

Continuum of Care Competitive Funding Process Summary



Sutton, Jeannie

Lee County Human and Veteran

Services 11/10/2021

PROCESS TIMELINE

DATE	PROCESS
AUGUST 23, 2021	Renewal Applicants Notified via Email of 2021 CoC Funding Competition Opening
AUGUST 27, 2021	Request for Applications for 2021 Continuum of Care Funding (RFA# 09-2021) Published: https://www.leegov.com/dhs/funding
SEPTEMBER 7, 2021	Addendum #1 Published for RFA# 09-2021: https://www.leegov.com/dhs/funding
SEPTEMBER 10, 2021	Letter of Interest for Renewal Due from Renewal Project Applicants
SEPTEMBER 22, 2021	New Project Application Due by 5 pm.
SEPTEMBER 24, 2021	All New and Renewal Project Applications Submitted to Performance Evaluation and Ranking Committee for Review in accordance with the 2021 Ranking and Reallocation Procedures found at: https://www.leegov.com/dhs/Documents/CoC/2021%20Reallocation%20and%20Ranking%20Policies%20and%20Procedures.pdf
OCTOBER 1, 2021	Performance Evaluation and Ranking Committee Meeting to Review, Score and Ranking Applications: https://global.gotomeeting.com/join/312306877
OCTOBER 8, 2021	Notice of Conditional Selection or Non-Selection Sent to Project Applicants via Email.
OCTOBER 11, 2021	List of Conditionally Selected Projects Posted Online.
NOVEMBER 10, 2021	Draft Consolidated Continuum of Care Consolidated and Project Applications and Priority Listing Posted Online for Public Review.

LIST OF NEW AND RENEWAL PROJECTS CONSIDERED FOR FUNDING

2021 PSH and RRH Renewal Project Applications

Applications currently funded by CoC funding, there are 8 renewal PSH and RRH projects.

- CASL Rental Assistance Project Application
- CASL Supportive Services Project Application
- Goodwill RRH Project Application
- HVS RRH Project Application
- LCHDC DV RRH Project Application
- TSA RRH Project Application
- SVDP RRH Project Application
- JFCS RRH Project Application

2021 New Project Applications

New project applications, there are 3 applications for the regular bonus project (Maximum Funding \$ 166,464), and 3 applications for the DV bonus project (Maximum Funding \$ 499,392).

- SVDP DV RRH Bonus Project Application
- SVDP RRH Expansion Bonus Project Application
- LCHDC DV RRH Bonus Project Application
- Catholic Charities DV RRH Bonus Project Application
- Catholic Charities RRH Bonus Project Application
- CASL PSH Bonus Project Application

2021 Coordinated Entry Renewal Project Application

Coordinated Entry is scored separately because it is not a housing project.

- Coordinated Entry Project Application

LIST OF NEW AND RENEWAL PROJECTS SELECTED FOR SUBMISSION TO HUD

Project Type	Project*	Amount Requested*	Rank
Bonus	CASL PSH Bonus	\$ 166,464.00	1
Renewal	Goodwill Rapid Rehousing	\$ 208,128.00	2
Renewal	Southwest Florida Connect SSO-CE	\$ 165,000.00	3
Renewal	CASL Supportive Services	\$ 127,382.00	4
Renewal	SVDP Returning Home Lee County	\$ 206,692.00	5
Renewal	HVS LIFT Rapid Rehousing	\$ 109,895.00	6
Renewal	The Salvation Army Rapid Rehousing	\$ 626,364.00	7
Renewal	CASL Rental Assistance	\$ 194,256.00	8
Renewal	JFCS Rapid Rehousing	\$ 207,144.00	9
Renewal	LCHDC DV Rapid Re-Housing	\$ 63,762.00	10
DV Bonus	SVDP RRH DV	\$ 249,696.00	11
DV Bonus	CCDOV RRH DV	\$ 249,696.00	12

*2021 CoC Planning Grant will also be submitted to HUD for consideration for funding.

Projects Not Selected for Submission to HUD			
Bonus	SVDP RRH	\$ 166,464.00	4
Bonus	CCDOV RRH	\$ 163,812.60	5
DV Bonus	LCHDC DV	\$ 280,500.00	6

PROJECT RANKING TOOLS

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

	CASL PSH Bonus	Catholic Charities RRH Bonus	SVDP RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	SVDP DV RRH Bonus
<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>						
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>						
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 5</p>						
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>						
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>						
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>						
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth. Maximum Point Value: 10</p>						
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>						
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>						
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>						
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>						
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 80						

Reviewer Signature
Reviewer Name
Committee Member's Overall Observations/Concerns:

<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 5</p>								
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>								
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>								
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>								
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>								
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 115								

Reviewer Signature

Date of Review

Reviewer Name

Committee Member's Overall Observations/Concerns:

FY 2021 Lee County CoC Renewal Project Ranking Tool for SSO Projects

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
	SSO-CE
Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i>	Yes
Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i>	Yes
Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i>	Yes
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	Yes
Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	Yes
Eligible to Apply	Yes
HVS Review Staff Initial: Date of Threshold Review:	<i>Jeannie Sutton 9/24/2021</i>

Project Scoring

Please enter your score for each scoring criteria based on the project application. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	SSO-CE
Access: The Coordinated Entry System covers 100% of the CoC's Geographic Area, and is accessible by all persons, including those who are least likely to seek services. Maximum Point Value: 10	
Assessment: The Coordinated Entry System provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance. Maximum Point Value: 10	
Prioritization: The coordinated entry system prioritizes people most in need of assistance. Maximum Point Value: 10	
Referral: The Coordinated Entry System quickly refers persons to permanent housing resources based on their vulnerability. Maximum Point Value: 10	
Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, and documented at least 25% matching funds. Maximum Point Value: 10	
Total	0.00
Total Available Points = 50	
Rank:	
Reviewer Signature	
Reviewer Name	
Committee Member's Overall Observations/Concerns:	

2021 Consolidated Application

Before Starting the CoC Application

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

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

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

1. The FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2021 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2021 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1A-1. CoC Name and Number: FL-603 - Ft Myers, Cape Coral/Lee County CoC

1A-2. Collaborative Applicant Name: Lee County Board of County Commissioners

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Lee County Board of County Commissioners

1B. Coordination and Engagement–Inclusive Structure and Participation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
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 - 24 CFR part 578

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

In the chart below for the period from May 1, 2020 to April 30, 2021:	
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or
2.	select Nonexistent if the organization does not exist in your CoC’s geographic area:

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

19.	Mental Illness Advocates	Yes	No	No
20.	Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
21.	Non-CoC-Funded Victim Service Providers	Yes	Yes	No
22.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	No	No	No
23.	Organizations led by and serving LGBT persons	No	No	No
24.	Organizations led by and serving people with disabilities	Yes	Yes	No
25.	Other homeless subpopulation advocates	Yes	Yes	No
26.	Public Housing Authorities	Yes	Yes	No
27.	School Administrators/Homeless Liaisons	Yes	Yes	No
28.	Street Outreach Team(s)	Yes	Yes	Yes
29.	Substance Abuse Advocates	Yes	No	No
30.	Substance Abuse Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	No	No
32.	Youth Service Providers	Yes	Yes	No
Other:(limit 50 characters)				
33.	Veteran Provider Organizations	Yes	Yes	Yes
34.	College/University Participation	Yes	Yes	No

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

Describe in the field below how your CoC:	
1.	communicated the invitation process annually to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, persons with disabilities).

(limit 2,000 characters)

1. The Executive Director of the Lee County Homeless Coalition actively solicits new members following an assessment of subgroups/agencies that are not represented or are underrepresented within the CoC general membership. Nomination and selection to the CoC Governing Board occurs following a similar assessment of underrepresented subgroups, as well as from active, regular participation in General CoC meetings.
2. Meeting announcements, agendas and minutes posted online comply with ADA standards to enhance and encourage persons with disabilities to participate. Meetings are virtual via a "Zoom" or "GoTo" meeting platforms that provide real time transcription and "chat boxes" to encourage dialogs.
3. Individuals experiencing homeless are identified and encouraged to participate in the CoC. The CoC Governing Board has at least one member with lived experience, and multiple funded agencies have persons with lived experience represented within their organization, including as board members and as employees. A peer specialist is based on the local Homeless Resource Day Center, who regularly solicits feedback from persons who are homeless and presents that information to CoC leadership through participation in the

CoC Governing Board and through one on one meetings.
 4. To address equity and engage culturally specific stakeholders, the CoC General and Governing Board members are regularly reminded to solicited participation from groups underrepresented within the CoC. The CoC conducts and annual review of racial and ethic disparities, including within Board membership, and is actively working to recruit members from underrepresented population groups.

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

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

(limit 2,000 characters)

1. All CoC actions, including planning for funding and development of new activities are presented to the CoC Governing Board and CoC General Membership. The CoC General membership meets monthly and was consulted during the creation of a variety of new projects over the past year. The CoC Governing Board is consulted for all new funding uses, including HOME-ARP funds, ESG-CV, and State funding received to address homelessness.

2. Public is gathered from the public during quarterly public meetings through a Lee County Board of County Commissioners (BoCC) Advisory Committee. The committee membership includes representatives from low income neighborhoods, local businesses, the United Way, local Department of Children and Families Office, and advocates for persons who are homeless. All new funding applications and receipt of funding to address homelessness is also presented during BoCC meetings. The public is invited to comment on these items during each meeting, as well as present on items of concern to them. The CoC has also developed a Facebook page, and data dashboards which are posted on the lead agency webpage to ensure that performance data and the most up to date CoC related information is shared with the public.

3. All information gathered during public outreach efforts are used in planning and making improvements to activities to address homelessness. As an example, at the start of the pandemic, several local advocates and persons who are homeless discussed topics of concerns during BoCC meetings. One such concern was lack of places to shower or access hot meals, as many of the local faith based service providers closed due to the pandemic. Based on these comments, the Lead Agency utilized CDBG-CV funding to open and operate a day center which filled the communities gap in services.

1B-4.	Public Notification for Proposals from Organizations Not Previously Funded.	
	NOFO Section VII.B.1.a.(4)	

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

(limit 2,000 characters)

1. Notice of the local competition opening was sent via direct email to nonprofit organizations that have registered for the lead agencies mailing address. In addition, the local request for applications was distributed to other local funders such as the United Way and the Community Foundation, for distribution to their stakeholders. The request for applications was also posted on the lead agency website, and distributed by the Homeless Coalition.
2. The Performance Evaluation and Ranking Committee (PERC), a subcommittee of the CoC Governing Board, reviews all applications that are submitted, regardless of their current funding status. Catholic Charities is not currently funded, but submitted two new project applications, and was selected for submission of a DV RRH bonus project.
3. Instructions related to the request for application were included in the application package which was posted online and distributed via email. Renewal project applicants received instructions for submitting renewal project applications via direct email.
4. The PERC reviews all new and renewal projects in accordance with the most recent CoC Ranking and Reallocation policies, and the current year ranking tool. All project applications that are submitted prior to the local deadline are reviewed by the PERC, so long as they are submitted by an eligible non-profit application. Eligible applicants must be a 501c3, have provided services for a minimum of 12 months prior to application, and must not be on the SAM.org list of debarred agencies.
5. All documents published on the webpage are OCR to allow for persons with disabilities to use screen readers and other aids. All published documents contain language offering translation or alternative formats.

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
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- 24 CFR part 578

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

In the chart below:

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

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

18.		
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1C-2.	CoC Consultation with ESG Program Recipients. NOFO Section VII.B.1.b.	
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Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,000 characters)

1. Lee County Human and Veteran Services is the lead agency for the CoC and the entitlement grantee for ESG and ESG-CV funds. HVS sought input from the CoC Governing Board, the General Membership, community stakeholders, and the public when planning for and allocating ESG and ESG-CV funds. Consultations take place during regular meetings and public hearings, as well as direct emails.
2. The Performance Evaluation and Ranking Committee (PERC), a subcommittee of the CoC Governing Board, reviewed all funding applications for ESG-CV funds and made recommendations to the CoC Governing Board for project selection. The Governing Board also votes on allocation of regular annual ESG Allocations. All selected uses for ESG and ESG-CV funds were presented to the Board of County Commissioners during a public meeting.
3. PIT and HIC data are provided to the staff responsible for completed the Con Plan as soon as it is made available.
4. The CoC Governing Board is consulted prior to the submission of all Annual Action and Consolidated Plans. Staff that manage the CoC lead agency responsibilities regularly consult with staff that are responsible for managing the responsibilities of the Consolidate Planning process. Because HVS serves as the lead agency for both processes, consultation is constantly occurring.

1C-3.	Ensuring Families are not Separated. NOFO Section VII.B.1.c.	
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Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported gender:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	No

5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	No
6.	Other. (limit 150 characters)	
	Implemented a non-congregate sheltering program to ensure that families with more than one household member did not have to separate to seek shelter.	Yes

1C-4.	CoC Collaboration Related to Children and Youth–SEAs, LEAs, Local Liaisons & State Coordinators.	
	NOFO Section VII.B.1.d.	

	Describe in the field below:
1.	how your CoC collaborates with youth education providers;
2.	your CoC's formal partnerships with youth education providers;
3.	how your CoC collaborates with State Education Agency (SEA) and Local Education Agency (LEA);
4.	your CoC's formal partnerships with SEAs and LEAs;
5.	how your CoC collaborates with school districts; and
6.	your CoC's formal partnerships with school districts.

(limit 2,000 characters)

1. Youth education providers in Lee County have access to Lee County CoC resources and partner agencies, including Oasis youth shelter and the Building Stronger Families program managed by Community Cooperative. Youth education partners regularly collaborate with CoC staff to facilitate referrals to appropriate services. Lee County also has a very low rate of homeless individuals under the age of 18 presenting as heads of household (10 individuals in the 2020 PIT count). Most children experiencing homelessness are with at least one parent, and can be referred to the Salvation Army Family Shelter, and Family Rapid Rehousing programs.

2. Contracts for funding exist between Lee County Human and Veteran Services and the local Early Learning Coalition. The County provides funding to support the operations of the Coalition to provide pre-K, VPK, and infant to 3 childcare for families who are low income or experiencing homelessness. The Salvation Army (funded for Family RRH through CoC) has an agreement with ELC to ensure streamlined placement of families that are enrolled in their emergency shelter or RRH programs.

3-6. The CoC regularly engages the Lee County School District to assess needs, and ensure that all CoC resources are made available to students who are homeless. The CoC Lead Agency conducted a presentation regarding CE and RRH resources to all school social workers at the start of the 2021 school year. Coordinated entry staff and street outreach teams regularly collaborate with social workers hired by the Lee County School district to connect homeless youth with appropriate CoC services.

1C-4a.	CoC Collaboration Related to Children and Youth–Educational Services–Informing Individuals and Families Experiencing Homelessness about Eligibility.	
	NOFO Section VII.B.1.d.	

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

(limit 2,000 characters)

All Lee County CoC service providers must have written policies in place which ensure that individuals and families who become homeless are informed of their eligibility for and receive access to educational services. These policies should include how homeless families with children will be informed of and referred to the Lee County School Districts homeless students program, A.C.C.E.S.S. Such policies should also include information for all homeless individuals and families regarding local technical schools and universities, which may offer programs and assistance for persons who are homeless. Additionally, programs that specifically serve families with children must have a staff person designated as the education liaison that will ensure that children are enrolled in school and connected to the A.C.C.E.S.S. program, as well as Head Start, if applicable.

1C-4b.	CoC Collaboration Related to Children and Youth–Educational Services–Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section VII.B.1.d.	

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

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

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Annual Training–Best Practices.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC coordinates to provide training for:

1.	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 indicate the frequency of the training in your response (e.g., monthly, semi-annually); 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 and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,000 characters)

1. CoC Project staff receives at least annual training on best practices and safety protocols directly related to serving victims of Domestic Violence and Human Trafficking. CoC- wide training was coordinated in the past year through Catholic Charities, and all staff using HMIS must receive at least annual training, which includes planning protocols for data associated with DV victims and survivors.
2. Coordinated entry staff attends the CoC-wide training on serving victims of domestic violence and human trafficking, and must receive at least annual HMIS training, which includes planning protocols for data associated with DV victims and survivors.

