks prior at meal programs, day centers, and shelters, so folks were prepared and less guarded when the survey date arrived. That process, along with canvassing prior to the PIT, also gave the CoC an idea of who would be homeless that night so engagement could begin ahead of time.

Veteran PIT data quality also improved as a result of prepopulating HMIS data and advertising the PIT, as the CoC found vets similarly misrepresented aspects of their service to PIT surveyors but honestly disclose the information at more familiar system access points. Data sourced during the year from the Veteran's Initiative Committee, which includes 5 regional SSVF providers and the local VA, was especially beneficial in this vein.

Households with children are consistently the easiest population to collect data on as they are mandated to be sheltered. Still, prior to the 2019 count the CoC engaged family sheltered and transitional housing providers, DV and Youth services, and Alexandria Public Schools to identify other locations that homeless families might access. These groups subsequently participated in the Unsheltered PIT, canvassing the spots they had identified and engaging service providers external to the CoC that might see homeless families.

### 3A. Continuum of Care (CoC) System Performance

#### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

#### \*3A-1. First Time Homeless as Reported in HDX.

**Applicants must:**

Report the Number of First Time Homeless as Reported in HDX.	533
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#### 3A-1a. First Time Homeless Risk Factors.

**Applicants must:**

- 1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;**
- 2. describe the CoC’s strategy 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 the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)**

The CoC’s coordinated assessment tool quantifies housing barriers and homeless experiences going back five years, giving the CoC greater context of homeless history than HUD’s report as the data is tied to client demographics and program outcomes. Coupling this information with prevention and diversion data has proven the CoC’s best method for identifying why Alexandrians becoming homeless for the first time.

When individuals present in housing crisis, they receive standard assessment at the Homeless Services Assessment Center (HSAC), beginning with strategies to divert households from shelter. HSAC is in the Office of Community Services

(OCS) which manages the CoC and the City’s short-term rental and utility assistance resources. These services, as well as case management and housing location are offered first, and at last resort referral is made to shelter. In federal FY19, 29% that entered shelter reported experiencing homelessness for the first time in 5 Years.

As the short-term assistance provider and operator of coordinated entry, OCS is doubly concerned with preventing residents from experiencing homeless. 55% of the households experiencing their first homeless episode in five years could not afford a one-bedroom unit in Alexandria, showing that housing affordability remains the primary cause of first-time homelessness. To be proactive the CoC focuses on initial homelessness from specific zip codes, often with concentrations of subsidized housing, and targets prevention resources to those neighborhoods, engaging the PHA or private landlords to keep residents in housing.

An internal equity review showed that black households make up 67% of the homeless population and 69% of the permanent exits, highlighting some specific barriers in their ability to maintain housing in the City. OCS is engaging in regional equity audit in FY19 where the issue of initial homelessness for black Alexandrians will be further explored using local eviction data.

**\*3A-2. Length of Time Homeless as Reported in HDX.**

**Applicants must:**

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	118
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**3A-2a. Strategy to Reduce Length of Time Homeless.**

**Applicants must:**

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
  - 2. describe how the 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 the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

Aiming to affect real progress in this metric, the Alexandria CoC again reallocated Rapid Rehousing (RRH) services in 2019. This resulted from a dynamic RRH monitoring process, managed by the CoC’s Housing Crisis Response (HCRC) and Data Committees, that was implemented to reduce length of stay and increase permanent exits.

All homeless clients receive a standard assessment that quantifies housing barriers and homeless history. The same screening is conducted at coordinated entry, outreach and the DV shelter so that responses are comparable across programs. Aggregated, the data forms the CoC’s By Names List (BNL) of referrals for RRH. The BNL can adjust to prioritize for acuity, homeless history,

and combinations between. HCRC monitors utilization of the BNL and the Data Committee analyzes the effect on homeless duration and housing placement.

The process produced the intended results in one quarter when longer stays for homeless families promoted further investigation. The Data Committee discovered that once enrolled in RRH families took 30 days longer to move into housing than singles. The CoC's only RRH family provider conceded it did not have the capacity to provide housing location, leaving families to their own devices and impeding housing placement. After months of workarounds and careful negotiation the program agreed to let the CoC reallocate its state and federal RRH funds to a provider that could execute best practice and improve performance outcomes. The CoC conducted a competitive proposal process and awarded those funds to the singles RRH operator considering their record of moving clients to housing quickly.

A less immediate but equally important response to length of homelessness is the exploration of the TH and SH programs in the CoC, and the feasibility of restructuring them to operate as permanent housing. Leading this charge is the CoC Gaps and Needs Committee and the programs with the clearest path towards reconfiguration.

**\*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	43%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	96%

**3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.**

**Applicants must:**

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing

**destinations.  
(limit 2,000 characters)**

45% of the CoC’s housing resources fund Rapid Rehousing (RRH), so the CoC targets those programs to best influence permanent exits, using its Housing Crisis Response Committee implement policy changes and the Data Committee to monitor performance improvements. In 2018 that prompted the reconfiguration of RRH to subsidize household types proportionate to their use of shelter. In 2019 regular performance monitoring spotlighted a family RRH provider that lacked housing location capacity, limiting family placements and compelling the CoC to pursue reallocation.

As the consumer of performance monitoring data, the Gaps & Needs Committee recommended potential project configurations to fund with reallocated money that could improve permanent placement and retention. Data showed a growing homeless single population that represented 63% of clients and a shrinking homeless family population that utilized 90% of prevention funds. This confirmed the CoC’s ability to address family homeless despite an underperformer and reaffirmed the need for more housing supports for singles. To maximize housing placement and retention for both populations, Gaps & Needs recommended that 1/3 of the grant be allotted to serve chronic homeless singles in PSH and the remaining dollars continue to fund family RRH under the CoC’s RRH standards. Together the strategies will maintain placement rates for families and improve flow through the CoC for vulnerable singles.

The CoC unfortunately exited 4 clients from PSH to non-permanent destinations in FY18, 3 to jail and psychiatric facilities, and 1 left voluntarily. While institutional exits are not always preventable, the CoC provides tools and training to navigate the property management disputes through the Landlord Engagement Committee, improving permanent housing maintenance for CoC clients. Regular monitoring and moving on strategies are likewise managed by the Data and Housing Crisis Response Committees, respectively.

**\*3A-4. Returns to Homelessness as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	10%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	5%

**3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

**Applicants must:**

- 1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;**
- 2. describe the 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 the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness. (limit 2,000 characters)**

The Office of Community (OCS) manages City rental and utility assistance programs and operates coordinated entry. This continuity of care and client record allows OCS to monitor homeless recidivism from different data sets, giving greater detail to the cause of repeated homelessness in Alexandria. 6- and 12-month follow-ups with homeless prevention and Rapid Rehousing clients provides an early barometer of recidivism, while deduplication from non-homeless housing assistance data highlights factors creating recidivism further upstream. Even further, the CoC’s coordinated entry assessment quantifies households’ history of homeless assistance in the past five years, taking on a broader definition of recidivism than the HUD report.

The most interesting trend in the CoC’s recidivism data is the correlation between history of homeless assistance and the likelihood of reentry. 4% of households reporting their first homeless episode in five years returned to coordinated entry, compared to 21% of households returning that received CoC financial assistance in the past five years.

On one end this correlation highlights the value of interpersonal support over financial aid, and the benefit self-resolution can have on long-term housing stability. To leverage this trend the CoC is implementing case management training to standardize a holistic approach to diversion, progressive engagement, and housing first, reconnecting all clients to familiar assistance networks and offering financial backing only when needed.

Still it is clear some residents cycle through homelessness despite CoC services. Analysis points to substance abuse as the common factor, prompting program violations, evictions, and detox visits, typically with shelter stays between. Landlord engagement activities will target one piece of this, but more important is the CoC’s work with the Community Services Board to fill the gaps in Alexandria’s continuum of substance abuse services.

**\*3A-5. Cash Income Changes as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	21%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	36%

**3A-5a. Increasing Employment Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase employment income;**
- 2. describe the CoC's strategy to increase access to employment;**

**3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**

**4. provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase jobs and income from employment.**

**(limit 2,000 characters)**

The Alexandria CoC employs several congruent strategies to increase homeless residents’ employment income, both through mainstream employment assistance resources and through CoC specific initiatives. At the ground level, in all CoC homeless assistance programs there are employment specific staff tasked with maintaining and increasing income and employment for program participants. These individuals make daily external referrals to recruiters, employers, vocational programs, and the Alexandria Workforce Development Center (WDC), in effort to help clients work towards their earning potential.

At a committee level, the Employment Committee is appropriately responsible for implementing all employment-based initiatives within the CoC, including hosting job fairs, standardizing pre-employment training and interview coaching, securing job vacancies for homeless clients, and generally advocating employability of the population. Outside of events the committee monitors monthly employment outcomes within the CoC and recommends improvement strategies for Governing Board Approval. The CoC also maintains representation from the business community on its Governing Board who is responsible for voicing the ongoing employment concerns of the homeless services system at the board level.

To specifically address this issue the CoC secured an Employment Navigator in FY17, a pilot position that sits at WDC and assists CoC clients navigate the continuum of employment assistance resources in the City. The pilot has proven successful in bridging the skills gap between homeless residents and the workforce, compelling the CoC to implement some additional data tracking requirements within the program in FY19 to better inform the application of the service to clients from all levels of the Continuum.

**3A-5b. Increasing Non-employment Cash Income.**

**Applicants must:**

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

At coordinated entry, the Homeless Services Assessment Center (HSAC) screens clients for housing barriers, including monthly income and primary source, which informs shelter case managers in development of a housing plan. HSAC is collocated with the City’s Public Benefits Office so eligible clients are immediately referred for TANF, SNAP, SSI/SSDI, and other mainstream assistance programs. Once in shelter, staff are experienced in the relationship between income and housing in the CoC’s high cost area and are keen to include housing plan goals that aim to increase client income to make housing

attainable. To make that approach common practice, the CoC has implemented holistic Housing First training for all case managers, emphasizing connection to sustainable supports like cash and non-cash benefits simultaneous to the search for housing.

HUD-CoC funded programs in the Continuum are required to make SOAR certified staff available to all clients and all other programs in the CoC can equally access those services for clients that need SSI/SSDI applications expedited. The CoC's PATH outreach worker, who is also SOAR certified, is responsible for coordinating with the Northern Virginia SOAR lead to secure CoC staff certifications, update training, and track progress made on the CoC's SOAR applications.

In FY19 the CoC invited the Office of Public Benefits to present at its full partnership meeting on the expansion of Medicaid in Virginia, offering resources, contacts, and additional support to providers to ensure clients that were covered received access. That partnership continues to grow especially with federal changes to healthcare, and the CoC will continue to leverage those transitions to further improve the collaboration between benefits and homeless services.

**3A-5c. Increasing Employment. Attachment Required.**

**Applicants must describe how the CoC:**

**1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**

**2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**

**(limit 2,000 characters)**

Within the Alexandria CoC clients are encouraged to pursue employment at all points of system access. Employment focused staff assist clients in soft skill training, resume building, and interview coaching at all residential programs. They also make daily client referrals to external employment resources including vocational and training programs, recruitment organizations, and the Alexandria Workforce Development Center (WDC), and include employment goals within clients' housing plans.

The CoC's employment committee, made up of employment staff at homeless assistance organizations and local business owners and managers with experience hiring and promoting homeless clients through their organization. Together this group tracks employment outcomes within the CoC, makes recommendation for improvement, and then executes the initiative. To date their work has focused on the CoC's biannual job fairs where we more than 30 local employers from a variety of sectors engage the homeless community and link job vacancies with able workers in shelter. The group has also standardized some pre-employment training tools for the CoC and built a portfolio of businesses that will reserve opportunities for referrals from CoC employment staff.

The CoC is also better leveraging its relationship with WDC in recent years. In 2017 WDC secured a swath of jobs for low income residents in the City after construction of a new local casino and opened referrals for the positions to CoC providers. At the same time, a full-time position at WDC was created to assist CoC referred clients navigate WDC resources and better access mainstream employment opportunities. In 2019, the CoC is pushing that initiative further promote access ticket-to-work programs for single homeless residents as system performance data shows SSI/SSDI remains the primary source of income for that population.

**3A-5d. Promoting Employment, Volunteerism, and Community Service.**

**Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:**

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

**3A-6. System Performance Measures Data–HDX Submission Date** 05/31/2019

**Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)**

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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### 3B-1. Prioritizing Households with Children.

**Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.**

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

### 3B-1a. Rapid Rehousing of Families with Children.

**Applicants must:**

**1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;**

**2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once**

assistance ends; and

**3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless.**

**(limit 2,000 characters)**

Any household that presents in housing crisis in Alexandria is screened by the Homeless Services Assessment Center (HSAC). There they receive standard assessment that includes quantitative measures of housing needs and homeless history, and a recommended housing intervention. The assessment grades higher for unsheltered clients or those fleeing domestic violence and is utilized by the CoC’s outreach and DV programs.

Homeless clients are prioritized weekly on the CoC’s By Names List (BNL), managed by the Office of Community Services, according to highest assessment score and longest stay in shelter. Rapid Rehousing (RRH) programs with available subsidy then enroll the top households, with separate lists being maintained for singles and families, and collaborate with emergency shelter providers to move clients on to permanent housing.

The CoC has employs single, separate RRH programs for families and singles, tailoring assistance to the specific populations and fostering continuity of service. Carpenter’s Shelter provides all family RRH in the City utilizing both CoC and ESG funds, and maintains relationships with OCS, City shelters, the DV program, educational services, and local landlords, to do so effectively.

All RRH outcomes and trends are analyzed monthly by the CoC’s Data Committee, while RRH policy changes are implemented and outlier cases are addressed by the Housing Crisis Response Committee. This allows the CoC’s RRH implementation to be promptly responsive to the needs of residents entering or currently engaged in homeless services. Most recently this exercise identified a lag time between family RRH enrollment and move in that lead to the CoC conducting a competitive proposal process and awarding 2019 RRH ESG and CoC funds to a provider with more effective housing location services, Carpenter’s Shelter.

**3B-1b. Antidiscrimination Policies.**

**Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or - Insured Housing.**

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input type="checkbox"/>

3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>

**3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.**

**Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:**

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

**3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.**

**Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

**3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.**

**Applicants must describe how the CoC increased availability of housing and services for:**

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
- 2. youth experiencing unsheltered homelessness including creating new**

**youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.  
(limit 3,000 characters)**

As an entity of local government, the Alexandria CoC Lead Agency is mandated to report unaccompanied minors or homeless residents under the age of 18 to Child Protective Services, who secure safety of the child including location of stable housing. Though the CoC continues to collaborate with the Homeless Education Liaison to outreach to homeless youth semi-annually, at the start of the school year and before the Point in Time count, no homeless households under 18 have been encountered in over five years.

To serve best serve accompanied homeless minors or Transition Age Youth (TAY), the CoC makes rapid referral to family and youth specific resources within and outside of the City and prioritizes some of Alexandria’s own homeless housing assistance specifically for this population. Any household with an 18-year-old member that is experiencing homelessness in Alexandria is offered crisis housing in one of the City’s emergency shelters, and subsequently connected to permanent opportunities according to community prioritization standards. Since July 2018 ESG and CoC funded Rapid Rehousing (RRH) providers have been required to serve shelter clients with the longest lengths of stay, which led to 5 TAY enrollments in RRH in that month. Targeting the homeless youth population explicitly is the CoC’s recently secured Homelessness Reduction Grant, which earmarks \$84,500 to rapidly rehouse homeless youth and elderly households. This program will similarly source referrals from the CoC’s prioritized shelter clients, with the added criteria that they are under 25 or over 59 years old.

Another addition to the CoC’s youth housing stock is the Alexandria’s TRAILS program, operated by the Community Services Board since 2017, which serves youth experiencing their first episode of psychosis and includes a housing component when necessary. Clients served in this program are typically homeless according to federal statutes other than HUD, though CoC referrals are prioritized.

**3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.**

**Applicants must:**

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
  - 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
  - 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d.**
- (limit 3,000 characters)**

Permanent housing outcome data for homeless Transition Age Youth (TAY) in Alexandria is managed by the Office of Community Services (OCS) via the Homeless Management Information System and uses the same metrics as adults to allow comparison between the populations. For example, in 2018 the CoC monitored a targeted Rapid Rehousing (RRH) program that served TAY and elderly clients with Homeless Reductions Grant (HRG) dollars. Results

highlighted that, as predicted, the TAY population was more successful at achieving housing stability with longer term services and subsidy. While the CoC did not have a large enough TAY population to renew the targeted HRG grant, lessons learned have been applied to RRH standards where TAY are prioritized higher, and for longer term services. In 2019 the CoC is sending its HMIS analyst to a conference on youth homelessness to borrow new methods for engaging the population and tracking their outcomes.

Child protective services (CPS) uses separate measures of success in permanent housing involving safety, and all unaccompanied youth and homeless minors in Alexandria are held to that standard. Still the CoC aims to increase the rate at which all youth exit to stable housing, even those in other systems of care, so the number of youths aging out of foster care is monitored by CPS and homeless cases are managed in partnership with the CoC. Alexandria’s TRAILS program similarly uses auxiliary metrics of success targeting the clients’ mental health, but literally homeless youth that receive housing assistance through the program are counted amongst the CoC’s positive exits.

Alexandria Public Schools Homeless Education Liaison (HEL) tracks homeless students according to the McKinney-Vento definition and the outcomes of their office’s referrals to housing, either homeless designated or otherwise. In 2018 the HEL office is added new staff to expand both the ability to house clients, as well as monitor progress.

**3B-1e. Collaboration–Education Services.**

**Applicants must describe:**

- 1. the formal partnerships with:**
  - a. youth education providers;**
  - b. McKinney-Vento LEA or SEA; and**
  - c. school districts; and**
- 2. how the CoC collaborates with:**
  - a. youth education providers;**
  - b. McKinney-Vento Local LEA or SEA; and**
  - c. school districts.**

**(limit 2,000 characters)**

The Homeless Education Liaison (HEL), whose job it is to protect the rights of students experiencing homelessness within Alexandria City Public Schools, is a voting member of the CoC Governing Board and is responsible for updating the continuum on the scope of youth homelessness in the City and addressing any gaps in service for homeless youth. This includes households defined as homeless under the Department of Housing and Urban Development’s definition, as well as other federal statutes.

Upon entry into Alexandria’s homeless assistance system, all families with children receive literature on eligibility for education services and are linked to the City’s HEL. Likewise, a standard educational assessment for each child in the household is included in the family’s housing stabilization plan, while ongoing school concerns are addressed by caseworkers at shelter, school

social workers, and the HEL. Any child involved in homeless assistance services receives a standard educational assessment included in their household’s housing stabilization plan, while ongoing concerns with school. For infant and toddlers involved in homeless assistance, referrals are made for developmental assistance and education as necessary, while children under five are triaged for mental health services and HeadStart if needed.

The HEL attends bi-weekly shelter case management meetings to ensure all youth in the homeless assistance system are quickly connected to the appropriate education services. Outside of HUD defined homeless programs, the HEL also coordinates services at the State, City, and private agency level for all school age children and their families who are doubled-up, unstably housed, or otherwise at risk of homelessness.

**3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.**

**Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services. (limit 2,000 characters)**

The Continuum’s current policies and procedures for securing education services for homeless persons are mandated within the emergency shelter screening process for households with children. During homeless assessment, households with school age children are notified of their education right and services during the transition to permanent housing. The CoC employs a singular staff member responsible for family shelter intake, and she reviews all available literature on city schools with the family and assists them in completing the applications for transportation assistance, or subsidized lunch, or other homeless and low-income assistance offered to children and their families. If determined literally homeless, these families are also asked to sign a release of information, giving permission for their household information to be shared with the Homeless Education Liaison, who further assists in the households with education service linkages, including a homeless caseworker in the school if necessary.

As an entity of local government and representative of the City’s Dept. of Community and Human Services, the CoC Lead Agency in Alexandria is mandated to report unaccompanied minors or homeless youth to Child Protective Services. Education policies for this segment of the homeless population are managed via Alexandria’s Dept. of Child and Family services, though the experience for youth and children is similar in that linkage to Alexandria Public Schools, the Homeless Education Liaison, and any auxiliary assistance is prioritized just after the child’s safety.

**3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**

**Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Child Care Subsidy	No	Yes
Crisis Child Care	No	Yes

**3B-2. Active List of Veterans Experiencing Homelessness.**

**Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC.** Yes

**3B-2a. VA Coordination–Ending Veterans Homelessness.**

**Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.** Yes

**3B-2b. Housing First for Veterans.**

**Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.** Yes

**3B-3. Racial Disparity Assessment. Attachment Required.**

**Applicants must:**  
**1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or**  
**2. select 7 if the CoC did not conduct a Racial Disparity Assessment.**

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>

3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

**3B-3a. Addressing Racial Disparities.**

**Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:**

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 4A-1. Healthcare—Enrollment/Effective Utilization

**Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

#### 4A-1a. Mainstream Benefits.

**Applicants must:**

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

**health insurance;**

**4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and**

**5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)**

All Alexandrians seeking assistance are triaged to the appropriate services via the Dept. of Community and Human Services’ (DCHS) shared Customer Relations Team, which determines immediate need before referring clients to available programs. For homeless and non-homeless clients alike, this includes referrals to Alexandria’s Public Benefits office in charge of TANF, SNAP, Medicaid, the City’s Workforce Development Center (WDC), and to City SOAR workers who can expedite applications for SSI and SSDI.

Clients in a housing crisis that access CoC services through the walk-in process follow are provided a warm hand-off referral to the City’s collocated Office of Public Benefits by the Homeless Services Assessment Center. Emergency shelter and housing providers within the continuum likewise employ SOAR certified staff for their clients’ federal benefits and can access the DCHS call center for mainstream assistance managed by the City. These parallel processes ensure residents in crisis are connected to all mainstream assistance they are eligible for, no matter their entry point or service need.

The CoC also utilizes an Employment Navigator at Alexandria’s WDC, whose responsibility is to liaise between those resources and homeless assistance programs, making direct referrals from shelter and outreach to SNAP-ET, the VIEW program, WIOA, and traditional employment opportunities.

Updates to mainstream services are provided to frontline staff at monthly at meetings of the Housing Crisis Response Workgroup, and in more detail during annual presentations from the Office of Public Benefits. Higher level policy discussions, like Virginia’s expansion of Medicaid and its effect on homeless programs, are managed by the CoC’s Gaps and Need Committee. SOAR certifications are maintained in coordination with the Northern VA SOAR Lead, Nella Leppo.

**4A-2. Lowering Barriers to Entry Data:**

**Applicants must report:**

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	4
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	4
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

**4A-3. Street Outreach.**

**Applicants must:**

- 1. describe the CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**
  - 2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;**
  - 3. describe how often the CoC conducts street outreach; and**
  - 4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.**
- (limit 2,000 characters)**

Historically homeless outreach program consisted of one full time PATH funded employee. Alexandria is only 15 square miles so coverage of the CoC’s area was easily managed through field visits and diligent data tracking. In 2018 the CoC facilitated the transition of the PATH outreach worker from the Community Services Board to the Office of Community Services, the CoC Lead organization. That change further improved the CoC’s ability to monitor the scope of unsheltered homelessness via HMIS and leverage the data for additional resources.

In summer 2018, the CoC identified a group of unsheltered individuals that were ineligible for PATH, highlighting a service gap. While the clients did not meet SMI criteria most experienced some level of substance abuse, so the CoC Lead Agency partnered with the City’s Detox Facility to secure a full time Substance Abuse Homeless Outreach Worker to also sit at the CoC lead organization.

The PATH and Substance Abuse Homeless Outreach workers cover the entire community, conducting daily visits to City emergency shelters, day centers, meals programs, churches, parks, libraries, and any locations they know homeless individuals to access. Both workers employ progressive engagement strategies, track services in HMIS, and make direct referrals to mainstream and CoC assistance.

The PATH outreach worker has served the City in this capacity for over 15 years and shares a lived experience with Alexandria’s homeless clients. He is SOAR certified and maintains 24/7 access to Language Line services for non-English speakers, as well as TTY for the speech and hearing impaired. The Substance Abuse Outreach worker accesses the same tools and likewise has shared experience with her caseload and decades of experience in substance abuse peer support counseling.

It is a common history that affords the outreach workers special esteem amongst the unsheltered population, allowing the CoC’s to engage clients that are most averse to services.

**4A-4. RRH Beds as Reported in HIC.**

**Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.**

2018	2019	Difference
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RRH beds available to serve all populations in the HIC	109	96	-13
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**4A-5. Rehabilitation/Construction Costs–New Projects.** No

**Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.**

**4A-6. Projects Serving Homeless under Other Federal Statutes.** No

**Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.**

## 4B. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	FY19 HDX Competit...	09/06/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No	FY19 PHA Move on ...	09/06/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	FY19 PHA Admin Pl...	09/06/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	FY19 Standard Ass...	09/10/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	FY19 Public Post ...	09/12/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	FY19 Public Post ...	09/12/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	FY19 Public Post ...	09/12/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	FY19 Public Post ...	09/12/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No	FY19 Workforce MOU	09/06/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	FY19 Racial Dispa...	09/10/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

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Other	No		
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## **Attachment Details**

**Document Description:** FY19 HDX Competition Report

## **Attachment Details**

**Document Description:** FY19 PHA Move on LIHTC

## **Attachment Details**

**Document Description:** FY19 PHA Admin Plan Homeless Preference

## **Attachment Details**

**Document Description:** FY19 Standard Assessment Tool

## **Attachment Details**

**Document Description:** FY19 Public Post - Project Accepted

## **Attachment Details**

**Document Description:** FY19 Public Post - No Projects Rejected or

Reduced

## **Attachment Details**

**Document Description:** FY19 Public Post - 30 Day Local Competition Deadline

## **Attachment Details**

**Document Description:** FY19 Public Post - Local Competition Announcement

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** FY19 Workforce MOU

## **Attachment Details**

**Document Description:** FY19 Racial Disparity Assessment

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page	Last Updated
<b>1A. Identification</b>	09/24/2019
<b>1B. Engagement</b>	09/24/2019
<b>1C. Coordination</b>	09/24/2019
<b>1D. Discharge Planning</b>	No Input Required
<b>1E. Local CoC Competition</b>	09/24/2019
<b>1F. DV Bonus</b>	09/24/2019
<b>2A. HMIS Implementation</b>	09/24/2019
<b>2B. PIT Count</b>	09/24/2019
<b>3A. System Performance</b>	09/24/2019
<b>3B. Performance and Strategic Planning</b>	09/24/2019
<b>4A. Mainstream Benefits and Additional Policies</b>	09/24/2019
<b>4B. Attachments</b>	Please Complete

**Submission Summary**

No Input Required

## 2019 HDX Competition Report

### PIT Count Data for VA-603 - Alexandria CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	224	211	226	198
Emergency Shelter Total	153	133	164	143
Safe Haven Total	12	11	12	11
Transitional Housing Total	47	49	35	34
Total Sheltered Count	212	193	211	188
Total Unsheltered Count	12	18	15	10

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	47	43	60	38
Sheltered Count of Chronically Homeless Persons	36	29	51	30
Unsheltered Count of Chronically Homeless Persons	11	14	9	8

## 2019 HDX Competition Report

### PIT Count Data for VA-603 - Alexandria CoC

#### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	28	30	29	21
Sheltered Count of Homeless Households with Children	28	30	29	21
Unsheltered Count of Homeless Households with Children	0	0	0	0

#### Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	27	5	6	8	7
Sheltered Count of Homeless Veterans	24	5	6	8	7
Unsheltered Count of Homeless Veterans	3	0	0	0	0

2019 HDX Competition Report  
HIC Data for VA-603 - Alexandria CoC

**HMIS Bed Coverage Rate**

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	145	21	124	100.00%
Safe Haven (SH) Beds	12	0	12	100.00%
Transitional Housing (TH) Beds	46	0	46	100.00%
Rapid Re-Housing (RRH) Beds	96	0	96	100.00%
Permanent Supportive Housing (PSH) Beds	47	0	47	100.00%
Other Permanent Housing (OPH) Beds	3	0	3	100.00%
Total Beds	349	21	328	100.00%

2019 HDX Competition Report  
HIC Data for VA-603 - Alexandria CoC

**PSH Beds Dedicated to Persons Experiencing Chronic Homelessness**

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	13	13	17	22

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

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	18	34	24	28

**Rapid Rehousing Beds Dedicated to All Persons**

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	63	106	109	96

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Summary Report for VA-603 - Alexandria CoC

#### Measure 1: Length of Time Persons Remain Homeless

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	688	774	87	88	1	58	46	-12
1.2 Persons in ES, SH, and TH	748	825	118	118	0	68	59	-9

b. This measure is based on data element 3.17.

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

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	693	746	267	277	10	99	83	-16
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	754	797	294	302	8	109	100	-9

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

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

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

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	190	24	13%	13	7%	11	6%	48	25%
Exit was from TH	35	2	6%	1	3%	1	3%	4	11%
Exit was from SH	4	0	0%	0	0%	1	25%	1	25%
Exit was from PH	51	1	2%	1	2%	1	2%	3	6%
TOTAL Returns to Homelessness	280	27	10%	15	5%	14	5%	56	20%

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

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

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	211	226	15
Emergency Shelter Total	133	164	31
Safe Haven Total	11	12	1
Transitional Housing Total	49	35	-14
Total Sheltered Count	193	211	18
Unsheltered Count	18	15	-3

### Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	752	828	76
Emergency Shelter Total	678	757	79
Safe Haven Total	19	13	-6
Transitional Housing Total	83	94	11

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	34	43	9
Number of adults with increased earned income	3	6	3
Percentage of adults who increased earned income	9%	14%	5%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	34	43	9
Number of adults with increased non-employment cash income	11	17	6
Percentage of adults who increased non-employment cash income	32%	40%	8%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	34	43	9
Number of adults with increased total income	13	21	8
Percentage of adults who increased total income	38%	49%	11%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	13	27	14
Number of adults who exited with increased earned income	0	9	9
Percentage of adults who increased earned income	0%	33%	33%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	13	27	14
Number of adults who exited with increased non-employment cash income	2	8	6
Percentage of adults who increased non-employment cash income	15%	30%	15%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	13	27	14
Number of adults who exited with increased total income	2	15	13
Percentage of adults who increased total income	15%	56%	41%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	625	729	104
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	189	205	16
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	436	524	88

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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	673	755	82
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	222	222	0
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	451	533	82

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	22	15	-7
Of persons above, those who exited to temporary & some institutional destinations	8	2	-6
Of the persons above, those who exited to permanent housing destinations	1	4	3
% Successful exits	41%	40%	-1%

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

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	588	716	128
Of the persons above, those who exited to permanent housing destinations	220	306	86
% Successful exits	37%	43%	6%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	55	56	1
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	50	54	4
% Successful exits/retention	91%	96%	5%

## 2019 HDX Competition Report FY2018 - SysPM Data Quality

### VA-603 - Alexandria CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

## 2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	203	203	136	136	84	56	56	48	46	50	54	50	27	63	106	109				
2. Number of HMIS Beds	203	203	136	136	84	56	56	48	46	49	50	50	22	58	102	109				
3. HMIS Participation Rate from HIC ( % )	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	98.00	92.59	100.00	81.48	92.06	96.23	100.00				
4. Unduplicated Persons Served (HMIS)	781	671	688	757	138	111	83	94	50	57	56	60	199	231	275	272	0	20	22	17
5. Total Leavers (HMIS)	699	566	580	661	85	57	45	56	6	8	7	10	132	110	164	178	0	7	7	11
6. Destination of Don't Know, Refused, or Missing (HMIS)	202	61	130	130	0	4	0	0	0	0	0	0	1	1	0	4	0	2	3	6
7. Destination Error Rate (%)	28.90	10.78	22.41	19.67	0.00	7.02	0.00	0.00	0.00	0.00	0.00	0.00	0.76	0.91	0.00	2.25		28.57	42.86	54.55

## 2019 HDX Competition Report

### Submission and Count Dates for VA-603 - Alexandria CoC

#### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/23/2019	

#### Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/29/2019	Yes
2019 HIC Count Submittal Date	4/29/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

**City of Alexandria**  
**Project Based Rental Assistance Program**  
**Pilot Program Policies & Procedures**  
**May 2018**

**Introduction**

The Project Based Rental Assistance Program (PBRAP) is a pilot program created to provide rental assistance to households qualified through a coordinated process among the City of Alexandria's Department of Community and Human Services (DCHS), the Office of Housing (Housing) and participating non-profit housing developers in the City.

Qualified households will pay at least 30% of their income for rent and the City will provide a monthly rental-assistance payment to subsidize tenant payments up to the approved rent level. By creating deep affordability, the assistance is intended to serve those at the lowest income levels who face substantial housing barriers. In addition, as appropriate to help those assisted attain their potential maximum level of independence and self-sufficiency, a range of case management services and other support services and other support will be coordinated through DCHS.

The PBRAP is a pilot program. Its term is planned to be five years from the date of initial assistance. Extensions of City rental assistance beyond the five-year terms are subject to the availability of funding. Nonprofit developers will be advised at the start of the fifth year of the program.

**Purpose and Use**

These Program Guidelines have been developed to facilitate the efficient and effective operation of the Project Based Rental Assistance Program (PBRAP). The PBRAP is administered by Housing with funding provided through the City's Housing Opportunities Fund.

**Definitions**

**Case management services** –is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and **services** to meet an individual's and family's comprehensive health needs through communication and available resources to promote quality, cost-effective outcomes.

**Uniform Physical Conditions Standards** - The Uniform Physical Condition Standards (UPCS) protocols are the defect definitions used during HUD REAC (Real Estate Assessment Center) PASS (Physical Assessment Sub-System) inspections. This protocol is the standard for inspections conducted by HUD, USDA and IRS Tax Credit housing throughout the country.

**Housing Cost -Burdened** - Percentage of household income spent for mortgage **costs** or gross rent. According to HUD programs, households spending more than 30 percent of income for these **housing costs** are considered to be "**cost-burdened**."

### **Objective**

The objective of the Project Based Rental Assistance Program is to assist participants to live in decent, safe and sanitary housing in properties owned by selected non-profit housing providers. Participants must meet all other criteria set by property owner or its agent for tenancy however, the minimum monthly income required to participants shall not be more than twice the monthly rent.

### **Program Design**

Participation in the PBRAP is limited to households at or below 60% of the Area Median Income (AMI).

### **Administration**

The PBRAP will be administered by Housing, and Housing will perform the initial income certification of participants. Annual certifications will be performed by the non-profit property owner with oversight and monitoring by Housing.

DCHS will maintain a waitlist of applicant-households eligible for the Program. Households will be recertified for income eligibility at the time of referral.

### **Units**

Units will be selected by agreement between the City and the selected non-profit property owner and will be memorialized in a Memorandum of Understanding between them. Units will meet HUD Uniform Physical Conditions Standards (UPCS) or equivalent and the local housing code. City staff will conduct annual inspections to ensure compliance with UCPS and local codes. When deficiencies are cited, the property owner will make all necessary corrections to bring the unit into compliance with UCPS, or the City may withhold subsidy payment for the unit until it is compliant.

### **Eligible Households**

PBRAP is limited to income eligible residents of properties selected by Housing **OR** income eligible participants of programs administered by DCHS.

**Income Criteria** – Applicant's incomes cannot exceed 60% of the Area Median Income.

### **Subsidies**

The monthly subsidy provided through PBRAP will be the difference between 30% of the household's adjusted monthly income and the applicable maximum rent for the Low-Income Housing Tax Credit Program. A utility allowance will be applied to the maximum rent to offset tenant paid utilities.

Each assisted household will pay 30% of its monthly gross income toward rent and utility costs. Each participating household shall demonstrate a minimum rent assistance need of at least \$50 per month to be considered.

### **Re-certification**

The income of tenants receiving PBRAP will be recertified annually by the property owner. The City will train property management staff to conduct re-certifications and will periodically monitor for compliance. The City may request reports from the property owner for tenants participating in the PBRAP. If/when re-certifications indicate that the household income has increased to a point where the subsidy amount required is less than \$50 per month, the household will be notified that it is no longer eligible for assistance. A thirty-day notice of termination will be standard.

### **Eligibility Requirements**

Assistance will be limited to participants in DCHS programs OR existing residents of properties selected by the Office of Housing for the pilot program. To qualify for assistance a household must also meet the following requirements:

1. Must be a participant in a program administered by DCHS **OR** a current resident of a property selected for participation by the Office of Housing and who is not currently receiving any other rental assistance from the City.
2. Be income eligible at the time of acceptance of assistance. Participants must be 60% or below Area Median Income (AMI). Housing retains discretion to serve those with the greatest housing need on a priority basis.
3. A current resident of a property selected for initial participation by Housing must be housing cost- burdened and:
  - a. have at least one member working a minimum of 30 hours per week and at least one child under the age of 18;
  - b. or a member of the household must be 62 years or older;
  - c. or be permanently disabled.
  - d. or be currently or formerly homeless.

### **Verification**

For DCHS referrals, written certification of eligibility from the DCHS staff will be required. Residents in properties selected by Housing will be chosen by agreement between Housing and the non-profit property owner.

### **Rents**

The City's PBRAP will use the maximum rent published by the Virginia Housing Development Authority (VHDA) for the Low- Income Housing Tax Credit (LIHTC) program. Unless otherwise agreed upon, the rent limit for 60% AMI will be used.

### **Utility Cost**

Property owners may use the VHDA approved utility allowance, the ARHA utility allowance, or

an individual utility allowance approved by the Office of Housing. The utility allowance will be applied to establish tenant rents.

### **Household and Income verification**

The household and income verification performed by the property will be sent to the Office of Housing and the Office of Housing will determine the household's portion of the rent.

### **Program Briefing**

Upon establishing eligibility for rental assistance, a staff member will brief program recipients of their rights and responsibilities. The briefing will be conducted individually or in group sessions in order to ensure participant's program understanding. The briefing will include:

1. Responsibilities of City staff.
2. Responsibilities of the tenant (must remain a tenant in good standing).
3. Responsibilities of the landlord.
4. Duration of assistance.
5. Termination of assistance.
6. Maximum rents, UPCS, lead-based paint hazards and fair housing issues.
7. Formal and informal reviews and hearings.
8. Occupancy standards.
9. Total tenant payment and rent calculations.

Recipients will be advised that the program is a pilot only, and that the assistance provided has a term of up to five years only, pending additional funding be available. Recipients will be advised that the pilot program is project-based: they will not be able to transfer their rental assistance to another property if/when they vacate the property. Determinations to transfer the rental assistance to another unit type/size within the property will be made by Housing on a case-by-case basis.

### **On-Going Program Responsibilities**

On-going Program responsibilities are:

1. Monitor eligibility of participating households.
2. Monitor UPCS standards. A random selection of units will be inspected at least once a year.
3. Owners will receive prompt and accurate payments.
4. Tenants will be re-certified annually by the property owner. Notices to re-certify tenants will be sent ninety days in advance. The City will provide training to the owner and will perform periodic monitoring of tenant files. The property owner will provide the City with requested reports and information regarding assisted households. The program may be terminated if the property owner or its agent does not comply with all program requirements as established in these Policies and Procedures.

## **Vacancy**

As households of subsidized units vacate units (for any reason) or provide notice of their intention to vacate a unit, the complex shall provide the City with notice (Vacancy Notice) by email of such vacancy by the earlier of: five (5) business days of learning that the unit will be vacated. Within 5 business days of receipt of such notice, the City shall notify the complex of 3 prioritized potential households on the waitlist eligible for the available unit.

## **Lease Enforcement and Termination of A Tenancy**

The City is not a party to the tenant/landlord lease and will not be obligated to enforce or intervene in a tenant/landlord dispute. The City is not a party to the eviction process. If the household is legally evicted for cause, the City will terminate assistance to the participant.

## **Termination of Assistance**

Assistance on behalf of the tenant may be terminated if:

1. The participant no longer qualifies, based on income eligibility, for assistance at annual re-certification.
2. The City determines that the PBRAP has been obtained fraudulently.
3. The household has been evicted for cause.

## **Program Waitlist**

The City (DCHS or Office of Housing) will use *a prequalification application to establish a waitlist for the PBRAP*. The City will prioritize the wait list based on the established eligibility requirements discussed above and will update the waitlist every year. The City may prioritize the order of the waitlist based on its determination of housing need. To preserve their position on the waitlist, participants will be required to update their income information and household composition every year. Applicants will be responsible for providing the City with updated contact info if/when they relocate at any time while they are on the wait list. If the City is not able to reach an applicant using the contact information provided, the applicant may be removed from the waitlist after three attempts by telephone and/or mail.

Office of Housing  
421 King Street Suite 215  
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## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

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

The ARHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow this approach 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 the ARHA to receive preferential treatment. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the ARHA 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 the ARHA will comply with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and ARHA 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 the ARHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the ARHA'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 the ARHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the ARHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the ARHA has the information needed to make a final eligibility determination.

## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the policies that guide the ARHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the ARHA'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 the ARHA 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 the ARHA. However, the ARHA must include Form HUD-90026, Supplement to Application for Federally Assisted Housing, as part of the ARHA's application.

#### ARHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the ARHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the ARHA initially 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 may obtain application forms from the ARHA's office during normal business hours when the waiting list is open unless other venues of waiting list distribution are determined by the ARHA. Families may also request by telephone or mail a form to be sent to the family via first class mail.

Completed applications must be returned to the ARHA by mail, fax or email. Applications may also be submitted in person to the ARHA office during normal business hours. Applications must be complete in order to be accepted by the ARHA for processing. If an application is incomplete, the ARHA will notify the family of the additional information required.

All applications received by fax, mail, email or in person, will be stamped with the date and time the application was submitted. This information will be used along with other criteria to determine placement on the waiting list as stated in Chapter 4-I.D and 4-II.B.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

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

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

##### **Homeless Populations (NOTICE PIH 2013-15 (HA)):**

When trying to reach people experiencing homelessness in order to apply to the HCV program, ARHA will reach out to shelters, homeless service providers, and agencies that work closely with people experiencing homelessness to provide assistance with application processes.

##### **Limited English Proficiency**

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

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The ARHA must review each complete application received and make a preliminary assessment of the family's eligibility. The ARHA 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, the ARHA 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**

###### ARHA Policy

If the ARHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the ARHA will send written notification of the ineligibility determination within 14 business days of receiving a complete 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**

### ARHA Policy

The ARHA will send written notification of the preliminary eligibility determination within 14 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to the date, time and any preference(s) for which they qualify, when the complete application is received by the ARHA.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The ARHA 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 ARHA may structure its waiting list and how families must be treated if they apply for assistance from Housing Authorities that administers more than one assisted housing program.

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

The ARHA's HCV waiting list must be organized in such a manner to allow the ARHA 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;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

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

#### ARHA Policy

The ARHA will maintain a single waiting list for the HCV 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 the ARHA 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 the ARHA maintain a single merged waiting list for their public housing, HCV, 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.

#### ARHA Policy

The ARHA will not merge the HCV waiting list with the waiting list for any other program the ARHA operates.

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

##### **Closing the Waiting List**

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

##### ARHA Policy

The ARHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the ARHA has particular preferences or funding criteria that require a specific category of family, the ARHA may elect to continue to accept applications from these applicants while closing the waiting list to others. ARHA will accept referral forms/applications for families that qualify for its local preferences established through a memorandum of understanding with the City of Alexandria Department of Human Services for its Family Unification (FUP), Mental Health, Transitional Housing and Foster Care Youth programs even when the general HCV waiting list is closed pending funding availability and other mitigating factors.

##### **Reopening the Waiting List**

If the waiting list has been closed, it cannot be reopened until the ARHA publishes a 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.

##### ARHA Policy

The ARHA 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.

The ARHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

*The Washington Post*

*The Alexandria Journal*

*The Alexandria Times*

*The Metro-Harold*

*El Tempo Latino*

*Advertisement on local broadcast stations.*

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

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

Because HUD requires the ARHA to serve a specified percentage of extremely low income families (see Chapter 4, Part III), the ARHA 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].

ARHA 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

ARHA 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 application forms 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 **and the homeless**.

##### ARHA Policy

The ARHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the ARHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

#### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

##### ARHA Policy

While the family is on the waiting list, the family must immediately inform the ARHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing. Failure to do so may result in the application being closed.

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

HUD requires the ARHA 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 an ARHA request for information or updates because of the family member's disability, the ARHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

##### ARHA Policy

The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the ARHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the ARHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the ARHA not later than 30 business days from the date of the ARHA letter.

If the notice sent was *not* returned by the post office to the ARHA office the ARHA considers the letter delivered. Therefore, if the family fails to respond within 30 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 30 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the HCV program Director may reinstate the family if s/he determines the lack of response was due to ARHA error, or to circumstances beyond the family's control.

## **Removal from the Waiting List**

### ARHA Policy

If at any time an applicant family is on the waiting list, the ARHA 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 the ARHA 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 the ARHA's decision (see Chapter 16) [24 CFR 982.201(f)].

## **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 receive assistance from the waiting list depends on the selection method chosen by the ARHA and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

The ARHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the ARHA'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, the ARHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The ARHA must maintain records showing that such families were admitted with special program funding.

#### **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**

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

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

ARHA 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 the ARHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the ARHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### ARHA Policy

The ARHA will offer a preference to:

Any family that has been terminated from ARHA's HCV program due to insufficient program funding

Referrals from the Department of Community and Human Services for the Family Unification Program (FUP), Mental Health, Transitional Housing, Foster Care Youth, Veterans and families that meet the standards of VAWA.

Elderly

Disabled

Working:

- a. Live and work in the City of Alexandria
- b. Live and/or work in the City of Alexandria

Working outside the City of Alexandria

To meet HUD goals that seek to increase access to HCV programs for the homeless ARHA will work collaboratively with local health care providers, social service providers and other local organizations to identify and serve this population.

ARHA Policy (NOTICE PIH 2013-15 (HA)):

The HCV program will use the following definition of homelessness:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or

An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family

member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and

Has no other residence; and

Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

The most direct method for ARHA to increase access to the HCV program is to establish waiting list preferences that will serve those families who are currently homeless.

**ARHA Policy:**

To expand housing opportunities through the HCV program for individuals and families experiencing homelessness, ARHA gives local preferences via referral process from the City of Alexandria's, Department of Community and Human Services. These preferences are:

Transitional Housing – for general homeless population  
Veterans Administration Supportive Housing (VASH) for homeless veterans  
Violence Against Women Act (VAWA) for those who are victims of domestic abuse which has resulted in homeless

**The Olmstead Act (NOTICE PIH-2012-31 (HA))**

The Olmstead decision refers to Supreme Court ruling in *Olmstead v. L.C.*, 527 U.S. 581 (1999) which determined that Title II of the Americans with Disabilities Act (ADA) prohibits the unjustified segregation of individuals with disabilities. The court's opinion provided a directive that public entities must serve qualified individuals with mental and physical disabilities in community settings rather than in institutions.

**ARHA Policy:**

To identify those who may fall under the Olmstead Act, ARHA will work closely with local health and social organizations and services.

To meet HUD requirements to increase access to the HCV program for those with disabilities who are ready to exit institutions, local admission preferences by referral have been designated:

Disabled  
Transitional Housing

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

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the ARHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, ARHA 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)].

#### ARHA Policy

The ARHA will monitor progress in meeting the ELI 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.

### **Order of Selection**

The ARHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list Housing Authorities are required to use targeted funding to assist only those families who meet the specified criteria, and Housing Authorities are 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)].

#### ARHA 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 the ARHA's hierarchy of preferences. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the ARHA. Documentation will be maintained by the ARHA 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 the ARHA does not have to ask higher placed families each time targeted selections are made.

Ultimate preference for tenant based assistance will be given to DHS referrals to the programs specified above in the following allocations: FUP 70 vouchers, Mental Health 50 vouchers, Transitional Housing 25 vouchers and Foster Care Youth 25 vouchers and reasonable accommodation request approved by the Chief Executive Officer and/or his designee for other programs administered by ARHA.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the ARHA must notify the family.

##### ARHA Policy

The ARHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

Other documents and information that should be brought to the interview

If a notification letter is returned to the ARHA 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, as well as to any known alternate address.

In order to strengthen the process for contacting applicants on the waiting list, if a family notifies ARHA in advance by writing and/or on the Waiting List application that they are homeless, and the notification letter is returned the ARHA may call the applicant if a working phone number is given.

#### **4-III.E. THE APPLICATION INTERVIEW**

The ARHA conducts group application sessions to accommodate large groups of applicants. The sessions are designed to complete the application and requisite forms as well as to collect documents that need to be copied and/or scanned. These group sessions do not involve the disclosure publically of private information by the applicant family. However, if the ARHA deems it necessary and/or the applicant family requests, a private application interview will be conducted. [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

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

##### ARHA Policy

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

The head of household and all family members 18 and over must attend the interview. 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 the ARHA.

The interview will be conducted only if the family provides appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the ARHA 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 must be provided within five (5) business days of the interview. If the family is unable to obtain the information or materials within the required period, the family may request an extension in writing. 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).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the ARHA will provide translation services in accordance with the ARHA's LEP plan.

If the family is unable to attend the scheduled interview, a second interview session appointment is available and this date is noted in the initial notification letter. Applicants who fail to attend two scheduled interviews without ARHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

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

##### ARHA Policy

If the ARHA determines that the family is ineligible, the ARHA will send written notification of the ineligibility determination within 15 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. The ARHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

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

## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach 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 the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families from the waiting list. The PHAs policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

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 the PHA will handle the applications it receives.

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

**Part III: Tenant Selection.** This part describes the policies that guide the PHA in selecting families from the waiting list as units become available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA'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**

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA.

#### **ARHA Policy**

Depending upon the length of time that applicants may need to wait to be housed, the ARHA may use a one- or two-step application process.

- a. A one-step process will be used when it is expected that a family will be selected from the waiting list within sixty (60) days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and suitability and the amount of rent the family will pay.

ARHA does not use the one-step process at the present time.

- b. A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least sixty (60) days or more from the date of application. Under the two-step application process, the ARHA initially 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 the amount of rent the family will pay when selected from the waiting list.
- c. Families may obtain application forms from the ARHA's office during normal business hours. Families may also request applications by telephone, mail, email or download them from ARHA's website (when available).
- d. Completed applications must be returned to the ARHA by mail, by fax, by email or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.
- e. The PHA current waiting list exceeds a two-year waiting period and applications are not accepted until public notices are posted according to this ACOP policies.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process.

##### **Disabled Populations [24 CFR 8; PH Occ GB, p. 68]**

The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides equal access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Limited English Proficiency**

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

##### **Homeless Populations (PIH NOTICE 2013-15)**

When trying to reach people experiencing homelessness in order to apply to the ARHA program, ARHA will reach out to shelters, homeless service providers, and agencies that work closely with people experiencing homelessness to provide assistance with application processes.

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. The PHA must place on the waiting list families for whom the list is open unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41]. 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 982.2002 (c)]

##### **Ineligible for Placement on the Waiting List**

###### **ARHA Policy**

If the Authority can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the ARHA will send written notification of the ineligibility determination within ten (10) business days of receiving and/or processing a completed application. The

notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

## **Eligible for Placement on the Waiting List**

### **ARHA Policy**

- a. The Authority will send written notification of the preliminary eligibility determination within ten (10) business days of receiving and/or processing a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.
- b. Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list.
- c. Applicants will be placed on the waiting list according to ARHA preference(s) and the date and time their complete application is received by the Authority.
- d. The Authority will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to ARHA's standards and local codes). However, in these cases, the family must agree not to request a transfer for two (2) years after admission, unless they have a change in family size or composition.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The PHA must have policies regarding the type of waiting list it will utilize as well as the 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 public housing, and conducting outreach to ensure a sufficient number of applicants.

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

### **4-II.B. ORGANIZATION OF THE WAITING LIST**

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

### **ARHA Policy**

The waiting list will contain the following information for each applicant listed:

- 1) Name and social security number of head of household
- 2) Unit size required (number of family members)
- 3) Amount and source of annual income
- 4) Date and time of application
- 5) Qualification for any local preference
- 6) Accessibility requirement, if any
- 7) Household type (family, elderly, disabled)
- 8) Race and ethnicity of the head of household
- 9) The specific site(s) selected (only if ARHA offers site-based waiting lists)

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

#### **ARHA Policy**

- a. The Authority will maintain one single community-wide waiting list, with the exception of the developments listed in paragraph “b.” below. Within the list, the PHA will designate subparts to easily identify who should be offered the next available unit (i.e. mixed populations, general occupancy, unit size, and accessible units).
- b. The PHA will adopt site-based waiting lists at these developments: Ladrey Highrise, Park Place Condominiums, all Low Income Housing Tax Credit (LIHTC) developments, Old Dominion, West Glebe, Chatham Square, Old Town Commons- I, II, IV and Braddock Whiting, Reynolds sites.

HUD directs that a family that applies to reside in public housing must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs’ waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

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 [24 CFR 982.205(a)(1)].

#### **ARHA Policy**

The PHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

### **4-II.C. OPENING AND CLOSING THE WAITING LIST**

#### **Closing the Waiting List**

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fill its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit. [PH Occ GB, p. 31].

### **ARHA Policy**

- a. The PHA will close the waiting list when the estimated waiting period for housing applicants on the list reaches twenty four (24) months for the most current applicants.
  
- b. Where the PHA has particular preferences or other criteria that require a specific category of family, the PHA 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 may be reopened at any time. The PHA should publish a notice in local newspapers of general circulation, minority media, and other suitable media outlets that the PHA is reopening the waiting list. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

### **ARHA Policy**

The ARHA will announce the reopening of the waiting list at least ten (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. The notice will specify where, when, and how applications are to be received.

The ARHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- 1) The Washington Post (English Language Newspaper media)
- 2) El Tiempo Latino (Spanish Newspaper media)
- 3) Afro-American (African-American Newspaper media)
- 4) Alexandria Gazette Packet (Local Newspaper media)
- 5) Little Town (Vietnamese Newspaper media)

### **4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]**

The PHA should conduct outreach as necessary to ensure that the Authority has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that the PHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the PHA to serve a specified percentage of extremely low income families, the PHA may need to conduct special outreach to ensure an adequate number of such families apply for public housing.

PHA 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

PHA outreach efforts must be designed to inform qualified families about the availability of units 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 application forms 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 and the homeless.

#### **ARHA Policy**

- a. The ARHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the Agency's jurisdiction.
- b. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

#### **ARHA Policy**

- a. While the family is on the waiting list, the family must inform the Authority, *within ten (10) business days*, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.
- b. Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference.
- c. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

### **4-II.F. UPDATING THE WAITING LIST**

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list [24 CFR 960.202(a)(2)(iv)].

### **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 the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

#### **ARHA Policy**

- a. The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.
- b. To update the waiting list, the Authority will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the Authority has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.
- c. The family's response must be in writing and may be delivered in person, by mail, by fax, or by email. Responses should be postmarked or received by the Authority not later than fifteen (15) business days from the date of the Agency's letter.
- d. If the family fails to respond within *fifteen (15) business days*, the family will be removed from the waiting list without further notice.
- e. If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.
- f. If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have *fifteen (15) business days* to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.
- g. When a family is removed from the waiting list during the update process for failure to respond, *no informal hearing will be offered*. Such failures to act on the part of the applicant prevent the ARHA from making an eligibility determination; therefore no informal hearing is required.
- h. If a family is removed from the waiting list for failure to respond, the Executive Director may reinstate the family if she/he determines the lack of response was due to ARHA's error, or to circumstances beyond the family's control.

- i. In order to strengthen the process for contacting applicants on the waiting list, if a family notifies ARHA in advance by writing and/or on the Waiting List application that they are homeless, and the notification letter is returned, the ARHA may call the applicant if a working phone number is given.

## Removal from the Waiting List

### ARHA Policy

- a. The ARHA will remove applicants from the waiting list if they have requested that their name be removed. In such cases no informal hearing is required.
- b. If the ARHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.
- c. If a family is removed from the waiting list because the ARHA has determined the family is not eligible for admission, 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 hearing regarding the ARHA's decision (see Chapter 14) [24 CFR 960.208(a)].

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## PART III: TENANT SELECTION

### 4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

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

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA

must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

#### ARHA Policy

When an applicant or resident family requests a copy of the PHA's tenant selection policies, the PHA will provide copies to them free of charge.

### **4-III.B. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

#### **Local Preferences [24 CFR 960.206]**

PHAs are 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 the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

#### ARHA Policy

The Authority will use the following local preference

- a. In order to bring higher income families into public housing, the ARHA will establish a preference for "working" families, where the head, spouse, co-head, or sole member is employed.
- b. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].
- c. Addition of a preference for families requiring units pursuant to the Uniforms Federal Accessibility Standards (UFAS)

As such, the proposed new system will reflect the following preferences:

- d. General Public Housing List: Andrew Adkins/Samuel Madden/Ramsey Homes, Scattered Site I, II, III
  - 1) UFAS
  - 2) Working
    - a. Live and work in the City of Alexandria
    - b. Live and/or work in the City of Alexandria
    - c. Working outside the City of Alexandria

e. Ladrey/Park Place

- 1) UFAS
- 2) Working
  - a. Live and work in the City of Alexandria
  - b. Live and/or work in the City of Alexandria
  - c. Working outside the City of Alexandria

Site Based Lists:

Braddock/Whiting/Reynolds, Alexandria Crossing/Old Dominion, Chatham Square, Old Town Commons I, II, IV

- 1) UFAS
- 2) Working
  - a. Live and work in the City of Alexandria
  - b. Live and/or work in the City of Alexandria
  - c. Working outside the City of Alexandria

**Income Targeting Requirement [24 CFR 960.202(b)]**

HUD requires that extremely low-income (ELI) families make up at least forty percent (40%) of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below thirty (30%) of the area median income. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (PHA) program, admissions of extremely low-income families to the PHA's PHA program during a PHA fiscal year that exceed the seventy five (75%) minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year.

However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of:

- 1) Ten percent (10%) of public housing waiting list admissions during the PHA fiscal year;
- 2) Ten percent (10%) of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or
- 3) The number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of thirty percent (30%) or more.
- 4) For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

## **ARHA Policy**

- a. The ARHA will monitor progress in meeting the ELI requirement throughout the fiscal year.
- b. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

### **Mixed Population Developments [24 CFR 960.407]**

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102].

Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments.

The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units.

The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

### **Units Designated for Elderly or Disabled Families [24 CFR 945]**

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)].

Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than sixty (60) consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list.

However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

### **ARHA Policy**

The ARHA has designated elderly or designated disabled housing at this time.

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

### ***Steps for Implementation [24 CFR 903.2(c)(1)]***

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

**Step 1.** The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

### **ARHA Policy**

The PHA will determine the average income of all families in all covered developments on an annual basis.

**Step 2.** The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average

income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

### **ARHA Policy**

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

**Step 3.** The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

**Step 4.** The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

**Step 5.** Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

### **ARHA Policy**

For developments outside the EIR the ARHA will take the following actions to provide for deconcentration of poverty and income mixing:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

### **Order of Selection [24 CFR 960.206(e)]**

The PHA system of preferences may select families either according to the date and time of application for the selection process.

#### **ARHA Policy**

- a. Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the Authority.
- b. When selecting applicants from the waiting list the Authority will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The Authority will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.
- c. By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.
- d. Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and ARHA Policy.

### **4-III.C. NOTIFICATION OF SELECTION**

When the family has been selected from the waiting list, the PHA must notify the family.

#### **ARHA Policy**

- a. The ARHA will notify the family by first class mail when it is selected from the waiting list.
- b. The notice will inform the family of the following:

- i. Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
  - ii. Who is required to attend the interview
  - iii. Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation
  - iv. Documents that must be provided at the interview to document eligibility for a preference, if applicable
  - v. Other documents and information that should be brought to the interview
- c. If a notification letter is returned to the ARHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore no informal hearing will be offered.

#### **4-III.D. THE APPLICATION INTERVIEW**

The ARHA conducts group application sessions to accommodate large groups of applicants. These group sessions do not involve the disclosure publically of private information by the applicant family. The sessions are designed to fill out the application and the requisite forms that go with it as well as to collect documents that need to be copied and/or scanned. However, if the ARHA deems it necessary and/or the applicant family requests a private application interview will be conducted.

Being invited to attend an interview does not constitute admission to the program.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

#### **ARHA Policy**

- a. Families selected from the waiting list are required to participate in an eligibility interview.
- b. The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead 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 the ARHA.
- c. The interview will be conducted only if the head of household or spouse/cohead provides appropriate 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, the appointment may be rescheduled when the proper documents have been obtained.

- d. If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the Authority will proceed with the interview. If the Authority determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting list according to the date and time of their application.
- e. The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the Authority will provide the family with a written list of items that must be submitted.
- f. Any required documents or information that the family is unable to provide at the interview must be provided within 5 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and 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).
- g. An advocate, interpreter, or other assistant may assist the family with the application and the interview process.
- h. Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.
- i. If the family is unable to attend the first scheduled interview, A second interview appointment is available and this date is noted in the initial notification letter. Applicants who fail to attend two scheduled interviews without PHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore the PHA will not offer an informal hearing.

#### **4-III.E. FINAL ELIGIBILITY DETERMINATION [24 CFR 960.208]**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including PHA suitability standards, the PHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

#### **ARHA Policy**

- a. The Authority will notify a family in writing of their eligibility within ten (10) business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The PHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

#### ARHA Policy

- a. If the Authority determines that the family is ineligible, the Authority will send written notification of the ineligibility determination within ten (10) business days of the determination.
- b. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing (see Chapter 14).

If the PHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application.

See Section 3-III.G for the PHA's policy regarding such circumstances.

## ALLIANCE COORDINATED ASSESSMENT TOOL SET

A trained assessment specialist should ask the questions below. *Instructions for the person administering the tool are in italics.* Decisions will have to be made about the degree to which information on the form should be verified by third parties or other data sources.

### I. PRE-SCREENING QUESTIONS

**1. Are you homeless or do you believe you will become homeless within the next 72 hours?**       Yes                       No

*Consult HUD definition: People who are living in a place not meant for human habitation, in emergency shelter (including domestic violence shelter), in transitional housing, or are exiting an institution where they temporarily resided for up to 90 days and were in shelter or a place not meant for human habitation immediately prior to entering that institution. If no to these questions, ask*

**Are you currently residing in, or trying to leave, an intimate partner who threatens you or makes you fearful?**       Yes                       No

*If NO to both questions, refer to other prevention-oriented resources and cease administering assessment. If YES to either question, continue with tool. Explain the assessment process – what types of questions you will ask, how long you expect it will take, what the assessment hopes to accomplish (connecting them with resources to help them with their housing crisis). Explain that the tool also helps determine who is most in need of different services.*

**2. Do you live in [insert the name of your community] right now?**

Yes                       No

*If NO, attempt to refer to 2-1-1 or any known resources in their community before continuing. If YES, continue with assessment.*

**Zip Code of Last Permanent Address:** \_\_\_\_\_

*Should be entered into HMIS.*

**3. Do you want services that are specifically geared to domestic violence survivors OR do you need a confidential location to stay?**

Yes

No

*If YES, follow protocols addressed to people seeking domestic violence services throughout this tool. These protocols include questions to help staff members identify individuals who are in danger, but may not immediately self-identify as domestic violence survivors. No information about the consumer should be recorded in HMIS. If NO, do not follow DV-specific guidelines. At this point, introduce data confidentiality forms; explain what the documents say and the utility of having information shared through this system. Let consumer sign – if they do, continue data entry into HMIS if possible; if they do not sign, continue filling out paper form (if this is okay with them).*

## II. IDENTIFYING QUESTIONS AND HMIS DATA ELEMENTS

### Client Identifier (in HMIS):

**Date of Birth:** \_\_/\_\_/\_\_\_\_  Don't Know  Refused

*Enter in format MM/DD/YYYY.*

**Social Security Number:** \_\_\_\_-\_\_-\_\_\_\_  Don't Know  Refused

**Gender:**  Female  Male  Transgendered Male to Female  
 Transgendered Female to Male  Other  Don't Know  Refused

*Assessment worker should specifically ask person how they would define their gender. If transgendered, keep this in mind for program referrals.*

### Race:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Don't Know
- Refused

### Ethnicity:

- Non-Hispanic/Non-Latino
- Hispanic/Latino
- Don't Know
- Refused

### Housing Status *(May be able to use previous answers to answer this question).*

- Homelessness
- At imminent risk of losing their housing
- Homeless only under other Federal statutes
- Fleeing domestic violence
- At-risk of homelessness – prevention programs only
- Stably housed
- Don't Know
- Refused

### Head of Household

Yes       No

**Were you ever on active duty in the Armed Forces in the United States?**

Yes       No       Don't Know       Refused

**Do you have military ID?**

Military Card ID

DD-214

**If yes:**

**Year entered military service:** \_\_/\_\_/\_\_\_\_

**Year separated from military service:** \_\_/\_\_/\_\_\_\_

**Served in a theater of operations?:**  Yes  No  Don't Know  Refused

**Name of theater of operations:**

World War II

Korean War

Vietnam War

Persian Gulf War (Operation Desert Storm)

Afghanistan (Operation Enduring Freedom)

Iraq (Operation Iraqi Freedom)

Iraq (Operation New Dawn)

Other peace-keeping operations or military interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)

Don't Know

Refused

**Branch of the Military**

Army

Air Force

Navy

Marines

Coast Guard

Other

Don't know

Refused

**Discharge Status**

Honorable

- General under honorable conditions
- Under other than honorable conditions (OTH)
- Bad conduct
- Dishonorable
- Uncharacterized
- Don't know
- Refused

Have you ever received healthcare from a VA Medical Center? If so, where?