1C-5a.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Using De-identified Aggregate Data.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your 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 survivors.

(limit 2,000 characters)

Data to assess the needs of DV survivors is sourced from Lee County's HMIS. DV service providers do not currently maintain a comparable database. Per VAWA and local policies, ACT, the local domestic violence shelter, does not enter data into HMIS, and clients seeking access to those programs are instructed to contact them directly. All data is collected in accordance with Lee County CoC's Privacy Policy, which must be clearly posted in all caseworkers offices throughout the CoC. The number of DV Survivors needing housing is the number of individuals/heads of households who are active the Coordinated Entry System who indicated on their housing needs assessment that they were the victims of domestic violence. The number of survivors the CoC is currently serving is the number of unduplicated individuals who either indicated on their housing needs assessment that they were the victims of domestic violence or who are active in another CoC program and indicated that they were the victims of domestic violence.

1C-5b.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Coordinated Assessment–Safety, Planning, and Confidentiality Protocols.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC's coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:

- | | |
|----|----------------------------------|
| 1. | prioritize safety; |
| 2. | use emergency transfer plan; and |
| 3. | ensure confidentiality. |

(limit 2,000 characters)

Lee County CoC's Coordinated Entry System prioritizes the safety and confidentiality of individuals fleeing domestic violence by allowing individuals to confidentially access the system by phone, 24/7. Referrals made as a result of each client's contact with CE are made using each client's system ID only,

without contact information, or any identifying information. (Eg. CardID 734-DV). Communications which include the client's name, phone number, or any other identifying information are prohibited.

Per VAWA and local policies, ACT, the local domestic violence shelter, does not enter data into HMIS, and clients seeking access to those programs are instructed to contact them directly. All data is collected in accordance with Lee County CoC's Privacy Policy, which must be clearly posted in all caseworkers offices throughout the CoC. The policy outlines how and when client's data will be shared, if at all, and guarantees that clients will be able to access, correct, or file a complaint regarding their data.

The CoC's Written Standards and Coordinated Entry Policies and Procedures includes the emergency transfer and other provisions as required by VAWA. Lee County and other local CoC, HOME or ESG funded housing providers allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of Lee County and other applicable housing providers to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether Lee County or other applicable housing providers has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

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

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	No
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	No

1C-7.	Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy. You Must Upload an Attachment(s) to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.g.	

Enter information in the chart below for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at <https://files.hudexchange.info/resources/documents/FY-2020-CoC-PHA-Crosswalk-Report.pdf> or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2020 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing
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			intensive supportive services, e.g., Moving On?
Housing Authority of the City of Fort Myers	1%	Yes-Public Housing	No
Lee County Housing Authority	75%	No	No

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

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

(limit 2,000 characters)

Lee County CoC has been actively pursuing engagements with both PHAs. HACFM has a public housing preference for persons who are homeless. A household consisting of a family that is considered to be homeless as defined by Lee County Department of Human Services. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing. The CoC collaborated with Lee County Housing Authority and the Housing Authority of the City of Fort Myers to implement mainstream vouchers. Two CoC funded providers also work directly with the housing authorities for the administration of VASH vouchers. The PHAs regularly accept referral from RRH providers, who use HCV and Mainstream vouchers as a primary move-on strategy for clients with high service needs, who are in need of long term rental subsidy. In the past several months, Lee County CoC has successfully collaborated with the Housing Authority of the City of Fort Myers on the distribution of Emergency Housing Vouchers to qualified candidates from the Coordinated Entry system, with the intention of developing the collaborative effort to eventually include a homeless admission preference. The CoC continues to work with the PHAs to encourage the use of a Homelessness Preference and participation in CE and HMIS.

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

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

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
Other (limit 150 characters)		

5.	
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1C-7c.	Including PHA-Funded Units in Your CoC's Coordinated Entry System. NOFO Section VII.B.1.g.	
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Does your CoC include PHA-funded units in the CoC's coordinated entry process?	No
--	----

1C-7c.1.	Method for Including PHA-Funded Units in Your CoC's Coordinated Entry System. NOFO Section VII.B.1.g.	
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If you selected yes in question 1C-7c., describe in the field below:

- | | |
|----|---|
| 1. | how your CoC includes the units in its Coordinated Entry process; and |
| 2. | whether your CoC's practices are formalized in written agreements with the PHA, e.g., MOUs. |

(limit 2,000 characters)

The CoC has actively been pursuing the engagement of the PHAs in the Coordinated Entry and HMIS systems. While the PHAs have so far declined this opportunity the CoC will continue to encourage participation. In the past several months, Lee County CoC has successfully collaborated with the Housing Authority of the City of Fort Myers on the distribution of Emergency Housing Vouchers to qualified candidates from the Coordinated Entry system.

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness. NOFO Section VII.B.1.g.	
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Did your CoC coordinate with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other non-federal programs)?	No
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1C-7d.1.	CoC and PHA Joint Application–Experience–Benefits. NOFO Section VII.B.1.g.	
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If you selected yes to question 1C-7d, describe in the field below:

- | | |
|----|--|
| 1. | the type of joint project applied for; |
| 2. | whether the application was approved; and |
| 3. | how your CoC and families experiencing homelessness benefited from the coordination. |

(limit 2,000 characters)

The Lee County CoC worked in collaboration with the Housing Authority of the City of Fort Myers when they submitted an application for Mainstream Vouchers in 2018. The CoC signed an MOU with HACFM for the administration of mainstream vouchers, as well as for Emergency Housing Vouchers. The CoC and Coordinated Entry Systems are being used to provide referrals and documentation for EHV's. All persons who are enrolled in an CoC RRH program

that are unable to increase income to sustain long term housing stability are referred to the PHA for possible placement with HCV, Mainstream or other available vouchers. Since the implementation of EHVs, HACFM has been participating in case conferencing meetings and is beginning to increase their engagement with the CoC and Coordinated Entry Systems, although they are not yet fully participating.

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including American Rescue Plan Vouchers.	
	NOFO Section VII.B.1.g.	

Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	Coordinating with PHA(s) to Administer Emergency Housing Voucher (EHV) Program–List of PHAs with MOUs.	
	Not Scored–For Information Only	

Did your CoC enter into a Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
--	-----

If you select yes, you must use the list feature below to enter the name of every PHA your CoC has entered into a MOU with to administer the Emergency Housing Voucher Program.

PHA
Housing Authority...

1C-7e.1. List of PHAs with MOUs

Name of PHA: Housing Authority of the City of Fort Myers

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

1C-8.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

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

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1C-9.	Housing First–Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.	11
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach.	11
3.	This number is a calculation of the 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 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1C-9a.	Housing First–Project Evaluation.	
	NOFO Section VII.B.1.i.	

Describe in the field below how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.

(limit 2,000 characters)

The housing first practices of each CoC and ESG funded service provider are actively evaluated by the Coordinated Entry (CE) Coordinator. The CE Coordinator reviews all active referrals during weekly case conferencing calls and ensures that agencies are working to place clients in housing regardless of

service participation or preconditions. Further the Coordinator ensure that referrals are not be referred to CE without adequate efforts to engage client. Housing first compliance is also reviewed during the annual project evaluation process, conducted as part of the local funding process. The CoC Written Standards requirement that all providers adhere to housing first principles. The CoC maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability.

1C-9b.	Housing First–Veterans.	
	Not Scored–For Information Only	

Does your CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	Yes
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1C-10.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	

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

(limit 2,000 characters)

1. The CoC implemented significant street outreach efforts in 2020. The CoC developed Housing Outreach & Treatment (HOT) teams in partnership with Lee County Human & Veteran Services, Centerstone (behavioral health provider), & local law enforcement, including Lee County Sherriff's Office, Cape Coral Police Department, Fort Myers Police Department, Sanibel Police Department, Lee County Port Authority & Florida Gulf Coast University Police Department. HOT Teams consist of a law enforcement officer & behavioral health professional. HOT Teams conduct assessments, provide referrals for housing/shelter, & connection to behavioral health services. The CoC lead agency also has three full time street outreach staff, one emergency medical services (EMS) coordinator, & one mobility coordinator.
2. The street outreach efforts cover 100% of the geographic area. Law Enforcement agencies have received permission to assist with outreach outside of their traditional jurisdictional boundaries.
3. Street outreach & HOT teams conduct street outreach at least 5 days per week & are available approximately 10 hours per day. HOT team & street outreach staff also conduct targeted outreach events when encampments are identified. These targeted events are triggered at the request of the public, outreach staff, the Board of County Commissioners, or any other community stakeholders who identify a potential encampment. When such space is identified, the stake holder contacts the lead agency, who then organizes a team for an event aimed at connecting individuals in encampments with shelter, housing, & resources.
4. Targeted encampment outreach events & the lead agency's dedicated staff

aim to engage those who are least likely to request assistance. The EMS coordinator engages persons who are frequent users of EMS services & connects them to housing & primary medical care. The mobility coordinator engagement persons who frequent public transit stations & connects them to housing & resources.

1C-11.	Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC's geographic area:

1.	Engaged/educated local policymakers	Yes
2.	Engaged/educated law enforcement	Yes
3.	Engaged/educated local business leaders	Yes
4.	Implemented communitywide plans	Yes
5.	Other:(limit 500 characters)	

1C-12.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.I.	

	2020	2021
Enter the total number of RRH beds available to serve all populations as reported in the HIC–only enter bed data for projects that have an inventory type of “Current.”	194	348

1C-13.	Mainstream Benefits and Other Assistance–Healthcare–Enrollment/Effective Utilization.	
	NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits.

	Type of Health Care	Assist with Enrollment?	Assist with Utilization of Benefits?
1.	Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
2.	Private Insurers	Yes	Yes
3.	Nonprofit, Philanthropic	Yes	Yes
4.	Other (limit 150 characters)		

1C-13a.	Mainstream Benefits and Other Assistance—Information and Training.	
	NOFO Section VII.B.1.m	
	Describe in the field below how your CoC provides information and training to CoC Program-funded projects by:	
1.	systemically providing up to date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC’s geographic area;	
2.	communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;	
3.	working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and	
4.	providing assistance with the effective use of Medicaid and other benefits.	

(limit 2,000 characters)

1. Updates related to mainstream resources are sent directly to case managers, outreach staff, and other who engage with clients via email and also shared during meetings.
2. Information is communicated via email almost immediately as it is received. Information is also shared during monthly CoC General Membership meetings and quarterly Human Services Information Network Meetings. United Way 211 is in constant communication with the CoC lead agency to ensure that clients reaching out to CE and 211 have the most up to date information.
3. The CoC lead agency recently onboarded an EMS coordinator staff position that is specifically focused on connecting those households with high medical needs to primary care, health insurance, and other physical health related services. The CoC partners with Lee Community Healthcare, a system created to increase access to healthcare for the uninsured and underserved throughout the region. Services offered include patient education, case management (including enrolling in health insurance), primary care, tests, immunizations, mental health, pediatrics, women's care, and more. Family Health Centers also has dedicate outreach staff that frequent the congregate shelters in the area to provide services and engagement with primary care.
4. The Lead Agency regularly coordinates with the Community Care Outreach team, which is the Medicaid/Medicare navigation team at Lee Health, and the Lee Health Social Work team. Outreach staff assist clients to complete application for Medicaid, and there is dedicate SOAR case management available at the Homeless Resource Day Center 5 days per week to connect individuals to SSDI and Medicaid resources.

1C-14.	Centralized or Coordinated Entry System—Assessment Tool. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.n.	
	Describe in the field below how your CoC’s coordinated entry system:	
1.	covers 100 percent of your CoC’s geographic area;	
2.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
3.	prioritizes people most in need of assistance; and	
4.	ensures people most in need of assistance receive assistance in a timely manner.	

(limit 2,000 characters)

1. Lee County CoC utilizes a 24/7 telephone intake line in addition to satellite

access points that ensures 100% geographic coverage. The Coordinated Entry System (CE) is advertised community-wide as the only way to access CoC-funded housing services. Durable rack cards with contact information for CE, the mobile crisis unit, and the day center are printed in English and Spanish and distributed widely by all service providers and outreach staff to ensure that clients know how to access the system.

2. In addition to maintaining a 24/7 telephone intake line and satellite access points, the CoC has street outreach projects which fund staff to be able to physically locate and engage people who would be unlikely to apply for homeless assistance without such efforts. These efforts include HOT teams, which are teams of behavioral health (BH) providers and law enforcement. HOT Teams complete CEs with clients and ensure they are quickly connected to services. Allowing the BH provider to complete CE's has ensured that clients with the most severe BH needs have access to the system.

3. Lee County CoC uses a dynamic vulnerability assessment that prioritizes clients according to standards developed with the input of a diverse group of community partners. The prioritization process utilizes the VI-SPDAT as part of a holistic process that considers chronicity, tri-morbidity (where an individual simultaneously suffers a mental health, physical health, and substance abuse issue), whether the individual or family is homeless as a result of abuse/trauma, and other factors as determined by the community.

4. Vacancies in housing programs are immediately reported to CE staff, and matching clients are referred to housing programs within one week of each vacancy. A warm handoff between outreach staff and housing case management ensures a smooth transition for the client into housing.

1C-15.	Promoting Racial Equity in Homelessness–Assessing Racial Disparities.	
	NOFO Section VII.B.1.o.	

Did your CoC conduct an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years?	Yes
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1C-15a.	Racial Disparities Assessment Results.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the findings from your CoC's most recent racial disparities assessment.

1.	People of different races or ethnicities are more likely to receive homeless assistance.	Yes
2.	People of different races or ethnicities are less likely to receive homeless assistance.	Yes
3.	People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	Yes
4.	People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	No

5.	There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	No
6.	The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	No

1C-15b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.o.	

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

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

1C-15c.	Promoting Racial Equity in Homelessness Beyond Areas Identified in Racial Disparity Assessment.	
	NOFO Section VII.B.1.o.	

Describe in the field below the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity assessment.

(limit 2,000 characters)

Racial equity has been an explicitly stated goal of Lee County's CoC, and has been addressed in several ways, including the following:
 Lee County's strategic plan commits to regularly gathering and evaluating data to understand racial and ethnic trends in homelessness within the Continuum.

Lee County CoC's distribution of Rapid Rehousing funding reflects the priority of

the CoC Governing Board to address racial disparity among people experiencing homelessness in the CoC. Specifically, homelessness is experienced more frequently relative to the general population by women of color with children. To address the disparity, a large portion** of the CoC's Rapid Rehousing budget was designated specifically for families with children.

Lee County's Prioritization system uses a dynamic scoring system developed with community partners that does not rely on the 'score' of a single assessment to determine vulnerability. The community partners in attendance were diverse, including people of color and agencies whose served population are disproportionately people of color. An assessment of the scoring system showed no statistically significant bias in terms of race in individuals and families in regard to receiving the assessment, and very little difference in scoring. As an outcome, people of color were slightly more likely relative to the general population to be housed by programs that receive referrals from the Coordinated Entry System.

1C-16.	Persons with Lived Experience–Active CoC Participation.	
	NOFO Section VII.B.1.p.	

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

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	7	2
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	3	1
3.	Participate on CoC committees, subcommittees, or workgroups.	3	0
4.	Included in the decisionmaking processes related to addressing homelessness.	4	0
5.	Included in the development or revision of your CoC's local competition rating factors.	0	0

1C-17.	Promoting Volunteerism and Community Service.	
	NOFO Section VII.B.1.r.	