\_\_\_\_\_

Have you applied or have a pending application for VA benefits or compensation?

\_\_\_\_\_

**Youth only: Last grade completed**

- Less than Grade 5
- Grades 5-6
- Grades 7-8
- Grades 9-12
- GED
- Some college
- Don't know
- Refused

**Youth Only: School Status**

- Attending school regularly
- Attending school irregularly
- Graduated from high school
- Obtained GED
- Dropped out
- Suspended
- Expelled
- Don't Know
- Refused

**Formerly a ward of juvenile justice system?:**

- No
- Yes
- Don't know

Refused

**If yes:**

**Number of years**

Less than one year

1 to 3 years

3 to 5 years

More than 5 years

(If number of years is Less than one year)

Number of months (a number between 1 and 11) \_\_\_\_\_

**General Health**

Excellent

Very good

Good

Fair

Poor

Don't Know

Refused

**Are you pregnant?**

No

Yes

Don't know

Refused

If yes, due date: \_\_/\_\_/\_\_\_\_\_

**Do you receive any of the following benefits?**

Supplemental Nutrition Assistance Program (SNAP)

Special Supplemental Nutrition Program for Women, Infants, and Children

TANF Child Care Services

TANF Transportation Services

Other TANF-funded Services

Section 8, public housing, or other ongoing rental assistance

Other source

Temporary rental assistance

**Do you have health insurance?**

Yes

No

Don't Know

Refused

**If yes, what kind?**

- Medicaid
- Medicare
- State Children's Health Insurance Program
- Veterans Administration Medical Services
- Employer Provided Health Insurance
- Health Insurance Through Cobra
- Private Pay Health Insurance
- Ryan White Medical Assistance
- AIDS Drug Assistance Program

**Are you employed?**

- Yes
- No
- Don't Know
- Refused

**If yes, what is your employment status?**

- Full-time
- Part-time
- Part-time, looking for full-time
- Seasonal/sporadic (including day labor)
- Not employed, looking for work
- Not employed, in school
- Not employed, unable to work
- Not employed, not looking for work
- Don't know
- Refused

**If you have experienced domestic violence, when did the experience occur?**

- Within the past three months
- Three to six months ago
- From six to one year ago
- More than a year ago
- Don't know
- Refused



### III. PREVENTION/DIVERSION QUESTIONS

*This part may be skipped if it has already been established the household is living somewhere unfit for human habitation, on the street, or exiting an institution.*

1. **Where did you sleep last night?** *If somewhere they could potentially stay again, diversion eligible.*
2. **(If named a location above) Was it a safe location?** *If YES, diversion eligible. If NO, ask “What made the location unsafe?” “Is there another place you can think of where you feel you’d be safe and could stay for a couple of nights?” If YES, diversion eligible. If unsafe due to domestic violence, refer to nonresidential domestic violence services in addition to diversion resources. If NO, continue with questions, but likely diversion ineligible.*
3. **Why did you have to leave the place you stayed last night? Could you stay tonight at the same location?** *Use information from these questions as well as any other accompanying questions you may need to ask to determine a plan for helping re-house household.*
4. **What would you need to help you stay where you stayed last night again?** *Determine if these resources are accessible to determine if they are diversion eligible.*
5. **Would it help if I contacted the person you stayed with? What is the best way to contact that person?** *Contact person if necessary.*

*If diversion eligible, talk through diversion questions further and attempt to divert household. Hand off to shelter case manager or designated diversion staff member if demand for assessments is currently very high. If successfully diverted, the assessment worker should make a note of this in HMIS and end the assessment process. If not diversion eligible, continue with assessment process.*

#### **SHELTER REFERRALS:**

Using information about the consumer, make referrals according to the following: [Fill in the referral instructions for each population]

**Single Adult Men:**

**Single Women**

**Families:**

**People Seeking Domestic Violence Services or in Imminent Danger:**

**Youth Under the Age of 18:**

#### **NOTE SHELTER REFERRAL HERE:**

*Then continue with Housing Prioritization Tool.*

## IV. HOUSING PRIORITIZATION TOOL

For each answer, circle the color code or write the number in the score line.

Question(s)	Color Code	Numerical Score
<p><b>1. Is this the first time you've been homeless in the past five years?</b></p> <p><input type="checkbox"/> Yes - Go to question 2  <input type="checkbox"/> No - Go to question 3</p> <p><i>Explain definition of homelessness again – use definition from Part I, Question 1.</i></p>		
<p><b>2. Have you been homeless for more than 90 days?</b></p> <p><input type="checkbox"/> Yes - Go to question 3  <input type="checkbox"/> No – Circle “Green” &amp; skip to question 4</p>	GREEN	
<p><b>3. When you were homeless before, did you ever receive temporary assistance to help you move back into housing such as temporary rental assistance, deposits, help with moving costs, etc.?</b></p> <p><i>This question is intended to identify if the individual or family has received rapid re-housing assistance in the past. This question may also be asked by asking if the person has been served by a rapid re-housing program and then naming the rapid re-housing programs in the county. If YES, ask if they received that kind of assistance once, or if it happened more than once. Check HMIS for a record of the person also and ask “Is it okay if I check our system to see if you’ve been served before?”</i></p> <p><input type="checkbox"/> Yes, more than once – Circle color code “Red”&amp; skip to question 13.  <input type="checkbox"/> Yes, once – Circle color code “Orange” and go to question 4.  <input type="checkbox"/> No – Circle color code “Yellow” and go to question 4.</p>	YELLOW ORANGE RED	
<p><b>4. How many dependents do you have with you in your care?</b></p> <p><i>If you already know the answer, don't ask again.</i></p> <p><input type="checkbox"/> 0-3 – Go to question 5.  <input type="checkbox"/> 4 or more – Assign a numerical score of “1” and go to question 5.</p>		
<p><b>5. Are you under 25 years of age with at least one child under the age of 5?</b></p> <p><i>If you already know the answer, don't ask again.</i></p> <p><input type="checkbox"/> Yes – Assign a numerical score of “1” and go to question 6.  <input type="checkbox"/> No – Go to question 6.</p>		

Question(s)	Color Code	Numerical Score
<p><b>6. Have you ever been in jail, arrested, or accused of a crime or criminal activity (even if it wasn't true)?</b>  <i>If necessary, explain that the presence of a criminal history will not reduce the person's likelihood of receiving assistance.</i>  <input type="checkbox"/> Yes - Go to question 7.  <input type="checkbox"/> No - Go to question 8.</p>		
<p><b>7. Does your criminal history include:</b></p> <p><input type="checkbox"/> Offenses that make it exceedingly difficult to find housing: Arson, Placement on Sex Offender Registry, Production of Crystal Meth - Assign a numerical score of "3" and go to question 8.  <input type="checkbox"/> Drug offenses or crimes against persons or property? - Assign a numerical score of "2" and go to question 8.  <input type="checkbox"/> Just a few minor offenses such as moving violations, a DUI, or a misdemeanor? - Assign a numerical score of "1" and go to question 8.</p>		
<p><b>8. Do you have any evictions? Have you been asked to leave your rental apartment or did the landlord use legal papers to ask you to leave?</b>  <i>Explain that the presence of eviction(s) will not reduce the person's likelihood of receiving assistance.</i>  <input type="checkbox"/> Yes - Go to question 9.  <input type="checkbox"/> No - Skip to question 10.</p>		
<p><b>9. How many evictions do you have?</b></p> <p><input type="checkbox"/> One or two? - Assign a numerical score of "1" and go to question 10.  <input type="checkbox"/> Three or more? - Assign a numerical score of "2" and go to question 10.</p>		
<p><b>10. Do you have friends or family members who you can stay with for a short period of time, or who can lend you money?</b></p> <p><input type="checkbox"/> Yes – Assign a numerical score of "-1" and go to question 11.  <input type="checkbox"/> No – Go to question 11.</p>		
<p><b>11. Do you have any income from any source right now? Ask targeted questions – refer to earlier answers during Part II well.</b></p> <p><input type="checkbox"/> Earned income  <input type="checkbox"/> Unemployment insurance  <input type="checkbox"/> Supplemental Security Income (SSI)  <input type="checkbox"/> Social Security Disability Income (SSDI)  <input type="checkbox"/> VA-Service Connected Disability Compensation  <input type="checkbox"/> VA non-service-connected disability pension  <input type="checkbox"/> Private disability insurance</p>		

Question(s)	Color Code	Numerical Score
<input type="checkbox"/> Worker's compensation <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) <input type="checkbox"/> General Assistance (GA) <input type="checkbox"/> Retirement Income from Social Security <input type="checkbox"/> Veteran's pension <input type="checkbox"/> Pension from a former job <input type="checkbox"/> Child support <input type="checkbox"/> Alimony or other spousal support <input type="checkbox"/> Other source <input type="checkbox"/> Yes – Go to question 12. <input type="checkbox"/> No – Assign a numerical score of "2" and skip to question 13 <input type="checkbox"/> Don't know or refused Skip to question 13.		
<p><b>12. What is your monthly income right now?</b>  <i>Do not ask out loud - refer to matrix of local area median income (AMI) thresholds.</i></p> <input type="checkbox"/> Above 30% AMI – Go to question 13. <input type="checkbox"/> Between 16% and 30% AMI – Assign a numerical score of "1" and go to question 13. <input type="checkbox"/> Less than 15% AMI – Assign a numerical score of "2" and go to question 13.		
<p><b>13. Does your credit history include a judgment for debt to a landlord?</b></p> <input type="checkbox"/> Yes – Assign a numerical score of "1" and go to question 14. <input type="checkbox"/> No – Go to question 14.		
<p><b>14. TOTAL – Enter Circled Color Code (from Questions 2-3) and total ALL numerical scores (from Questions 3-13) and go to Part V.</b></p>		

**FY 2014 HUD Income Limits Summary**  
 [Insert your community's income limits]

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>30% AMI</b>								
<b>15% AMI</b>								

## V. HOUSING PRIORITIZATION TOOL SCORING

Using the numerical scores and color designation tabulated in question 14 above and find the priority level for each intervention with the charts below. If the box says "None" there is no priority level for this intervention.

Rapid Re-Housing Priority Level			
Color Code	Numerical Score		
	2 or less	3 – 4	5 or more
Green	G	F	D
Yellow	E	C	B
Orange	A	A	A
Red	None	None	None

Rapid Re-Housing Priority Level:

Transitional Housing Priority Level			
Color Code	Numerical Score		
	2 or less	3 – 4	5 or more
Green	H	G	E
Yellow	F	D	C
Orange	B	B	B
Red	A	A	A

Transitional Housing Priority Level:

Permanent Supportive Housing Priority Level			
Color Code	Numerical Score		
	2 or less	3 – 4	5 or more
Green	None	None	None
Yellow	None	None	A
Orange	None	None	A
Red	A	A	A

**Note:** When an individual's score results in a Permanent Supportive Housing Priority Level recommendation, a person's disability status will be determined and a vulnerability assessment will be completed.

Permanent Supportive Housing Priority Level:

## VI. POPULATION SPECIFIC QUESTIONS

[These questions and instructions will likely have to be tailored to reflect the available services in your community]

**1. Are you interested in a program that provides substance abuse services or addiction treatment services?**    Yes             No

*If YES:* Are you looking for a group setting where others around you will be sober and the program encourages complete sobriety?             Yes             No

*If YES, consumer is automatic priority for transitional housing – substance abuse. Discuss this option and what it offers versus any other consumer might be prioritized for according to the tool.*

**2. Are you seeking services related to HIV/AIDS?**

Yes             No

*Take note in order to make appropriate referral.*

**3. Are you seeking programs that are targeted specifically to people under the age of 24?**

Yes             No

*Take note in order to make appropriate referral.*

## VII. CHOOSING A REFERRAL

*Check daily priority list posting to see if consumer's score prioritizes them for any intervention. **If they are eligible to be on a list for an intervention, then read the following script:***

*"We have a few different housing options available. According to what we've talked about today, it seems like you are a high priority client for (name interventions). The waiting time for this/these intervention(s) is \_\_\_\_\_. (Describe interventions in a little more detail, including general services offered, length of program, goal of program). You will get picked on the list on a first-come, first-serve basis, unless you are waiting for certain substance abuse services or permanent supportive housing, in which case the most vulnerable clients will be chosen first." (If eligible for more than one intervention: "You can be on the list for only one intervention at a time. I believe this intervention would be best for you based on the results of the assessment, but you have a choice. Which intervention would you like to be on the priority list for?")*

*Add consumer to end of priority list for their intervention of choice (except for substance abuse TH and PSH, when you should prioritize them according to score). If they answered yes to any questions in Part VI, check these against eligibility requirements in different interventions. If no availability in their intervention of choice currently, refer to shelter noted in Part III. Refer to policies and procedures manual for further referral instructions.*

***If consumer is not eligible to be prioritized for anything, then read the following script:***  
*"We will refer you to \_\_\_\_\_ (emergency shelter). From there, the case managers will work with you to help you find the best way to get you out of homelessness." Refer consumer to shelter noted in Part III.*

## VIII. VULNERABILITY INDEX

1. In what language do you feel best able to express yourself?

OK, first I'm going to ask you a few questions about your housing history...

2. What is the total length of time you have lived on the streets or shelters?

# of years:

# of months:

3. In the past three years, how many times have you been homeless and then housed again?

4. Where do you sleep most frequently? (check one)

Shelters  Streets  Car/Van  Subway/Bus  Beach  Other (specify)

OK, now I'd like to ask you a few questions about your health...

5. Where do you usually go for healthcare or when you're not feeling well?

(FILL IN LOCAL OPTIONS)  Other  Does not go for care

6. How many times have you been to the emergency room in the past three months? \_\_\_\_\_

7. How many times have you been hospitalized as an inpatient in the past year? \_\_\_\_\_

8. Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions?

- a. Kidney disease/ End Stage Renal Disease or Dialysis..... Yes  No  Refused
- b. History of frostbite, Hypothermia, or Immersion Foot..... Yes  No  Refused
- c. History of Heat Stroke/Heat Exhaustion..... Yes  No  Refused
- d. Liver disease, Cirrhosis, or End-Stage Liver Disease..... Yes  No  Refused
- e. Heart disease, Arrhythmia, or Irregular Heartbeat..... Yes  No  Refused
- f. HIV+/AIDS..... Yes  No  Refused
- g. Emphysema..... Yes  No  Refused
- h. Diabetes..... Yes  No  Refused
- i. Asthma..... Yes  No  Refused
- j. Cancer..... Yes  No  Refused
- k. Hepatitis C..... Yes  No  Refused
- l. Tuberculosis..... Yes  No  Refused
- m. DO NOT ASK: Surveyor, do you observe signs or symptoms of serious physical health conditions?..... Yes  No

n. Have you ever abused drug/alcohol, or been told you do?..... Yes  No  Refused

o. Have you consumed alcohol everyday for the past month?.... Yes  No  Refused

p. Have you ever used injection drugs or shots?..... Yes  No  Refused

q. Have you ever been treated for drug or alcohol abuse?..... Yes  No  Refused

r. DO NOT ASK: Surveyor, do you observe signs of symptoms of alcohol or drug abuse?..... Yes  No

---

s. Are you currently or have you ever received treatment for mental health issues?  Yes  No  Refused

t. Have you ever been taken to the hospital against your will for mental health reasons?  
..... Yes  No  Refused

u. DO NOT ASK: Surveyor, do you detect signs or symptoms of severe, persistent mental illness?..... Yes  No

---

v. Have you been the victim of a violent attack since you've become homeless?  Yes  No  Refused

w. Do you have a physical disability that limits your mobility? [i.e., wheelchair, amputation, unable to climb stairs]?  
..... Yes  No  Refused

x. Have you had a serious brain injury or trauma that required hospitalization or surgery?  
..... Yes  No  Refused

Alright, now I've just got a few more questions...

9. If you served in the military, was your discharge honorable? ..... Yes  
 No  Refused

10. Have you ever been in jail?  Yes  No  Refused

11. Have you ever been in prison?  Yes  No  Refused

12. Have you ever been in foster care?  Yes  No  Refused

13. How do you make money? (choose as many as apply)

<input type="checkbox"/> Work, on-the-books	<input type="checkbox"/> Food Stamps	<input type="checkbox"/> None of the Above
<input type="checkbox"/> Work, off-the-books	<input type="checkbox"/> Sex Trade	
<input type="checkbox"/> SSI	<input type="checkbox"/> Drug Trade	
<input type="checkbox"/> SSDI/SSA	<input type="checkbox"/> Recycling	
<input type="checkbox"/> VA	<input type="checkbox"/> Panhandling	
<input type="checkbox"/> Public Assistance	<input type="checkbox"/> No Income	

14. What is your citizenship status?  Citizen  Legal Resident  Undocumented

OK, now I'm going to ask you some questions about your community

15. Is there a person/outreach worker that you trust more than others?  Yes  No  Refused

16. If yes, do you know what agency they work for?

*OK, now I'd like to take your picture. May I do so? Take picture with webcam.*

## **IX. VULNERABILITY INDEX SCORING**

If answer to question 6 was 3 or more, add one point... \_\_\_\_\_

If answer to question 7 was 3 or more, add one point... \_\_\_\_\_

If answer was "yes" to 8a, add one point... \_\_\_\_\_

If answer was "yes" to 8b, add one point... \_\_\_\_\_

If answer was "yes" to 8d, add one point... \_\_\_\_\_

If answer yes "yes" to 8f, add one point... \_\_\_\_\_

If over age 60, add one point... \_\_\_\_\_

If answer was yes to any question from 8a-m or 8w or 8x, AND yes to any question 8n-r, AND yes to any question 8s-u, add one point... \_\_\_\_\_

**TOTAL NUMBER OF POINTS:** \_\_\_\_\_

*Place client on permanent supportive housing priority list based on number of points received. Those with 8 should be at the top, those with 7 next, etc.*

## Pub Posting of CoC Recommendation to Split Voluntarily Reallocated Grant VA0121 into separate program types:

### PPEH Vote Needed - HUD CoC Project



Lynn Thomas <lynnthomas@community-lodgings.org>

To: Gwen McQueeney; Jenny McDaniels; Kari Galloway; Jane Knops; Chanier McDonald; Shelley Murphy; amecia.moody@acps.k12.va.us; pmichell@newhopehousing.org; Debra Evans; Connie Juntunen; J Diaz; Eric Keeler; aclomax@aol.com; cpm@malloyassoc.com; Justin Sevart; Rachel Goodling; Michelle Krocker;

Shannon Steens

Cc: Stefan Caine; Lesa Gilbert

Mon 7/15/2019 2:33 PM

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#### Action Items

The PPEH Gaps and Needs Committee met last Friday to discuss funding needs and issues related to the funding opportunities for current HUD-CoC project applications related to the HUD NOFA.

The Committee discussed the best option for proposing to reallocate funding from one of the CoC members who decided to no longer continue being involved with the HUD grant in Alexandria. The attached document, developed by DCHS staff, captures the options the Committee discussed on Friday and its recommendation for reallocating the funds next year.

Unfortunately we need to make a quick decision on this issue to allow prospective applicants to write a thoughtful proposal by July 31.

**I'm requesting that the Governing Board review the Committee's recommendation report and electronically and vote on the Committee's recommendation that grant VA0121 funding of \$266,457 be reallocated to provide \$100,000 for a Permanent Supportive Housing project for chronically homeless singles and \$166,457 for a Rapid Rehousing project for literally homeless families.**

**Please respond to me or Stefan by the close of business on by Wednesday, July 17, 2019.**

A complete timeline of the HUD-CoC grant process for this year's NOFA is shown below. As you can see we are on a very tight schedule.

- July 15 – meet with HUD grantees and local providers to discuss local HUD-CoC timeline and opportunities available for bonus funding
- July 17 – conclude vote of approval on G&N Recommendation Report – VA0121
- July 17 – publicly broadcast Notices of Intent (NOI) to apply for reallocation or bonus
- July 31 – NOI's submitted by COB
- August 5-9 (tentative) – convene selection committee to review NOI's, select best proposal, and rank new projects among renewals according to funding priority
- August 5-9 (tentative) – publicly broadcast Selection Committee results
- August 28 – PDF of project application due to CoC Lead Admin
- August 30 – Project applications submitted in eSNAPS
- September 5 – Governing Board approve project rankings at September meeting
- September (16-21) – Governing Board approve community application for submission
- September 30 – consolidated application submitted to eSNAPS.

**Lynn Thomas**

*Executive Director*

*Community Lodgings*

*Office: (703) 549-4407 ext 101*

[Facebook](#) | [Twitter](#) | [Instagram](#)

[www.communitylodgings.org](http://www.communitylodgings.org)

Pub Posting of CoC Board Approval to Split Voluntarily Reallocated Grant VA0121 into separate program types:

## Quorum Acheived



Stefan Caine

To: Allen Lomax; Arnecia Moody; Chanier McDonald; Cheryl Malloy; Connie Juntunen; Debbie Evans; Eric Keeler; Gwen McQueeney; J Diaz; Jane Knops; JC Severt; Jenny McDaniels; Kari Galloway; LaToya Williams; Lesa Gilbert; Lynn Thomas; Michelle Krockner; Pam Michell; Rachel Goodling; Shannon Steene; Shelley Murphy

Wed 7/17/2019 2:02 PM



Good afternoon,

Thank you to all Governing Board Members who cast a vote on the recent Gaps & Needs Recommendation Report. We have achieved quorum and will move forward with the recommendation to allot \$100,000 of reallocated funds toward PSH for single adults, and the remaining \$166,457 towards RRH for families. A 2019 HUD-CoC Competition announcement further detailing the new project funding opportunities and processes necessary to apply will follow this message.

Thank you,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

Public Post of New Projects Selected to move forward with HUD-CoC New Project Application process in eSNAPS

File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward More

Junk Delete

Reply & Delete Create New

Gaps & Needs To Manager

Team Email Done

Move Actions

Mark Unread Categorize Follow Up

Translate Related Select

Find

Read Aloud Zoom

Send to OneNote

## 2019 HUD Competition - New Project Selection



Stefan Caine

To: 'Allen Lomax'; 'Arnecia Moody'; 'Chanier McDonald'; 'Cheryl Malloy'; 'Connie Juntunen'; 'Debbie Evans'; 'Eric Keeler'; 'Gwen McQueeney'; 'J Diaz'; 'Jane Knops'; 'JC Severt'; 'Jenny McDaniels'; 'Kari Galloway'; 'LaToya Williams'; 'Lesia Gilbert'; 'Lynn Thomas'; 'Michelle Krockner'; 'Pam Michell'; 'Rachel Goodling'; 'Shannon Steene'; 'Shelley Murphy'; 'Alfreda Shinnis'; 'Amanda Isaac (alivehousedir@gmail.com)'; 'Ann Marie Hay'; 'Barbara Cooley'; 'Bennie Evans'; 'Betsy Scivolino'; 'Bill Rooney'; 'C Kenady'; 'Carla Hampstead'; 'Catherine Hassinger'; 'Cathy Bartholomew'; 'Charlyne Braxton'; 'Cindy Metcalf'; **+42 others**

Mon 8/12/2019 4:05 PM

Reply Reply All Forward

This message was sent with High importance.

Selection Committee Minutes 8-7-19.docx 35 KB

2019 Bonus & Reallocation Project Review & Selection.docx 347 KB

Good Afternoon,

Last Thursday, Wednesday, August 7<sup>th</sup>, the CoC Selection Committee convened to review proposal for bonus and reallocated funding opportunities in the 2019 HUD CoC Competition, and select which would be included in Alexandria's Community Application. With that, the committee is pleased to announce the selection of four proposals below for each opportunity which, if funded, would create new housing options for households experiencing homelessness in the City.

- HUD-DV Bonus (\$50,000) – Carpenter's Shelter & ALIVE! House Joint TH-RRH
- HUD-CoC Bonus (\$42,152) – New Hope Housing PSH
- PSH Reallocation (\$100,000) – New Hope Housing PSH
- RRH Reallocation (\$166,457) – New Hope Housing & Carpenter's Shelter RRH

Attached is a document outlining the Ranking Committee's charge and all proposals that were reviewed, as well as minutes noting how and why the decision was made.

Thank you, and please let me know if you have any questions.

Stefan

Stefan Caine  
 Continuum of Care Lead Administrator  
 City of Alexandria, Virginia  
 Department of Community and Human Services  
 703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

Notice to New Projects Application to move forward with HUD-CoC New Project Application process in eSNAPS

## Notice of PSH Reallocation and HUD CoC Bonus Award



Stefan Caine

To Pamela Michell ; Dana Murray; Latasha Younger  
Cc 'Andrew Baldwin'; Allen Lomax; 'Shelley Murphy'; Rachel Goodling

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 8/7/2019 5:19 PM

This message was sent with High importance.



Congratulations,

The attached proposals were selected for inclusion in Alexandria's 2019 HUD-CoC Competition for the PSH reallocated opportunity and the HUD-CoC Bonus Opportunity, respectively. A CoC wide message with more Selection Committee minutes will follow this message, but you are welcome to begin the project application within eSNAPS.

Thanks, and please let me know if you have any questions,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

## Notice of RRH Reallocation Award



Stefan Caine

To Pamela Michell ; Dana Murray; Shannon Steene; Mary Parker Lamm; Blair Copeland  
Cc Allen Lomax; Andrew Baldwin; Shelley Murphy; Rachel Goodling

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 8/7/2019 5:19 PM

This message was sent with High importance.



Congratulations,

The attached proposal was selected for inclusion in Alexandria's 2019 HUD-CoC Competition for the RRH reallocated opportunity. A CoC wide message with more Selection Committee minutes will follow this message, but you are welcome to begin the project application within eSNAPS.

Thanks, and please let me know if you have any questions,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

Notice to New Projects Application to move forward with HUD-CoC New Project Application process in eSNAPS

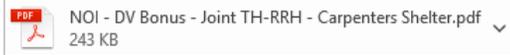
## Notice of HUD DV Bonus Award



Stefan Caine

To: Mary Parker Lamm; Betsy Sciavolino; Barbara Sweeney; Yemesrach Mehari; Debra Evans; Cheryl Malloy; Shannon Steene  
Cc: Allen Lomax; Shelley Murphy; Andrew Baldwin; Rachel Goodling

 This message was sent with High importance.



 Reply  Reply All  Forward 

Wed 8/7/2019 5:19 PM

Congratulations,

The attached proposal was selected for inclusion in Alexandria's 2019 HUD-CoC Competition for the Domestic Violence Bonus Opportunity. A CoC wide message with more Selection Committee minutes will follow this message, but you are welcome to begin the project application within eSNAPS.

Thanks, and please let me know if you have any questions!

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
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<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

FY19 HUD-CoC Project Inclusion and Ranking - Message (HTML)

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Junk Delete

Quick Steps: Gaps & Needs, Team Email, Reply & Delete, To Manager, Done, Create New

Move: Move, Actions

Tags: Mark Unread, Categorize, Follow Up

Editing: Find, Related, Select, Translate

Speech: Read Aloud, Zoom

OneNote: Send to OneNote

## FY19 HUD-CoC Project Inclusion and Ranking



Stefan Caine

To: Allen Lomax; Arnecia Moody; Chanier McDonald; Connie Juntunen; Debbie Evans; Eric Keeler; Gwen McQueeney; J Diaz; Jane Knops; JC Severt; Jenny McDaniels; Kari Galloway; LaToya Williams; Lynn Thomas; Michelle Krocker; Rachel Goodling; Shelley Murphy; Alfreda Shinns; Amanda Isaac (alivehousedir@gmail.com); Ann Marie Hay; Barbara Cooley; Bennie Evans; Betsy Scivolino; Bill Rooney; **+48 others**

Cc: Pamela Michell; Shannon Steene; Connie Juntunen; Lesa Gilbert; CPM

Thu 9/12/2019 12:43 PM

Reply Reply All Forward ...

This message was sent with High importance.

FY19 HUD-CoC Project Priority Listing.pdf 442 KB

Selection Committee Minutes 8-15-19.pdf 210 KB

Good afternoon,

Attached are the final FY19 HUD-CoC Project Rankings as recommended by the CoC Selection Committee on 8/15/19 and approved by the CoC Governing Board on 9/10/19. Informing the decision for renewal programs were performance metrics from the most recent fiscal year as well as past annual performance, and for new programs was the Gaps & Needs recommendation report on community need as well as submitted Notices of Intent.

This message also serves as indication that, if listed, your organization's project(s) will be included in Alexandria's 2019 HUD-CoC Consolidated Application. No project applications were rejected or reduced an all included in the attached FY19 HUD-CoC Project Priority Listing will be submitted in Alexandria's FY19 HUD-CoC Consolidated Application.

These an all other public materials pertaining to the FY19 HUD-CoC Competition in Alexandria are additionally posted to the Partnership's webpage at <https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>.

Thank you,

Stefan

Stefan Caine  
 Continuum of Care Lead Administrator  
 City of Alexandria, Virginia  
 Department of Community and Human Services  
 703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>



## **PPEH Gaps & Needs Committee - Recommendation Report**

### **VA0121 Reallocation**

#### **Executive Summary**

HUD-CoC funds represent a large portion of the homeless assistance resources available to Alexandria residents, nearly \$900,000 annually. As the City's Continuum of Care, the Partnership is responsible for allocating those dollars strategically to programs that best meet the community need. CoC's have that opportunity annually in the HUD-CoC competition through project rankings, bonus funding competitions, and particularly through reallocation.

During this competition the Alexandria CoC has a special opportunity to distribute \$266,457 that was reallocated from a HUD grantee. Funds reallocated from existing projects represent active resources in the community that can be renewed annually, making program selection decisions critical. The Gaps & Needs committee is responsible for monitoring Alexandria's homeless assistance system for inefficiencies and is prepared to identify the most urgent community needs, and project types, to target with reallocated money.

In this report, the Gaps & Needs Committee will provide empirical support for funding Permanent Supportive Housing for Chronically Homeless Singles, in addition to Rapid Rehousing for Families, with the reallocated HUD-CoC Grant VA0121.

#### **Problem Statement**

In July 2019, an operating HUD-CoC grantee discontinued services in the City and transferred grant responsibilities to another provider through an amendment. The annual HUD-CoC renewal process began prior to the amendment however, which maintained the departed organization as the grantee in Alexandria's FY19 community application. This obligates the Continuum to reallocate HUD-CoC Grant VA0121 to a willing provider(s) through mechanisms established in the local HUD-CoC competition or lose the funding altogether.

As per FY19 HUD NOFA, new projects created through reallocation can fund Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing (TH) and RRH, HMIS, or Coordinated Entry, and reallocations can be split to fund multiple projects. Currently the grant serves families with children in RRH and can be reallocated to the same project type, though the Committee has used the opportunity explore all project configurations for those that best meet the needs in Alexandria.

#### **Timeline**

Upon release of the NOFA, CoC's have less than two months to conduct local competitions for new funding opportunities and submit HUD-CoC project applications. In aim to put the best application(s) forward for the reallocated funding, the Gaps & Needs Committee is requesting an electronic vote of approval on this Recommendation Report be concluded by 7/17. This will allow prospective applicants time to construct thoughtful proposals by 7/31, be reviewed by the CoC Selection Committee in early August, and if chosen, submit a project application by 8/28.

## Potential Options

### HMIS/Coordinated Entry

There is confidence that both HMIS and Coordinated Entry can operate effectively at current funding levels allowing the CoC to better use the resources elsewhere. More importantly, HMIS and Coordinated entry are the only eligible projects that represent no additional units to the CoC's housing inventory. Given the resource currently serves 21 families with rental assistance, the Committee recommends maintaining strategies that increase housing opportunities for persons experiencing homelessness.

### Joint TH-RRH

This relatively new project type was designed to assist transitional housing clients exit to permanent housing. While the Committee recognizes this need is present, the Alexandria TH population is much smaller than that in emergency shelter, highlighting a larger referral source with similar needs elsewhere in the system. HUD also requires that both TH and RRH components are available to all program participants, which could limit access or inadvertently increase TH beds in the community. The Committee would recommend exploring the strategy on a smaller scale, potentially for a HUD-CoC bonus opportunity.