Select yes or no in the chart below to indicate steps your CoC has taken to promote and support community engagement 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.	No
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, data entry).	No
3.	The CoC works with organizations to create volunteer opportunities for program participants.	Yes

4.	The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	Yes
5.	Provider organizations within the CoC have incentives for employment and/or volunteerism.	No
6.	Other:(limit 500 characters)	

1D. Addressing COVID-19 in the CoC's Geographic Area

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
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- 24 CFR part 578

1D-1.	Safety Protocols Implemented to Address Immediate Needs of People Experiencing Unsheltered, Congregate Emergency Shelter, Transitional Housing Homelessness.	
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NOFO Section VII.B.1.q.	
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Describe in the field below protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:	
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1.	unsheltered situations;
2.	congregate emergency shelters; and
3.	transitional housing.

(limit 2,000 characters)

1. Non congregate sheltering programs were implemented for persons who were experiencing homelessness that tested positive for Covid-19. A non-congregate sheltering program for households with more than two persons who were experiencing unsheltered homelessness (not covid-19 positive) was implemented to help to reduce the number of persons who were unsheltered a fill a community gap when the family emergency shelter reduced capacity to comply with CDC guidelines. Portable wash stations and toilets were placed at 4 locations where large numbers of clients who were unsheltered commonly congregated. The Homeless Resource Day Center was established in December 2020 to provide a safe and consistent location for showers, laundry, hot meals and services. Hand sanitizer and masks are distributed at the day center.

2. All congregate emergency shelters reduced capacity and adjusted space to comply with CDC guidelines for maintaining 6 ft of separation between occupants. All occupants and staff were required to wear masks. Regular deep cleaning and sanitization was completed through the use of CARES Act funds. Vaccinations were provided at the Homeless Resource Day Center, all Congregate shelter settings, and at the hotels housing non-congregate sheltering.

1D-2.	Improving Readiness for Future Public Health Emergencies.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC improved readiness for future public health emergencies.

(limit 2,000 characters)

Increased street outreach through HOT teams ensures that individuals who are experiencing homelessness are quickly identified, assessed and prioritized for permanent housing thus reducing their risk and improving the CoC's readiness for further public health emergencies. The CoC also began and will continue to support the operation of the Homeless Resource Day Center (HRDC), which provides a safe place for persons who are unsheltered to access meals, showers, laundry, and a variety of services. The HRDC has also provided an ideal location for the distribution of vaccines, as well as all congregate shelter settings within the CoC. The local public participation plan, and policies and procedures were updated to accommodate operational changes in the event of future public health emergencies. This includes allowing for the use of technology to conduct housing inspections and case management visits, when it is unsafe to do so in person. Additionally the CoC shifted all meetings to a virtual platform, and ensure that specific training is provided to persons with lived experience who are interested in participating in virtual meetings, but may not have the technology or skills to do so. Additional, through CARES Act funds many shelter providers were able to make building and operational adjustments to ensure safety, this includes installing plexiglass windows and implementing the use of temperature checks.

1D-3.	CoC Coordination to Distribute ESG Cares Act (ESG-CV) Funds.	
	NOFO Section VII.B.1.q	

Describe in the field below how your CoC coordinated with ESG-CV recipients to distribute funds to address:

1.	safety measures;
2.	housing assistance;
3.	eviction prevention;
4.	healthcare supplies; and
5.	sanitary supplies.

(limit 2,000 characters)

1. ESG-CV were not used to provide safety measures, as the Lee County BoCC made funding available through the CARES Act allocation from the U.S. Treasury for PPE and provided funding to nonprofit providers to retrofit buildings, purchase equipment such as thermometers, and implement technology solutions to ensure safety.
2. ESG-CV funds were used primarily to provide RRH for persons experiencing homelessness. Funds were made available via a local notice of funding availability process which invited homeless service providers to apply for funding to provide RRH to reduce the number of persons experiencing homelessness.
3. ESG-CV funds were not used for eviction prevention, as the Lee County BoCC provided more than \$28 million to provide past due rent/mortgage/utility assistance to Lee County residences. In addition, the BoCC continues to operate the Emergency Rental Assistance program using funding from the continuing appropriations act, and has drawn more than \$10 million to date.
4. ESG-CV were not used to healthcare supplies, as the Lee County BoCC

made funding available through the CARES Act allocation from the U.S. Treasury for PPE and provided funding to the local health care provider to purchase supplies, including supplies needed for testing and vaccinations. 5. ESG-CV were not used to healthcare supplies, as the Lee County BoCC made funding available through the CARES Act allocation from the U.S. Treasury for PPE, cleaning supplies, hand sanitizer, portable wash stations for persons who were homeless, portable toilets for persons who were homeless, and deep cleaning for congregate settings and service providers administrative offices.

1D-4.	CoC Coordination with Mainstream Health.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:

1.	decrease the spread of COVID-19; and
2.	ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks).

(limit 2,000 characters)

1. Almost immediately after the start of the pandemic the CoC coordinated with Lee Health (local hospital system) and the Lee County Emergency Operations Center (EOC) to implement non-congregate sheltering (NCS) operations for persons who were experiencing homelessness and tested positive for Covid. NCS provides three meals per day to a program participant, along with case management contacts a minimum of twice per day during the quarantine period. Referrals for NCS are made by Lee Health to the local DOH. The DOH confirms the Covid + result and notifies the hotel of a new placement. Lee Health sends a notification of placement to the CoC Lead Agency, with relevant information related to the program participant, including any BH needs or upcoming medical appointments. The assigned case manager makes contact with the participant within 2 hours of initial placement, and starts discharge planning immediately. The case manager continues to engage DOH and Lee Health to address any physical health needs the participant may have.

2. The CoC lead agency worked with the DOH when the pandemic first began to gather and distribute marketing materials to educate clients about safe practices. The Lead Agency also coordinated with EOC to get large shipments of cloth masks and food boxes for distribution to clients. Once vaccines were available, the CoC coordinated with DOH to distribute to all congregate settings, and also coordinated several mobile vaccine clinics.

1D-5.	Communicating Information to Homeless Service Providers.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:

1.	safety measures;
2.	changing local restrictions; and
3.	vaccine implementation.

(limit 2,000 characters)

1. The CoC worked with the DOH when the pandemic first began to gather and distribute marketing materials to educate clients about safe practices, including distribution to local service providers. Direct emails related to CDC and HUD guidance were distributed to service providers to keep them informed.
2. The Homeless Coalition developed and maintained a list of operational changes resulting from the pandemic. The list was updated daily, posted on the lead agency website, and shared via email to ensure that all direct service staff were aware of available local resources, and any changes in local restrictions.
3. By the end of 2020, the CoC began using a mass texting means for communication with clients. This technology was used to send text messages to clients who maybe in need of vaccines, once they became available. The CoC coordinated via emails and flyers, to ensure service providers were informed about vaccination events being held at the Homeless Resource Day Center and at Congregate settings. Both staff and clients were able to get vaccines at each event.

1D-6.	Identifying Eligible Persons Experiencing Homelessness for COVID-19 Vaccination.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.

(limit 2,000 characters)

Clients that may have been eligible for vaccines, based on age and local policies, were identified using HMIS. For those clients in congregate and non-congregate settings letters were provided to the clients to notify them of their eligibility and the date and time of available vaccine clinics. Flyers were also created and made available at places where clients typically congregate. Outreach and other direct service staff were also provided flyers to distribute to clients who were unsheltered. By the end of 2020, the CoC began using a mass texting means for communication with clients. This technology was used to send text messages to clients who had phones to share outreach events, vaccination clinics, and other announcements.

1D-7.	Addressing Possible Increases in Domestic Violence.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

(limit 2,000 characters)

The CoC coordinates with the local Abuse Counseling and Treatment (ACT) shelter to ensure that victims of DV have access to shelter and housing. The ACT shelter take direct referrals from the CoC when beds are available, and coordinates with the CoC funded DV RRH provider to quickly move individuals out of the shelter and into housing. The ACT shelter participated in making referrals to the CoC Covid + Non congregate sheltering operation, and were

able to maintain most of their capacity during the pandemic. The creation of the non-congregate sheltering operation for multi family households also served to address the needs of persons who may have become homeless due to domestic violence. The CoC continues to pursue additional opportunities to fund DV specific RRH, including the submission of 2 projects during this years competitions for the DV Bonus funding. Additional funds are also being prioritized to provide additional behavioral health supports for all populations.

1D-8.	Adjusting Centralized or Coordinated Entry System.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.

(limit 2,000 characters)

Lee County's Coordinated Entry System uses a dynamic scoring system to select candidates for housing programs based on vulnerability. To rapidly address changes presented by the COVID-19 pandemic, the scoring system was adjusted to more rapidly select individuals who were over the age of 60, and individuals who indicated that they suffered chronic health issues. The CoC collaborated directly with the state health department to establish and maintain a Non-congregate sheltering program which allowed COVID-positive individuals to quarantine while still being assessed and referred to housing resources. A Covid-19 screening tool was also developed and implemented into workflows within HMIS to ensure that case management and outreach staff were safe and could identify clients with symptoms as quickly as possible.

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

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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1E-1.	Announcement of 30-Day Local Competition Deadline–Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.a. and 2.g.	

1.	Enter the date your CoC published the 30-day submission deadline for project applications for your CoC's local competition.	08/27/2021
2.	Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process.	08/27/2021

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. You Must Upload an Attachment to the 4B. Attachments Screen. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria listed below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Used data from a comparable database to score projects submitted by victim service providers.	No
5.	Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.	No
6.	Used a specific method for evaluating projects based on the CoC's analysis of rapid returns to permanent housing.	Yes

1E-2a.	Project Review and Ranking Process–Addressing Severity of Needs and Vulnerabilities.	
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NOFO Section VII.B.2.d.

Describe in the field below how your CoC reviewed, scored, and selected projects based on:

- | | |
|----|--|
| 1. | the specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and |
| 2. | considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area. |

(limit 2,000 characters)

- The Performance Evaluation and Ranking Committee (PERC) considered the needs of clients currently identified within the CoC. Many of the clients on the CoC's by-name list have criminal histories, current or histories of substance abuse and mental health issues, and no income. The PERC made the decision to rank new PSH projects higher than RRH projects to increase resources available for the large number of clients within the CoC that need PSH to resolve their homelessness.
- The PERC also considered the vulnerability of persons being served in existing programs. Those RRH and PSH programs that demonstrated, by average VI-SPDAT score, service provision to those with the most severe service needs scored higher during the local competition.

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

Describe in the field below how your CoC:

- | | |
|----|--|
| 1. | obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications; |
| 2. | included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; |
| 3. | rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented). |

(limit 2,000 characters)

The CoC Governing Board and Performance Evaluation and Ranking Committee review all ranking factors. The CoC governing board is 83% white and 17% minority. The CoC is actively conducting outreach to engage persons from over-represented races and ethnicities. The CoC is also working to integrate demographic data into the ranking and review process.

1E-4.	Reallocation—Reviewing Performance of Existing Projects. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.	
	NOFO Section VII.B.2.f.	

Describe in the field below:

- | | |
|----|---|
| 1. | your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed; |
| 2. | whether your CoC identified any projects through this process during your local competition this year; |
| 3. | whether your CoC reallocated any low performing or less needed projects during its local competition this year; |

4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable; and
5.	how your CoC communicated the reallocation process to project applicants.

(limit 2,000 characters)

1. The CoC Ranking and Reallocation Policies guide determinations regarding reallocation. Projects are reallocated based on the following criteria: Project performance, which takes into consideration the type of project, its performance relative to that type, community needs, and timely expenditure of funds; Utilization and effectiveness, which factors bed/unit operating capacity and cost effectiveness relative to project type and population served; Extent of participation in HMIS, including, but not limited to, bed coverage, data quality, participation in Coordinated Entry; and CoC funding priorities as detailed in the most recent CoC NOFO.

2, 3 & 4. Because many of the projects funded in the 2019 CoC funding competition were new projects not enough performance data existed to make a determination regarding reallocation. The PERC determined that reallocation determinations would be evaluated in preparation for the 2022 funding competition. All projects were determined to be needed during this years funding process.

5. The CoC Ranking and Reallocation Policy is reviewed and updated by the CoC Governing Board annually. The approved policies are posted on the lead agency webpage, and shared with new and renewal project applicants via email upon notification of the competition opening.

1E-4a.	Reallocation Between FY 2016 and FY 2021. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.	
	NOFO Section VII.B.2.f.	

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2016 and FY 2021?	Yes
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1E-5.	Projects Rejected/Reduced–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen if You Select Yes.	
	NOFO Section VII.B.2.g.	

1.	Did your CoC reject or reduce any project application(s)?	Yes
2.	If you selected yes, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.	10/08/2021

1E-5a.	Projects Accepted–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.g.	

Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.	10/08/2021
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1E-6.	Web Posting of CoC-Approved Consolidated Application. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.g.	

Enter the date your CoC's Consolidated Application was posted on the CoC's website or affiliate's website—which included: 1. the CoC Application; 2. Priority Listings; and 3. all projects accepted, ranked where required, or rejected.	11/10/2021
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2A. Homeless Management Information System (HMIS) Implementation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

Enter the name of the HMIS Vendor your CoC is currently using.	Bell Data Systems
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

Select from dropdown menu your CoC’s HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

Enter the date your CoC submitted its 2021 HIC data into HDX.	05/18/2021
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2A-4.	HMIS Implementation—Comparable Database for DV.	
	NOFO Section VII.B.3.b.	

Describe in the field below actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:

- | | |
|----|---|
| 1. | have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and |
| 2. | submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead. |

(limit 2,000 characters)

1. There are no funded Victim Services providers in the CoC that would be required to maintain a comparable database. The CoC funded DV RRH provider is not a victim services providers and enters data in HMIS, with client consent.
2. The ACT Abuse Shelter provide de-identified and de-duplicated data for the purposes of the HIC and PIT count annually.

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

Enter 2021 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2021 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	266	95	146	85.38%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	0	0	0	
4. Rapid Re-Housing (RRH) beds	348	0	348	100.00%
5. Permanent Supportive Housing	393	0	69	17.56%
6. Other Permanent Housing (OPH)	0	0	0	

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

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

The poor bed coverage rate for Permanent Supportive Housing is due to HUD VASH vouchers that are administered by the Housing Authority of the City of Fort Myers. The CoC has actively been pursuing the engagement of the PHAs in the Coordinated Entry and HMIS systems. While the PHAs have so far declined this opportunity the CoC will continue to encourage participation. In the past several months, Lee County CoC has successfully collaborated with the Housing Authority of the City of Fort Myers on the distribution of Emergency Housing Vouchers to qualified candidates from the Coordinated Entry system. None of emergency shelter beds dedicated for DV are participating in HMIS because those beds are provided by a victim services provider, that is prohibited from participating in HMIS. In addition, the local Rescue Mission reports beds for the HIC, but does not participate in HMIS due to limited staff capacity.

2A-5b.	Bed Coverage Rate in Comparable Databases.	
	NOFO Section VII.B.3.c.	

Enter the percentage of beds covered in comparable databases in your CoC's geographic area.	0.00%
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2A-5b.1. Partial Credit for Bed Coverage Rates at or Below 84.99 for Question 2A-5b.	
NOFO Section VII.B.3.c.	

If the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe in the field below:

- | |
|---|
| 1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and |
| 2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent. |

(limit 2,000 characters)

The poor bed coverage rate for Permanent Supportive Housing is due to HUD VASH vouchers that are administered by the Housing Authority of the City of Fort Myers. The CoC has actively been pursuing the engagement of the PHAs in the Coordinated Entry and HMIS systems. While the PHAs have so far declined this opportunity the CoC will continue to encourage participation. In the past several months, Lee County CoC has successfully collaborated with the Housing Authority of the City of Fort Myers on the distribution of Emergency Housing Vouchers to qualified candidates from the Coordinated Entry system. None of emergency shelter beds dedicated for DV are participating in HMIS because those beds are provided by a victim services provider, that is prohibited from participating in HMIS.

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

Did your CoC submit LSA data to HUD in HDX 2.0 by January 15, 2021, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

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2B-1.	Sheltered and Unsheltered PIT Count—Commitment for Calendar Year 2022	
	NOFO Section VII.B.4.b.	

Does your CoC commit to conducting a sheltered and unsheltered PIT count in Calendar Year 2022?	Yes
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2B-2.	Unsheltered Youth PIT Count—Commitment for Calendar Year 2022.	
	NOFO Section VII.B.4.b.	

Does your CoC commit to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth serving organizations and youth with lived experience?	Yes
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2C. System Performance

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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

Describe in the field below:	
1.	how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;
2.	how your CoC addresses individuals and families at risk of becoming homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.

(limit 2,000 characters)

1. The CoC compiled of qualitative data obtained during Coordinated Entry Assessment completed between 1/1/2021 and 7/31/2021. Over this period there were a total of 1,660 Coordinated Assessment narratives completed. From these, the CoC used formulas to calculate the top risk factors leading to homelessness. The CoC determined that the largest contributing factors to homelessness were mental health issues, domestic violence, covid related losses of income/evictions, and incarcerations.
2. The Co-Lead agency the CoC collaborates closely with the two available homelessness prevention programs. The program funded by the CARES act and Continuing Appropriations Act identifies anyone who has lost income or opportunity due to the COVID-19 pandemic as being at risk of homelessness, and can assist with back rent payments. The other prevention program funded administered by Lee County Human and Veteran Services prioritizes individuals who have become homeless for the first time, and those who have received an eviction notice. While these programs are not directly funded by the CoC, Coordinated Entry staff are trained on the qualification criteria for both programs, and are able to make referrals and provide direction for each.
3. The CoC Governing Board is responsible for setting strategies for reduce the number of households that begin homeless for the first time, and addresses the goal of making homelessness rare in the Strategic Plan. The Program Manager of the Family Impact Unit within HVS is responsible for oversight of the prevention program. The CARES Act and Continuing Appropriations Act programs are overseen by the Lee County Procurement Department.

2C-2.	Length of Time Homeless—Strategy to Reduce.	
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NOFO Section VII.B.5.c.

Describe in the field below:

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

(limit 2,000 characters)

- Lee County's strategic plan commits to a holistic approach to streamlining and expanding services to reduce the length of time individuals remain homeless. Initiatives include: a) Expanding and retooling street outreach to quickly engage, assess and refer individuals experiencing homelessness, especially those less likely to engage with services independently b) Collaborating with Law Enforcement to launch initiatives diverting chronically homeless individuals from the justice system to permanent housing c) Identifying and removing barriers from housing and emergency shelter programs d) Expanding CoC funded housing resources and access to affordable housing system-wide
- Every individual entered into Lee County's Coordinated Entry system is assessed for the length of time they have been homeless, and chronically homeless individuals are given priority for housing resources, regardless of barriers. Additionally, Lee County has established and continues to expand permanent supportive housing resources for chronically homeless, high needs clients.
- The CoC Governing Board is responsible for setting prevention policy, and addresses the goal of making homelessness brief in the Strategic Plan. The Program Manager of the Family Impact Unit within HVS is responsible for oversight of the prevention program.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing.	
	NOFO Section VII.B.5.d.	

Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:

- | | |
|----|---|
| 1. | emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and |
| 2. | permanent housing projects retain their permanent housing or exit to permanent housing destinations. |

(limit 2,000 characters)

Lee County's Strategic plan reduces returns to homelessness through connections to adequate services, support networks, and opportunities.

- Lee County has worked with the two emergency shelter projects to reduce barriers to entry and improve the rate of exits to permanent housing. Staff at both emergency shelters have the ability to perform the assessment portion of the coordinated entry system, which qualifies candidates for rapid rehousing and permanent supportive housing. Emergency shelter staff also facilitates job searches, access to on-site mental healthcare, SOAR applications, and other supportive services.

Rapid Rehousing case managers from every funded agency meet virtually every week to collaborate on challenging cases, address common issues, share resources, and develop long term strategies to support their clients' housing sustainability. The group has also begun to work collaboratively with the Housing Authority of the City of Fort Myers to transition clients from Rapid Rehousing to Emergency Housing Vouchers and Section 8 vouchers.

2. Permanent housing projects in Lee County feature a low rate of exits to homelessness. Of 95 clients who were active in Permanent housing projects in 2020, less than 16% exited to a transitional or homeless situation during the calendar year. The CoC continues to improve that metric by connecting permanent housing clients to supportive services, including an on-site SOAR specialist, on-site mental health counseling, and other supportive services. The CoC has also committed in it's strategic plan to collaborating with Housing Authorities to develop a 'move on' strategy to help clients access permanent housing vouchers.

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

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

(limit 2,000 characters)

1. The CoC regularly gathers and reviews data to identify individuals and families who return to homelessness. A return to homelessness is identified when a client exits an HMIS program to a negative housing destination, or when a client exits to a positive housing destination but subsequently enters another HMIS program indicating a homeless status at program entry. Additionally, case managers within the lead agency call former clients at regular intervals following discharge to ensure that the individual or family has maintained stable housing, and to refer clients to prevention measures, if necessary.

2. Lee County's strategic plan seeks to make homelessness a one-time experience by a) Using data to identify risk factors for returns to homelessness and educating the the design of housing programs that provide comprehensive supportive services b) Developing service solution that are focused on building community based support networks and increasing economic mobility c) Implementing and monitoring a move-on strategy with affordable housing providers, including the Public Housing Authority, Low Income Housing Tax Credit (LIHTC) development, multifamily assisted housing owners, and other local low-income housing programs

3.The CoC Governing Board is responsible for setting policy to reduce returns to homelessness, and addresses the goal of making homelessness a one-time experience in the Strategic Plan. The Coordinated Entry Coordinator and Homeless Impact Manager at the CoC Lead Agency are responsible for continually monitoring return to homelessness data and failed housing referrals.

2C-5.	Increasing Employment Cash Income-Strategy.	
	NOFO Section VII.B.5.f.	

Describe in the field below:

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

(limit 2,000 characters)

1. Lee County's Strategic Plan established a goal to a) expand community partnerships between business and education communities b) Increase education, training, and vocational experiences for individuals to improve employability and self-sufficiency. c) Facilitate community partnerships to identify and secure funding for expanding education and training programs that lead to employment. d) Engage the business community to provide on-the-job-training, internships, and mentoring programs leading to employment. e) Ensure that literacy programs are made accessible and relevant to children, adults, and families. f) Expand low literacy and English as a Second language programs for youth and adults within the environment of the learner. g) Improve employment opportunities and outcomes for individuals transitioning to independence. h) Expand full-time, part-time, and short-term employment opportunities to meet immediate self-sustaining wage-earning needs, and increase the number of supportive employment programs. i) Improve communication and resources to help people find and maintain gainful employment.

2. The CoC has existing relationships with several agencies that offer job training, readiness, and placement assistance including Grace Church, which hosts a regular 'second chance job and resource fair', Goodwill's Job-Link, and Veteran Specific programs offered through the VA. Lee County CoC consistently collaborates with these partner agencies, and provides referrals to existing clients to increase cash income.

3. The CoC Governing Board is responsible for setting policy to engage and maintain relationships with partners that will increase clients employment income, and lays out the strategy in the Strategic Plan. The Family Impact Manager and Homeless Impact Manager at the CoC Lead Agency are responsible for ensuring that information related to employment fairs, job opportunities and job training opportunities are distributed to case management staff and clients.

2C-5a.	Increasing Employment Cash Income–Workforce Development–Education–Training.	
	NOFO Section VII.B.5.f.	

Describe in the field below how your 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
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2.	is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants.
----	---

(limit 2,000 characters)

1. Lee County's Strategic Plan established a goal to a) Facilitate community partnerships to identify and secure funding for expanding education and training programs that lead to employment. b) Engage the business community to provide on-the-job-training, internships, and mentoring programs leading to employment. c) Ensure that literacy programs are made accessible and relevant to children, adults, and families. d) Expand low literacy and English as a Second language programs for youth and adults within the environment of the learner e) expand community partnerships between business and education communities f) Increase education, training, and vocational experiences for individuals to improve employability and self-sufficiency.

2. The CoC has existing relationships with several agencies that offer job training, readiness, and placement assistance including Grace Church, which hosts a regular 'second chance job and resource fair', Goodwill's Job-Link, and Veteran Specific programs offered through the VA. Lee County CoC consistently collaborates with these partner agencies, and provides referrals to existing clients to increase cash income. Job fairs were provided at non-congregate sheltering locations through the last year. Goodwill staff are also onsite at the homeless resources day center to assist clients in making connections to employment. Job training programs are offered through Goodwill, including digital literacy training which provides much needed skills in using technology.

2C-5b.	Increasing Non-employment Cash Income.	
	NOFO Section VII.B.5.f.	

	Describe in the field below:
--	------------------------------

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

(limit 2,000 characters)

1-2 Lee County CoC's strategy to increase access to non-employment cash sources and non-employment cash income is part of the overall plan to expand wrap-around community-based services. Coordinated Entry staff screen for the presence of non-cash income at the "front door" of the Coordinated Entry system, and regularly make referrals to established partner agencies. Staff at Community Cooperative regularly assist clients with SNAP benefits, and staff at the Continuum's Homeless Resource Day Center can assist with SOAR applications (both of which accept CE referrals, as well as walk ins). All housing case managers at the co-lead agency (Lee County Department of Human and Veteran Services are SOAR certified, and clients in all permanent supportive housing programs in the CoC have access to a SOAR specialist on site.

3.The CoC Governing Board is responsible for setting policy to engage and maintain relationships with partners that will increase clients non-cash income, and lays out the strategy in the Strategic Plan. The Family Impact, Homeless

Impact, and Community Impact Managers are responsible for ensuring that clients are referred and served by SOAR case management staff, and the SOAR subrecipient.

3A. Coordination with Housing and Healthcare Bonus Points

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

3A-1.	New PH-PSH/PH-RRH Project—Leveraging Housing Resources.	
	NOFO Section VII.B.6.a.	

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

3A-1a.	New PH-PSH/PH-RRH Project—Leveraging Housing Commitment. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.a.	

Select yes or no in the chart below to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s).

1.	Private organizations	No
2.	State or local government	No
3.	Public Housing Agencies, including use of a set aside or limited preference	Yes
4.	Faith-based organizations	No
5.	Federal programs other than the CoC or ESG Programs	Yes

3A-2.	New PSH/RRH Project—Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	

Is your CoC applying for a new PSH or RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
--	----

3A-2a.	Formal Written Agreements–Value of Commitment–Project Restrictions. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.b.	

1.	Did your CoC obtain a formal written agreement that includes: (a) the project name; (b) value of the commitment; and (c) specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.)?	No
2.	Is project eligibility for program participants in the new PH-PSH or PH-RRH project based on CoC Program fair housing requirements and not restricted by the health care service provider?	No

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

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

Project Name	Project Type	Rank Number	Leverage Type
CASL Permanent Su...	PSH	1	Housing

3A-3. List of Projects.

1. What is the name of the new project? CASL Permanent Supportive Housing

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC's Priority Listing: 1

4. Select the type of leverage: Housing

3B. New Projects With Rehabilitation/New Construction Costs

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

3B-1.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.r.	

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

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

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

- | | |
|----|---|
| 1. | Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and |
| 2. | HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons. |

(limit 2,000 characters)

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

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

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

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

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.C.	

If you answered yes to question 3C-1, describe in the field below:

- | | |
|----|---|
| 1. | how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and |
| 2. | how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act. |

(limit 2,000 characters)

4A. DV Bonus Application

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

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

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

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

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2021 Priority Listing.

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

You must click “Save” after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-3 and 4A-3a.

4A-2.	Number of Domestic Violence Survivors in Your CoC's Geographic Area.	
	NOFO Section II.B.11.	

1.	Enter the number of survivors that need housing or services:	239
2.	Enter the number of survivors your CoC is currently serving:	451
3.	Unmet Need:	-212

A negative number in the "Unmet Need" box indicates to HUD that there is no unmet need for domestic violence survivors in the CoC—no need for new DV Bonus project(s).

4A-2a.	Calculating Local Need for New DV Projects.	
	NOFO Section II.B.11.	

Describe in the field below:

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

(limit 2,000 characters)

1. The number of DV Survivors needing housing is the number of individuals/heads of households who are active the Coordinated Entry System who indicated on their housing needs assessment that they were the victims of domestic violence. The number of survivors the CoC is currently serving is the number of unduplicated individuals who either indicated on their housing needs assessment that they were the victims of domestic violence or who are active in another CoC program and indicated that they were the victims of domestic violence.

2. The above data was sourced from Lee County's HMIS. DV service providers are not currently funded and do not currently maintain a comparable database.

3. While the CoC has recently added a DV- specific RRH program, there is still a significant gap between the number of DV survivors seeking housing services, and the available space in housing programs. The DV shelter is frequently at capacity, and the number of applicants to DV-RRH significantly outpaces the supply of available funds.

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information.	
	NOFO Section II.B.11.	

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

Applicant Name
Catholic Charitie...
St. Vincent De Pa...

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

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information–Rate of Housing Placement and Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC’s FY 2021 Priority Listing:

1.	Applicant Name	Catholic Charities Diocese of Venice
2.	Rate of Housing Placement of DV Survivors–Percentage	
3.	Rate of Housing Retention of DV Survivors–Percentage	

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

4A-4a.	Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2.	the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

1. The rate of housing placement was calculated by running the number of referrals made to all existing CCDOV RRH programs. The

4A-4b.	Providing Housing to DV Survivor–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2.	prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3.	connected survivors to supportive services; and
4.	moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

(limit 2,000 characters)

1. Catholic Charities (CCDOV) has been serving persons who are homeless for more than 20 years. They currently maintain housing units and programs for

victims of human trafficking. Key staff associated with the DV RRH program have extensive experience in safety planning and providing the supportive services necessary to address the unique needs of DV survivors.

2. All clients will be prioritized for DV-RRH through Coordinated Entry (CE). Client referrals may also be received directly from the ACT shelter, if clients do not wish to participate in CE. Beyond the primary prioritization criteria of being a DV victim, clients will be prioritized based on existing community wide prioritization, including tri-morbidity, chronic homelessness, physical health issues, history of abuse/trauma, mental health, and Covid-19 vulnerability.

3. CCDOV provides a variety of supportive services to clients. CCDOV will leverage its integrated system of care and partnerships with other service providers to ensure homeless persons find immediate, practical solutions to basic needs and permanent housing. The intensive case management offered through the program is a combination of client centered case management and ongoing support to assist participants in increasing their earning and income potential. Clients are also connected to free mental health services, food pantry services, after school care, SNAP benefits, senior support services, housing counseling and other important stabilization services.

4. Case managers prioritize client choice to determine locations that are convenient, safe, have access transport and employment. CCDOV tailors rental assistance to ensure long term housing stability. Rental assistance can include help with application fees, security deposits, utility deposits, and other needs. As each household's financial status changes, the amount of housing subsidy will be adjusted based on the client's ability to cover some or all of their rental costs.

4A-4c.	Ensuring DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:	
1.	training staff on safety planning;
2.	adjusting intake space to better ensure a private conversation;
3.	conducting separate interviews/intake with each member of a couple;
4.	working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5.	maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6.	keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

(limit 5,000 characters)

1. CCDOV has provided training regarding human trafficking and DV services for the CoC in the past year. Their staff have extensive experience in safety planning and adjusting standard workflows to ensure the safety of clients.
2. CCDOV has private office space, and is able to work where ever necessary to ensure that clients have a private space to complete intakes and attend case management visits.
- 3.
4. Case managers will prioritize client choice to determine locations that are convenient for them, are safe, have access to public transportation (if needed) and are close to employment. Every effort will be made to secure housing for

participants in geographic areas of preference.
5. CCDOV will ensure that reasonable accommodations are made to ensure the safety of program participants.
6. CCDOV does not currently plan to use any congregate living spaces, but in the event that those types of units are used, the addresses of all locations will be kept confidential.