### RRH

Rapid Rehousing is Alexandria's most utilized strategy for addressing homelessness and remains a high funding priority for the CoC. However, data shows that some portion of family RRH funds could be redirected to meet a larger community need. In FY19 singles accounted for 61% of HSAC assessments, 63% of emergency shelter entries, and 53% of RRH entries. Singles' share of Alexandria's homeless population is growing as well, with HSAC assessing 54% more singles this year than FY17, and 20% more than FY18. Despite concerted efforts to curb singles entry, less than 10% of prevention funds are utilized on them each year, highlighting a high barrier single population in need of more long-term housing options once in shelter.

The Committee expects these trends to continue, presenting an opportunity to shift resources towards the swelling singles shelter population. Because the reallocated resource currently funds family RRH, the Committee would recommend only partially diverting reallocated funds from that project type to prevent system shock. Effects of a partial shift would be limited by an increase in FY20 preventions funds and improved effectiveness in family RRH. The CoC recently awarded funds to a program who's cost per family could serve 3 more households than the outbound provider given the same dollars (1). Similarly, increasing the 31% permanent housing exit rate for RRH Families to the 40% achieved by RRH singles would allow the CoC exit 4 more families to permanent housing with the same funding (2).

By implementing the community's current RRH costs per client and permanent exit rates to this reallocation, the Committee contends the CoC could exit a similar number of families to permanent housing using \$100,000 less (3). The Committee would recommend this excess funding be transferred to support PSH for chronically homeless singles.

### PSH

PSH remains the most pressing need for homeless singles, and given their share total homeless population, the largest need in the entire Continuum. Despite submitting PSH applications for HUD bonus funding each year, the Alexandria CoC has not received additional PSH units since 2015 and has stagnant chronic homeless numbers as a result. 52 chronically homeless singles currently await vacancies in one of the City's 39 single PSH beds, though with limited turnover only 3-5 are made available each year.

According to recently submitted bonus proposals, an additional \$100,000 could secure the CoC as many as 6 new PSH beds for the chronically homeless population (4). What sounds minimal would represent a windfall for the homeless service system, cycling chronically homeless clients out of shelter and opening opportunities for newly homeless singles to access emergency shelter and housing stability services. The Committee and both shelter providers support a shift of \$100,000 of reallocated funds to support PSH for chronically homeless singles.

## Final Recommendation

The CoC Gaps and Needs Committee recommends that grant VA0121 be reallocated to fund both a \$100,000 PSH project for chronically homeless singles, and a \$166,457 RRH project for literally homeless families. With declining family homeless numbers, increased prevention funding, and improved program efficiencies, the Committee asserts the CoC can exit 12 or more RRH families to permanency in FY20, saving \$100,000 in the process. As the clearest community need for over 5 years, the Committee recommends PSH be funded with the difference, an allocation that would secure 5-6 new beds for chronically homeless singles.

## Figures Utilized in Report Calculations

1. Cost per family
  - HUD-CoC RRH - \$266,457 to serve 21 families in FY19 - \$12,688 per household
  - Year 2 VHSP Proposal - \$180,000 to serve 16 families - \$11,250 per household
  - \$266,457 spent at \$11,250 per household - 24 families
2. Exit rates
  - 14/45 RRH families exit to permanent housing in FY19 - 31%
  - 66/164 RRH singles exit to permanent in FY19 - 40%
  - 40% RRH families exit to permanent instead - 18/45 RRH families exit to permanent
3. \$100,000 less
  - \$166,457 spent at \$11,250 per household - 15 families served in HUD-CoC RRH
  - 15 HUD-CoC RRH families plus 16 VHSP RRH families – 31 families served in all RRH
  - 40% RRH families exit to permanent - 12 families exit to permanent
4. 6 PSH beds
  - FY18 HUD Bonus proposal - \$55,00 to serve 3 chronically homeless clients - 5-6 beds with \$100,000

# The Partnership to Prevent and End Homelessness in the City of Alexandria

## Selection Committee Meeting

NOTES

AUGUST 7, 2019

10:00AM

AVENUE CONFERENCE ROOM, DCHS 2525  
MOUNT VERNON AVENUE

<b>TYPE OF MEETING</b>	<b>Selection Committee – called to order at 10:05pm by Stefan Caine</b>
<b>ATTENDEES PRESENT</b>	<b>Rachel Goodling, Andrew Baldwin Shelley Murphy, Allen Lomax</b>
<b>VISITORS</b>	
<b>MEMBERS EXCUSED</b>	
<b>MEMBERS ABSENT</b>	
<b>NOTE TAKER</b>	<b>Stefan Caine</b>

### Agenda

<b>I</b>	<b>Call Meeting to Order</b>
<b>II</b>	<b>Review Ranking Process &amp; New Project Funding Opportunities</b>
	<p>Renewal projects were monitored in July, producing scores that will inform an objective project prioritization list created by the Selections Committee. An outline of this process, scoring standards, and final scores will be posted to the Partnership’s website.</p> <p>To prioritize the new projects, the Selection Committee will first select the best new project proposals to be including in the Consolidated Application based on their submitted Notices of Intent and community data. The Notices of Intent and community data will then inform the objective prioritization of the selected new projects.</p> <p>New funding opportunities are limited in scope because of the size of the City’s annual renewal demand, and in community fit due to federal funding requirements. \$42,152 is available through HUD-CoC bonus, and an additional \$50,000 is available to serve victims of Domestic Violence (DV). As per the Gaps and Needs Recommendation Report, the available project types in the CoC were those that increase housing stock. HUD-CoC bonus was available for Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), or Joint Transitional Housing (TH) –RRH. The DV bonus was available for DV specific RRH or Joint TH-RRH. Two additional opportunities made available through reallocation, \$166,457 for family RRH and \$100,000 of chronic homeless singles’ PSH as recommended by the Gaps &amp; Needs Recommendation Report. The funding opportunities could be combined into one new proposal if for the same project type, and renewal grants were eligible to apply to expand an existing program.</p> <p>While reallocated programs and the HUD-CoC Bonus are ranked as any other program, the DV opportunity may be selected for funding on its own merit if the community can document need. If funded, DV bonus proposals are removed from the project priority listing and all programs ranked below would move up one spot. If the DV opportunity is not funded on its own merit, it will remain in the project priority listing and be ranked as any other program</p> <p>Six complete Notices of Intent were submitted for the four opportunities and only two opportunities had multiple applicants. VOA and New Hope Housing each applied for the Family RRH Reallocation. VOA also applied for HUD-CoC Bonus to fund RRH, where New Hope applied to fund PSH. On the flip side, Carpenter’s Shelter was the sole applicant for the DV-Bonus, and New Hope was the only organization to submit a Notice for the PSH reallocation.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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III	<b>Review Bonus Project Proposals</b>	
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**DV Bonus - \$50,000**  
Carpenter’s Shelter & ALIVE! House – Program will serve 5 households in RRH who are fleeing DV or entered a designated transitional housing (TH) unit following an episode of DV. ALIVE! House will additionally designate 2 units in their TH program to serve clients who are fleeing DV

- Both organizations met with the City of Alexandria’s Domestic and Sexual Violence Program to discuss community need for DV specific housing services prior to crafting a proposal
- A community need for both components of the Joint TH-RRH to serve clients exiting the City’s DV shelter is apparent
- The Committee was heartened to see organizations apply for the opportunity this year, and thoughtfully, considering the FY19 recommendation to not leave potential dollars on the table
- The joint component has the opportunity to improve some outcomes for Transitional Housing, specifically length of stay and rate of permanent exit
- The CoC should closely monitor the joint component of the program for application elsewhere in the Continuum
- Overall a strong proposal from organizations with a proven track record of serving DV survivors and coordinating with City DV services
- **The Selection Committee unanimously approved the Carpenter’s Shelter’s DV-Bonus project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

**PSH Reallocation - \$100,000**  
New Hope Housing – Program will serve 5 chronically homeless singles in PSH, two in a shared unit, and three in one-bedroom units.

- The Selection committee noted no immediate issues with the program proposal as submitted
- There is a documented need for the project as highlighted by the Gaps & Needs Recommendation Report, and the numbers served are what was expected
- There has been no issue with the grantee’s performance in operating HUD funded PSH in the City in past years, so expansion of the program should not be an issue
- It is surprising only one organization applied for such a large opportunity; New Hope has a proven record of housing first PSH but there may be value in having a similar grantee in the future for comparison of approach and competitive improvement
- New Hope housing has a lot of local knowledge when it comes to PSH and serving the City, and that was reflected well in the Notice
- Well-thought Notice of Intent, again, from the organization with likely the most institutional knowledge of PSH in the community; most importantly, the City badly needs the resource
- **The Selection Committee unanimously approved the New Hope Housing’s PSH Reallocation project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

**RRH Reallocation - \$166,457**  
New Hope Housing & Carpenter Shelter – Program will serve 12 families, made up of 48 total people, in RRH

- Both organizations have a strong local reputation and history of service to the community; their knowledge of the Continuum and its processes were well reflected in the Notice
- The organizations are currently operating the program as a result of the former grantee discontinuing services in the City and have executed a successful transfer of the grant as well as the clients

- At present Carpenter’s Shelter is the singular operator of RRH in the City allowing for some efficiencies that the CoC could lose if RRH services were split between multiple organizations
- The partnership forged between New Hope and Carpenter’s has been beneficial to the CoC so it is encouraging to see the desire to continue
- There is a larger amount of money in the Admin line item compared to other Notices from the same organizations and compared to the other Notice for this opportunity; The Selection Committee was unclear if this was a result of the fiscal agent vs. operator relationship
- The Notice of Intent is rooted in an active program that’s being operated effectively by the applicants, so the Selection Committee is confident they can continue and deliver on their proposal
- **The Selection Committee unanimously approved the New Hope Housing’s RRH Reallocation project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

VOA-Chesapeake – Program will serve 20 families in RRH

- A lot of dollars were put into client services, more than other Notices submitted, which the Committee appreciated
- VOA’s Notice for this opportunity was combined with that for HUD-CoC Bonus, making numbers served misaligned with reported cost per client; Given the inconsistencies the Selection Committee was unsure if the applicant could effectively serve the number reported
- VOA has a proven record of delivering RRH services across multiple CoC’s and using varied federal funding sources
- It was not encouraging to see that the organization had returned funds in multiple jurisdictions; Fixes appeared to be internally focused
- The process for issuing a declining subsidy was not explained thoroughly
- The Notice submitted was good, thought the Selections Committee felt may have been too high-level in its approach where others were able to better highlight a local knowledge

**HUD-CoC Bonus - \$42,152**

New Hope Housing – Program will serve two chronically homeless singles in PSH with two single units

VOA – Program will serve 8 single adults in RRH

- Both Notices were well written, and both organizations have a great history delivering the services for which they applied
- Comparing leasing to subsidy programs is hard considering the populations served, therefore the decision should center on community need
- The community need has consistently been for PSH
- Investing in PSH will alleviate prioritization bottlenecks for single adults in the CoC system, allowing more to be served in RRH as result
- Long-term affordable housing is the most pressing need in the CoC and PSH is the surest way to secure it, so the bonus should fund PSH
- Considering New Hope Housing may receive admin costs for 3 new HUD programs as a result of the FY19 application, the CoC may ask some of those dollars be moved to services, especially in the Family RRH proposal where admin is particularly large
- **The Selection Committee unanimously approved the New Hope Housing’s HUD-CoC Bonus PSH project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify Selected Applicants	CoC Lead Administrator	8/7/19

Distribute Monitoring & Evaluation Materials	CoC Lead Administrator	8/8/19
Rank all HUD-CoC Applicants	Selection Committee	8/15/19

<b>IV</b>	<b>Next Steps</b>
<p>The Selection Committee will convene in the morning of Thursday, August 15<sup>th</sup>, 2019 at 4480 King St. to review renewal project monitoring &amp; evaluation scores and other data, and then rank new and renewal projects on the CoC's FY19 Project Priority listing.</p>	

<b>V</b>	<b>Adjournment</b>
<p>10:58pm adjourned.</p>	

# The Partnership to Prevent and End Homelessness in the City of Alexandria

## Selection Committee Meeting

NOTES

AUGUST 15, 2019

9:00AM

CONFERENCE ROOM 558  
4480 KING ST. ALEXANDRIA

TYPE OF MEETING	Selection Committee – called to order at 9:08am by Stefan Caine
ATTENDEES PRESENT	Shelley Murphy, Allen Lomax, Andrew Baldwin, Rachel Goodling
VISITORS	
MEMBERS EXCUSED	
MEMBERS ABSENT	
NOTE TAKER	Stefan Caine

### Agenda

<b>I</b>	<b>Call Meeting to Order</b>
<b>II</b>	<b>Overview of the Process</b>
<p>Renewal projects were recently monitored using the Performance &amp; Compliance Scorecard, producing scores that inform an objective project prioritization list created by the Selection Committee. An outline of this process along with the Scorecard were approved by the CoC Governing Board, announced to renewal grantees and the community, and posted to the Partnership’s webpage. Final Performance &amp; Compliance Scores, as well as final rankings will also be posted to the CoC’s webpage.</p> <p>In their meeting on 8/7 the ranking committee selected the following proposals to move forward with the application process:</p> <ul style="list-style-type: none"> <li>• HUD-DV Bonus (\$50,000) – Carpenter’s Shelter &amp; ALIVE! House Joint TH-RRH</li> <li>• HUD-CoC Bonus (\$42,152) – New Hope Housing PSH</li> <li>• PSH Reallocation (\$100,000) – New Hope Housing PSH</li> <li>• RRH Reallocation (\$166,457) – New Hope Housing &amp; Carpenter’s Shelter RRH</li> </ul> <p>Reasons for their selection were centered around community need and past program performance. Details on that selection are further outlined in the Selection Committee Meeting Minutes from 8/7/2019.</p> <p>The Committee’s next responsibility is to utilize Performance and Compliance Scorecards and community need data outlined in the Gaps &amp; Needs Recommendation Report to rank all HUD programs in order of our community priority.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>
<b>DEADLINE</b>	

<b>III</b>	<b>New and Renewal Project Ranking</b>
<p>Notabene PSH Program</p> <ul style="list-style-type: none"> <li>• The Committee raised concern as to why the Notabene program appeared to be regressing in Compliance &amp; Performance score over the past three years;</li> <li>• It was noted by the CoC Lead Administrator that the grantee had not provided adequate documentation of all funds being drawn in the last completed grant year;</li> <li>• The lack of movement on the “family condos” side appears to increasingly limit the overall program’s success as the same clients miss the same metrics each year while increasing their length of stay;</li> <li>• While the program may be underperforming, the Selection Committee recognizes what a crucial asset the single units are for the community and that there is still a need to serve some extremely high-barrier families in the condos;</li> </ul>	

- The Selection Committee recommends a targeted process for moving families that are capable on from Notabene Condos and into other subsidized housing without supports, so the resource can be used more effectively by the CoC;

#### Tier 1

- After Notabene discussions, the Selection Committee elected to start with the first priority and work down towards the threshold of Tier 2, then center the conversation around which program(s) to risk;
- As the highest scoring housing program renewal in Compliance and Performance Monitoring, and as the greatest defined community need the Gaps & Needs Recommendation Report, the **Alexandria Housing First PSH the clear nominee for the top spot;**
- The second highest scoring PSH program, **Sheltered Homes PSH, was awarded 2<sup>nd</sup> priority**, again sticking with the trend to award high performers that targeted services towards chronically homeless singles;
- Acknowledging the fact that reallocated funds represent existing resources in the City, and that other federal dollars are being diverted away from families, the **Family RRH Reallocation was ranked 3<sup>rd</sup>** to ensure most of those resources are maintained;
- Likewise, the **PSH reallocation was ranked 4<sup>th</sup>** to keep those dollars in the community, and to carry out recommendations to fill the community need for Chronically Homeless housing options;
- **HMIS was ranked 5<sup>th</sup>** to not risk the funding in Tier 2; the program was the highest scoring in Performance Monitoring but doesn't represent a direct client service, so it is typically ranked below housing programs;
- There was less anxiety than in year's past however, about putting HMIS above any housing program, and this was credited to the CoC's ability to leverage HMIS data in policy changes and decision making much more this year than previously;
- At this juncture it was clear that the CoC was nearing the threshold for Tier one;

#### Tier 2

- Considering how HUD awards and ranks the DV Bonus proposal, there is no incentive for the CoC to rank it above other project proposals, even traditional bonus; the Selection Committee was confident in the CoC's ability to put forward DV proposal that could be awarded on its on merit, so the **DV Bonus was placed 8<sup>th</sup>**, at the bottom of the FY19 Rankings;
- Continuing with their established practice to fund existing programs first, the Selection Committee then chose to **rank the HUD-CoC Bonus 7<sup>th</sup>**, second to last in the Ranking, as does not yet represent real clients;
- **Notabene was then made to straddle the tiers in the 6<sup>th</sup> position**, with \$581 of its \$151,007 grant being risked in Tier 2; the Selection Committee felt this was fair given the program's poor Performance & Compliance scores over the past several years, questions about expenditures, and lack of permanent exits;
- As it appears these issues are primarily contained to the "Family Condos" of the Notabene program, the Selection Committee would recommend any dollars risked in Tier two be associated with those units rather than the single bedrooms;
- The Selection Committee also recommends further inquiry into the lack of movement in Notabene Family Condos, and for some process or policy be explored to promote it;

#### Final Ranking

- Tier 1:
  - New Hope Housing – Alexandria Housing First
  - Sheltered Homes of Alexandria – SHA PSH
  - New Hope Housing – RRH Reallocation
  - New Hope Housing – PSH Reallocation
  - OCS – HMIS Management Analyst
  - Alexandria CSB - Notabene
- Tier 2

- Alexandria CSB – Remainder of Notabene
- New Hope Housing – HUD-CoC Bonus
- Carpenter’s Shelter – DV Bonus

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Publish Final M&E Scores	CoC Lead Administrator	8/20/18
Notify Project of Inclusion in CoC Application	CoC Lead Administrator	8/20/18
Approve Final Ranks	PPEH Governing Board	9/5/18
Publish Project Priority Listing	CoC Lead Administrator	9/9/18
Quarterly System Performance Monitoring	Data Committee, Gaps & Needs Committee	September 2018

<b>V</b>	<b>Adjournment</b>
10:50am adjourned.	



## 2019 Continuum of Care (CoC) Competition Project Priority Listing

RANK	PROJECT NAME	AGENCY NAME	GRANT AMT.
1	Alexandria Housing First	New Hope Housing	\$182,418
2	SHA Permanent Housing	Sheltered Homes of Alexandria	\$187,931
3	Alexandria City Rapid Rehousing	New Hope Housing	\$166,457
4	Alexandria Housing First – Expansion I	New Hope Housing	\$100,000
5	HMIS Management Analyst	Alexandria Office of Community Services	\$55,225
6a	Notabene & Family Condos	Alexandria Community Services Board	\$100,426
<b>TIER 1 TOTAL:</b>			<b>\$792,457</b>
6b	Notabene & Family Condos	Alexandria Community Services Board	\$50,581
7	Alexandria Housing First BONUS	New Hope Housing	\$42,152
8	DV – TH to RRH	Carpenter’s Shelter	\$50,000
<b>TIER 2 TOTAL:</b>			<b>\$142,733</b>
N/A	CoC Planning Grant	Alexandria Office of Community Services	\$25,291
<b>GRAND TOTAL:</b>			<b>\$960,481</b>

### 2019 Ranking Committee

Shelley Murphy
Andrew Baldwin
Rachel Goodling
Allen Lomax

## Pub Posting of CoC Recommendation to Split Voluntarily Reallocated Grant VA0121 into separate program types:

### PPEH Vote Needed - HUD CoC Project



Lynn Thomas <lynnthomas@community-lodgings.org>

To: Gwen McQueeney; Jenny McDaniels; Kari Galloway; Jane Knops; Chanier McDonald; Shelley Murphy; amecia.moody@acps.k12.va.us; prnichell@newhopehousing.org; Debra Evans; Connie Juntunen; J Diaz; Eric Keeler; aclomax@aol.com; cpm@malloyassoc.com; Justin Sevart; Rachel Goodling; Michelle Krockler;

Shannon Steens

Cc: Stefan Caine; Lesa Gilbert

Mon 7/15/2019 2:33 PM

[Reply](#) [Reply All](#) [Forward](#) [...](#)



#### Action Items

The PPEH Gaps and Needs Committee met last Friday to discuss funding needs and issues related to the funding opportunities for current HUD-CoC project applications related to the HUD NOFA.

The Committee discussed the best option for proposing to reallocate funding from one of the CoC members who decided to no longer continue being involved with the HUD grant in Alexandria. The attached document, developed by DCHS staff, captures the options the Committee discussed on Friday and its recommendation for reallocating the funds next year.

Unfortunately we need to make a quick decision on this issue to allow prospective applicants to write a thoughtful proposal by July 31.

**I'm requesting that the Governing Board review the Committee's recommendation report and electronically and vote on the Committee's recommendation that grant VA0121 funding of \$266,457 be reallocated to provide \$100,000 for a Permanent Supportive Housing project for chronically homeless singles and \$166,457 for a Rapid Rehousing project for literally homeless families.**

**Please respond to me or Stefan by the close of business on by Wednesday, July 17, 2019.**

A complete timeline of the HUD-CoC grant process for this year's NOFA is shown below. As you can see we are on a very tight schedule.

- July 15 – meet with HUD grantees and local providers to discuss local HUD-CoC timeline and opportunities available for bonus funding
- July 17 – conclude vote of approval on G&N Recommendation Report – VA0121
- July 17 – publicly broadcast Notices of Intent (NOI) to apply for reallocation or bonus
- July 31 – NOI's submitted by COB
- August 5-9 (tentative) – convene selection committee to review NOI's, select best proposal, and rank new projects among renewals according to funding priority
- August 5-9 (tentative) – publicly broadcast Selection Committee results
- August 28 – PDF of project application due to CoC Lead Admin
- August 30 – Project applications submitted in eSNAPS
- September 5 – Governing Board approve project rankings at September meeting
- September (16-21) – Governing Board approve community application for submission
- September 30 – consolidated application submitted to eSNAPS.

**Lynn Thomas**

*Executive Director*

*Community Lodgings*

*Office: (703) 549-4407 ext 101*

[Facebook](#) | [Twitter](#) | [Instagram](#)

[www.communitylodgings.org](http://www.communitylodgings.org)

Pub Posting of CoC Board Approval to Split Voluntarily Reallocated Grant VA0121 into separate program types:

Quorum Acheived



Stefan Caine

To Allen Lomax; Arnecia Moody; Chanier McDonald; Cheryl Malloy; Connie Juntunen; Debbie Evans; Eric Keeler; Gwen McQueeney; J Diaz; Jane Knops; JC Severt; Jenny McDaniels; Kari Galloway; LaToya Williams; Lesa Gilbert; Lynn Thomas; Michelle Krocker; Pam Michell; Rachel Goodling ; Shannon Steene; Shelley Murphy

Wed 7/17/2019 2:02 PM

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Good afternoon,

Thank you to all Governing Board Members who cast a vote on the recent Gaps & Needs Recommendation Report. We have achieved quorum and will move forward with the recommendation to allot \$100,000 of reallocated funds toward PSH for single adults, and the remaining \$166,457 towards RRH for families. A 2019 HUD-CoC Competition announcement further detailing the new project funding opportunities and processes necessary to apply will follow this message.

Thank you,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

Public Post of New Projects Selected to move forward with HUD-CoC New Project Application process in eSNAPS

File Message Help Tell me what you want to do

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Gaps & Needs To Manager

Team Email Done

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## 2019 HUD Competition - New Project Selection



Stefan Caine

To: 'Allen Lomax'; 'Arnecia Moody'; 'Chanier McDonald'; 'Cheryl Malloy'; 'Connie Juntunen'; 'Debbie Evans'; 'Eric Keeler'; 'Gwen McQueeney'; 'J Diaz'; 'Jane Knops'; 'JC Severt'; 'Jenny McDaniels'; 'Kari Galloway'; 'LaToya Williams'; 'Lesia Gilbert'; 'Lynn Thomas'; 'Michelle Krockner'; 'Pam Michell'; 'Rachel Goodling'; 'Shannon Steene'; 'Shelley Murphy'; 'Alfreda Shinnis'; 'Amanda Isaac (alivehousedir@gmail.com)'; 'Ann Marie Hay'; 'Barbara Cooley'; 'Bennie Evans'; 'Betsy Scivolino'; 'Bill Rooney'; 'C Kenady'; 'Carla Hampstead'; 'Catherine Hassinger'; 'Cathy Bartholomew'; 'Charlyne Braxton'; 'Cindy Metcalf'; **+42 others**

Mon 8/12/2019 4:05 PM

Reply Reply All Forward

This message was sent with High importance.

Selection Committee Minutes 8-7-19.docx 35 KB

2019 Bonus & Reallocation Project Review & Selection.docx 347 KB

Good Afternoon,

Last Thursday, Wednesday, August 7<sup>th</sup>, the CoC Selection Committee convened to review proposal for bonus and reallocated funding opportunities in the 2019 HUD CoC Competition, and select which would be included in Alexandria's Community Application. With that, the committee is pleased to announce the selection of four proposals below for each opportunity which, if funded, would create new housing options for households experiencing homelessness in the City.

- HUD-DV Bonus (\$50,000) – Carpenter's Shelter & ALIVE! House Joint TH-RRH
- HUD-CoC Bonus (\$42,152) – New Hope Housing PSH
- PSH Reallocation (\$100,000) – New Hope Housing PSH
- RRH Reallocation (\$166,457) – New Hope Housing & Carpenter's Shelter RRH

Attached is a document outlining the Ranking Committee's charge and all proposals that were reviewed, as well as minutes noting how and why the decision was made.

Thank you, and please let me know if you have any questions.

Stefan

Stefan Caine  
 Continuum of Care Lead Administrator  
 City of Alexandria, Virginia  
 Department of Community and Human Services  
 703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

Notice to New Projects Application to move forward with HUD-CoC New Project Application process in eSNAPS

## Notice of PSH Reallocation and HUD CoC Bonus Award



Stefan Caine

To Pamela Michell ; Dana Murray; Latasha Younger  
Cc 'Andrew Baldwin'; Allen Lomax; 'Shelley Murphy'; Rachel Goodling

Reply Reply All Forward ...

Wed 8/7/2019 5:19 PM

This message was sent with High importance.



Congratulations,

The attached proposals were selected for inclusion in Alexandria's 2019 HUD-CoC Competition for the PSH reallocated opportunity and the HUD-CoC Bonus Opportunity, respectively. A CoC wide message with more Selection Committee minutes will follow this message, but you are welcome to begin the project application within eSNAPS.

Thanks, and please let me know if you have any questions,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

## Notice of RRH Reallocation Award



Stefan Caine

To Pamela Michell ; Dana Murray; Shannon Steene; Mary Parker Lamm; Blair Copeland  
Cc Allen Lomax; Andrew Baldwin; Shelley Murphy; Rachel Goodling

Reply Reply All Forward ...

Wed 8/7/2019 5:19 PM

This message was sent with High importance.



Congratulations,

The attached proposal was selected for inclusion in Alexandria's 2019 HUD-CoC Competition for the RRH reallocated opportunity. A CoC wide message with more Selection Committee minutes will follow this message, but you are welcome to begin the project application within eSNAPS.

Thanks, and please let me know if you have any questions,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

Notice to New Projects Application to move forward with HUD-CoC New Project Application process in eSNAPS

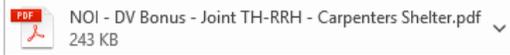
## Notice of HUD DV Bonus Award



Stefan Caine

To: Mary Parker Lamm; Betsy Sciavolino; Barbara Sweeney; Yemesrach Mehari; Debra Evans; Cheryl Malloy; Shannon Steene  
Cc: Allen Lomax; Shelley Murphy; Andrew Baldwin; Rachel Goodling

 This message was sent with High importance.



 Reply  Reply All  Forward 

Wed 8/7/2019 5:19 PM

Congratulations,

The attached proposal was selected for inclusion in Alexandria's 2019 HUD-CoC Competition for the Domestic Violence Bonus Opportunity. A CoC wide message with more Selection Committee minutes will follow this message, but you are welcome to begin the project application within eSNAPS.

Thanks, and please let me know if you have any questions!

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

FY19 HUD-CoC Project Inclusion and Ranking - Message (HTML)

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Quick Steps: Gaps & Needs, Team Email, Reply & Delete, To Manager, Done, Create New

Move: Move, Actions

Tags: Mark Unread, Categorize, Follow Up

Editing: Find, Related, Select, Translate

Speech: Read Aloud, Zoom

OneNote: Send to OneNote

## FY19 HUD-CoC Project Inclusion and Ranking



Stefan Caine

To: Allen Lomax; Arnecia Moody; Chanier McDonald; Connie Juntunen; Debbie Evans; Eric Keeler; Gwen McQueeney; J Diaz; Jane Knops; JC Severt; Jenny McDaniels; Kari Galloway; LaToya Williams; Lynn Thomas; Michelle Krocker; Rachel Goodling; Shelley Murphy; Alfreda Shinns; Amanda Isaac (alivehousedir@gmail.com); Ann Marie Hay; Barbara Cooley; Bennie Evans; Betsy Scivolino; Bill Rooney; **+48 others**

Cc: Pamela Michell; Shannon Steene; Connie Juntunen; Lesa Gilbert; CPM

Thu 9/12/2019 12:43 PM

Reply Reply All Forward ...

This message was sent with High importance.

FY19 HUD-CoC Project Priority Listing.pdf 442 KB

Selection Committee Minutes 8-15-19.pdf 210 KB

Good afternoon,

Attached are the final FY19 HUD-CoC Project Rankings as recommended by the CoC Selection Committee on 8/15/19 and approved by the CoC Governing Board on 9/10/19. Informing the decision for renewal programs were performance metrics from the most recent fiscal year as well as past annual performance, and for new programs was the Gaps & Needs recommendation report on community need as well as submitted Notices of Intent.

This message also serves as indication that, if listed, your organization's project(s) will be included in Alexandria's 2019 HUD-CoC Consolidated Application. No project applications were rejected or reduced an all included in the attached FY19 HUD-CoC Project Priority Listing will be submitted in Alexandria's FY19 HUD-CoC Consolidated Application.

These an all other public materials pertaining to the FY19 HUD-CoC Competition in Alexandria are additionally posted to the Partnership's webpage at <https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>.

Thank you,

Stefan

Stefan Caine  
 Continuum of Care Lead Administrator  
 City of Alexandria, Virginia  
 Department of Community and Human Services  
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[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>



## **PPEH Gaps & Needs Committee - Recommendation Report**

### **VA0121 Reallocation**

#### **Executive Summary**

HUD-CoC funds represent a large portion of the homeless assistance resources available to Alexandria residents, nearly \$900,000 annually. As the City's Continuum of Care, the Partnership is responsible for allocating those dollars strategically to programs that best meet the community need. CoC's have that opportunity annually in the HUD-CoC competition through project rankings, bonus funding competitions, and particularly through reallocation.

During this competition the Alexandria CoC has a special opportunity to distribute \$266,457 that was reallocated from a HUD grantee. Funds reallocated from existing projects represent active resources in the community that can be renewed annually, making program selection decisions critical. The Gaps & Needs committee is responsible for monitoring Alexandria's homeless assistance system for inefficiencies and is prepared to identify the most urgent community needs, and project types, to target with reallocated money.

In this report, the Gaps & Needs Committee will provide empirical support for funding Permanent Supportive Housing for Chronically Homeless Singles, in addition to Rapid Rehousing for Families, with the reallocated HUD-CoC Grant VA0121.

#### **Problem Statement**

In July 2019, an operating HUD-CoC grantee discontinued services in the City and transferred grant responsibilities to another provider through an amendment. The annual HUD-CoC renewal process began prior to the amendment however, which maintained the departed organization as the grantee in Alexandria's FY19 community application. This obligates the Continuum to reallocate HUD-CoC Grant VA0121 to a willing provider(s) through mechanisms established in the local HUD-CoC competition or lose the funding altogether.

As per FY19 HUD NOFA, new projects created through reallocation can fund Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing (TH) and RRH, HMIS, or Coordinated Entry, and reallocations can be split to fund multiple projects. Currently the grant serves families with children in RRH and can be reallocated to the same project type, though the Committee has used the opportunity explore all project configurations for those that best meet the needs in Alexandria.

#### **Timeline**

Upon release of the NOFA, CoC's have less than two months to conduct local competitions for new funding opportunities and submit HUD-CoC project applications. In aim to put the best application(s) forward for the reallocated funding, the Gaps & Needs Committee is requesting an electronic vote of approval on this Recommendation Report be concluded by 7/17. This will allow prospective applicants time to construct thoughtful proposals by 7/31, be reviewed by the CoC Selection Committee in early August, and if chosen, submit a project application by 8/28.