4A-4c.1.	Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

(limit 2,000 characters)

4A-4d.	Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of the project applicant’s experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:

1. prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4. emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7. offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

4A-4e.	Meeting Service Needs of DV Survivors–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

1. supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and
2. provide examples of how the project applicant provided the supportive services to domestic violence survivors.

(limit 5,000 characters)

4A-4f.	Trauma-Informed, Victim-Centered Approaches–New Project Implementation.	
---------------	--	--

NOFO Section II.B.11.

Provide examples in the field below of how the new project will:

- | | |
|----|--|
| 1. | prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences; |
| 2. | establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials; |
| 3. | provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma; |
| 4. | place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations; |
| 5. | center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination; |
| 6. | provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and |
| 7. | offer support for parenting, e.g., parenting classes, childcare. |

(limit 5,000 characters)

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

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information–Rate of Housing Placement and Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2021 Priority Listing:

1.	Applicant Name	St. Vincent De Paul Cares
2.	Rate of Housing Placement of DV Survivors–Percentage	
3.	Rate of Housing Retention of DV Survivors–Percentage	

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

4A-4a.	Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

- | | |
|----|---|
| 1. | how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and |
| 2. | the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects). |

(limit 1,000 characters)

4A-4b.	Providing Housing to DV Survivor–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project applicant:	
1.	ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3.	connected survivors to supportive services; and
4.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,000 characters)

4A-4c.	Ensuring DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:	
1.	training staff on safety planning;
2.	adjusting intake space to better ensure a private conversation;
3.	conducting separate interviews/intake with each member of a couple;
4.	working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5.	maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6.	keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

(limit 5,000 characters)

4A-4c.1.	Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.
--

(limit 2,000 characters)

4A-4d.	Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of the project applicant’s experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:	
1.	prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;

2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

4A-4e.	Meeting Service Needs of DV Survivors–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and
2.	provide examples of how the project applicant provided the supportive services to domestic violence survivors.

(limit 5,000 characters)

4A-4f.	Trauma-Informed, Victim-Centered Approaches–New Project Implementation.	
	NOFO Section II.B.11.	

Provide examples in the field below of how the new project will:

1.	prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
2.	establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

4B. Attachments Screen For All Application Questions

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

Attachments must match the questions they are associated with.

Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

Document Type	Required?	Document Description	Date Attached
1C-14. CE Assessment Tool	Yes	CE Assessment Tool	11/10/2021
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	11/10/2021
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Announcement	Yes	Local Competition...	11/10/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/10/2021
1E-5. Public Posting–Projects Rejected-Reduced	Yes	Public Posting–Pr...	11/10/2021
1E-5a. Public Posting–Projects Accepted	Yes	Public Posting–Pr...	11/10/2021
1E-6. Web Posting–CoC-Approved Consolidated Application	Yes		
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection Process

Attachment Details

Document Description: Public Posting–Projects Rejected-Reduced-

Accepted

Attachment Details

Document Description: Public Posting–Projects Rejected-Reduced-Accepted

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/20/2021
1B. Inclusive Structure	11/01/2021
1C. Coordination	11/10/2021
1C. Coordination continued	11/05/2021
1D. Addressing COVID-19	11/05/2021
1E. Project Review/Ranking	11/10/2021
2A. HMIS Implementation	11/05/2021
2B. Point-in-Time (PIT) Count	11/04/2021
2C. System Performance	11/05/2021
3A. Housing/Healthcare Bonus Points	11/04/2021
3B. Rehabilitation/New Construction Costs	09/20/2021

FY2021 CoC Application	Page 60	11/10/2021
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3C. Serving Homeless Under Other Federal Statutes	11/04/2021
4A. DV Bonus Application	Please Complete
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

Notes:

4A. DV Bonus Application list contains 2 incomplete items.

United Way
Coordinated Assessment - Testems McTester : 734 - CONFIDENTIAL

Program	Caseworker	Date Entered	Date Exited
Coordinated Assessment Project		11/10/2021	

Date 11/10/2021		
Referred By		
Is it ok to contact client by text?	No	Mobile Number
Other Contact Info		
Marital Status	Assessment Type Virtual	
How many adults in the household?	0	How many children are in your household? 0
Household Income or Benefits:		
Total Monthly Cash Income \$0.00	Total Monthly Non Cash Income \$0.00	
Food Stamps	Medicaid	Medicare
Social Security Retirement	Supplemental Security Income	Social Security Disability
Employment Income	Unemployment	Retirement / Pension
Child Support	Veterans Disability Check	Other Non Cash Source
Disabling Condition:		
Physical Disability	Chronic Health Condition	Substance Abuse
Mental Health	HIV or AIDS	Domestic Violence
Additional Info:		
Would you be interested in speaking to someone about applying, or re-applying for disability benefits?		
Was the client ever in foster care?		
Does the client currently have any pets?		
Does the client have an arrest history?		
Is the client currently on probation?		
Does client have access to transportation?		
List any unmet needs, including emergency shelter:		
Notes (Please include information about what caused the client to become homeless.)		

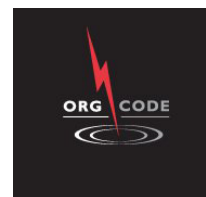
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 2.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 4.0 for Families
- SPDAT V 4.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No	
PARENT 2	<input type="checkbox"/> No second parent currently part of the household		
	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____	Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			SCORE: <div style="border: 1px solid white; width: 50px; height: 20px; margin: 0 auto;"></div>

Children

1. How many children under the age of 18 are currently with you? _____ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant? Y N Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**. **SCORE:**

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)
 - Shelters
 - Transitional Housing
 - Safe Haven
 - Outdoors**
 - Other (specify):** _____
 - Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

6. How long has it been since you and your family lived in permanent stable housing? _____ Refused
7. In the last three years, how many times have you and your family been homeless? _____ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

B. Risks

8. In the past six months, how many times have you or anyone in your family...

- a) Received health care at an emergency department/room? Refused
- b) Taken an ambulance to the hospital? Refused
- c) Been hospitalized as an inpatient? Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? Refused
- e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless? Y N Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

- 11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? Y N Refused
- 13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? **Y** **N** Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? **Y** **N** Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT. **SCORE:**

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? **Y** **N** Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. **SCORE:**

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? **Y** **N** Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE. **SCORE:**

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? **Y** **N** Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS. **SCORE:**

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? **Y** **N** Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? **Y** **N** Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? **Y** **N** Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? **Y** **N** Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? **Y** **N** Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. **SCORE:**

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? Y N Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? Y N Refused

b) A past head injury? Y N Refused

c) A learning disability, developmental disability, or other impairment? Y N Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use? Y N N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? Y N Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? Y N Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.

SCORE:

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? **Y** N Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES.

SCORE:

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? **Y** N Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? **Y** N Refused

36. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week? Y **N** N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN.

SCORE:

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? **Y** N Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY.

SCORE:

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? Y **N** Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older? **Y** N Refused

b) 2 or more hours per day for children aged 12 or younger? **Y** N Refused

41. **IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? **Y** N N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	Score: Recommendation: 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

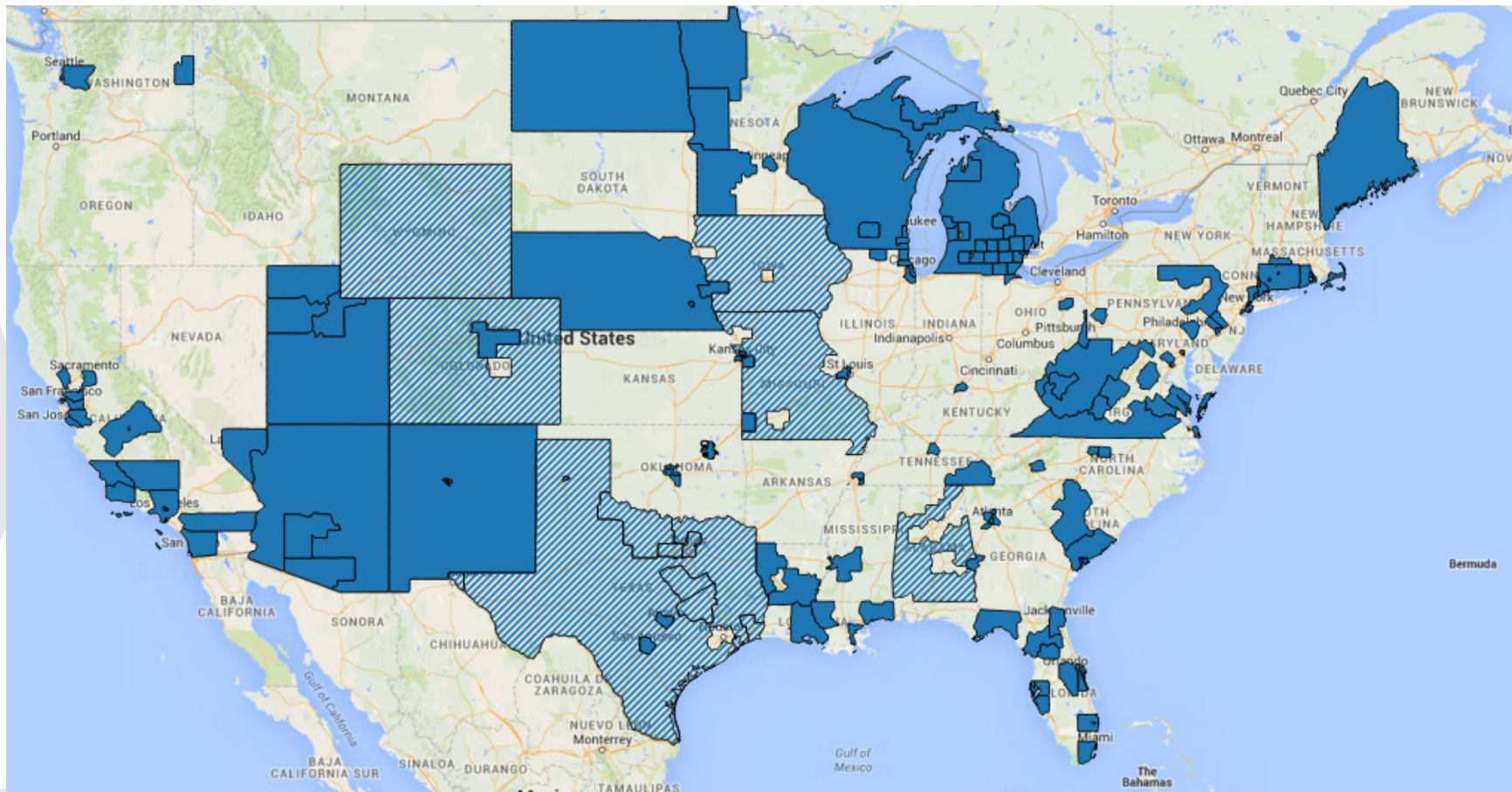
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama

- Parts of Alabama Balance of State

Arizona

- Statewide

California

- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado

- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut

- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia

- District of Columbia

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii

- Honolulu

Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa

- Parts of Iowa Balance of State

Kansas

- Kansas City/Wyandotte County

Kentucky

- Louisville/Jefferson County

Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland

- Baltimore City
- Montgomery County

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi

- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina

- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota

- Statewide

Nebraska

- Statewide

New Mexico

- Statewide

Nevada

- Las Vegas/Clark County

New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country
- Columbia/Midlands

Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah

- Statewide

Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington

- Seattle/King County
- Spokane City & County

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming Statewide is in the process of implementing

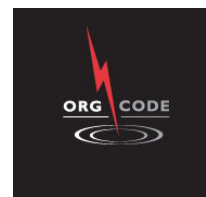
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.01

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors**
- Other (specify):**

Refused

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

2. How long has it been since you lived in permanent stable housing? _____

Refused

3. In the last three years, how many times have you been homeless? _____

Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? _____

Refused

b) Taken an ambulance to the hospital? _____

Refused

c) Been hospitalized as an inpatient? _____

Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____

Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____

Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____

Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

5. Have you been attacked or beaten up since you've become homeless? Y N Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do? Y N Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? Y N Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Y N Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Y N Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y N Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? Y N Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE:

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? Y N Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? Y N Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? Y N Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? Y N Refused
19. When you are sick or not feeling well, do you avoid getting help? Y N Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant? Y N N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? Y N Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a) A mental health issue or concern? Y N Refused
- b) A past head injury? Y N Refused
- c) A learning disability, developmental disability, or other impairment? Y N Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

IF THE RESPONDENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.01

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Y N Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE:

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? Y N Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or _____
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

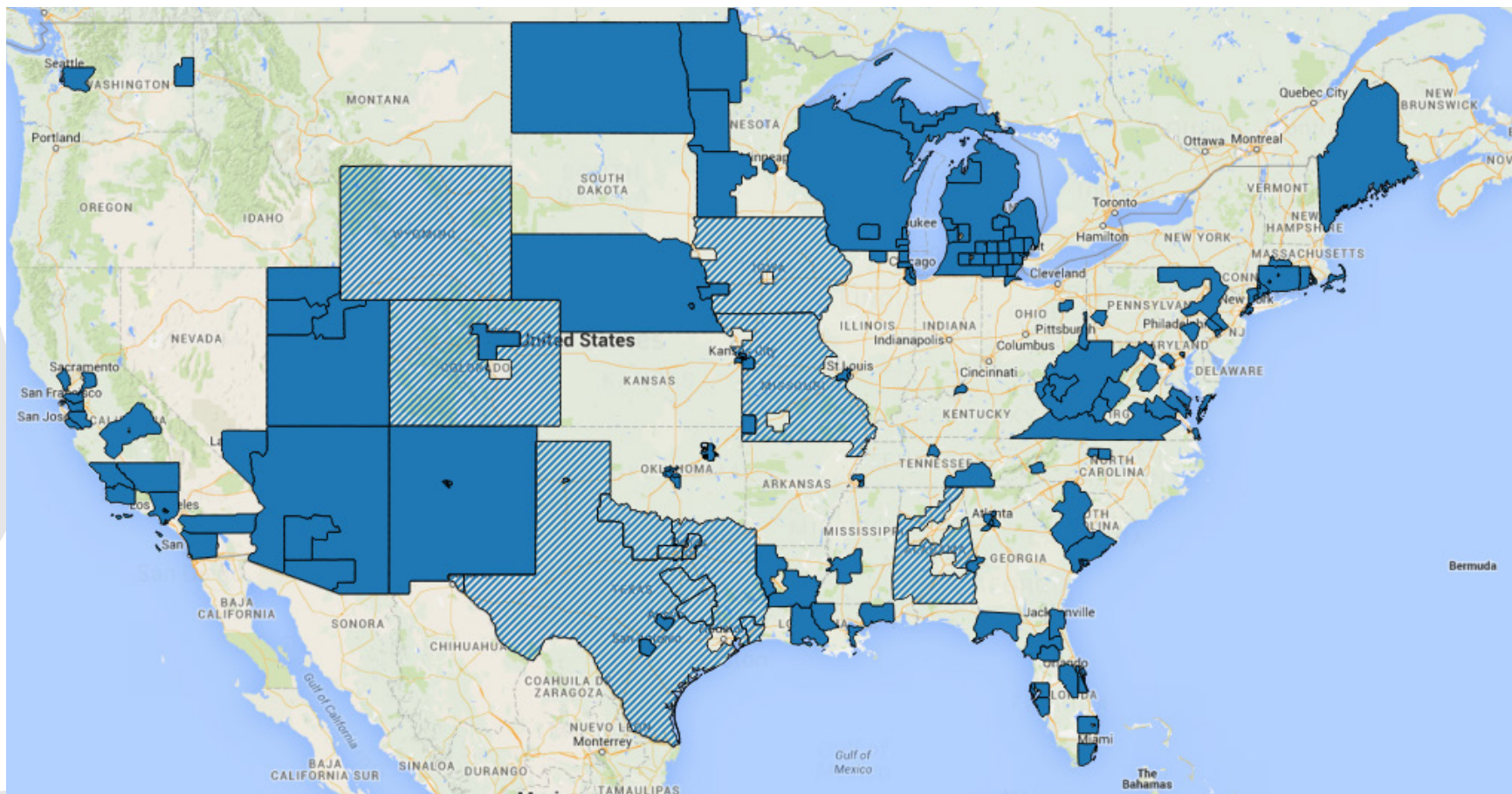
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama

- Parts of Alabama Balance of State

Arizona

- Statewide

California

- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado

- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut

- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia

- District of Columbia

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii

- Honolulu

Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa

- Parts of Iowa Balance of State

Kansas

- Kansas City/Wyandotte County

Kentucky

- Louisville/Jefferson County

Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland

- Baltimore City
- Montgomery County

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi

- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina

- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota

- Statewide

Nebraska

- Statewide

New Mexico

- Statewide

Nevada

- Las Vegas/Clark County

New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country
- Columbia/Midlands

Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah

- Statewide

Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington

- Seattle/King County
- Spokane City & County

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming Statewide is in the process of implementing



**THE HOUSING AUTHORITY
OF THE CITY OF FORT MYERS, FLORIDA
HACFM RESIDENT ADVISORY BOARD MEETING**

**PUBLIC NOTICE FOR COMMENT
ADMINISTRATION PLAN CHANGES**

Date: August 24, 2021

To: Residents, Staff and Community

From: HACFM Administration

The Housing Authority would like to invite the Residents, Staff and the Community to comment on upcoming changes to the Administration Plan for the Housing Authority of the City of Fort Myers.

Public Comment forms can be found at the HACFM website, www.hacfm.org and will be available at your Property Managers office until September 24, 2021.

If you have any questions or concerns, please reach out to your Property Manager or the Office of the Executive Director.

Sincerely,

HACFM Administration

H A C F M

ADMINISTRATIVE PLAN

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The Housing Authority of the City of Fort Myers

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Chapter 1

STATEMENT OF POLICIES AND OBJECTIVES

INTRODUCTION

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 Tenant-Based Assistance Program, is described in and implemented throughout this Administrative Plan. The Section 8 tenant-based assistance programs are federally funded and administered for The **Housing Authority of the City of Fort Myers (HACFM)**.

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Administration of the Section 8 Program and the functions and responsibilities of the Housing Authority (PHA) staff shall be in compliance with the PHA's Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

Jurisdiction

The jurisdiction of the HACFM is **the county of Lee**.

*A. HOUSING AUTHORITY MISSION STATEMENT

The mission of the Housing Authority of the City of Fort Myers is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and suitable living environment for the families we serve, without discrimination. The Housing Authority of the City of Fort Myers (HACFM) – a professional housing management governmental corporation-owns, manages, develops and administers federal, state and local housing and social programs for low, very low and moderate income families while successfully implementing national housing policies incorporating family self-sufficiency as a main component for transitioning families from welfare to work. The Authority's focus is to change the face of public housing by transforming Fort Myers' most severely distressed public housing sources of urban blight to engines of urban renewal creating paradigm shifts in public housing culture, values and behavior through establishing positive incentives for resident self-sufficiency, providing comprehensive services that empower residents, while lessening concentrations of poverty, promoting mixed-income communities while assuring equal access to safe quality housing for low, very low, and moderate income families throughout the community.

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B. Organizational Structure of the PHA:

A board of officials that are generally called "commissioners" governs the PHA. Although some PHA's may use a different title for their officials, this document will hitherto refer to the "Board of Commissioners" as the "Board" when discussing the board of governing officials.

Commissioners are appointed in accordance with state housing law and generally serve in

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the same capacity as the directors of a corporation. The board of commissioners establishes policies under which the PHA conducts business and ensures that those policies are followed by PHA staff. The board is responsible for preserving and expanding the agency's resources and assuring the agency's continued viability and success. Formal actions of the PHA are taken through written resolutions, adopted by the board and entered into the official records of the PHA

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The principal staff member of the PHA is the Executive Director (E.D.), who is selected and hired by the board. The E.D. oversees the day-to-day operations of the PHA and is directly responsible for carrying out the policies established by the commissioners. The E.D.'s duties include hiring, training, and supervising the PHA's staff, as well as budgeting and financial planning for the agency. Additionally, the ED is charged with ensuring compliance with federal and state laws and program mandates.

Organizational Chart for the Housing Choice Voucher Department:

Board of Commissioners

Executive Director

Housing Choice Voucher Director

Housing Choice Voucher Staff

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B. LOCAL GOALS [24 CFR 982.1]

NOTE: These goals should reflect the Agency Plan five year goals.

Part I

PHA Goal: Expand the supply of assisted housing

Activities:

- Apply for additional rental vouchers, including special purpose vouchers when appropriate and available.
- Reposition public housing assets utilizing available repositioning options to improve the quality of housing and the availability of housing of choice.
- Engage with political officials, key stakeholders and industry groups to make affordable housing a citywide priority.

PHA Goal: Improve the quality of assisted housing

Activities:

Utilize the Rental Assistance Demonstration

Program to convert public housing to

project-based Section 8 assistance. PHA

Goal: Increase assisted housing choices

Activities:

- Engage in landlord outreach and training activities to increase the number of landlords participating in the program and further deconcentrating poverty.
- Engage in development activities for new construction of quality affordable housing.

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Increase customer satisfaction:

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*** PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

Activities: Fair housing will be promoted through various seminars, training, posters and pamphlets in collaboration with Lee County Equal Opportunity

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

C. PURPOSE OF THE PLAN [24 CFR 982.54]

The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the Agency Plan.

The HACFM is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. The HACFM will revise this Administrative Plan as needed to comply with changes in HUD regulations. The original Plan and any changes must be approved by the Board of Commissioners of the agency, the pertinent sections included in the Agency Plan, and a copy provided to HUD.

This Administrative Plan is a supporting document to the HACFM Agency Plan and is available for public review as required by CFR 24 Part 903.

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program

Deleted: Provide voucher mobility counseling:¶
¶
Conduct outreach efforts to potential voucher landlords
Increase voucher payment standards¶
Implement voucher homeownership program:¶

Deleted: <#>HUD Strategic Goal: Improve community quality of life and economic vitality
PHA Goal: Provide an improved living environment¶
Objectives: To improve accessibility to resources.¶
¶
Provide support to the Resource Center which brings resources closer to families in the promotion of economic self sufficiency.¶

Deleted: <#>HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals¶
¶
PHA Goal: Promote self-sufficiency and asset development of assisted households Objectives: To move families completely from rental assistance to home ownership.¶
Increase the number and percentage of employed persons in assisted families:¶
¶
Provide or attract supportive services to improve assistance recipients' employability:¶
¶
Provide or attract supportive services to increase independence for the elderly or families with disabilities.¶

Deleted: Organizational Structure of the PHA:¶
¶
A board of officials that are generally called "commissioners" governs the PHA. Although some PHA's may use a different title for their officials, this document will hitherto refer to the "Board of Commissioners" as the "Board" when discussing the board of governing officials.¶
¶
Commissioners are appointed in accordance with state ...

Deleted: Objectives

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¶
The PHA has the following goals for the program:¶
¶
To encourage self sufficiency of participant families and ...

Deleted: The Housing Choice Voucher Program was implemented on 10/1/99, and pre- merger Housing Voucher tenancies and Over Fair Market Rent tenancies converted automatically to Housing Choice Voucher tenancies on that date. However, all existing contracts ...

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Local rules that are made part of this Plan are intended to promote local housing objectives consistent with the intent of the federal housing legislation.

D. ADMINISTRATIVE FEE RESERVE [24 CFR 982.54(d)(21)]

Expenditures from the Administrative Reserve (Operating Reserve) for other housing purposes shall not exceed **\$0 dollar** per occurrence nor more than **\$0 dollar** in the aggregate for each fiscal year without the prior approval of the **Housing Authority of the City of Fort Myers** Board of Commissioners.

E. RULES AND REGULATIONS [24 CFR 982.52]

This Administrative Plan is set forth to define the PHA's local policies for operation of the housing programs in the context of Federal laws and Regulations. All issues related to Section 8 not addressed in this document are governed by such Federal regulations, HUD Memos, Notices and guidelines, or other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

E. TERMINOLOGY

The Housing Authority of the City of Fort Myers (HACFM) is referred to as "PHA" or "Housing Authority" throughout this document.

"Family" is used interchangeably with "Applicant" or "Participant" and can refer to a single person family.

"Tenant" is used to refer to participants in terms of their relation to landlords.

"Landlord" and "owner" are used interchangeably.

"Disability" is used where "handicap" was formerly used.

"Non-citizens Rule" refers to the regulation effective June 19, 1995, restricting assistance to U.S. citizens and eligible immigrants.

The Section 8 programs are also known as the Regular Tenancy Certificate, Over-FMR Tenancy (OFTO) and Voucher Programs. The Housing Choice Voucher Program refers to the merged program effective as of 10/1/99.

"HQS" means the Housing Quality Standards required by regulations as enhanced by the HACFM.

"Failure to Provide" refers to all requirements in the first Family Obligation. See "Denial or Termination of Assistance" chapter.

"Merger date" refers to October 1, 1999, which is the effective date of the merging of the Section 8 Certificate and Voucher programs into the Housing Choice Voucher Program.

See Glossary for other terminology.

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G. FAIR HOUSING POLICY [24 CFR 982.54(d)(6)]

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The HACFM shall not discriminate any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial **or marital** status, handicap or disability **or sexual orientation**.

To further its commitment to full compliance with applicable Civil Rights laws, the HACFM will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

All Housing Authority staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office/s, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update training sponsored by HUD and other local organization to keep current with new developments.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the HACFM's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the HACFM's office in such a manner as to be easily readable from a wheelchair.

The Housing Authority of the City of Fort Myers' office is accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the **TTD/TDY telephone line (239) 332-6111**.

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H. REASONABLE ACCOMMODATIONS POLICY [24 CFR 100.202]

It is the policy of this HACFM to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before the HACFM will treat a person differently than anyone else. The HACFM's policies and practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on HACFM forms and letters. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities and is applicable to all situations described in this Administrative Plan including when a family initiates contact with the HACFM, when the HACFM initiates contact with a family including when a family applies, and when the HACFM schedules or reschedules appointments of any kind.

Deleted: To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:¶

Deleted: A physical or mental impairment that substantially limits one or more of the major life activities of an individual;¶

¶
A record of such impairment; or¶

¶
Being regarded as having such an impairment¶

¶
Note: This is not the same as the HUD definition used for purposes of determining allowances.¶

¶
Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403, individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.¶

¶
Once the person's status as a qualified person with a disability is confirmed, the HACFM will require that a professional third party competent to make the assessment provides written verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.¶

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If the HACFM finds that the requested accommodation creates an undue administrative or financial burden, the HACFM will deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the HACFM (i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the PHA.

The HACFM will provide a written decision to the person requesting the accommodation within **10 days**. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the PHA's decision.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All HACFM mailings will be made available in an accessible format upon request, as a reasonable accommodation.

Verification of Disability

The HACFM will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

Outreach

Outreach efforts will include notification of the PHA's 504 Advisory Board as well as all other media and agencies listed in the PHA's Administrative Plan regarding public notices (see section on opening and closing the waiting list in "Applying for admission" chapter.)

Applying for Admission

All persons who wish to apply for any of the PHA's programs must submit a pre-application as indicated in our public notice. Applications will be made available in an accessible format upon request from a person with a disability.

The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. Applicants will then be interviewed by HACFM staff to review the information on the full application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation will be requested at this time. The full application will also include questions asking all applications whether reasonable accommodations are necessary.

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Deleted: To provide specific accommodation to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format.¶

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I. MANAGEMENT ASSESSMENT OBJECTIVES

The PHA operates its housing assistance program with efficiency and can demonstrate to HUD auditors that the HACFM is using its resources in a manner that reflects its commitment to quality and service. The HACFM policies and practices are consistent with the areas of measurement for the following HUD SEMAP indicators.

K. RECORDS FOR MONITORING HACFM PERFORMANCE

In order to demonstrate compliance with HUD and other pertinent regulations, the HACFM will maintain records, reports and other documentation for a time that is in accordance with HUD requirements and in a manner that will allow an auditor, housing professional or other interested party to follow, monitor and or assess the HACFM's operational procedures objectively and with accuracy and in accordance with SEMAP requirements with internal supervisory audits.

L. PRIVACY RIGHTS [24 CFR 982.551 and 24 CFR 5.212]

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD/PHA will release family information.

The PHA's policy regarding release of information is in accordance with State and local laws which may restrict the release of family information.

Any and all information which would lead one to determine the nature and/or severity of a person's disability must be kept in a separate folder and marked "confidential" or returned to the family member after its use. The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. All requests

Deleted: <#>**TRANSLATION OF DOCUMENTS**

The Housing Authority has bilingual staff to assist non-English speaking families in Spanish and translates documents into Spanish.

In determining whether it is feasible to provide translation of documents written in English into other languages, the HACFM will consider the following factors:

Number of applicants and participants in the jurisdiction who do not speak English and speak the other language.

Estimated cost to PHA per client of translation of English written documents into the other language.

The availability of local organizations to provide translation services to non English speaking families.

Availability of bi-lingual staff to provide translation for non-English speaking families.

Improving Access to Services for Persons with Limited English Proficiency (LEP)

Language for Limited English Proficiency Persons (LEP) can be a barrier for accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the public housing program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Notice of Guidance to Federal Assistance Recipients regarding Title VI Prohibition Affecting Limited English Proficient persons, published December 19, 2003 in the Federal Register.

- Deleted: Selection from the Waiting List Reasonable Rent
- Deleted: Determination of Adjusted Income Utility Allowance Schedule
- Deleted: HQS Quality Control Inspections
- Deleted: HQS Enforcement
- Deleted: Expanding Housing Opportunities
- Deleted: Payment Standards
- Deleted: Annual Re-examinations

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Deleted: In addition to the required SEMAP documentation, supervisory staff audits the following functions:

Not less than 5% percent of reexaminations Not less than 5% percent of new applications

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for access and granting of accommodations based on this information must be approved by the Section 8 Coordinator or higher.

The PHA's practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location which is only accessible by authorized staff.

PHA staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

M. FAMILY OUTREACH

The HACFM will publicize and disseminate information to make known the availability of housing assistance and related services for very low income families on a regular basis. When the HACFM's waiting list is open, the HACFM will publicize the availability and nature of housing assistance for very low income families in a newspaper of general circulation, minority media, and by other suitable means. Notices will also be provided in **Spanish**.

To reach persons who cannot read the newspapers; the PHA will distribute fact sheets to the broadcasting **media and** initiate personal contacts with members of the news media and community service personnel. The HACFM will also utilize public service announcements.

The PHA will communicate the status of housing availability to other service providers in the **community and** advise them of housing eligibility factors and guidelines in order that they can make proper referrals for housing assistance.

N. OWNER OUTREACH [24 CFR 982.54(d)(5)]

The PHA encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

The PHA encourages participation by owners of suitable units located outside areas of low poverty or minority concentration.

The PHA conducts **regular** meetings with participating owners to improve owner relations and to recruit new owners.

The current housing list will be provided to at voucher orientation and upon request.

The PHA will actively recruit property owners with property located outside areas of minority and poverty concentration and apply for exception payment standards if the PHA determines it is necessary to make the program more accessible in the PHA's jurisdiction.

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Deleted: The PHA makes a concerted effort to keep private owners informed of legislative changes in the tenant-based program, which are designed to make the program more attractive to owners. This includes informing participant owners of applicable legislative changes in program requirements.¶

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Deleted: The PHA maintains a list of units available for the Section 8 Program and updates this list at least weekly. When listings from owners are received, they will be compiled by the PHA staff by bedroom size.¶

Deleted: The PHA will maintain lists of available housing submitted by owners in all neighborhoods within the Housing Authority's jurisdiction to ensure greater mobility and housing choice to very¶ low income households. The lists of units will be [provided at the front desk or mailed on request and provided at briefings.¶

¶ The staff of the PHA initiates personal contact with private property owners and managers by conducting formal and informal discussions and meetings.¶

¶ Printed material is offered to acquaint owners and managers with the opportunities available under the program.¶

¶ The PHA has active participation in a community based organization(s) comprised of private property and apartment owners and managers.