## Potential Options

### HMIS/Coordinated Entry

There is confidence that both HMIS and Coordinated Entry can operate effectively at current funding levels allowing the CoC to better use the resources elsewhere. More importantly, HMIS and Coordinated entry are the only eligible projects that represent no additional units to the CoC's housing inventory. Given the resource currently serves 21 families with rental assistance, the Committee recommends maintaining strategies that increase housing opportunities for persons experiencing homelessness.

### Joint TH-RRH

This relatively new project type was designed to assist transitional housing clients exit to permanent housing. While the Committee recognizes this need is present, the Alexandria TH population is much smaller than that in emergency shelter, highlighting a larger referral source with similar needs elsewhere in the system. HUD also requires that both TH and RRH components are available to all program participants, which could limit access or inadvertently increase TH beds in the community. The Committee would recommend exploring the strategy on a smaller scale, potentially for a HUD-CoC bonus opportunity.

### RRH

Rapid Rehousing is Alexandria's most utilized strategy for addressing homelessness and remains a high funding priority for the CoC. However, data shows that some portion of family RRH funds could be redirected to meet a larger community need. In FY19 singles accounted for 61% of HSAC assessments, 63% of emergency shelter entries, and 53% of RRH entries. Singles' share of Alexandria's homeless population is growing as well, with HSAC assessing 54% more singles this year than FY17, and 20% more than FY18. Despite concerted efforts to curb singles entry, less than 10% of prevention funds are utilized on them each year, highlighting a high barrier single population in need of more long-term housing options once in shelter.

The Committee expects these trends to continue, presenting an opportunity to shift resources towards the swelling singles shelter population. Because the reallocated resource currently funds family RRH, the Committee would recommend only partially diverting reallocated funds from that project type to prevent system shock. Effects of a partial shift would be limited by an increase in FY20 preventions funds and improved effectiveness in family RRH. The CoC recently awarded funds to a program who's cost per family could serve 3 more households than the outbound provider given the same dollars (1). Similarly, increasing the 31% permanent housing exit rate for RRH Families to the 40% achieved by RRH singles would allow the CoC exit 4 more families to permanent housing with the same funding (2).

By implementing the community's current RRH costs per client and permanent exit rates to this reallocation, the Committee contends the CoC could exit a similar number of families to permanent housing using \$100,000 less (3). The Committee would recommend this excess funding be transferred to support PSH for chronically homeless singles.

### PSH

PSH remains the most pressing need for homeless singles, and given their share total homeless population, the largest need in the entire Continuum. Despite submitting PSH applications for HUD bonus funding each year, the Alexandria CoC has not received additional PSH units since 2015 and has stagnant chronic homeless numbers as a result. 52 chronically homeless singles currently await vacancies in one of the City's 39 single PSH beds, though with limited turnover only 3-5 are made available each year.

According to recently submitted bonus proposals, an additional \$100,000 could secure the CoC as many as 6 new PSH beds for the chronically homeless population (4). What sounds minimal would represent a windfall for the homeless service system, cycling chronically homeless clients out of shelter and opening opportunities for newly homeless singles to access emergency shelter and housing stability services. The Committee and both shelter providers support a shift of \$100,000 of reallocated funds to support PSH for chronically homeless singles.

## Final Recommendation

The CoC Gaps and Needs Committee recommends that grant VA0121 be reallocated to fund both a \$100,000 PSH project for chronically homeless singles, and a \$166,457 RRH project for literally homeless families. With declining family homeless numbers, increased prevention funding, and improved program efficiencies, the Committee asserts the CoC can exit 12 or more RRH families to permanency in FY20, saving \$100,000 in the process. As the clearest community need for over 5 years, the Committee recommends PSH be funded with the difference, an allocation that would secure 5-6 new beds for chronically homeless singles.

## Figures Utilized in Report Calculations

1. Cost per family
  - HUD-CoC RRH - \$266,457 to serve 21 families in FY19 - \$12,688 per household
  - Year 2 VHSP Proposal - \$180,000 to serve 16 families - \$11,250 per household
  - \$266,457 spent at \$11,250 per household - 24 families
2. Exit rates
  - 14/45 RRH families exit to permanent housing in FY19 - 31%
  - 66/164 RRH singles exit to permanent in FY19 - 40%
  - 40% RRH families exit to permanent instead - 18/45 RRH families exit to permanent
3. \$100,000 less
  - \$166,457 spent at \$11,250 per household - 15 families served in HUD-CoC RRH
  - 15 HUD-CoC RRH families plus 16 VHSP RRH families – 31 families served in all RRH
  - 40% RRH families exit to permanent - 12 families exit to permanent
4. 6 PSH beds
  - FY18 HUD Bonus proposal - \$55,00 to serve 3 chronically homeless clients - 5-6 beds with \$100,000

# The Partnership to Prevent and End Homelessness in the City of Alexandria

## Selection Committee Meeting

NOTES

AUGUST 7, 2019

10:00AM

AVENUE CONFERENCE ROOM, DCHS 2525  
MOUNT VERNON AVENUE

<b>TYPE OF MEETING</b>	<b>Selection Committee – called to order at 10:05pm by Stefan Caine</b>
<b>ATTENDEES PRESENT</b>	<b>Rachel Goodling, Andrew Baldwin Shelley Murphy, Allen Lomax</b>
<b>VISITORS</b>	
<b>MEMBERS EXCUSED</b>	
<b>MEMBERS ABSENT</b>	
<b>NOTE TAKER</b>	<b>Stefan Caine</b>

### Agenda

<b>I</b>	<b>Call Meeting to Order</b>
<b>II</b>	<b>Review Ranking Process &amp; New Project Funding Opportunities</b>
	<p>Renewal projects were monitored in July, producing scores that will inform an objective project prioritization list created by the Selections Committee. An outline of this process, scoring standards, and final scores will be posted to the Partnership’s website.</p> <p>To prioritize the new projects, the Selection Committee will first select the best new project proposals to be including in the Consolidated Application based on their submitted Notices of Intent and community data. The Notices of Intent and community data will then inform the objective prioritization of the selected new projects.</p> <p>New funding opportunities are limited in scope because of the size of the City’s annual renewal demand, and in community fit due to federal funding requirements. \$42,152 is available through HUD-CoC bonus, and an additional \$50,000 is available to serve victims of Domestic Violence (DV). As per the Gaps and Needs Recommendation Report, the available project types in the CoC were those that increase housing stock. HUD-CoC bonus was available for Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), or Joint Transitional Housing (TH) –RRH. The DV bonus was available for DV specific RRH or Joint TH-RRH. Two additional opportunities made available through reallocation, \$166,457 for family RRH and \$100,000 of chronic homeless singles’ PSH as recommended by the Gaps &amp; Needs Recommendation Report. The funding opportunities could be combined into one new proposal if for the same project type, and renewal grants were eligible to apply to expand an existing program.</p> <p>While reallocated programs and the HUD-CoC Bonus are ranked as any other program, the DV opportunity may be selected for funding on its own merit if the community can document need. If funded, DV bonus proposals are removed from the project priority listing and all programs ranked below would move up one spot. If the DV opportunity is not funded on its own merit, it will remain in the project priority listing and be ranked as any other program</p> <p>Six complete Notices of Intent were submitted for the four opportunities and only two opportunities had multiple applicants. VOA and New Hope Housing each applied for the Family RRH Reallocation. VOA also applied for HUD-CoC Bonus to fund RRH, where New Hope applied to fund PSH. On the flip side, Carpenter’s Shelter was the sole applicant for the DV-Bonus, and New Hope was the only organization to submit a Notice for the PSH reallocation.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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III	<b>Review Bonus Project Proposals</b>	
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**DV Bonus - \$50,000**  
Carpenter’s Shelter & ALIVE! House – Program will serve 5 households in RRH who are fleeing DV or entered a designated transitional housing (TH) unit following an episode of DV. ALIVE! House will additionally designate 2 units in their TH program to serve clients who are fleeing DV

- Both organizations met with the City of Alexandria’s Domestic and Sexual Violence Program to discuss community need for DV specific housing services prior to crafting a proposal
- A community need for both components of the Joint TH-RRH to serve clients exiting the City’s DV shelter is apparent
- The Committee was heartened to see organizations apply for the opportunity this year, and thoughtfully, considering the FY19 recommendation to not leave potential dollars on the table
- The joint component has the opportunity to improve some outcomes for Transitional Housing, specifically length of stay and rate of permanent exit
- The CoC should closely monitor the joint component of the program for application elsewhere in the Continuum
- Overall a strong proposal from organizations with a proven track record of serving DV survivors and coordinating with City DV services
- **The Selection Committee unanimously approved the Carpenter’s Shelter’s DV-Bonus project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

**PSH Reallocation - \$100,000**  
New Hope Housing – Program will serve 5 chronically homeless singles in PSH, two in a shared unit, and three in one-bedroom units.

- The Selection committee noted no immediate issues with the program proposal as submitted
- There is a documented need for the project as highlighted by the Gaps & Needs Recommendation Report, and the numbers served are what was expected
- There has been no issue with the grantee’s performance in operating HUD funded PSH in the City in past years, so expansion of the program should not be an issue
- It is surprising only one organization applied for such a large opportunity; New Hope has a proven record of housing first PSH but there may be value in having a similar grantee in the future for comparison of approach and competitive improvement
- New Hope housing has a lot of local knowledge when it comes to PSH and serving the City, and that was reflected well in the Notice
- Well-thought Notice of Intent, again, from the organization with likely the most institutional knowledge of PSH in the community; most importantly, the City badly needs the resource
- **The Selection Committee unanimously approved the New Hope Housing’s PSH Reallocation project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

**RRH Reallocation - \$166,457**  
New Hope Housing & Carpenter Shelter – Program will serve 12 families, made up of 48 total people, in RRH

- Both organizations have a strong local reputation and history of service to the community; their knowledge of the Continuum and its processes were well reflected in the Notice
- The organizations are currently operating the program as a result of the former grantee discontinuing services in the City and have executed a successful transfer of the grant as well as the clients

- At present Carpenter’s Shelter is the singular operator of RRH in the City allowing for some efficiencies that the CoC could lose if RRH services were split between multiple organizations
- The partnership forged between New Hope and Carpenter’s has been beneficial to the CoC so it is encouraging to see the desire to continue
- There is a larger amount of money in the Admin line item compared to other Notices from the same organizations and compared to the other Notice for this opportunity; The Selection Committee was unclear if this was a result of the fiscal agent vs. operator relationship
- The Notice of Intent is rooted in an active program that’s being operated effectively by the applicants, so the Selection Committee is confident they can continue and deliver on their proposal
- **The Selection Committee unanimously approved the New Hope Housing’s RRH Reallocation project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

VOA-Chesapeake – Program will serve 20 families in RRH

- A lot of dollars were put into client services, more than other Notices submitted, which the Committee appreciated
- VOA’s Notice for this opportunity was combined with that for HUD-CoC Bonus, making numbers served misaligned with reported cost per client; Given the inconsistencies the Selection Committee was unsure if the applicant could effectively serve the number reported
- VOA has a proven record of delivering RRH services across multiple CoC’s and using varied federal funding sources
- It was not encouraging to see that the organization had returned funds in multiple jurisdictions; Fixes appeared to be internally focused
- The process for issuing a declining subsidy was not explained thoroughly
- The Notice submitted was good, thought the Selections Committee felt may have been too high-level in its approach where others were able to better highlight a local knowledge

**HUD-CoC Bonus - \$42,152**

New Hope Housing – Program will serve two chronically homeless singles in PSH with two single units

VOA – Program will serve 8 single adults in RRH

- Both Notices were well written, and both organizations have a great history delivering the services for which they applied
- Comparing leasing to subsidy programs is hard considering the populations served, therefore the decision should center on community need
- The community need has consistently been for PSH
- Investing in PSH will alleviate prioritization bottlenecks for single adults in the CoC system, allowing more to be served in RRH as result
- Long-term affordable housing is the most pressing need in the CoC and PSH is the surest way to secure it, so the bonus should fund PSH
- Considering New Hope Housing may receive admin costs for 3 new HUD programs as a result of the FY19 application, the CoC may ask some of those dollars be moved to services, especially in the Family RRH proposal where admin is particularly large
- **The Selection Committee unanimously approved the New Hope Housing’s HUD-CoC Bonus PSH project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify Selected Applicants	CoC Lead Administrator	8/7/19

Distribute Monitoring & Evaluation Materials	CoC Lead Administrator	8/8/19
Rank all HUD-CoC Applicants	Selection Committee	8/15/19

<b>IV</b>	<b>Next Steps</b>
<p>The Selection Committee will convene in the morning of Thursday, August 15<sup>th</sup>, 2019 at 4480 King St. to review renewal project monitoring &amp; evaluation scores and other data, and then rank new and renewal projects on the CoC's FY19 Project Priority listing.</p>	

<b>V</b>	<b>Adjournment</b>
<p>10:58pm adjourned.</p>	

# The Partnership to Prevent and End Homelessness in the City of Alexandria

## Selection Committee Meeting

NOTES

AUGUST 15, 2019

9:00AM

CONFERENCE ROOM 558  
4480 KING ST. ALEXANDRIA

TYPE OF MEETING	Selection Committee – called to order at 9:08am by Stefan Caine
ATTENDEES PRESENT	Shelley Murphy, Allen Lomax, Andrew Baldwin, Rachel Goodling
VISITORS	
MEMBERS EXCUSED	
MEMBERS ABSENT	
NOTE TAKER	Stefan Caine

### Agenda

<b>I</b>	<b>Call Meeting to Order</b>
<b>II</b>	<b>Overview of the Process</b>
<p>Renewal projects were recently monitored using the Performance &amp; Compliance Scorecard, producing scores that inform an objective project prioritization list created by the Selection Committee. An outline of this process along with the Scorecard were approved by the CoC Governing Board, announced to renewal grantees and the community, and posted to the Partnership’s webpage. Final Performance &amp; Compliance Scores, as well as final rankings will also be posted to the CoC’s webpage.</p> <p>In their meeting on 8/7 the ranking committee selected the following proposals to move forward with the application process:</p> <ul style="list-style-type: none"> <li>• HUD-DV Bonus (\$50,000) – Carpenter’s Shelter &amp; ALIVE! House Joint TH-RRH</li> <li>• HUD-CoC Bonus (\$42,152) – New Hope Housing PSH</li> <li>• PSH Reallocation (\$100,000) – New Hope Housing PSH</li> <li>• RRH Reallocation (\$166,457) – New Hope Housing &amp; Carpenter’s Shelter RRH</li> </ul> <p>Reasons for their selection were centered around community need and past program performance. Details on that selection are further outlined in the Selection Committee Meeting Minutes from 8/7/2019.</p> <p>The Committee’s next responsibility is to utilize Performance and Compliance Scorecards and community need data outlined in the Gaps &amp; Needs Recommendation Report to rank all HUD programs in order of our community priority.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>
<b>DEADLINE</b>	

<b>III</b>	<b>New and Renewal Project Ranking</b>
<p>Notabene PSH Program</p> <ul style="list-style-type: none"> <li>• The Committee raised concern as to why the Notabene program appeared to be regressing in Compliance &amp; Performance score over the past three years;</li> <li>• It was noted by the CoC Lead Administrator that the grantee had not provided adequate documentation of all funds being drawn in the last completed grant year;</li> <li>• The lack of movement on the “family condos” side appears to increasingly limit the overall program’s success as the same clients miss the same metrics each year while increasing their length of stay;</li> <li>• While the program may be underperforming, the Selection Committee recognizes what a crucial asset the single units are for the community and that there is still a need to serve some extremely high-barrier families in the condos;</li> </ul>	

- The Selection Committee recommends a targeted process for moving families that are capable on from Notabene Condos and into other subsidized housing without supports, so the resource can be used more effectively by the CoC;

#### Tier 1

- After Notabene discussions, the Selection Committee elected to start with the first priority and work down towards the threshold of Tier 2, then center the conversation around which program(s) to risk;
- As the highest scoring housing program renewal in Compliance and Performance Monitoring, and as the greatest defined community need the Gaps & Needs Recommendation Report, the **Alexandria Housing First PSH the clear nominee for the top spot;**
- The second highest scoring PSH program, **Sheltered Homes PSH, was awarded 2<sup>nd</sup> priority**, again sticking with the trend to award high performers that targeted services towards chronically homeless singles;
- Acknowledging the fact that reallocated funds represent existing resources in the City, and that other federal dollars are being diverted away from families, the **Family RRH Reallocation was ranked 3<sup>rd</sup>** to ensure most of those resources are maintained;
- Likewise, the **PSH reallocation was ranked 4<sup>th</sup>** to keep those dollars in the community, and to carry out recommendations to fill the community need for Chronically Homeless housing options;
- **HMIS was ranked 5<sup>th</sup>** to not risk the funding in Tier 2; the program was the highest scoring in Performance Monitoring but doesn't represent a direct client service, so it is typically ranked below housing programs;
- There was less anxiety than in year's past however, about putting HMIS above any housing program, and this was credited to the CoC's ability to leverage HMIS data in policy changes and decision making much more this year than previously;
- At this juncture it was clear that the CoC was nearing the threshold for Tier one;

#### Tier 2

- Considering how HUD awards and ranks the DV Bonus proposal, there is no incentive for the CoC to rank it above other project proposals, even traditional bonus; the Selection Committee was confident in the CoC's ability to put forward DV proposal that could be awarded on its on merit, so the **DV Bonus was placed 8<sup>th</sup>**, at the bottom of the FY19 Rankings;
- Continuing with their established practice to fund existing programs first, the Selection Committee then chose to **rank the HUD-CoC Bonus 7<sup>th</sup>**, second to last in the Ranking, as does not yet represent real clients;
- **Notabene was then made to straddle the tiers in the 6<sup>th</sup> position**, with \$581 of its \$151,007 grant being risked in Tier 2; the Selection Committee felt this was fair given the program's poor Performance & Compliance scores over the past several years, questions about expenditures, and lack of permanent exits;
- As it appears these issues are primarily contained to the "Family Condos" of the Notabene program, the Selection Committee would recommend any dollars risked in Tier two be associated with those units rather than the single bedrooms;
- The Selection Committee also recommends further inquiry into the lack of movement in Notabene Family Condos, and for some process or policy be explored to promote it;

#### Final Ranking

- Tier 1:
  - New Hope Housing – Alexandria Housing First
  - Sheltered Homes of Alexandria – SHA PSH
  - New Hope Housing – RRH Reallocation
  - New Hope Housing – PSH Reallocation
  - OCS – HMIS Management Analyst
  - Alexandria CSB - Notabene
- Tier 2

- Alexandria CSB – Remainder of Notabene
- New Hope Housing – HUD-CoC Bonus
- Carpenter’s Shelter – DV Bonus

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Publish Final M&E Scores	CoC Lead Administrator	8/20/18
Notify Project of Inclusion in CoC Application	CoC Lead Administrator	8/20/18
Approve Final Ranks	PPEH Governing Board	9/5/18
Publish Project Priority Listing	CoC Lead Administrator	9/9/18
Quarterly System Performance Monitoring	Data Committee, Gaps & Needs Committee	September 2018

V	Adjournment
10:50am adjourned.	



## 2019 Continuum of Care (CoC) Competition Project Priority Listing

RANK	PROJECT NAME	AGENCY NAME	GRANT AMT.
1	Alexandria Housing First	New Hope Housing	\$182,418
2	SHA Permanent Housing	Sheltered Homes of Alexandria	\$187,931
3	Alexandria City Rapid Rehousing	New Hope Housing	\$166,457
4	Alexandria Housing First – Expansion I	New Hope Housing	\$100,000
5	HMIS Management Analyst	Alexandria Office of Community Services	\$55,225
6a	Notabene & Family Condos	Alexandria Community Services Board	\$100,426
<b>TIER 1 TOTAL:</b>			<b>\$792,457</b>
6b	Notabene & Family Condos	Alexandria Community Services Board	\$50,581
7	Alexandria Housing First BONUS	New Hope Housing	\$42,152
8	DV – TH to RRH	Carpenter’s Shelter	\$50,000
<b>TIER 2 TOTAL:</b>			<b>\$142,733</b>
N/A	CoC Planning Grant	Alexandria Office of Community Services	\$25,291
<b>GRAND TOTAL:</b>			<b>\$960,481</b>

### 2019 Ranking Committee

Shelley Murphy
Andrew Baldwin
Rachel Goodling
Allen Lomax

# Public Broadcast of FY19 HUD-CoC Competition

## FY 2019 CoC Program Competition is Now Open



Stefan Caine

To: Alfreda Shinnis; Allen Lomax; Amanda Isaac (alivehousedir@gmail.com); Ann Marie Hay; Arnecia Moody; Barbara Cooley; Bennie Evans; Betsy Sciaolino; Bill Rooney; C Kenady; Carla Hampstead; Catherine Hassinger; Cathy Bartholomew; Chanier McDonald; Charlyne Braxton; Cheryl Malloy; Cindy Metcalf; Cindy Thompson; Clara Roberson; Collins Asonye; Connie Juntunen; Courtney Ballantine; Dana Woolfolk; Darr Leedom; Davina Richardson; Debbie Evans; Devon Earle; Diane Charles; Emily Carpenter; Eric Keeler; Gary Washington; Gwen McQueeney; James Cahill; Jan Sacharko; JC Severt; **+41 others**

Tue 7/9/2019 12:48 PM

[Reply](#) [Reply All](#) [Forward](#) [...](#)

This message was sent with High importance.



Good morning,

This message is to provide notice that the FY19 HUD-CoC Competition is now open, marking the start of our local process to apply for homeless assistance funding from the U.S. Department of Housing and Urban Development. For a more detailed introduction I encourage you to read HUD's message below, but for all organizations interested in this opportunity it is paramount that you read the entire attached 2019 Notice of Funding Availability.

In this competition there will be an opportunity to apply for bonus and reallocated funding. All organizations, both within and outside of the Continuum, that have a hand in the region's homeless service delivery are permitted to apply. More information about how to apply for Alexandria's bonus CoC funding will be sent via email, and posted to the Partnership's webpage (<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>) in the coming days.

Please pass this message and the accompanying attachment to contacts in and outside of the city, especially if you know of an organization that is interested in a HUD-CoC grant.

Again, much more communication will follow this message. As always, let me know if you have any questions.

Thanks,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

# Public Broadcast of FY19 HUD CoC Competition in Alexandria including 30-Day Local Competition Deadline

## Alexandria CoC - 2019 HUD CoC Competition Announcement



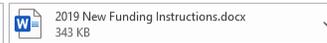
Stefan Caine

To: Alfreda Shinns; Allen Lomax; Amanda Isaac (alivehousedir@gmail.com); Ann Marie Hay; Amecia Moody; Barbara Cooley; Bennie Evans; Betsy Sciovolino; Bill Rooney; C Kenady; Carla Hampstead; Catherine Hassinger; Cathy Bartholomew; Chanier McDonald; Charlyne Braxton; Cheryl Malloy; Cindy Metcalf; Cindy Thompson; Clara Roberson; Collins Asonye; Connie Juntunen; Courtney Ballantine; Dana Woolfolk; Darl Leedom; Davina Richardson; Debbie Evans; Devon Earle; Diane Charles; Emily Carpenter; Eric Keeler; Gary Washington; Gwen McQueen; James Cahill; Jan Sacharko; JC Sevar; **+41 others**

Wed 7/17/2019 2:03 PM

Reply Reply All Forward ...

You forwarded this message on 7/31/2019 6:09 PM.  
This message was sent with High importance.



Good afternoon,

As the area's Continuum of Care (CoC), the Partnership to Prevent and End Homelessness in the City of Alexandria is responsible for promoting a systematic approach towards local homeless assistance. That includes prioritizing state and federal funding for programs that most effectively address our community's needs and make experience of homelessness rare and brief for Alexandria residents.

With that in mind, the Partnership is pleased to announce that our local competition for federal homeless assistance funding from the Department of Housing and Urban Development (HUD) has opened! Organizations that are interested in participating in the FY19 CoC Competition should review the attached 2019 CoC Competition Calendar, all competition materials on the [Partnership's webpage](#), and read the [FY19 Notice of Funding Ability \(NOFA\)](#) in its entirety. You are also encouraged to monitor the [HUD-CoC Competition webpage](#) and subscribe to HUD's mailing list for additional NOFA publication information.

There is an opportunity to apply for new project funding in the FY19 CoC Competition, \$42,152 in HUD-CoC Bonus, \$50,000 in Domestic Violence Bonus funding, an additional \$266,457 made available through reallocation. Organizations within and outside the CoC are equally encouraged to apply, and renewing grantees in the Alexandria CoC are permitted to expand their HUD-CoC program with FY19 bonus or reallocated funding to serve more clients. **Those interested in applying for bonus or reallocated funding must complete the "FY19 Notice of Intent - PSH" or "2019 Notice of Intent - RRH or TH-RRH" and submit it to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) no later than 5:00 PM on Friday, July 31<sup>st</sup>.** The 2019 Notices of Intent, and instructions for completing them, are attached to this message, and can be found on [Partnership's webpage](#).

Both new and renewal applicants must demonstrate that projects are consistent with the local Consolidated plan, adequately address the community's need, and align with priorities outlined in the FY19 NOFA. Project applications must be submitted to HUD through a collaborative application process that requires coordination with the CoC Lead Agency, the Alexandria Dept. of Community and Human Services. For additional information about the Partnership, CoC, or the FY19 CoC competition, please contact Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov).

Thank you,

Stefan Caine

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

# Public Post of FY19 HUD CoC Competition in Alexandria including 30-Day Local Competition Deadline

The screenshot shows a web browser window with the URL <https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>. The page content is as follows:

## Virginia Homeless Solutions Program

- [2019 RRH Reallocation Announcement](#)
- [2019 RRH Reallocation - Applicant Assurances](#)
- [2019 RRH Reallocation - Proposal Form](#)

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## HUD-CoC Competition

[Homeless Grant Opportunity Archives](#)

- **2019 Competition Materials**
  - [2019 CoC Notice of Funding Availability](#)
  - [2019 CoC Competition Announcement](#)
  - [2019 CoC Competition Calendar](#)
  - [2019 New Funding Instructions](#)
  - [2019 Notice of Intent - PSH](#)
  - [2019 Notice of Intent - RRH or Joint TH-RRH](#)

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## Meetings

- [Meeting Agenda and Minutes Archive](#)
- September 6, 2018 | [Agenda](#)

The browser's taskbar at the bottom shows various application icons including Windows, Edge, Chrome, and Word. The system tray in the bottom right corner displays the time as 5:10 PM on 7/24/2019 and a zoom level of 105%.

## 2019 HUD-CoC COMPETITION CALENDAR

Date	Competition Action	Grantee Responsibility
7/15	Renewal Grantees and CoC providers convene for competition introduction	Send representation, collect competition resources in eSNAPS, and begin updating the Project Applicant Profile in eSNAPS
7/17	Bonus funding opportunity announced	If applying for HUD-CoC bonus, DV bonus, or reallocated funding, begin completing the applicable Notice of Intent and create or update the Project Applicant Profile in eSNAPS
7/22	Ensure Renewal Project Applicant Profiles are correct in eSNAPS and notify grantees	Renewal grantees submit PDF of Project Applicant Profile to <a href="mailto:stefan.caine@alexandriava.gov">stefan.caine@alexandriava.gov</a> by <b>COB 7/22/2019</b> and if correct begin on Renewal Project Application in eSNAPS
7/30	Collect Notices of Intent to apply for Bonus Project Funding	If applying for HUD-CoC bonus, DV bonus, or reallocated funding, submit applicable Notice of Intent to CoC Lead at <a href="mailto:stefan.caine@alexandriava.gov">stefan.caine@alexandriava.gov</a> by <b>COB 7/30/2019</b>
8/7 (tentative)	Select one applicant to apply for each New Project Funding opportunity and notify of selection	<i>Ranking committee reviews Notices of Intent for HUD-CoC Bonus, DV-Bonus, and selects the best to move forward with the process, and instructs them to complete the Project Applicant Profile in eSNAPS</i>
8/9	<p>Ensure Bonus Project Applicant's Profile is correct in eSNAPS</p> <p>Ensure Renewal Project Applications are correct in eSNAPS</p>	<p>If selected for Bonus Project Funding, submit PDF of Project Applicant Profile to <a href="mailto:stefan.caine@alexandriava.gov">stefan.caine@alexandriava.gov</a> by <b>COB 8/9/2019</b> and if correct begin on New Project Application in eSNAPS</p> <p>Renewal grantees submit PDF of completed Renewal Project Application to CoC Lead at <a href="mailto:stefan.caine@alexandriava.gov">stefan.caine@alexandriava.gov</a> by <b>COB 8/9/2019</b></p>

## 2019 HUD-CoC COMPETITION CALENDAR

<b>8/15</b> (tentative)	Rank New and Renewal Projects within HUD's 2-tiered system and in order of community priority  Ensure Bonus Project Applicant's New Project Application is Correct in eSNAPS	<i>Ranking committee reviews Notice of Intent from selected Bonus Project Applicant, results of 2019 HUD-CoC Program Monitoring and Evaluation Process, and other program metrics to prioritize programs for funding</i>  If selected for a New Project Funding opportunity submit PDF of completed New Project Application to <a href="mailto:stefan.caine@alexandriava.gov">stefan.caine@alexandriava.gov</a> by <b>COB 8/27/2019</b>
<b>9/11</b>	Notify new & renewal grantees of their inclusion in the FY19 CoC Competition	<i>CoC Lead makes a web posting and sends notice to all organizations whose application will be including in the FY19 Consolidated Application</i>  If notified of inclusion in FY19 Consolidated application, New and Renewal grantees submit their Project Application in eSNAPS by <b>COB 8/28/2019</b>
<b>9/5</b>	Present the Project Priority Listing to PPEH Governing Board for Approval	<i>CoC Lead presents Project Priority Listing to the PPEH Governing Board for approval at their September meeting</i>
<b>9/23</b>	Post the Consolidated Application, Project Priority Listing, and other necessary application components to DCHS webpage	<i>CoC Lead posts the complete consolidated application, Project Priority listing, and other necessary application components to the PPEH webpage and notifies the community of its availability and pending submission</i>
<b>9/25</b>	Submit Consolidated Application in eSNAPS	<i>CoC Lead submits the Consolidated Application in eSNAPS</i>



## The Partnership to Prevent and End Homelessness in the City of Alexandria 2019 Continuum of Care (CoC) Competition Announcement

The Alexandria Continuum of Care (CoC) is announcing opportunity to apply for a maximum of \$42,152 in HUD-CoC Bonus Funding, \$50,000 in Domestic Violence Specific Bonus Funding, and a total of \$266,457 in Reallocated Funding.

To best serve our community the CoC is extending these opportunities within and outside of the continuum equally and we encourage any organization pursuing homeless assistance in the region to apply. Likewise, renewing HUD grantees in the City may apply to fund a new program with bonus or reallocated funding, or expand an existing HUD-CoC program to serve more clients. Eligible project types and the target populations for each opportunity have been identified according to community need and are listed below. The CoC will accept the best proposal for each opportunity (HUD-CoC Bonus, DV Bonus, PSH Reallocation, and RRH Reallocation) to be included in the Alexandria’s FY19 HUD-CoC Consolidated Application.

Project Type	Eligible Project Types	Eligible Population
RRH Reallocation \$166,457	RRH	Homeless households with children residing in streets, shelter, or safe haven
PSH Reallocation \$100,000	PSH	Chronically homeless households without children
DV-Bonus \$50,000	RRH	Homeless households residing streets, shelter, or safe-haven that are fleeing domestic violence
	Joint TH-RRH	Homeless households residing streets, shelter, safe-haven, or transitional housing that are fleeing domestic violence
HUD-COC Bonus \$42,152	RRH	Homeless households residing in streets, shelter, or safe haven
	PSH	Chronically homeless households without children
	Joint TH-RRH	Homeless households residing in streets, shelter, safe haven, or transitional housing

All organizations that intend to apply for bonus or reallocated funding in Alexandria's FY19 CoC Competition must follow the instructions below to complete and submit a satisfactory 2019 Notice of Intent:

- To apply for any new project funding opportunity, a complete and signed "2019 Notice of Intent " must be sent to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) by **5:00pm 7/31/2019**;
- Notices of Intent are delineated by project type (Notice of Intent – PSH or Notice of Intent RRH or TH-RRH); be sure to submit the "2019 Notice of Intent" that corresponds to your proposed project type;
- Within the respective "2019 Notice of Intent" you will be asked to identify the funding opportunity for which the proposal is written; please be sure to choose the correct funding opportunity and align your prospective budget with the amount requested; if applying for multiple funding opportunities, submit a separate "2019 Notice of Intent" for each;
- "2019 Notices of Intent" being considered must be compliant with the [FY19 Notice of Funding Ability \(NOFA\)](#) and aligned with community priorities; specifically the proposed project must fund one of the eligible project types (PSH, RRH, or TH-RRH) and serve the population allowed under that funding opportunity, as outlined above; proposals must also demonstrate ability to meet project eligibility and quality thresholds for the applicable project type, outlined on p. 35-37 of the NOFA;
- The "2019 Notice of Intent" can be completed electronically; bolded sections in red must be answered and indicate where information must be entered by the submitting organization;
- Please replace the Partnership to Prevent and End Homeless' logo at the top of the Notice of Intent with your organization's letter head;
- Please include the name of the applicant organization and the targeted funding opportunity in the document title (ie. ABC Housing Inc. – PSH Reallocation);
- Please read the applicable "Notice of Intent" carefully and ensure you are providing all required information;
- Please have an authorized official sign and date all submitted Notices of Intent indicating that all information is true and accurate;
- The Notice of Intent, instructions for completion, and other HUD-CoC Competition resources will be made available on the [Partnership's webpage](#) for public access;

# Public Posting of Local FY19 HUD CoC Competition Announcement



## Alexandria CoC - 2019 HUD CoC Competition Announcement

**SC** Stefan Caine  
To: Alfreda Shinn; Allen Lomax; Amanda Isaac (alivehousedir@gmail.com); Ann Marie Hay; Arnelcia Moody; Barbara Cooley; Bennie Evans; Betsy Sciaolino; Bill Rooney; C Kenady; Carla Hampstead; Catherine Hassinger; Cathy Bartholomew; Chanier McDonald; Charlyne Braxton; Cheryl Malloy; Cindy Metcalf; Cindy Thompson; Clara Roberson; Collins Asonye; Connie Juntunen; Courtney Ballantine; Dana Woolfolk; Darr Leedom; Davina Richardson; Debbie Evans; Devon Earle; Diane Charles; Emily Carpenter; Eric Keeler; Gary Washington; Gwen McQueeney; James Cahill; Jan Sacharko; JC Severt; **+41 others**  
Wed 7/17/2019 2:03 PM  
You forwarded this message on 7/31/2019 6:09 PM.  
This message was sent with High importance.

- 2019 CoC Competition Calendar.docx 27 KB
- 2019 Notice of Intent - RRH or Joint TH-RRH.docx 43 KB
- 2019 Notice of Intent - PSH.docx 46 KB
- 2019 CoC Competition Announcement.docx 31 KB
- 2019 New Funding Instructions.docx 343 KB

Good afternoon,

As the area's Continuum of Care (CoC), the Partnership to Prevent and End Homelessness in the City of Alexandria is responsible for promoting a systematic approach towards local homeless assistance. That includes prioritizing state and federal funding for programs that most effectively address our community's needs and make experience of homelessness rare and brief for Alexandria residents.

With that in mind, the Partnership is pleased to announce that our local competition for federal homeless assistance funding from the Department of Housing and Urban Development (HUD) has opened! Organizations that are interested in participating in the FY19 CoC Competition should review the attached 2019 CoC Competition Calendar, all competition materials on the [Partnership's webpage](#), and read the [FY19 Notice of Funding Ability \(NOFA\)](#) in its entirety. You are also encouraged to monitor the [HUD-CoC Competition webpage](#) and subscribe to HUD's mailing list for additional NOFA publication information.

There is an opportunity to apply for new project funding in the FY19 CoC Competition, \$42,152 in HUD-CoC Bonus, \$50,000 in Domestic Violence Bonus funding, an additional \$266,457 made available through reallocation. Organizations within and outside the CoC are equally encouraged to apply, and renewing grantees in the Alexandria CoC are permitted to expand their HUD-CoC program with FY19 bonus or reallocated funding to serve more clients. **Those interested in applying for bonus or reallocated funding must complete the "FY19 Notice of Intent - PSH" or "2019 Notice of Intent - RRH or TH-RRH" and submit it to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) no later than 5:00 PM on Friday, July 31<sup>st</sup>.** The 2019 Notices of Intent, and instructions for completing them, are attached to this message, and can be found on [Partnership's webpage](#).

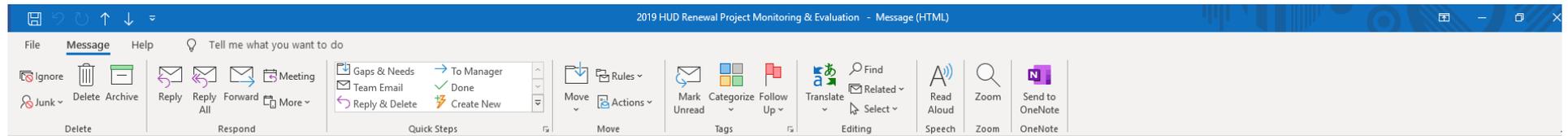
Both new and renewal applicants must demonstrate that projects are consistent with the local Consolidated plan, adequately address the community's need, and align with priorities outlined in the FY19 NOFA. Project applications must be submitted to HUD through a collaborative application process that requires coordination with the CoC Lead Agency, the Alexandria Dept. of Community and Human Services. For additional information about the Partnership, CoC, or the FY19 CoC competition, please contact Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov).

Thank you,

Stefan Caine

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

# Public Posting of Renewal Grantee Scoring Tool



## 2019 HUD Renewal Project Monitoring & Evaluation

 Stefan Caine  
To: Renee Chandler; Dana Woolfolk; Latasha Younger; Chanier McDonald  
Cc: JC Sevart; Connie Juntunen; Pamela Michell

 Reply  Reply All  Forward  Wed 7/24/2019 8:02 PM

 You forwarded this message on 7/25/2019 9:56 AM.  
This message was sent with High importance.

-  2019 M&E - Instructions.docx 36 KB
-  2019 M&E - HMIS Compliance Report.docx 43 KB
-  2019 M&E - PSH Compliance Report.docx 44 KB
-  2019 M&E - Compliance & Performance Scorecard.docx 30 KB

Good evening,

This message marks the start of the 2019 HUD Monitoring and Evaluation Process for renewing HUD grantees. All materials you will need to complete the process are attached.

**A completed 2019 M&E – Compliance Monitoring Checklist for your applicable project type, as well as on copy of each required deliverable, is due to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) by COB Friday, July 9<sup>th</sup>, 2018.**

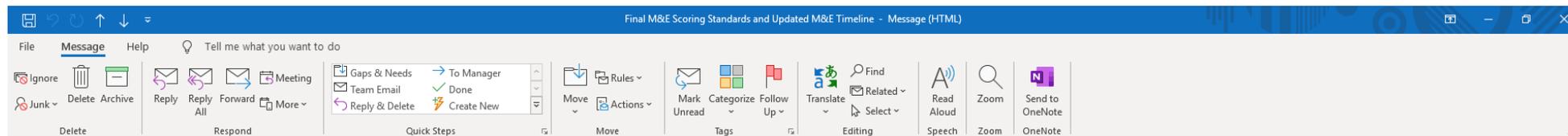
Please note, new this year renewal grantees are only being asked to submit “Compliance Monitoring” documentation, located on page one of the Scorecard in grey and detailed in the Compliance Reports. All metrics related to Performance Monitoring (p.2-3 of the Scorecard in green) will be pulled from HMIS by the HMIS Lead Agency for the reporting period 7/1/2018 – 6/30/2019, then plugged into each respective programs’ Scorecard.

Thank you, and please let me know if you have any questions.

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

# Public Posting of Renewal Grantee Scoring Tool Results



## Final M&E Scoring Standards and Updated M&E Timeline

**SC** Stefan Caine  
To: Dana Murray; Renee Chandler  
Cc: Connie Juntunen; Pamela Michell

Reply Reply All Forward Thu 8/8/2019 2:28 PM

You forwarded this message on 8/8/2019 2:28 PM.  
This message was sent with High importance.



Good afternoon,

Attached is the final Compliance and Performance Monitoring Scorecard as approved by the PPEH Governing Board at their August meeting on 8/1/2019. Final scores will be used to inform the Project Priority Listing for the FY19 HUD-CoC Competition.

Compliance documentation was due 7/31 and performance data is currently being collected. Final scores and debriefing will be submitted to renewal grantees on 8/9/2019, appeals to the scores or debriefings must be submitted to the CoC lead administrator by COB Wednesday 8/14/2019.

Thank you,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

## 2019 HUD-CoC Ranking Criteria

**SC** Stefan Caine  
To: Alfreda Shinnis; Allen Lomax; Amanda Isaac (alivehousedir@gmail.com); Ann Marie Hay; Arnecia Moody; Barbara Cooley; Bennie Evans; Betsy Scivolino; Bill Rooney; C Kenady; Carla Hampstead; Catherine Hassinger; Cathy Bartholomew; Chanier McDonald; Charlyne Braxton; Cheryl Malloy; Cindy Metcalf; Cindy Thompson; Clara Roberson; Collins Asonye; Connie Juntunen; Courtney Ballantine; Dana Woolfolk; Darr Leedom; Davina Richardson; Debbie Evans; Devon Earle; Diane Charles; Emily Carpenter; Eric Keeler; Gary Washington; Gwen McQueeney; James Cahill; Jan Sacharko; JC Sevat; +41 others

Reply Reply All Forward Thu 8/15/2019 8:37 AM



Good Morning,

Attached is the final Governing Approved Scorecard being applied to programs that will be ranked in the upcoming FY19 HUD-CoC Competition. The attached summary and criteria highlights the specific metrics achieved by each program included in Alexandria's 2019 Consolidated Application.

Thank you,

Stefan

Stefan Caine  
Continuum of Care Lead Administrator  
City of Alexandria, Virginia  
Department of Community and Human Services  
703.746.5825  
[www.alexandriava.gov/DCHS](http://www.alexandriava.gov/DCHS)  
<https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>

# Public Posting of Competition Announcement Including Calendar & New Funding Instructions

The screenshot shows a web browser window with the address bar displaying <https://www.alexandriava.gov/dchs/info/default.aspx?id=76061>. The page content is as follows:

- Virginia Homeless Solutions Program**
  - [2019 RRH Reallocation Announcement](#)
  - [2019 RRH Reallocation - Applicant Assurances](#)
  - [2019 RRH Reallocation - Proposal Form](#)
- HUD-CoC Competition**

Homeless Grant Opportunity Archives

  - **2019 Competition Materials**
    - [2019 CoC Notice of Funding Availability](#)
    - [2019 CoC Competition Announcement](#)
    - [2019 CoC Competition Calendar](#)
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    - [2019 Notice of Intent - PSH](#)
    - [2019 Notice of Intent - RRH or Joint TH-RRH](#)
- Meetings**
  - [Meeting Agenda and Minutes Archive](#)
  - September 6, 2018 | [Agenda](#)

The browser's taskbar at the bottom shows various application icons, a search bar, and the system clock indicating 5:10 PM on 7/24/2019.

# Public Posting of Local Competition Announcement Including Renewal Grantee Scoring Tool and other Ranking Criteria

https://www.alexandriava.gov/dchs/info/default.aspx?id=76061

The Partnership to Prevent ...

2018 – 2020 Homeless Solutions Program Guidelines

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## Virginia Homeless Solutions Program

- 2019 RRH Reallocation Announcement
- 2019 RRH Reallocation - Applicant Assurances
- 2019 RRH Reallocation - Proposal Form

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## HUD-CoC Competition

[Homeless Grant Opportunity Archives](#)

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  - 2019 CoC Competition Calendar
  - 2019 New Funding Instructions
  - 2019 Notice of Intent - PSH
  - 2019 Notice of Intent - RRH or Joint TH-RRH
  - 2019 Compliance & Performance Scorecard
  - Selection Committee Minutes - 8.7.19
  - 2019 HUD CoC Ranking Summary & Criteria

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## Meetings

- [Meeting Agenda and Minutes Archive](#)
- September 6, 2018 | [Agenda](#)

85%

8:46 AM  
8/19/2019



## The Partnership to Prevent and End Homelessness in the City of Alexandria 2019 Continuum of Care (CoC) Competition Announcement

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The Partnership is pleased to announce that the competition to apply federal homeless assistance funding from the Department of Housing and Urban Development (HUD) has opened. Organizations interested in participating in the FY19 CoC Competition should review all competition materials on the [Partnership’s webpage](#) and read the [FY19 Notice of Funding Ability \(NOFA\)](#). You are also encouraged to monitor the [HUD-CoC Competition webpage](#) and subscribe to their mailing list for additional NOFA publication information.

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Funding Opportunity	Eligible Project Types	Eligible Population
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PSH Reallocation \$100,000	PSH	Chronically homeless households without children
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	Joint TH-RRH	Homeless households residing streets, shelter, safe-haven, or transitional housing that are fleeing domestic violence
HUD-COC Bonus \$42,152	RRH	Homeless households residing in streets, shelter, or safe-haven
	PSH	Chronically homeless households without children
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HUD-COC Bonus \$42,152	RRH	Homeless households residing in streets, shelter, or safe haven
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All organizations that intend to apply for bonus or reallocated funding in Alexandria's FY19 CoC Competition must follow the instructions below to complete and submit a satisfactory 2019 Notice of Intent:

- To apply for any new project funding opportunity, a complete and signed "2019 Notice of Intent " must be sent to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) by **5:00pm 7/31/2019**;
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- Within the respective "2019 Notice of Intent" you will be asked to identify the funding opportunity for which the proposal is written; please be sure to choose the correct funding opportunity and align your prospective budget with the amount requested; if applying for multiple funding opportunities, submit a separate "2019 Notice of Intent" for each;
- "2019 Notices of Intent" being considered must be compliant with the [FY19 Notice of Funding Ability \(NOFA\)](#) and aligned with community priorities; specifically the proposed project must fund one of the eligible project types (PSH, RRH, or TH-RRH) and serve the population allowed under that funding opportunity, as outlined above; proposals must also demonstrate ability to meet project eligibility and quality thresholds for the applicable project type, outlined on p. 35-37 of the NOFA;
- The "2019 Notice of Intent" can be completed electronically; bolded sections in red must be answered and indicate where information must be entered by the submitting organization;
- Please replace the Partnership to Prevent and End Homeless' logo at the top of the Notice of Intent with your organization's letter head;
- Please include the name of the applicant organization and the targeted funding opportunity in the document title (ie. ABC Housing Inc. – PSH Reallocation);
- Please read the applicable "Notice of Intent" carefully and ensure you are providing all required information;
- Please have an authorized official sign and date all submitted Notices of Intent indicating that all information is true and accurate;
- The Notice of Intent, instructions for completion, and other HUD-CoC Competition resources will be made available on the [Partnership's webpage](#) for public access;

# The Partnership to Prevent and End Homelessness in the City of Alexandria

## Selection Committee Meeting

NOTES

AUGUST 7, 2019

10:00AM

AVENUE CONFERENCE ROOM, DCHS 2525  
MOUNT VERNON AVENUE

<b>TYPE OF MEETING</b>	<b>Selection Committee – called to order at 10:05pm by Stefan Caine</b>
<b>ATTENDEES PRESENT</b>	<b>Rachel Goodling, Andrew Baldwin Shelley Murphy, Allen Lomax</b>
<b>VISITORS</b>	
<b>MEMBERS EXCUSED</b>	
<b>MEMBERS ABSENT</b>	
<b>NOTE TAKER</b>	<b>Stefan Caine</b>

### Agenda

<b>I</b>	<b>Call Meeting to Order</b>
<b>II</b>	<b>Review Ranking Process &amp; New Project Funding Opportunities</b>
	<p>Renewal projects were monitored in July, producing scores that will inform an objective project prioritization list created by the Selections Committee. An outline of this process, scoring standards, and final scores will be posted to the Partnership’s website.</p> <p>To prioritize the new projects, the Selection Committee will first select the best new project proposals to be including in the Consolidated Application based on their submitted Notices of Intent and community data. The Notices of Intent and community data will then inform the objective prioritization of the selected new projects.</p> <p>New funding opportunities are limited in scope because of the size of the City’s annual renewal demand, and in community fit due to federal funding requirements. \$42,152 is available through HUD-CoC bonus, and an additional \$50,000 is available to serve victims of Domestic Violence (DV). As per the Gaps and Needs Recommendation Report, the available project types in the CoC were those that increase housing stock. HUD-CoC bonus was available for Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), or Joint Transitional Housing (TH) –RRH. The DV bonus was available for DV specific RRH or Joint TH-RRH. Two additional opportunities made available through reallocation, \$166,457 for family RRH and \$100,000 of chronic homeless singles’ PSH as recommended by the Gaps &amp; Needs Recommendation Report. The funding opportunities could be combined into one new proposal if for the same project type, and renewal grants were eligible to apply to expand an existing program.</p> <p>While reallocated programs and the HUD-CoC Bonus are ranked as any other program, the DV opportunity may be selected for funding on its own merit if the community can document need. If funded, DV bonus proposals are removed from the project priority listing and all programs ranked below would move up one spot. If the DV opportunity is not funded on its own merit, it will remain in the project priority listing and be ranked as any other program</p> <p>Six complete Notices of Intent were submitted for the four opportunities and only two opportunities had multiple applicants. VOA and New Hope Housing each applied for the Family RRH Reallocation. VOA also applied for HUD-CoC Bonus to fund RRH, where New Hope applied to fund PSH. On the flip side, Carpenter’s Shelter was the sole applicant for the DV-Bonus, and New Hope was the only organization to submit a Notice for the PSH reallocation.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
--------------	--------------------	----------

III	<b>Review Bonus Project Proposals</b>	
-----	---------------------------------------	--

**DV Bonus - \$50,000**  
Carpenter’s Shelter & ALIVE! House – Program will serve 5 households in RRH who are fleeing DV or entered a designated transitional housing (TH) unit following an episode of DV. ALIVE! House will additionally designate 2 units in their TH program to serve clients who are fleeing DV

- Both organizations met with the City of Alexandria’s Domestic and Sexual Violence Program to discuss community need for DV specific housing services prior to crafting a proposal
- A community need for both components of the Joint TH-RRH to serve clients exiting the City’s DV shelter is apparent
- The Committee was heartened to see organizations apply for the opportunity this year, and thoughtfully, considering the FY19 recommendation to not leave potential dollars on the table
- The joint component has the opportunity to improve some outcomes for Transitional Housing, specifically length of stay and rate of permanent exit
- The CoC should closely monitor the joint component of the program for application elsewhere in the Continuum
- Overall a strong proposal from organizations with a proven track record of serving DV survivors and coordinating with City DV services
- **The Selection Committee unanimously approved the Carpenter’s Shelter’s DV-Bonus project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

**PSH Reallocation - \$100,000**  
New Hope Housing – Program will serve 5 chronically homeless singles in PSH, two in a shared unit, and three in one-bedroom units.

- The Selection committee noted no immediate issues with the program proposal as submitted
- There is a documented need for the project as highlighted by the Gaps & Needs Recommendation Report, and the numbers served are what was expected
- There has been no issue with the grantee’s performance in operating HUD funded PSH in the City in past years, so expansion of the program should not be an issue
- It is surprising only one organization applied for such a large opportunity; New Hope has a proven record of housing first PSH but there may be value in having a similar grantee in the future for comparison of approach and competitive improvement
- New Hope housing has a lot of local knowledge when it comes to PSH and serving the City, and that was reflected well in the Notice
- Well-thought Notice of Intent, again, from the organization with likely the most institutional knowledge of PSH in the community; most importantly, the City badly needs the resource
- **The Selection Committee unanimously approved the New Hope Housing’s PSH Reallocation project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

**RRH Reallocation - \$166,457**  
New Hope Housing & Carpenter Shelter – Program will serve 12 families, made up of 48 total people, in RRH

- Both organizations have a strong local reputation and history of service to the community; their knowledge of the Continuum and its processes were well reflected in the Notice
- The organizations are currently operating the program as a result of the former grantee discontinuing services in the City and have executed a successful transfer of the grant as well as the clients

- At present Carpenter’s Shelter is the singular operator of RRH in the City allowing for some efficiencies that the CoC could lose if RRH services were split between multiple organizations
- The partnership forged between New Hope and Carpenter’s has been beneficial to the CoC so it is encouraging to see the desire to continue
- There is a larger amount of money in the Admin line item compared to other Notices from the same organizations and compared to the other Notice for this opportunity; The Selection Committee was unclear if this was a result of the fiscal agent vs. operator relationship
- The Notice of Intent is rooted in an active program that’s being operated effectively by the applicants, so the Selection Committee is confident they can continue and deliver on their proposal
- **The Selection Committee unanimously approved the New Hope Housing’s RRH Reallocation project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

VOA-Chesapeake – Program will serve 20 families in RRH

- A lot of dollars were put into client services, more than other Notices submitted, which the Committee appreciated
- VOA’s Notice for this opportunity was combined with that for HUD-CoC Bonus, making numbers served misaligned with reported cost per client; Given the inconsistencies the Selection Committee was unsure if the applicant could effectively serve the number reported
- VOA has a proven record of delivering RRH services across multiple CoC’s and using varied federal funding sources
- It was not encouraging to see that the organization had returned funds in multiple jurisdictions; Fixes appeared to be internally focused
- The process for issuing a declining subsidy was not explained thoroughly
- The Notice submitted was good, thought the Selections Committee felt may have been too high-level in its approach where others were able to better highlight a local knowledge

**HUD-CoC Bonus - \$42,152**

New Hope Housing – Program will serve two chronically homeless singles in PSH with two single units

VOA – Program will serve 8 single adults in RRH

- Both Notices were well written, and both organizations have a great history delivering the services for which they applied
- Comparing leasing to subsidy programs is hard considering the populations served, therefore the decision should center on community need
- The community need has consistently been for PSH
- Investing in PSH will alleviate prioritization bottlenecks for single adults in the CoC system, allowing more to be served in RRH as result
- Long-term affordable housing is the most pressing need in the CoC and PSH is the surest way to secure it, so the bonus should fund PSH
- Considering New Hope Housing may receive admin costs for 3 new HUD programs as a result of the FY19 application, the CoC may ask some of those dollars be moved to services, especially in the Family RRH proposal where admin is particularly large
- **The Selection Committee unanimously approved the New Hope Housing’s HUD-CoC Bonus PSH project proposal for inclusion in Alexandria’s FY19 HUD-CoC Consolidated Application**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify Selected Applicants	CoC Lead Administrator	8/7/19

Distribute Monitoring & Evaluation Materials	CoC Lead Administrator	8/8/19
Rank all HUD-CoC Applicants	Selection Committee	8/15/19

<b>IV</b>	<b>Next Steps</b>
<p>The Selection Committee will convene in the morning of Thursday, August 15<sup>th</sup>, 2019 at 4480 King St. to review renewal project monitoring &amp; evaluation scores and other data, and then rank new and renewal projects on the CoC's FY19 Project Priority listing.</p>	

<b>V</b>	<b>Adjournment</b>
<p>10:58pm adjourned.</p>	



## Alexandria Partnership to Prevent and End Homelessness 2019 Monitoring and Evaluation – Instructions

All projects applying for renewal funding in the 2019 HUD CoC Competition in the City of Alexandria are required to participate in the 2019 Monitoring & Evaluation (M&E) Process. Projects not applying for renewal funding (*ex: reallocation or HUD Bonus opportunities*) are not required to participate.

1. **To participate, each HUD-CoC renewal project must complete and submit one copy of the 2019 M&E - Compliance Report for the appropriate program type and submit one copy of all accompanying deliverables.**
  - Agencies with multiple HUD-CoC renewal projects must submit one completed 2019 M&E - Compliance Report and one copy of each attachment for *every* project they operate;
  - Agencies are only required to submit documentation and deliverables for the “Compliance Monitoring” portion of M&E (colored grey on page one the 2019 M&E – Compliance & Performance Scorecard and detailed on the 2019 M&E Compliance Reports);
  - “Performance Monitoring” metrics will be collected from HMIS and compiled by the HMIS Lead Agency for the reporting period 7/1/2018-6/30/2019;
  
2. Submitted 2019 M&E - Compliance Reports and accompanying deliverables must include the project name and the specific deliverable’s name in the document title;
  
3. The 2019 M&E - Compliance Report provides additional guidance on how program performance metrics are sourced from HMIS by the Lead Agency, including the reports used and reporting period for each;
  
4. **Required Deliverables for HUD-CoC Rapid Rehousing and Permanent Supportive Housing Renewal Projects:**

<input type="checkbox"/> 2019 M&E - Compliance Report <input type="checkbox"/> Latest financial audit mgmt. letter <input type="checkbox"/> PDF of IRS-990 <input type="checkbox"/> PDF of IRS-941 <input type="checkbox"/> All LOCCS Drawdowns <input type="checkbox"/> Housing Quality Standards Form	<input type="checkbox"/> Discharge policy for non-compliance <input type="checkbox"/> Homeless/Chronic Homeless Certification <input type="checkbox"/> Client Satisfaction Survey <input type="checkbox"/> Client Grievance Policy <input type="checkbox"/> Board of Directors
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5. **Required Deliverables for HUD-CoC HMIS Renewal Projects:**

<input type="checkbox"/> 2019 M&E - Compliance Report <input type="checkbox"/> Latest financial audit mgmt. letter <input type="checkbox"/> PDF of IRS-990 <input type="checkbox"/> PDF of IRS-941 <input type="checkbox"/> All LOCCS Drawdowns <input type="checkbox"/> HMIS User Agreement	<input type="checkbox"/> HMIS Violations Policy <input type="checkbox"/> Client Release of Information <input type="checkbox"/> List of Active Clients <input type="checkbox"/> Client Satisfaction Survey <input type="checkbox"/> Client Grievance Policy <input type="checkbox"/> Board of Directors
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6. **Completed 2019 M&E - Compliance Reports and accompanying deliverables must be submitted via email to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) by COB on Wednesday, July 31<sup>st</sup>, 2019.**
  - This may take multiple emails, so please include the number of messages being submitted in the subject line (*ex: message 1 of 3*);
  
7. **A completed 2019 M&E – Compliance & Performance Scorecard and a debriefing will be sent to each HUD-CoC renewal project via email by Monday August 5<sup>th</sup>, 2019.**
  - The 2019 M&E Compliance & Performance Scorecard mirrors the 2019 M&E - Compliance Reports so projects can see exactly where points were lost;
  - All reporting periods, deliverables, metrics, and data sources listed in the program performance portion of the 2019 M&E Scorecard are final; Final point values for program performance metrics will be approved by the Governing Board on Thursday, August 2<sup>nd</sup>, 2019 and have thus been omitted;
  
8. **Projects' comments or appeals to completed 2019 M&E – Compliance & Performance Scorecards must be submitted via email to Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov) by COB on Friday, August 9th, 2019.**

If you have any questions, please contact Stefan Caine at [stefan.caine@alexandriava.gov](mailto:stefan.caine@alexandriava.gov).

## 2019 M&E – Compliance & Performance Scorecard

Approved by PPEH Governing Board 8/1/2019

### Compliance Monitoring – All Renewals

Element	Deliverable	Target	Max Pts.	Score
1. <b>Grant Tracking</b>	Monitoring & Evaluation Worksheet	Staff responsible for grant submissions & processes	Yes / No	
2. <b>Match</b>	Monitoring & Evaluation Worksheet	25% cash or in-kind match of applicable categories of grant amount	Yes / No	
3. <b>Finances</b>	Latest Financial Audit Management Letter	Conducted within the past 12 months	Yes / No	
	IRS Form 990 - Organization Exempt from Income Tax	Proof of most recent	Yes / No	
	IRS Form 941 – Employer’s Federal Tax Return	Proof of most recent	Yes / No	
4. <b>LOCCS Draws</b>	eLOCCs report showing drawdown dates & amounts	Drawdowns made at least quarterly (last completed grant year)	2	
		All funds drawn down (last completed grant year)	5	
		All funds drawn down (current grant year to date)	INFORMATIONAL	N/A
	ART-252 Data Quality Completeness Report	95% or higher	3	
		90-94%	1	
5. <b>Compliance</b>	Housing Quality Standards Form	Proof of use	1	
	Discharge Policy for Non-Compliance	Proof of use	1	
	Homeless/Chronic Homeless Certification	Proof of use	1	
	List of HMIS numbers of entries during last complete grant year, including prior living situation and referring agency	Proof of program eligibility & coordinated system utilization	-3 *	
6. <b>Consumer Input</b>	Client Satisfaction Survey & summation of responses	Conducted within the past 12 months	1	
	Client Grievance Policy	Proof of most recent	1	
	Board of Directors	Homeless/formerly homeless representation	2	
7. <b>Housing First</b>	Monitoring & Evaluation Worksheet	Proof of policy alignment	2	
8. <b>Low Barrier</b>	Monitoring & Evaluation Worksheet	Proof of policy alignment	2	
9. <b>Youth Education</b>	Monitoring & Evaluation Worksheet	Staff responsible for securing children & youth in program proper education	1	
10. <b>SOAR</b>	Monitoring & Evaluation Worksheet	SOAR certified staff accessible to program clients	1	

## 2019 M&E – Compliance & Performance Scorecard

Approved by PPEH Governing Board 8/1/2019

Performance Monitoring - PSH				
<b>11. Permanent Supportive Housing Performance</b>  Reporting Period: 7/1/18 – 6/30/19	HMIS ART Report 706	Rate of clients exiting/maintaining Permanent Housing <ul style="list-style-type: none"> <li>• <b>100%</b> clients exit to/maintain PH</li> <li>• <b>90%</b> clients exit to/maintain PH</li> <li>• <b>80%</b> clients exit to/maintain PH</li> </ul>	<b>7</b> <b>4</b> <b>1</b>	
	HMIS HUD-CoC APR Report	Average Length of Stay <ul style="list-style-type: none"> <li>• Clients served stay an average of <b>3 years</b></li> <li>• Clients served stay an average of <b>4 years</b></li> <li>• Clients served stay an average of <b>5 years</b></li> </ul>	<b>6</b> <b>4</b> <b>1</b>	
	HMIS HUD-CoC APR	Rate of employment/income increase <ul style="list-style-type: none"> <li>• <b>25%</b> clients increase income</li> <li>• <b>20%</b> clients increase income</li> <li>• <b>15%</b> clients increase income</li> </ul>	<b>4</b> <b>2</b> <b>1</b>	
	HMIS Record in Literally Homeless program following PH Entry	Rate of Recidivism <ul style="list-style-type: none"> <li>• 0% clients experience homelessness in 1 year</li> <li>• 10% clients experience homelessness in 1 year</li> </ul>	<b>3</b> <b>1</b>	
Performance Monitoring – RRH (N/A in FY19 Renewal Ranking)				
<b>12. Rapid Rehousing Performance (N/A)</b>  Reporting Period: 7/1/18 – 6/30/19	HMIS ART Report 706	Rate of clients exiting/maintaining Permanent Housing <ul style="list-style-type: none"> <li>• <b>65%</b> clients exit to/maintain PH</li> <li>• <b>60%</b> clients exit to/maintain PH</li> <li>• <b>55%</b> clients exit to/maintain PH</li> </ul>	<b>7</b> <b>4</b> <b>1</b>	<b>N/A</b>
	HMIS ART Report 700	Average Length of Stay <ul style="list-style-type: none"> <li>• Clients served stay an average of <b>30 days</b></li> <li>• Clients served stay an average of <b>40 days</b></li> <li>• Clients served stay an average of <b>50 days</b></li> </ul>	<b>6</b> <b>4</b> <b>1</b>	<b>N/A</b>
	HMIS ART Report 703	Rate of employment/income increase <ul style="list-style-type: none"> <li>• <b>75%</b> clients increase income</li> <li>• <b>70%</b> clients increase income</li> <li>• <b>65%</b> clients increase income</li> </ul>	<b>4</b> <b>2</b> <b>1</b>	<b>N/A</b>
	HSAC Access following PH Exits	Rate of Recidivism <ul style="list-style-type: none"> <li>• 15% clients exiting to PH experience homelessness in 1 year</li> <li>• 20% clients exiting to PH experience homelessness in 1 year</li> </ul>	<b>3</b> <b>1</b>	<b>N/A</b>

## 2019 M&E – Compliance & Performance Scorecard

Approved by PPEH Governing Board 8/1/2019

Performance Monitoring - HMIS				
<b>13. HMIS Performance</b>  Reporting Period: 7/1/18 – 6/30/19	Most recent APR submitted in SAGE	Percent in LSA – <b>100%</b>	<b>N/A</b>	
		UDE Data Completeness <ul style="list-style-type: none"> <li>• <b>100%</b> UDE’s complete</li> <li>• <b>95-99%</b> UDE’s complete</li> <li>• <b>90-94%</b> UDE’s complete</li> </ul>	<b>7</b> <b>4</b> <b>1</b>	
		Data Timeliness <ul style="list-style-type: none"> <li>• <b>100%</b> Data quality submissions are submitted on time</li> <li>• <b>95-99%</b> Data quality submissions are submitted on time</li> <li>• <b>90-94%</b> Data quality submissions are submitted on time</li> </ul>	<b>6</b> <b>4</b> <b>1</b>	
		Data Consistency Standards <ul style="list-style-type: none"> <li>• <b>100%</b> new staff trained in HMIS w.in 2 Weeks of Hire</li> <li>• <b>95-99%</b> new staff trained in HMIS w.in 2 Weeks of Hire</li> <li>• <b>90-94%</b> new staff trained in HMIS w.in 2 Weeks of Hire</li> </ul>	<b>4</b> <b>2</b> <b>1</b>	
	Results of Annual HMIS Training Survey	Training Improved HMIS Knowledge <ul style="list-style-type: none"> <li>• <b>90%</b> Trainees report improved HMIS capabilities</li> <li>• <b>85-89%</b> Trainees report improved HMIS capabilities</li> </ul>	<b>3</b> <b>1</b>	

\*Any program entry from a non-homeless prior living situation (*not* streets, emergency shelter, safe haven, or a place not meant for human habitation), or referred by an entity not participating the City of Alexandria’s coordinated intake system **will result in a 3-point deduction.**

### DELIVERABLES CHECKLIST

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• <input type="checkbox"/> 2019 M&amp;E Compliance Report</li> <li>• <input type="checkbox"/> Latest financial audit mgmt. letter</li> <li>• <input type="checkbox"/> PDF of IRS-990</li> <li>• <input type="checkbox"/> PDF of IRS-941</li> </ul> | <ul style="list-style-type: none"> <li>• <input type="checkbox"/> All LOCCS Drawdowns</li> <li>• <input type="checkbox"/> Housing Quality Standards Form</li> <li>• <input type="checkbox"/> Discharge policy for non-compliance</li> <li>• <input type="checkbox"/> Homeless/Chronic Homeless Certification</li> </ul> | <ul style="list-style-type: none"> <li>• <input type="checkbox"/> List of HMIS Numbers</li> <li>• <input type="checkbox"/> Client Satisfaction Survey</li> <li>• <input type="checkbox"/> Client Grievance Policy</li> <li>• <input type="checkbox"/> Board of Directors</li> </ul> |
|---|---|---|



## 2019 Continuum of Care (CoC) Competition

### Ranking Summary

8/15/2019

The Selection Committee is tasked with prioritizing the most effective and efficient HUD-CoC programs, both new and renewal, for funding in the FY19 HUD CoC Competition. To do so, the Selection Committee will create a two-tier Project Priority Listing of all HUD-CoC programs participating in this cycle.