Deleted: The PHA encourages program participation by owners of units located outside areas of poverty or minority concentration. The PHA periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide choices and better housing opportunities to families. Voucher holders are informed of a broad range of areas where they may lease units inside the PHA's jurisdiction and given a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration.¶

¶ The PHA works with a nonprofit agency through the regional counseling program who contacts others in the area, identifies families in the program, and counsels the families on their prospective move and services available in the areas in which the family is interested.¶

¶ The PHA shall periodically:¶

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Chapter 2

ELIGIBILITY FOR ADMISSION

[24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E]

INTRODUCTION

This Chapter defines both HUD and the HACFM's criteria for admission and denial of admission to the program. The policy of this HACFM is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply. The HACFM staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the HACFM pertaining to their eligibility.

A. ELIGIBILITY FACTORS [982.201(b)]

The HACFM accepts applications only from families whose head or spouse is at least 18 years of age **[or emancipated minors under State law]**.

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the HACFM.

The HUD eligibility criteria are:

An applicant must be a "family"

An applicant must be within the appropriate Income Limits

An applicant must furnish Social Security Numbers for all family members

An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required

At least one member of the applicant family must be either a U.S. citizen or have eligible immigration status before the HACFM may provide any financial assistance.

Reasons for denial of admission are addressed in the "Denial or Termination of Assistance" chapter. These reasons for denial constitute additional admission criteria.

B. FAMILY COMPOSITION [24 CFR 982.201(c)]

The applicant must qualify as a Family. A Family may be a single person or a group of persons.

A family includes a family with or without a child or children. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The HACFM determines if any other group of persons qualifies as a family.

A single person family may be:

- An elderly person
- A displaced person
- A person with a disability

Any other single person

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home and is not intended to artificially enlarge the space available for other family members.

A family also includes:

Two or more persons who intend to share residency whose income and resources are available to meet the family's needs.

Deleted: The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors.¶

¶ Eligibility factors will be verified before the family is placed on the waiting list.¶

¶ Evidence of Citizenship/Eligible Immigrant Status will not be verified until the family is selected from the waiting list for final eligibility processing for issuance of a Voucher, [unless the HACFM determines that such eligibility is in question, whether or not the family is at or near the top of the waiting list].¶

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Deleted: Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.¶

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Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship.

Two or more elderly or disabled persons living together, or one or more elderly, near elderly or disabled persons living with one or more live-in aides is a family.

Head of Household

The head of household is the **adult** member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. **Emancipated minors who qualify under State law will be recognized as head of household.**

Spouse of Head

Spouse means the husband or wife of the head.

For proper application of the Non-citizens Rule, the definition of spouse **is** the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

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Co-Head

A Co-Head is an individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

Live-in Attendants

A Family may include a live-in aide provided that such live-in aide:

Is determined by the HACFM to be essential to the care and **wellbeing** of an elderly person, a near-elderly person, or a person with disabilities,

Deleted: well being

Is not obligated for the support of the person(s), and

Would not be living in the unit except to provide care for the person(s).

A live-in aide is treated differently than family members:

Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.

Live-in aides are not subject to Non-Citizen Rule requirements.

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Live-in aides may not be considered as a remaining member of the tenant family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

A Live in Aide may only reside in the unit with the approval of the HACFM. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61) or disabled.

The PHA will approve a live-in aide if needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability. Approval of a live-in aide for reasonable accommodation will be in accordance with CFR 24 Part 8 and the reasonable accommodations section in Chapter 1 of this administrative plan.

24 CFR 982.316 At any time, the PHA will refuse to approve a particular person as a live-in aide or may withdraw such approval if:

The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The person commits drug-related criminal activity or violent criminal activity; or

The person currently owes rent or other amounts to the PHA or to another HACFM in connection with Section 8 or public housing assistance under the 1937 Act.

Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the PHA will make the decision taking into consideration the following factors:

Which family member applied as head of household.

Which family unit retains the children or any disabled or elderly members.

Restrictions that were in place at the time the family applied.

Role of domestic violence in the split.

Recommendations of social service agencies or qualified professionals such as children's protective services.

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Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the PHA.

In cases where domestic violence played a role, the standard used for verification will be the same as that required for the "domestic violence" preference.

The HACFM will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home (See "Establishing Preferences and Maintaining the Waiting List" chapter).

Multiple Families in the Same Household

When families apply which consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

C. INCOME LIMITATIONS [24 CFR 982.201(b), 982.353]

To be eligible for assistance, an applicant must:

Have an Annual Income at the time of admission that does not exceed the **very low income** limits for occupancy established by HUD.

To be income eligible the applicant must be a family in the very low income category, which is a family whose income does not exceed 50 percent of the area median income. The HACFM will not admit families whose income exceeds 50 percent of the area median income except those families included in 24 CFR 982.201(b).

To be income eligible the family may be under the low-income limit in any of the following categories: [24 CFR 982.201(b)]

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A very low-income family.

A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within **60** days of voucher issuance. Programs include any housing federally assisted under the 1937 Housing Act.

A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.

A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.

A low-income non-purchasing family residing in a project subject to a home-ownership program under 24 CFR 248.173.

A low-income family or moderate income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

A low-income family that qualifies for Voucher assistance as a non-purchasing family residing in a project subject to a resident home ownership program.

To determine if the family is income-eligible, the HACFM compares the Annual Income of the family to the applicable income limit for the family's size.

Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.

Multijurisdictional PHAs: The applicable income limit used for initial issuance of a voucher is the highest income limit within the PHA's jurisdiction.

Portability: For initial lease-up at admission, families who exercise portability must be within the applicable income limit for the jurisdiction of the receiving PHA in which they want to live.

D. MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216, 5.218]

Families are required to provide verification of Social Security Numbers for all family members prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

Persons who have not been issued a Social Security Number must sign a certification that they have never been issued a Social Security Number.

Deleted: Persons who disclose their Social Security Number but cannot provide verification must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.¶

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E. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS [24 CFR Part 5, Subpart E]

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals, who are neither, may elect not to contend their status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

All ineligible members. Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students. Defined by HUD in the non-citizen regulations at 24 CFR 5.522. Not eligible for assistance.

Appeals. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.

Verification of Status Before Admission

The PHA **will not** provide assistance to families prior to the verification of eligibility for the individual or at least one member of the family pursuant to this section.

E. OTHER CRITERIA FOR ADMISSIONS [24 CFR 982.552(b)]

A family will not be admitted to the program if any member of the family has been evicted from federally assisted housing for serious violation of the lease within the past 5 years.

A family will be denied admission to the program if any member of the family fails to sign and submit consent forms for obtaining information required by the PHA, including Form HUD-9886.

The PHA will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program:

The family must not have violated any family obligation during a previous participation in the Section 8 program for 5 years prior to final eligibility determination.

The PHA will make an exception, if the family member who violated the family obligation is not a current member of the household on the application.

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The family must pay any outstanding debt owed the PHA or another PHA as a result of prior participation in any federal housing program within 10 days of PHA notice to repay.

The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before this PHA will allow participation in its Section 8 program.

The PHA will check criminal history for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as referenced in the section on screening and terminations policy in the "Denial or Termination of Assistance" chapter.

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, the PHA may deny assistance and may refer the family file/record to the proper authorities for appropriate disposition. (See Program Integrity Addendum).

G. TENANT SCREENING [24 CFR 982.307]

The PHA will take into consideration any of the criteria for admission described in the "Denial or Termination of Assistance" chapter.

The HACFM will screen for eligibility criteria including criminal background but will NOT screen for unit suitability.

Deleted: The HACFM will screen family behavior or suitability for tenancy. The PHA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before PHA approval of the tenancy, the PHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as: [24 CFR 982.307(a)(3)]

Payment of rent and utility bills

Caring for a unit and premises

Respecting the rights of other residents to the peaceful enjoyment of their housing

Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and

Compliance with other essential conditions of tenancy.

Upon request, the HACFM will give the owner:

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The family's current and prior address as shown in the HACFM's records; and

The name and address (if known by the HACFM) of the landlord at the family's current and prior address.

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The same types of information will be supplied to all owners.

The PHA will advise families how to file a complaint if they have been discriminated against by an owner. The PHA will advise the family to make a Fair Housing complaint. The PHA may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

Qualified and Unqualified Applicants

Information that has been verified by the HACFM will be analyzed and a determination will be made with respect to determining eligibility as

- a family
- income limits for admission status.
- citizenship or eligible immigration status,
- non-criminal background requirements
- Preference category

Deleted: status;

Assistance to a family may not be delayed, denied or terminated on the basis of the family's ineligible immigration status unless and until the family completes all the verification and appeals process to which they are entitled under both INS and PHA procedures, except for a pending PHA hearing.

H. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility or share of the rental payment.

I. INELIGIBLE FAMILIES

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to non-citizen status. See "Complaints and Appeals" chapter for additional information about reviews and hearings.

J. PROHIBITED ADMISSIONS CRITERIA [982.202(b)]

Admission to the program may not be based on:

Deleted: Admission to the program may not be based on where the family lives before admission to the program.¶

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Where a family lives prior to admission to the program.

Where the family will live with assistance under the program.

Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.

Discrimination because a family includes children.

Whether a family decides to participate in a family self-sufficiency program; or

Other reasons as listed in the "Statement of Policies and Objectives" chapter under the Fair Housing and Reasonable Accommodations sections.

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Chapter 3
APPLYING FOR ADMISSION

[24 CFR 982.204]

INTRODUCTION

The policy of the HACFM is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but the HACFM will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

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A. OVERVIEW OF THE APPLICATION TAKING PROCESS

The purpose of application taking is to permit the HACFM to gather information and determine placement on the waiting list. The application will contain questions designed to obtain pertinent program information.

Families who wish to apply for any one of the HACFM's programs must apply online at www.hacfm.org and complete application form when application-taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to apply online at www.hacfm.org.

The online application process will involve two phases. The first is the "initial" application for assistance (referred to as a pre-application). This first phase results in the family's placement on the waiting list.

The online pre-application will be dated, time-stamped, and referred to the HACFM's eligibility office where it will be maintained until such time as it is needed for processing.

The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time the HACFM ensures that verification of all HUD and HACFM eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

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B. OPENING/CLOSING OF APPLICATION TAKING [24 CFR 982.206, 982.54(d)(1)]

The HACFM will utilize the following procedures for opening the waiting list:

When the HACFM opens the online waiting list, the HACFM will advertise through [the HACFM website, local news publications serving diverse populations and those least likely apply, and notices to community partners serving substantially the same families.](#):

Deleted: public notice to the following agencies and or media entities, location(s), and program(s) for which applications are being accepted

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The notice will contain:

Deleted: <#>Fort Myers News-Press¶
The Community Voice¶
Goodwill Industries¶
Senior Friendship Center¶
All Social Service Agencies¶

The dates, times, and the online address where families may apply.

The programs for which applications will be taken.

A brief description of the program.

A statement that public housing residents must submit a separate application if they want to apply for section 8.

[The length of time that the waiting list will remain open.](#)

Limitations, if any, on who may apply. [i.e., if the waiting list is open for a specific type of voucher the HACFM will specify as such in the notice.](#)

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The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the HACFM address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

If the waiting list is open, the HACFM will accept applications from eligible families unless there is good cause for not accepting the application, such as denial of assistance because of action or inaction by members of the family for the grounds stated in the "Denial or Termination of Assistance" chapter of this Administrative Plan. [24 CFR 982.206(b)(2)]

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Closing the Waiting List

The HACFM will close the waiting list at that designated time and date included in the notice of waiting list opening. Limits on Who May Apply

When the waiting list is open:

- Any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.
- Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, the HACFM may only accept applications from any family claiming preference(s).

When the application is submitted to the HACFM:

- It establishes the family's date and time of application for placement order on the waiting list.

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¶
The HACFM will announce the closing of the waiting list by public notice.¶
¶
The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next **12** months. The HACFM will give at least three days' notice prior to closing the list. When the period for accepting applications is over, the HACFM will add the new applicants to the list by:¶
¶
Preference, date and time.

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C. **"INITIAL" APPLICATION PROCEDURES** [24 CFR 982.204(b)]

The HACFM will utilize an online **pre-application form**. The information is to be filled out by the applicant whenever possible. To provide specific accommodation for persons with disabilities, the information may be completed by a staff person over the telephone. **It may also be mailed to the applicant and, if requested, it will be mailed in an accessible format**

The purpose of the online pre-application is to permit the HACFM to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list.

Duplicate applications, including applications from a segment of an applicant household, **will not** be accepted.

Online Pre-applications **will not** require an interview. The information on the application **will not** be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed, and all information is verified.

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¶
Names of head of household, spouse or Co-head¶
Names of all members including age and date of birth¶
Number of family members (used to determine bedroom size needed)¶
Physical street address and phone numbers¶
Mailing address (if different from physical address)¶
Monthly (or annual) Income¶
Source of income received by all household members¶
Social Security Numbers¶
Race/Ethnicity¶
Arrests/Convictions for Drug-Related or Violent Criminal Activity¶
Questions regarding previous participation in HUD programs...

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D. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]

Applicants are required to inform the HACFM [in writing] of changes in address. Applicants are also required to respond to requests from the HACFM to update information on their application and to determine their interest in assistance.

If after a review of the pre-application the family is determined to be preliminarily eligible, they will be notified in writing or in an accessible format upon request, as a reasonable accommodation.

This written notification of preliminary eligibility will be:

- **mailed to the applicant by first class mail**

If the family is determined to be ineligible based on the information provided in the pre-application, the HACFM will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation. See "Complaints and Appeals" chapter.

E. TIME OF SELECTION [24 CFR 982.204]

When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, subject to income targeting requirements.

When there is insufficient funding available for the family at the top of the list, the HACFM will not admit any other applicant until funding is available for the first applicant.

Based on the HACFM's turnover and the availability of funding, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on /completion of verification.

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Commented [S8]: We are migrating online.

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F. COMPLETION OF A FULL APPLICATION

All preferences claimed on the pre-application or while the family is on the waiting list will be verified:

- **After the family is selected from the waiting list and prior to completing the full application**

The qualification for preference must exist at the time the preference is claimed and at the time of verification, because claim of a preference determines placement on the waiting list.

After the preference is verified, when the HACFM is ready to select applicants, applicants will be required to:

- Complete a full application in their own handwriting, unless assistance is needed, or a request for accommodation is made by a person with a disability. Applicant will then be interviewed by HACFM staff to review the information on the full application form.
- Participate in a full application interview with a HACFM representative during which the applicant will be required to furnish complete and accurate information verbally as requested by the interviewer. The HACFM interviewer will complete the full application form with answers supplied by the applicant. The applicant will sign and certify that all information is complete and accurate.

The full application will be completed when the applicant attends the interview.

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Requirement to Attend Interview

The HACFM utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other HACFM services or programs which may be available.

- The head of household is required to attend the interview.
- If the head of household cannot attend the interview, the spouse may attend to complete the application and certify for the family. The head of household, however, will be required to attend an interview within 10 days to review the information and to certify by signature that all of the information is complete and accurate.
- It is the applicant's responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule or misses 2 scheduled meetings, the HACFM will reject the application.
- Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than 3 days from the original appointment date except in cases of emergencies. The request must be made to the staff person who scheduled the appointment.
- If an applicant fails to appear for their interview without prior approval of the HACFM, their application will be denied unless they can provide acceptable documentation to the HACFM that an emergency prevented them from calling.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

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¶
Exceptions may be made for students attending school out of state/for members for whom attendance would be a hardship.¶

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If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review. (See "Complaints and Appeals" chapter.) n

All adult members must sign the HUD Form 9886, Release of Information, **the application form and all supplemental forms required by the HACFM**, the declarations and consents related to citizenship/immigration status and any other documents required by the HACFM. Applicants will be required to sign specific verification forms for information which is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by the HACFM.