#### **Bonus Project Review & Selection: 8/7/2019**

The first step was to determine the new project proposals, worth **\$42,152**; **\$50,000**; **\$166,457**; and **\$100,000** individually, to include in the application and prioritization process. Using the submitted Notices of Intent and community need data contained in the Gaps & Needs Reallocation Recommendation Report, the Selection Committee chose the following proposals to move forward with the application process for each opportunity:

- HUD-DV Bonus (\$50,000) – Carpenter’s Shelter & ALIVE! House Joint TH-RRH
- HUD-CoC Bonus (\$42,152) – New Hope Housing PSH
- PSH Reallocation (\$100,000) – New Hope Housing PSH
- RRH Reallocation (\$166,457) – New Hope Housing & Carpenter’s Shelter RRH

Details on new project proposal are listed in the chart on the next page in the same row as the existing grant it will be expanding. Information about the current program is included in the top half of split cells.

#### **New & Renewal Project Ranking: 8/15/2019**

The Selection Committee’s last responsibility is to rank the bonus proposal along with all renewal projects in HUD’s two-tiered Project Priority Listing. Programs in the first tier represent a community’s high priority programs leaving those in the latter at risk of losing funding. Tiers are divided by the community’s Annual Renewal Demand (ARD), which is **\$843,038** for the Alexandria CoC. Details on how tiers must be divided are listed below:

1. Tier 1 - **\$792,457**
2. Tier 2 - remaining ARD + amount available for HUD-CoC Bonus Project Funding (excludes DV Bonus)
  - $\$50,581 + \$42,152 = \mathbf{\$92,733}$
  - Tier 2 projects (excluding DV Bonus) will receive score out of **100** (CoC score: **50**, Tier 2 rank: **40**, low barrier: **10**)
3. DV Bonus
  - DV Bonus projects will receive score out of **100** (CoC score: **25**, community need: **40**, applicant quality: **10**)

Both new and renewal programs must be ranked in the tiers using standard and objective scores produced by Performance and Compliance Monitoring, and ability to fill a community need. Proposed expansions must be ranked individually.

To inform the project ranks on HUD-CoC Programs, the Selection Committee will utilize 2019 Performance & Compliance Scorecards, 2019 Notice of Intent, and the Gaps & Needs Reallocation Recommendation Report. Specific ranking metrics for new and renewal programs are listed in the accompanying 2019 HUD-CoC Ranking Criteria Chart.

## 2019 HUD-CoC Project Ranking Criteria Chart

Org. – Program	Year	Type	Pop.	2017 Performance Score	2018 Performance Score	2019 Performance Score	Avg. NAEH Score	Dedicated CH Beds	Grant Amt.	Capacity
OCS	Renew	HMIS	HMIS End Users	n/a	35/43 (14/20 SPM's)	36/43 (13/20 SPM's)	n/a	n/a	\$55,225	~40 End Users
New Hope Housing – RRH Reallocation	New	RRH	Homeless Families	34/46 (13/20 SPM's)	31/43 (9/20 SPM's)	n/a	n/a	n/a	\$166,457	12 Units, 48 Beds
SHA/CSB – SHA PSH	Renew	PSH	CH Singles Engaged w. CSB	n/a	28/43 (6/20 SPM's)	30/43 (10/20 SPM's)	5.5	5 (31%)	\$187,931	6 Units, 16 Beds
New Hope Housing – AHF	Renew	PSH	CH Singles	31.5/46 (7/20 SPM's)	26.5/43 (8/20 SPM's)	40/43 (17/20 SPM's)	5	13 (100%)	\$182,418	6 Units, 13 Beds
New Hope Housing – PSH Reallocation	New	PSH	CH Singles	n/a	n/a	n/a	n/a	5 (100%)	\$100,000	4 Units, 5 Beds
SHA/CSB - Notabene	Renew	PSH	CH Singles & Families Engaged w. CSB	33/46 (10/20 SPM's)	25/43 (7/20 SPM's)	24/43 (11/20 SPM's)	3.5	6 (33%)	\$151,007	3 Units, 8 Beds 10 Units, 10 Beds
New Hope Housing – HUD-CoC Bonus	New	PSH	CH Singles	n/a	n/a	n/a	n/a	3 (100%)	\$42,152	2 units, 3 beds
Carpenters Shelter – DV Bonus	New	Joint TH/RRH	DV Survivors	n/a	n/a	n/a	n/a	n/a	\$50,000	5 units, 15 beds RRH; 2 units 6 beds TH

\*All project applicants listed in this document have been approved for inclusion in Alexandria's 2019 HUD CoC Competition.

# The Partnership to Prevent and End Homelessness in the City of Alexandria

## Selection Committee Meeting

NOTES

AUGUST 15, 2019

9:00AM

CONFERENCE ROOM 558  
4480 KING ST. ALEXANDRIA

TYPE OF MEETING	Selection Committee – called to order at 9:08am by Stefan Caine
ATTENDEES PRESENT	Shelley Murphy, Allen Lomax, Andrew Baldwin, Rachel Goodling
VISITORS	
MEMBERS EXCUSED	
MEMBERS ABSENT	
NOTE TAKER	Stefan Caine

### Agenda

<b>I</b>	<b>Call Meeting to Order</b>
<b>II</b>	<b>Overview of the Process</b>
<p>Renewal projects were recently monitored using the Performance &amp; Compliance Scorecard, producing scores that inform an objective project prioritization list created by the Selection Committee. An outline of this process along with the Scorecard were approved by the CoC Governing Board, announced to renewal grantees and the community, and posted to the Partnership’s webpage. Final Performance &amp; Compliance Scores, as well as final rankings will also be posted to the CoC’s webpage.</p> <p>In their meeting on 8/7 the ranking committee selected the following proposals to move forward with the application process:</p> <ul style="list-style-type: none"> <li>• HUD-DV Bonus (\$50,000) – Carpenter’s Shelter &amp; ALIVE! House Joint TH-RRH</li> <li>• HUD-CoC Bonus (\$42,152) – New Hope Housing PSH</li> <li>• PSH Reallocation (\$100,000) – New Hope Housing PSH</li> <li>• RRH Reallocation (\$166,457) – New Hope Housing &amp; Carpenter’s Shelter RRH</li> </ul> <p>Reasons for their selection were centered around community need and past program performance. Details on that selection are further outlined in the Selection Committee Meeting Minutes from 8/7/2019.</p> <p>The Committee’s next responsibility is to utilize Performance and Compliance Scorecards and community need data outlined in the Gaps &amp; Needs Recommendation Report to rank all HUD programs in order of our community priority.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>
<b>DEADLINE</b>	

<b>III</b>	<b>New and Renewal Project Ranking</b>
<p>Notabene PSH Program</p> <ul style="list-style-type: none"> <li>• The Committee raised concern as to why the Notabene program appeared to be regressing in Compliance &amp; Performance score over the past three years;</li> <li>• It was noted by the CoC Lead Administrator that the grantee had not provided adequate documentation of all funds being drawn in the last completed grant year;</li> <li>• The lack of movement on the “family condos” side appears to increasingly limit the overall program’s success as the same clients miss the same metrics each year while increasing their length of stay;</li> <li>• While the program may be underperforming, the Selection Committee recognizes what a crucial asset the single units are for the community and that there is still a need to serve some extremely high-barrier families in the condos;</li> </ul>	

- The Selection Committee recommends a targeted process for moving families that are capable on from Notabene Condos and into other subsidized housing without supports, so the resource can be used more effectively by the CoC;

#### Tier 1

- After Notabene discussions, the Selection Committee elected to start with the first priority and work down towards the threshold of Tier 2, then center the conversation around which program(s) to risk;
- As the highest scoring housing program renewal in Compliance and Performance Monitoring, and as the greatest defined community need the Gaps & Needs Recommendation Report, the **Alexandria Housing First PSH the clear nominee for the top spot;**
- The second highest scoring PSH program, **Sheltered Homes PSH, was awarded 2<sup>nd</sup> priority**, again sticking with the trend to award high performers that targeted services towards chronically homeless singles;
- Acknowledging the fact that reallocated funds represent existing resources in the City, and that other federal dollars are being diverted away from families, the **Family RRH Reallocation was ranked 3<sup>rd</sup>** to ensure most of those resources are maintained;
- Likewise, the **PSH reallocation was ranked 4<sup>th</sup>** to keep those dollars in the community, and to carry out recommendations to fill the community need for Chronically Homeless housing options;
- **HMIS was ranked 5<sup>th</sup>** to not risk the funding in Tier 2; the program was the highest scoring in Performance Monitoring but doesn't represent a direct client service, so it is typically ranked below housing programs;
- There was less anxiety than in year's past however, about putting HMIS above any housing program, and this was credited to the CoC's ability to leverage HMIS data in policy changes and decision making much more this year than previously;
- At this juncture it was clear that the CoC was nearing the threshold for Tier one;

#### Tier 2

- Considering how HUD awards and ranks the DV Bonus proposal, there is no incentive for the CoC to rank it above other project proposals, even traditional bonus; the Selection Committee was confident in the CoC's ability to put forward DV proposal that could be awarded on its on merit, so the **DV Bonus was placed 8<sup>th</sup>**, at the bottom of the FY19 Rankings;
- Continuing with their established practice to fund existing programs first, the Selection Committee then chose to **rank the HUD-CoC Bonus 7<sup>th</sup>**, second to last in the Ranking, as does not yet represent real clients;
- **Notabene was then made to straddle the tiers in the 6<sup>th</sup> position**, with \$581 of its \$151,007 grant being risked in Tier 2; the Selection Committee felt this was fair given the program's poor Performance & Compliance scores over the past several years, questions about expenditures, and lack of permanent exits;
- As it appears these issues are primarily contained to the "Family Condos" of the Notabene program, the Selection Committee would recommend any dollars risked in Tier two be associated with those units rather than the single bedrooms;
- The Selection Committee also recommends further inquiry into the lack of movement in Notabene Family Condos, and for some process or policy be explored to promote it;

#### Final Ranking

- Tier 1:
  - New Hope Housing – Alexandria Housing First
  - Sheltered Homes of Alexandria – SHA PSH
  - New Hope Housing – RRH Reallocation
  - New Hope Housing – PSH Reallocation
  - OCS – HMIS Management Analyst
  - Alexandria CSB - Notabene
- Tier 2

- Alexandria CSB – Remainder of Notabene
- New Hope Housing – HUD-CoC Bonus
- Carpenter’s Shelter – DV Bonus

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Publish Final M&E Scores	CoC Lead Administrator	8/20/18
Notify Project of Inclusion in CoC Application	CoC Lead Administrator	8/20/18
Approve Final Ranks	PPEH Governing Board	9/5/18
Publish Project Priority Listing	CoC Lead Administrator	9/9/18
Quarterly System Performance Monitoring	Data Committee, Gaps & Needs Committee	September 2018

V	Adjournment
10:50am adjourned.	



**Memorandum of Understanding Between**  
**Alexandria/ Arlington Regional Workforce Council**  
**And**  
**Arlington County Continuum of Care (CoC)**  
**And**  
**The Partnership to Prevent and End Homelessness in the City of Alexandria**

This Memorandum of Understanding (MOU) establishes a strategic partnership between Alexandria/ Arlington Regional Workforce Council, the Arlington County Continuum of Care, and the Partnership to Prevent and End Homelessness.

**I. MISSION**

The mission of the **Alexandria/Arlington Regional Workforce Council** is to help drive Alexandria City's and Arlington County's economic growth by implementing an effective and efficient workforce ecosystem that delivers innovative, integrated, data-driven products and services designed and aligned to meet the needs of business and job seekers.

The mission of the **Arlington County Continuum of Care** is sustaining an integrated, community-based support system which will help households at risk of homelessness keep their housing and assist any household that does become homeless in regaining stable housing.

The mission of the **Partnership to Prevent and End Homelessness** is to ensure the planning, coordination and implementation of an effective and efficient system-wide response to homelessness within the City of Alexandria; to promote community-wide planning and commitment to the goal of ending homelessness; to secure funding for efforts to prevent homelessness and rapidly rehouse homeless individuals and families; to promote access to and strategic use of mainstream resources; to optimize self-sufficiency among persons experiencing homelessness; and to improve data collection and community performance measurement.

**II. PURPOSE AND SCOPE**

Parties enter this Memorandum of Understanding to partner on prioritized access to employment opportunities or co-enrollment in workforce, training and homeless assistance programs for people experiencing homelessness.

### **III POPULATION TO BE SERVED**

The population to be served includes any individuals aged 16 or older that are experiencing homelessness and underemployment or unemployment in Arlington County and the City of Alexandria, Virginia.

### **III. RESPONSIBILITIES**

The Alexandria/Arlington Regional Workforce Council, Arlington County Continuum of Care and Partnership to Prevent and End Homelessness in the City of Alexandria operating under this MOU agree to the following:

- A. **Alexandria/Arlington Regional Workforce Council** will continue to support high-barrier individuals experiencing homelessness in Arlington County and the City of Alexandria in obtaining or increasing earned income through employment. The **Arlington County CoC and Partnership to Prevent and End Homelessness in the City of Alexandria**, through its homeless programs, will work with youth and adults in accessing publicly funded talent development programming, increasing or obtaining earned income and providing necessary supports to ensure job retention.
- B. Together, the partners operating under this MOU will work together to:
  - 1. Conduct an initial assessment of the service needs of clients and adjust services as needed.
  - 2. Support in or out of school youth experiencing homelessness in accessing Workforce Innovation and Opportunity Act (WIOA) Title I youth programs.
  - 3. Support adults with a history of chronic unemployment or inconsistent work histories that are experiencing homelessness in accessing On the Job Training (OJT), Work Experience or a Transitional Job (TJ) opportunity.
  - 4. Commit sufficient staff resources to ensure that eligible households receive appropriate connection to employment services at the One Stop Center while co-enrolled in homeless assistance programs.
  - 5. Offer services that include coordination and planning or supports with other agencies and providers.

### **IV. TERMS OF UNDERSTANDING**

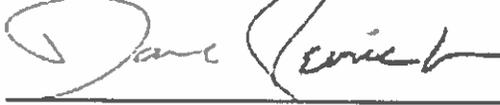
This MOU will be in effect upon signature. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

### **V. AUTHORIZATION**

The signing of this MOU is not a formal understanding. It implies that the signatories will

strive to reach, to the best of their ability, the objectives stated in the MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Arlington Alexandria Workforce Council



8/8/19

David Remick  
Executive Director  
Arlington Alexandria Workforce Council

Date

Alexandria Continuum of Care (VA-603)



8-16-2019

Stefan Enne  
Continuum of Care Lead  
Alexandria Continuum of Care

Date

Arlington County Continuum of Care (VA-600)

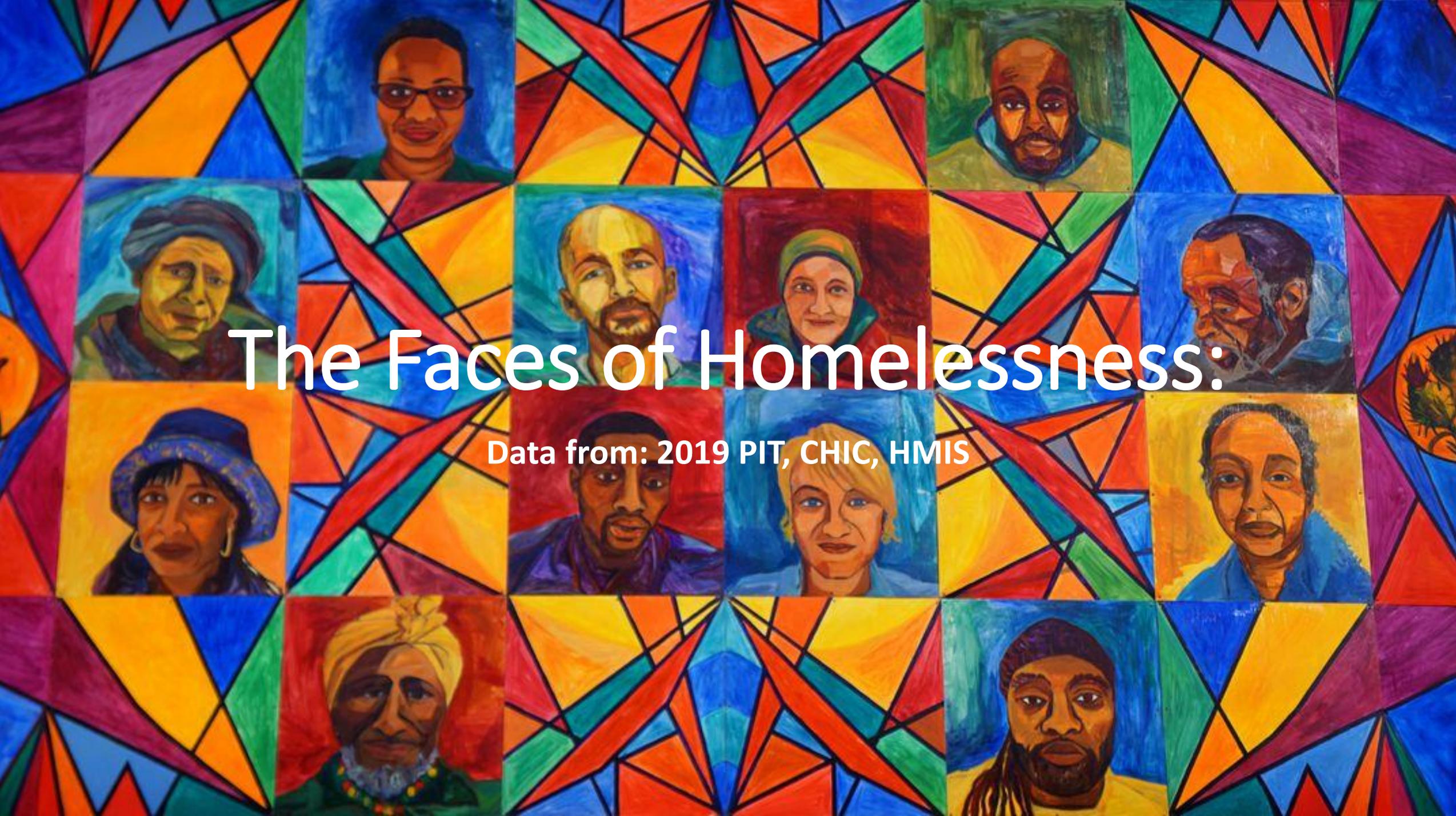


8/19/19

Mary Frances Kenion  
Continuum of Care Lead

Date

Arlington County Continuum of Care Lead Agency



# The Faces of Homelessness:

Data from: 2019 PIT, CHIC, HMIS

## The Faces of Homelessness

Utilizing data collected from the Homeless Management Information System to illustrate trends among both literal homelessness and at-risk clients in the City of Alexandria.

- Race
- Gender
- Age
- Health

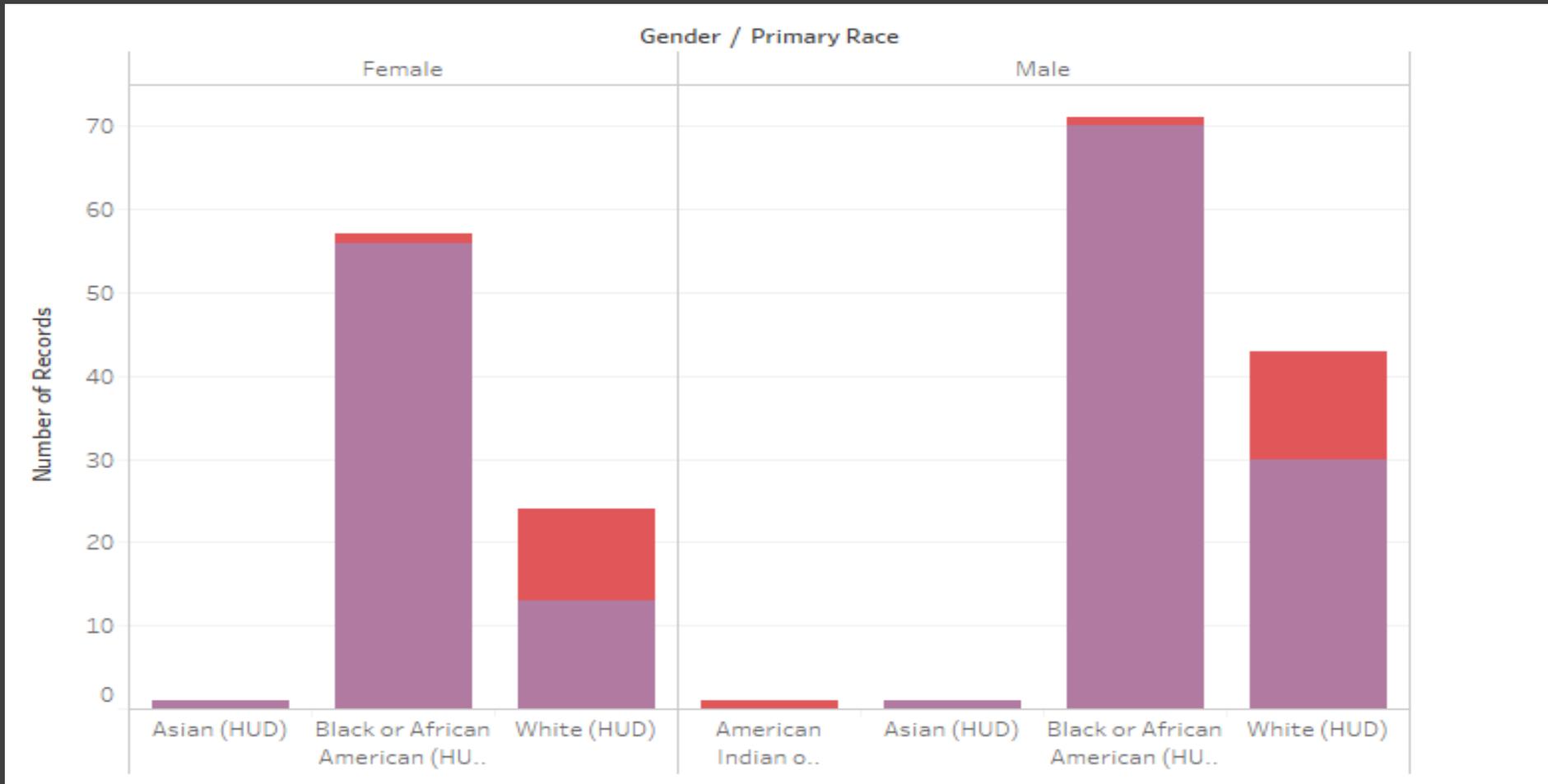


**The Partnership to Prevent and End Homelessness  
in the City of Alexandria**

# Point-In-Time Count

A night street scene with buildings and streetlights, serving as a background for the title text. The scene is illuminated by warm, yellow streetlights, creating a contrast with the dark blue night sky. The buildings are multi-story and have a classic architectural style. The street is visible in the foreground, and a car is partially visible on the left side. The overall atmosphere is quiet and urban.

# Race and Ethnicity



- Latino Population makes up 14% of the FY 19 PIT Enumeration populations.
- Latino Population is up by 4.6% from last years PIT Count
- Hispanic/Latino Females and Males are almost equally represented in the PIT count with Latino Females leading with 51%

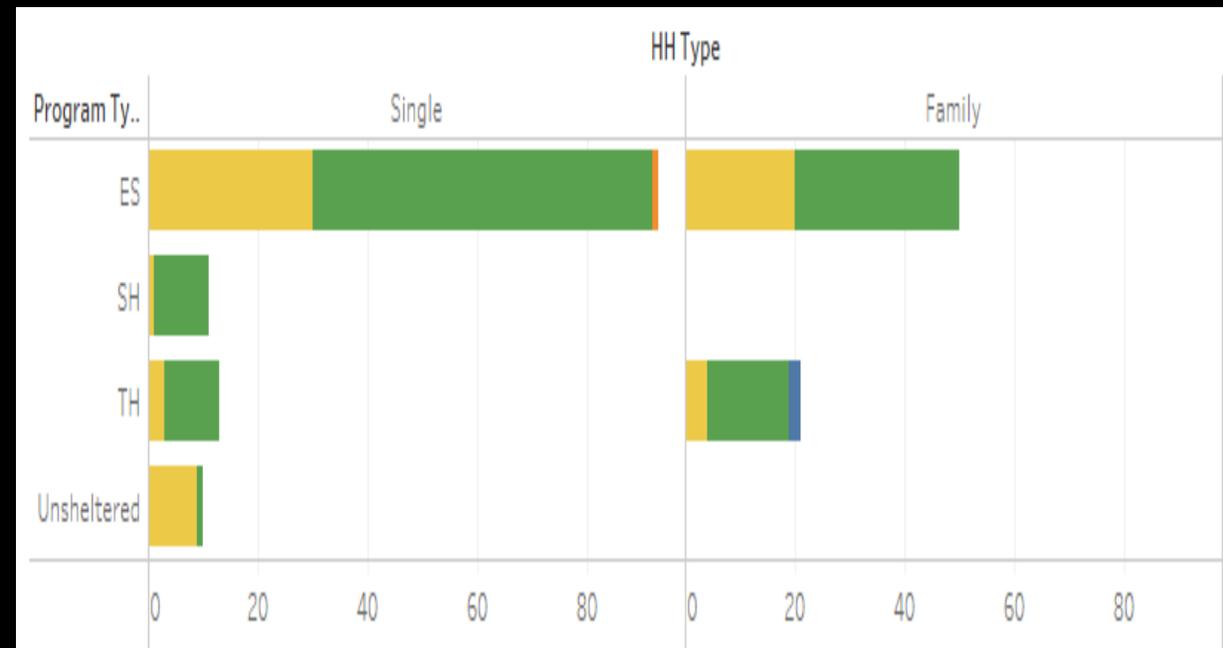
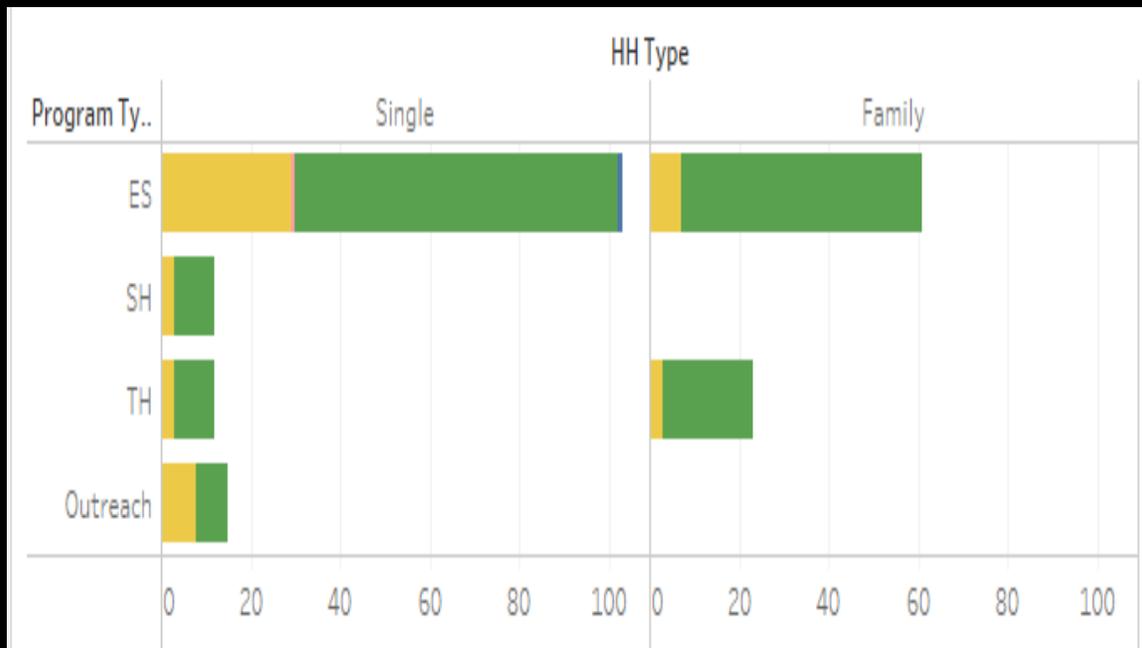
# Program Types 2018 v. 2019

## Primary Race

- American Indian or Alaska Native (HUD)
- Asian (HUD)
- Black or African American (HUD)
- White (HUD)

## 2018 - PIT

## 2019 - PIT



# Minors: Ages 0-17

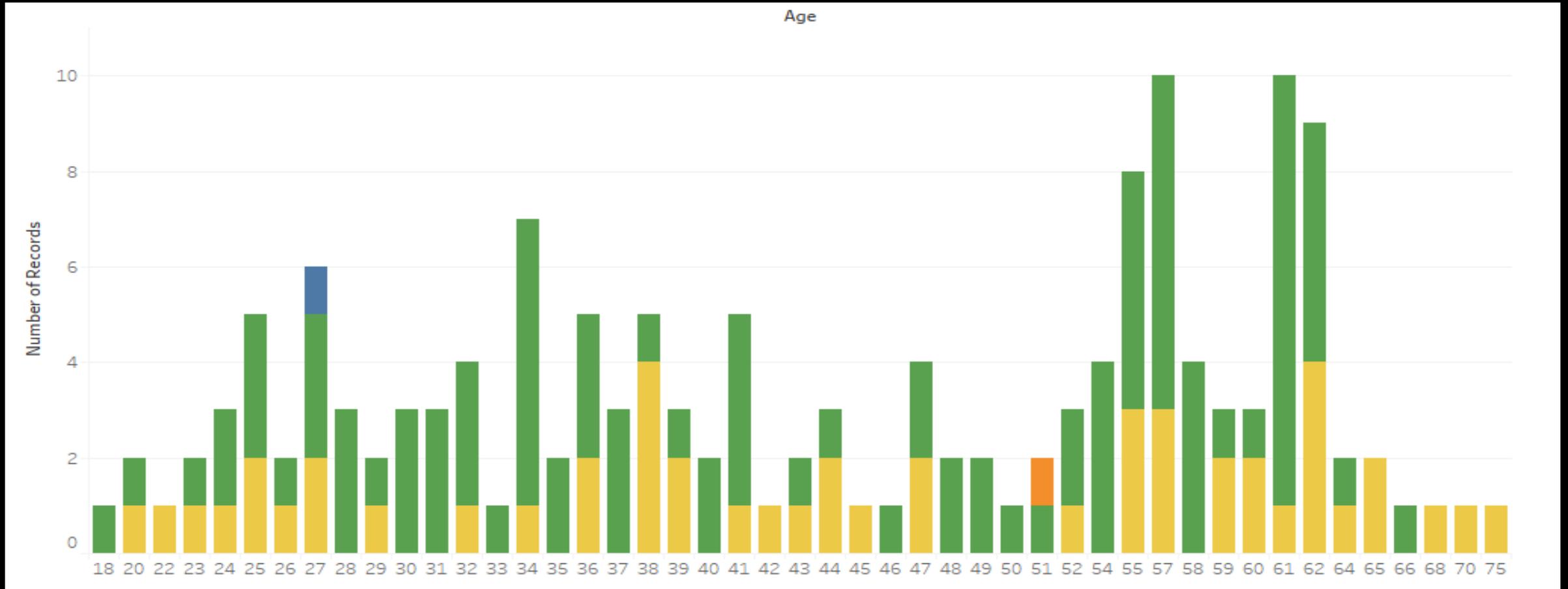
- Minors consist mainly of Black or African American children.
- Minors only make-up 7% of literal homelessness population



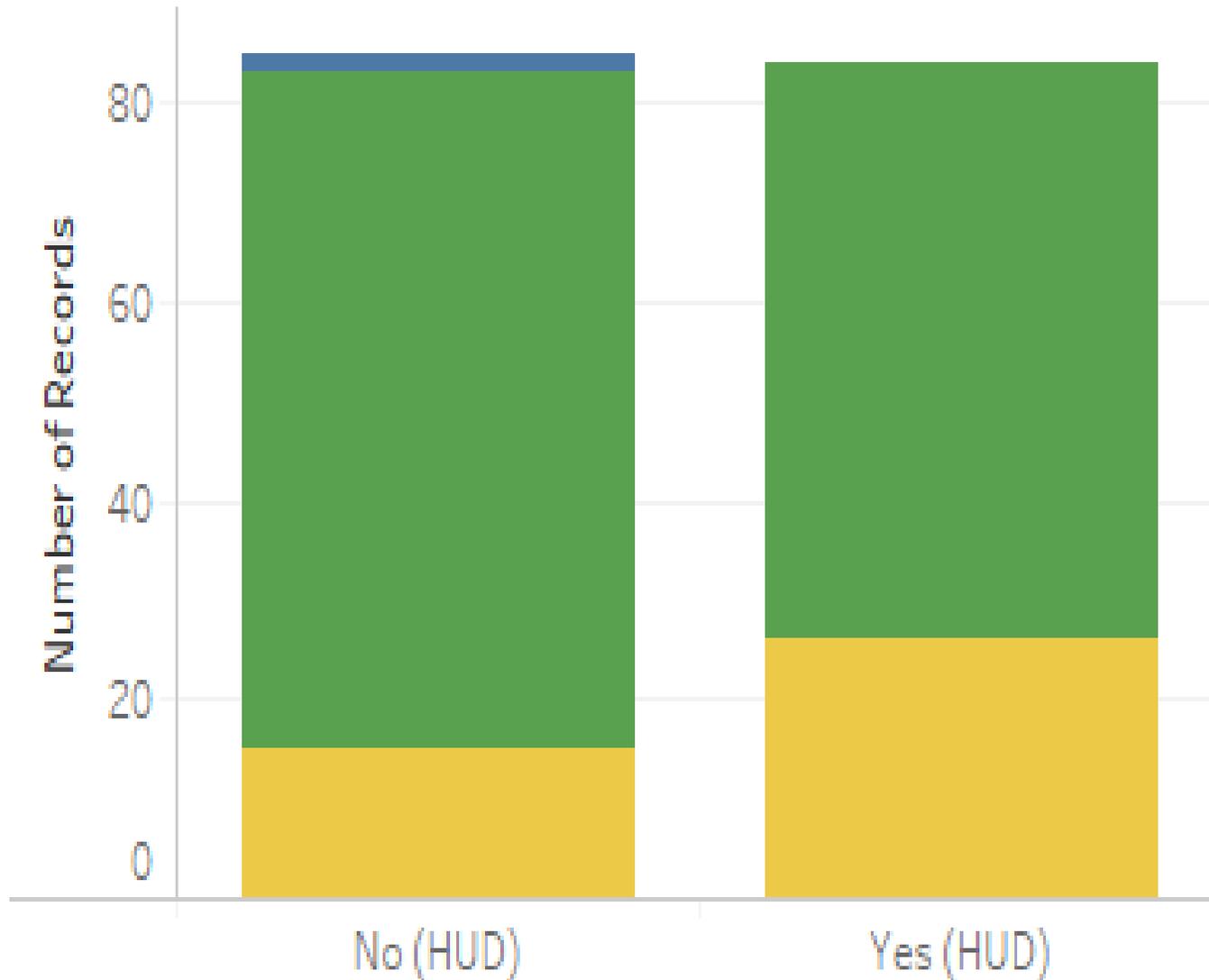
# Adults: Age and Race

## Primary Race

- American Indian or Alaska Native (HUD)
- Asian (HUD)
- Black or African American (HUD)
- White (HUD)



# Disabling Conditions

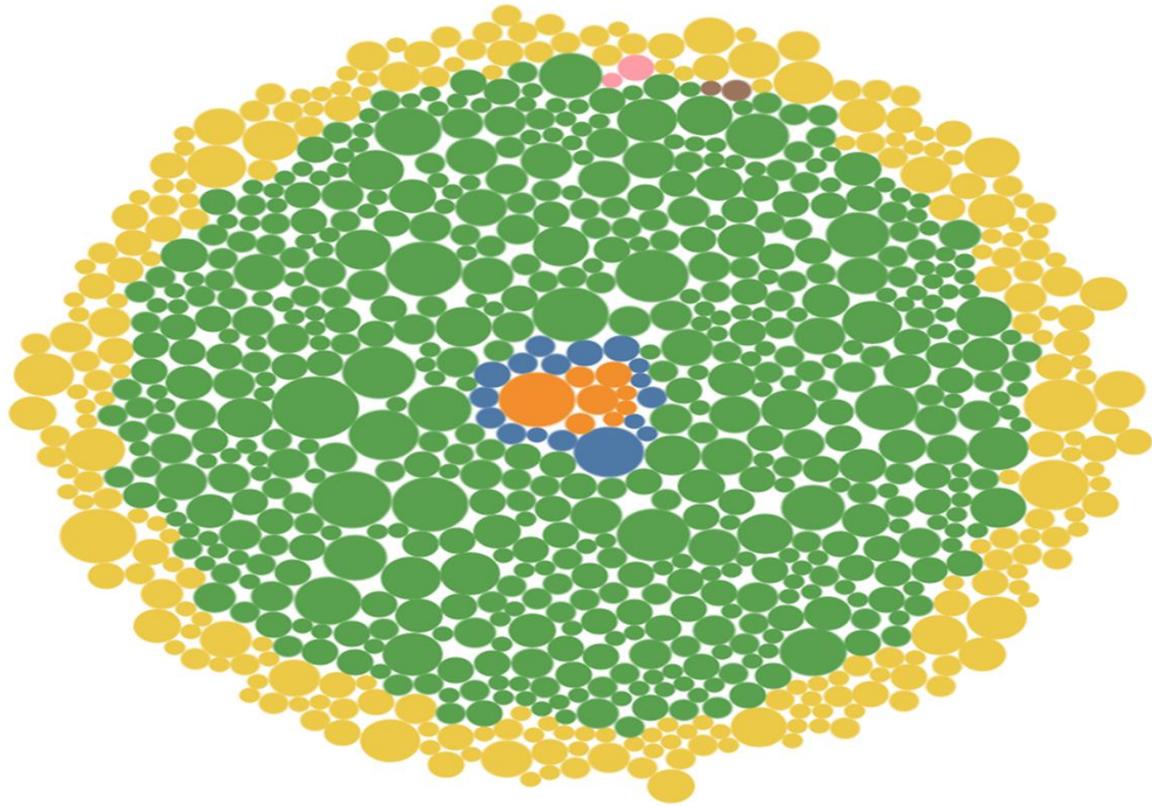


- 46% of clients have a disabling condition.
- Non-Hispanic/Non-Latino Black clients make up a large majority of the population with disabling conditions.
- We see that White is the only demographic in which disabling conditions is higher than non dc.

A large, blurred crowd of people is shown, likely at a public event or festival. The image is out of focus, emphasizing the sheer number of attendees. The text "Annual Count" is overlaid in the center in a white, sans-serif font with a blue glow effect.

# Annual Count

Race - Annual Count Population

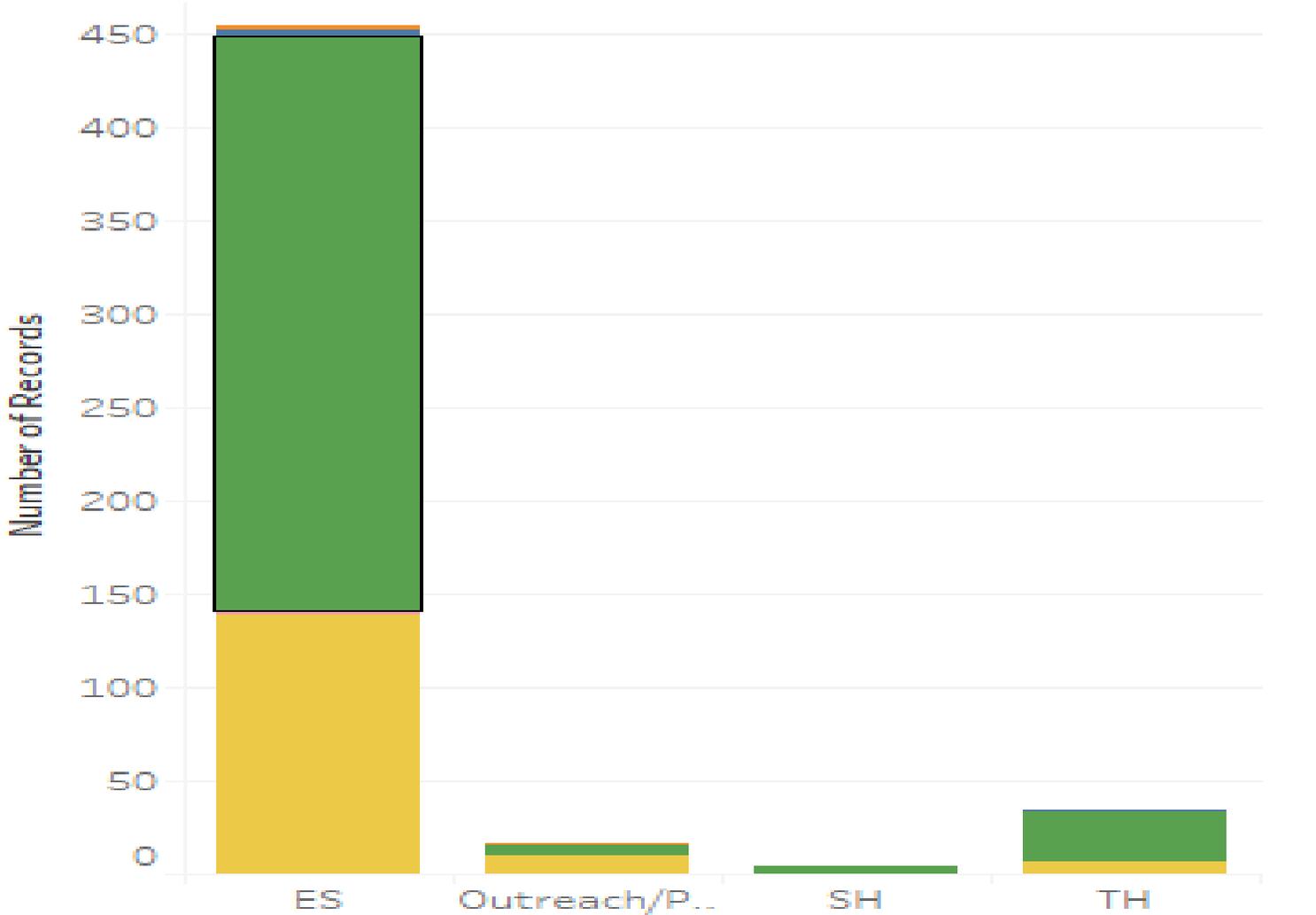


Race

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

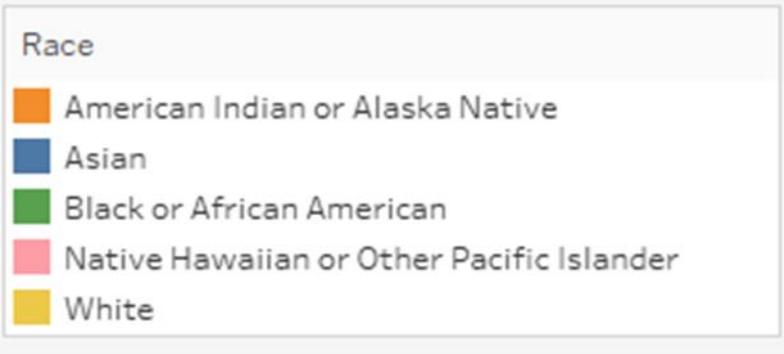
# FY19 Racial Population

# Provider Category

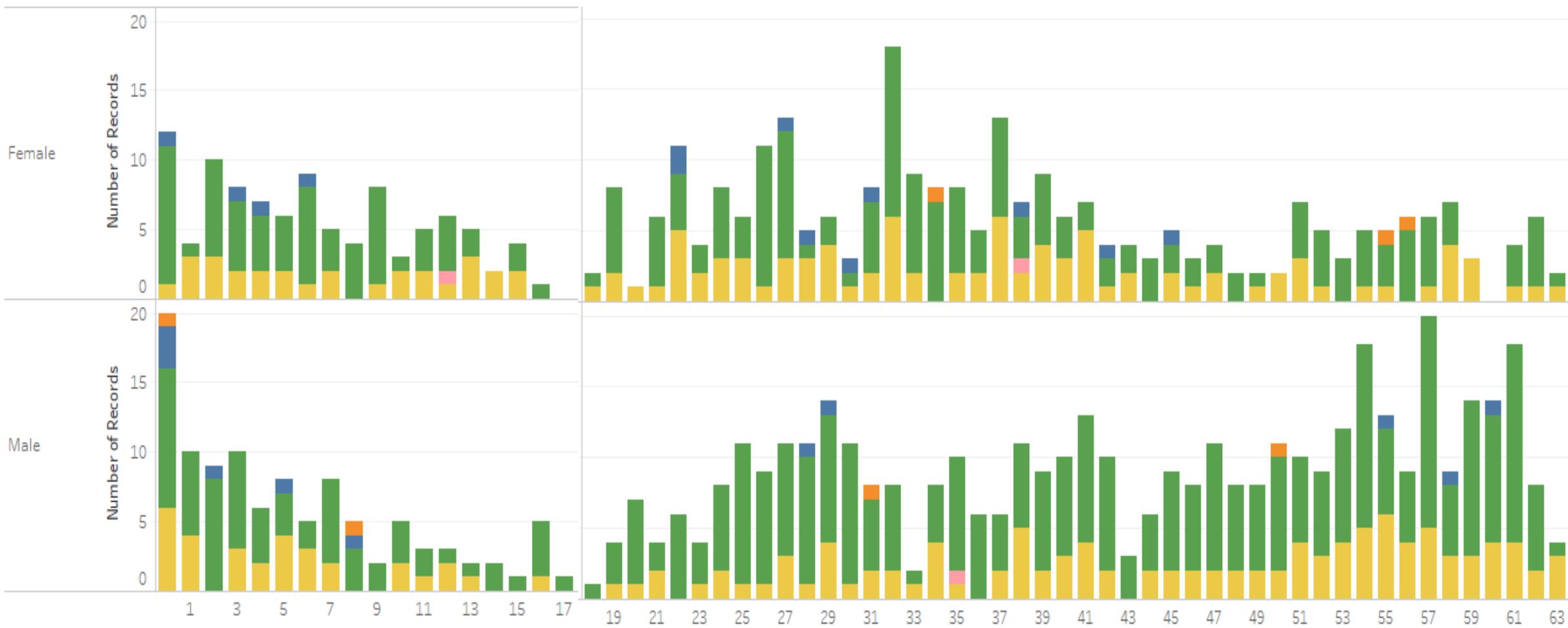


## Primary Race

- American Indian or Alaska Native (HUD)
- Asian (HUD)
- Black or African American (HUD)
- White (HUD)

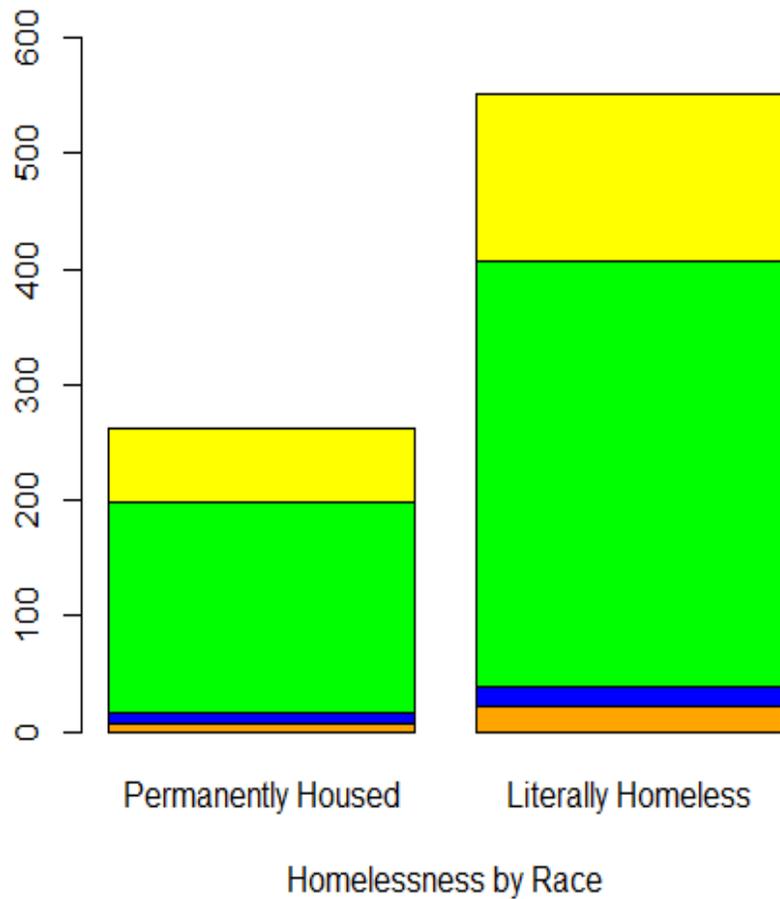


# Ages and Race



# Exits to Permanent

A photograph of a row of colorful townhouses in a city street. The houses are in various colors: red brick, yellow, grey, and white. The windows are arched and have white frames. There are trees and a street sign visible on the right side of the image. The text "Exits to Permanent" is overlaid in white on the left side of the image.



#### Primary Race

- American Indian or Alaska Native (HUD)
- Asian (HUD)
- Black or African American (HUD)
- White (HUD)

## Trends in Racial Disparity

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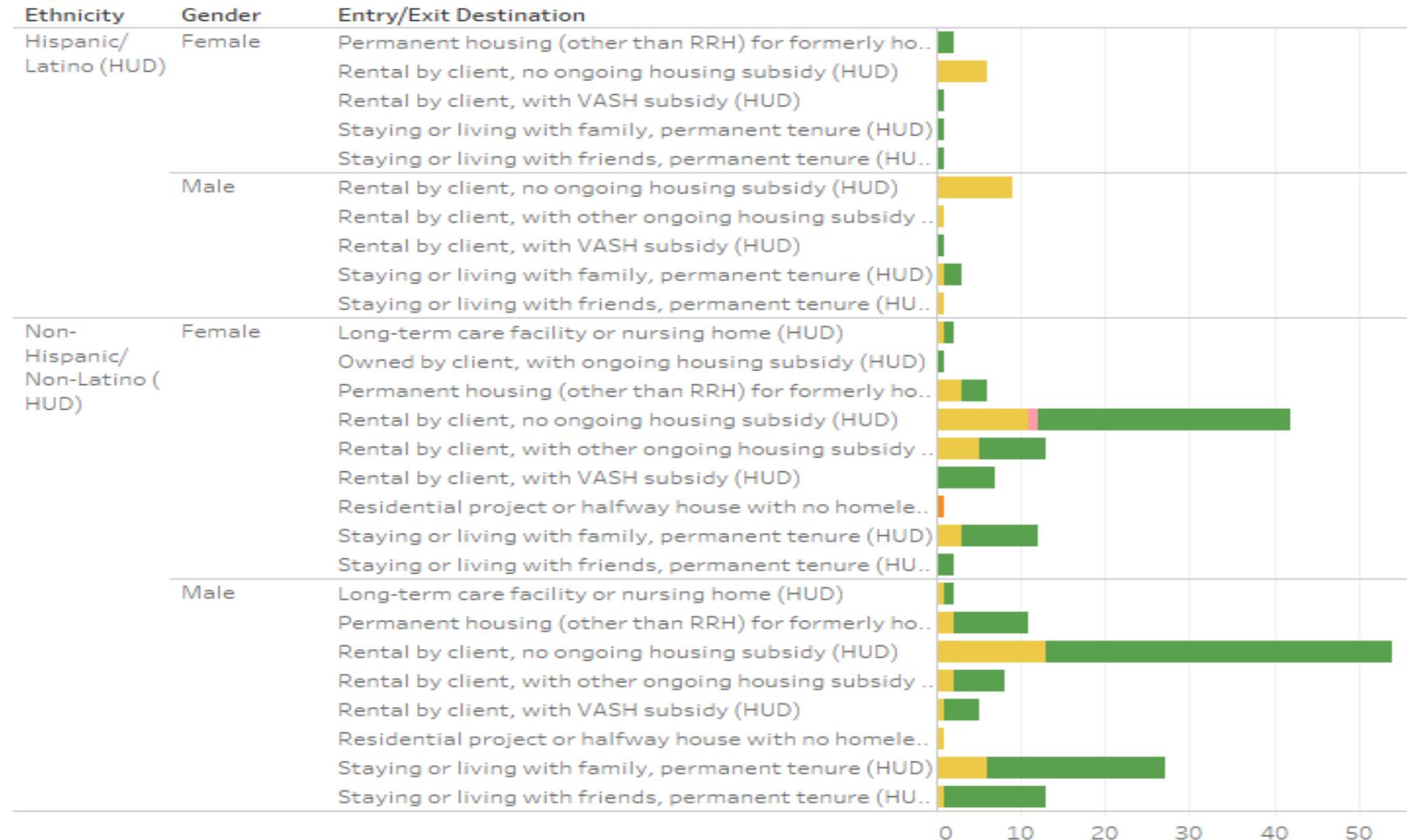
- Data is aggregated from the Annual Count and Exits to Permanent
- The amount of literally homeless and exits to permanent appears to be evenly distributed, racially.

# Permanent Exit Destinations

## Primary Race

- American Indian or Alaska Native (HUD)
- Asian (HUD)
- Black or African American (HUD)
- White (HUD)

- *Rental by client, no ongoing subsidy* is high in both non-Hispanic/non-Latino Black men and women.
- Exit to *Long-Term Care Facility or Nursing Home, is absent in the Latino population.*
- Of this number, we will keep track of those who re-enter our services

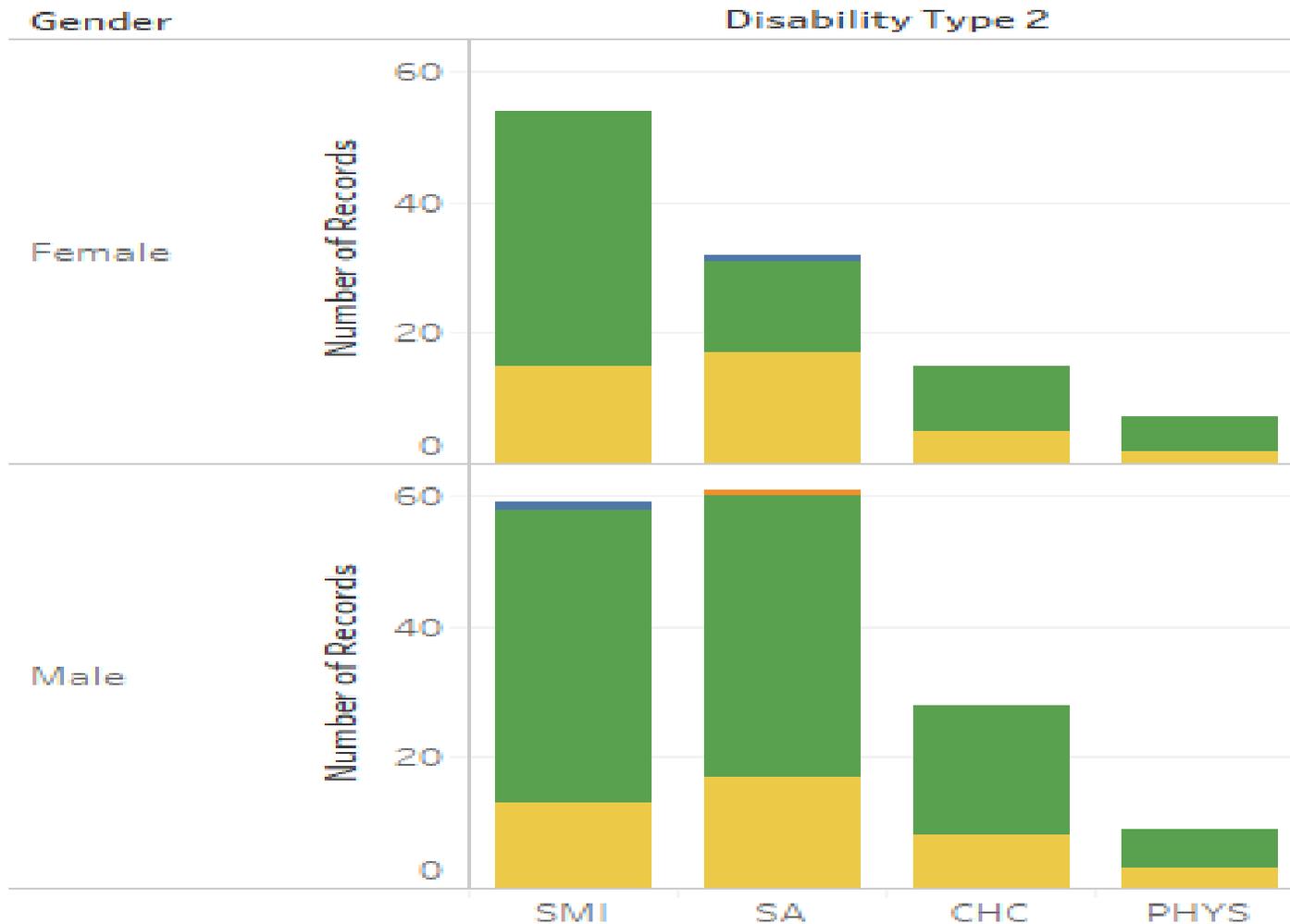




# Disabilities

## Primary Race

- American Indian or Alaska Native (HUD)
- Asian (HUD)
- Black or African American (HUD)
- White (HUD)

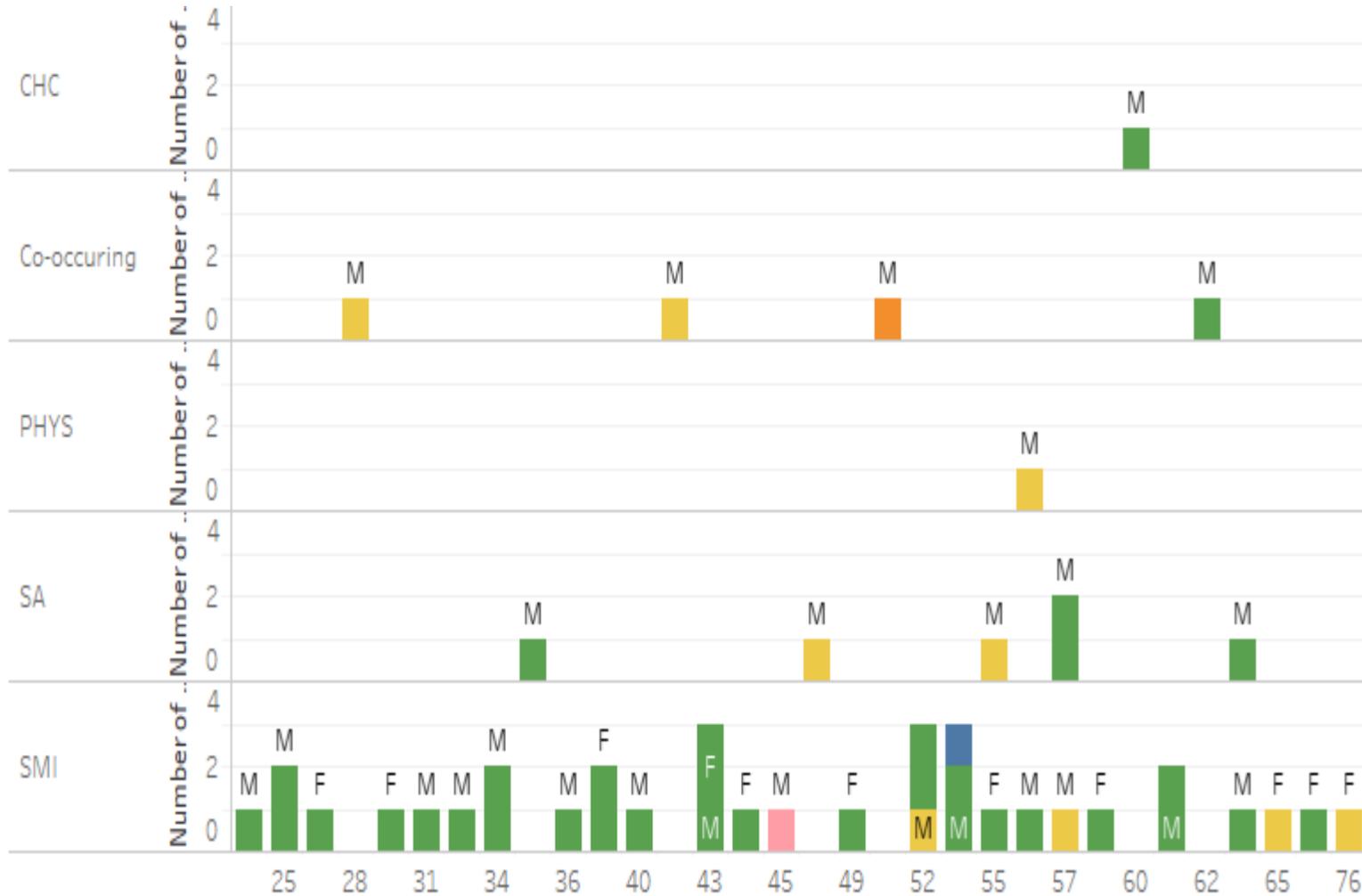


- Serious Mental illness is represented above all other conditions,
- Highly reported among African American clients, including both women and men
- Substance abuse is lowest in black females, but reported more than mental illness for white clients

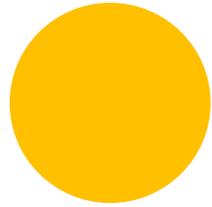
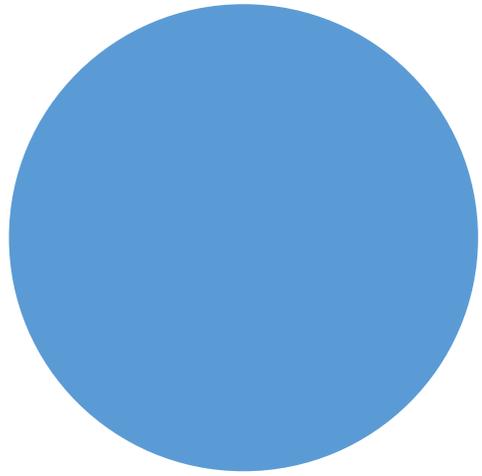


# Chronic Homelessness

# Disabilities



56.5% of Black or African American clients have serious mental illness no matter the age or gender.



Looking towards the  
future with HMIS data