Every adult household member must sign a consent form to release criminal conviction records and to allow HACFMs to receive records and use them in accordance with HUD regulations.

If the HACFM determines at or after the interview that additional information or document(s) are needed, the HACFM will request the document(s) or information **in writing**. The family will be given **10number** days to supply the information.

If the information is not supplied in this time period, the HACFM will provide the family a notification of denial for assistance. (See "Complaints and Appeals" chapter)

G. VERIFICATION [24 CFR 982.201(e)]

Information provided by the applicant will be verified, using the verification procedures in the "Verification Procedures" chapter. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 60 days old at the time of issuance of the Voucher.

The HACFM will verify information through these five methods of verification acceptable to HUD in the following order:

1. **Upfront Income Verification (UIV):** The verification of income at admission or before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. HUD's **Enterprise Income Verification System (EIV)** is considered to be this method
2. **Third-Party Written:** This method used to verify information directly with the source to substantiate claims made by the family. This verification form is to be sent and received directly from the source and not to be handled by the applicant or participant.
3. **Third-Party Oral:** Oral third-party verification will be used when written third-party verification is delayed or not possible. The most common method will be by telephone.

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4. Review of Documents: The HACFM will review documents, when relevant to substantiate the claim of an applicant or participant.
5. Self-Certification/Declaration: When verification cannot be made by the first four methods, families will be required to submit self-certification. This is to be a notarized statement; or a statement written and signed by the family member in the presence and witnessed by an authorized HACFM representative.

If third-party verification is not received directly from the source, HACFM staff will document the file as to why third-party verification was impossible to obtain and another method was used (such as reviewing documents families provide)

The HACFM will not delay the processing of an application beyond ten (10) working days because a third party information provider does not return the verification in a timely manner.

Regardless of these timeframes, criminal history reports will be used as a valid verification for no longer than six (6) months.

H. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY [24 CFR 982.201]

After the verification process is completed, the HACFM will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the HACFM, and the current eligibility criteria in effect. If the family is determined to be eligible, the HACFM will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.

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Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 960.206, 982.54(d)(1); 982.204, 982.205, 982.206, 982.207]

INTRODUCTION

It is HACFM's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting lists for admissions in accordance with the policies in this Administrative Plan.

By maintaining accurate waiting lists, the HACFM will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. WAITING LIST [24 CFR

982.204] The HACFM uses the

following waiting lists:

1. Housing Choice Voucher (HCV) Program
2. Project Based Voucher Program
 - [Individual developments where PBV program applies](#)
 - [RAD PBV or PBRA developments](#)

Except for Special Admissions, applicants will be selected from the HACFM waiting lists in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

The HACFM will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

Applicant name

Family unit size (number of bedrooms family qualifies for under HACFM subsidy standards)

Date and time of application

Qualification for any local preference

Racial or ethnic designation of the head of household

*Annual (gross) family income

*Number of persons in family

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B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards HACFM program funding that is targeted for specific families living in specified units, the HACFM will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The HACFM maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project.

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A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project.

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For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990.

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A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE I, HOPE II, or HOPE VI project.

Applicants, who are admitted under Special Admissions, rather than from the waiting list, **are not** maintained on separate lists.

Witness Relocation Program

Summary:

The Witness Relocation Program provides rental assistance in the form of Section 8 housing vouchers for the relocation of witnesses in connection with efforts to combat violent crimes that occur in and around public, Indian, and other HUD-assisted housing. Since its inception in 1996, HUD's Office of Inspector General (OIG) has used this program to successfully relocate hundreds of witnesses and their families throughout the United States.

Purpose:

The Witness Relocation Program is designed to offer protection to persons who are cooperating as witnesses in the government's efforts to combat violent crimes occurring in and around public, Indian, and other HUD-assisted housing. Law enforcement agencies, with the written concurrence of the appropriate prosecutorial entity, may request the emergency relocation of a witness (and their immediate family) that is assisting law enforcement in a criminal matter and fears retribution, or has been threatened as a result of the assistance and/or testimony provided.

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The OIG facilitates the protection of witnesses by removing them and their immediate families from potential danger and relocating them to a secure area selected by the OIG in cooperation with the relevant federal, state, tribal, or local law enforcement agencies.

Eligible Customers:

Witnesses to violent crimes occurring in or around public, Indian, or other HUD-assisted housing that cooperate with the relevant governmental law enforcement and prosecutorial agencies in their investigation and prosecution of the perpetrators are eligible for the program. The witness (and their immediate family) is not required to be a current resident of the aforementioned HUD-assisted housing in order to be considered eligible for the Witness Relocation Program but must be otherwise eligible to receive Section 8 housing voucher assistance. Final determination of program eligibility is made by the OIG and HUD's Office of Public and Indian Housing.

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EMERGENCY HOUSING VOUCHERS (PIH-2021-15)

Emergency Housing Vouchers (EHVs) were authorized under the American Rescue Plan signed into law on March 11, 2021 which provides relief to address the continued impact of the COVID 19 pandemic on the economy, public health, State and local governments, individuals and businesses.

Eligibility for these EHVs is limited to individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. After September 30, 2023, a PHA may not reissue any previously leased EHV, regardless of when the assistance for the formerly assisted family ends or ended.

Eligibility

In order to be eligible for an EHV, an individual or family must meet one of four **eligibilities** categories:

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Homeless

At risk of homelessness

Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking

Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

In general, the verification that the individual or family meets one of these four **eligibilities** categories **are** conducted by the CoC or another partnering agency that makes direct referrals to the PHA. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

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The following definitions always apply with respect to EHV eligibility, regardless of whether the PHA may have established another definition for any of these terms elsewhere in this administrative plan

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a. Individuals and families who are homeless

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

Homeless means:

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

(i) 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,

(ii) 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

(iii) 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.

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance,

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42

U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance,

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental

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health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

Deleted: disability;

b. Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

At risk of homelessness. (1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD.

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(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance.

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(B) Is living in the home of another because of economic hardship.

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(C) Has been notified in writing that their right to occupy their

19 current housing or living situation will be terminated within 21 days of the date of application for assistance.

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(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals.

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(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau.

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(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7

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U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

c. Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.

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Domestic violence includes felony or misdemeanor crimes of violence committed by:

a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),

b. a person with whom the victim shares a child in common,

c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or

e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship,

2. The type of relationship; and

3. The frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(1) Fear for the person’s individual safety or the safety of others; or

(2) Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are

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defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of

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age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

d. Individuals or families who are recently homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.

Individuals and families classified as recently homeless must be referred by the CoC or its designee.

Selection

Pursuant to PIH 2021-15 all EH vouchers will be awarded to families who meet the eligibility criteria and are referred but the local Continuum of Care and/or Domestic Violence providers in accordance with Memorandums of Understand established with the partners.

If a waiting list is required for the issuance of EHV's the HACFM will issue place referrals on the waiting list in chronological order from the date of the referral. Preferences established for other TBVs will not apply to EHV's.

9. Waivers and Alternative Requirements.

EHVs are tenant-based vouchers under Section 8(o) of the United States Housing Act of 1937. Unless expressly waived, all statutory and regulatory requirements and HUD directives regarding the HCV program are applicable to EHV's, including the use of all HUD required contracts and other forms.

The administrative policies adopted in the PHA's written administrative plan apply to the EHV's vouchers unless such local policy conflicts with the requirements of the ARP.

These waivers and alternative requirements have been determined by the Secretary to be necessary to expedite and facilitate the use of the EHV funding. These waivers or alternative

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requirements are exceptions to the normal HCV requirements, which otherwise apply to the administration of the EHV's.

a. COVID-19 waivers (waivers authorized for the regular HCV program under the CARES Act)

The Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) provides HUD with broad authority to waive or establish alternative requirements for numerous statutory and regulatory requirements for the HCV program. However, the CARES Act waiver authority does not cover EHV funding appropriated by the ARP. HUD recognizes that the challenges the COVID-19 pandemic has created for the regular HCV program will likewise apply to the administration of the EHV's. Consequently, HUD is exercising its waiver authority under the ARP to provide some of the same menu of HCV-applicable CARES Act waivers to PHAs for administration of the EHV assistance. The use of these COVID-19-related EHV waivers is at the discretion of the individual PHA. A PHA may choose to apply all, some, or none of the waivers to the EHV assistance.

Unlike the other ARP waivers provided through this notice, these EHV COVID-19 waivers have limited periods of availability that currently match the same periods of availability for the CARES Act waivers. The period of availability for these EHV COVID-19 waivers/alternative requirements, collectively or individually, may be further extended by PIH notice should HUD determine that such similar extension is necessary for the CARES Act waivers, or if HUD otherwise determines it necessary to further extend these waivers for the EHV's. PHAs that implement these waivers are not required to keep the waiver/alternative requirement in-place for the full period of availability (Including any extension) but may at any time choose to revert to regular program requirements and operations.

Attachment 1 of this notice provides the list of COVID-19 related waivers that the PHA may apply to the EHV. PHAs should refer to Notice PIH 2021-14 or its successor notice(s) for detailed information on the individual waivers listed in Attachment 1.

b. Required partnerships with the CoC and other organizations for direct referrals and services EHV's are one of several resources that communities can use to house individuals and families who are experiencing homelessness or have unstable housing. To ensure that the EHV's assist families who are most in need, PHAs are required to work with community partners to determine the best use and targeting for the vouchers along with other resources available in the community.

c. Admissions process - Direct referrals from the CoC and other partnering organizations

PHAs must accept referrals for EHV's directly from the CE System. Accepting direct referrals from the CE System will help ensure families are able to get assistance quickly and eliminate the administrative burden on the PHA regarding the determination as to whether the family meets the definition of a qualifying individual or family for EHV assistance. CoC partners may also support applicants through the application process and attend meetings with applicants and PHAs to aid individuals and families through the admissions process

d. Required housing search assistance

Housing search assistance can help EHV participants successfully move to areas of higher opportunity, as well as broaden the pool of landlords participating in the EHV program.

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including culturally or racially diverse landlords and landlords with smaller numbers of units. HUD has established as an alternative requirement that the PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

Housing search assistance is a broad term which can include many activities, but with respect to this requirement it must at a minimum (1) help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods, (2) provide transportation assistance and directions to potential units, (3) conduct owner outreach, (4) assist with the completion of rental applications and PHA forms, and (5) help expedite the EHV leasing process for the family

e. Separate waiting list for EHV's

The HCV program regulations at § 982.204(f) provide that a PHA must use a single waiting list for admission to its HCV program. HUD is waiving § 982.204(f) to establish an alternative requirement under which the PHA shall maintain a separate waiting list for EHV referrals/applicants to help expedite the leasing process, both at initial leasing and for any turnover vouchers that may be issued prior to the September 30, 2023, turnover voucher cut-off date.

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Because the EHV waiting list is based on direct referrals or requests through the PHA's VAWA emergency transfer plan and not applications from the general public, HUD is also waiving § 982.206, which requires the PHA to give public notice when opening and closing the waiting list. Under this alternative requirement, the PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

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C. WAITLIST PREFERENCES [24 CFR 982.207]

PREFERENCE DEFINED

The preferences recognized by HACFM are: (All preferences will be verified)

Public Housing Resident Relocation, including RAD relocation – 100 points

A family currently resident in a PHA owned Public Housing Community that is repositioned to a Section 8 Housing Choice Voucher Program. The family will be eligible for this preference providing:

The family resides in the unit at the time of the conversion and/or resided in the unit in accordance with conversion eligibility requirements defined by HUD.

The family is in good standing with the PHA

The PHA does not owe any debts to the PHA during the term of public housing tenancy or is not in good standing with an existing repayment agreement.

1. Project Based Voucher Client requesting a Housing Choice Voucher – 90 Points

A family Currently residing in a Project Based unit may request, in writing, a Housing

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Choice Voucher after successfully fulfilling the first year of tenancy in the Project based unit.

A family who successfully fulfilled the lease and gave proper notice to vacate will also be eligible as long as the family requested, in writing, a Housing choice voucher prior to vacating

[RAD Project Based Voucher client request a Housing Choice Voucher – 90 points](#)

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Must have completed the first-year lease at the Project Based Unit
Must be in good standing with the landlord
Does not owe any debt to the landlord for rent, utilities or damages.

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2. **Emergency/Federally Displaced Preference - 40 Points**

The HACFM shall grant preferences to families of federally declared disasters who are public housing residents from another jurisdiction and other eligible disaster-affected families who are income eligible. This preference will remain in place until the emergency no longer exists, or the displaced status (of the family) no longer exists.

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Families that apply under this preference when the waitlist is closed and upon eligibility verification reveal they no longer qualify as displaced for the preference, will be removed from the waitlist.

Families that were on the waitlist PRIOR to requesting the preference, and no longer qualify for the preference, will have the preference points removed but remain on the waitlist in the original date/time order.

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3. **Displaced Person by State/Local Government Action or HOPE VI/Subsidized Housing Demolition - 30 Points**

Individuals or families displaced by State/Local Government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Relief Laws.

4. **Veterans Status - 20 Points**

Preference shall be given to Veterans or servicemen as defined by Florida Statutes (FL295.01): A "veteran" or a "serviceman" means a person who has served in the Armed Forces of the United States at any time and, in the case of a veteran, has been discharged or released there from under conditions other than dishonorable, or in the case of a serviceman, is presently in the Armed Forces of the United States. The preference granted to Veterans or servicemen as defined by FL S315.300, shall be extended to include families of veterans and servicemen. A family of a veteran or serviceman is therefore further defined as follows:

The veteran or serviceman is (a) either the Head of Household or is related to the Head of Household; or (b) deceased and was related to the Head of Household, and was a family member at the time of death or (c) the veteran or serviceman, unless deceased, is living with the family or is only temporary absent unless he/she was (1) formerly the Head of Household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided the family has not remarried; or (2) not the Head of Household but is permanently hospitalized, provided that he/she was a family member at the time of hospitalization and there remains in the family at least two (2) related persons.

5. **Mainstream Vouchers - 18 Points**

HACFM will offer a preference to Any Household that Includes one or more non-elderly person (age 18 to 62) with disabilities that are.
- **Transitioning out of institutional or other segregated settings** that include, but are not limited to:

- (1) congregate settings populated exclusively or primarily with individuals with disabilities.
- (2) congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or
- (3) settings that provide for daytime activities primarily with other individuals with disabilities.

- **At serious risk of institutionalization or other segregated settings**; Includes an individual with a disability who as a result of a public entity's failure to provide

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community services or it's cut to such services will likely cause a decline in health, safety, or welfare that would lead to the individual's eventual placement in an institution. This includes individuals experiencing lack of access to supportive services for independent living, long waiting lists for or lack of access to housing combined with community-based services, individuals currently living under poor housing conditions or homeless with barriers to geographic mobility, and/or currently living alone but requiring supportive services for independent living. A person cannot be considered at serious risk of institutionalization unless the person has a disability. An individual may be designated as at serious risk of institutionalization either by a health and human services agency, by a community-based organization, or by self-identification.

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- **Homeless**

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

(i) 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.

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(ii) 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

(iii) 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.

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(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance.

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(ii) No subsequent residence has been identified

- **At risk of becoming homeless** Meets one of the following conditions:

(1) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance.

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(2) Is living in the home of another because of economic hardship; 9 of 32

(3) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance.

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(4) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals.

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(5) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau.

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(6) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction

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program or institution); or

(7) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness

HACFM will except the coordinated referral from partner agencies and local HMIS as well as individuals claiming a preference. HACFM will require documentation to verify preference.

6. **Homeless Preference – 15 Points**

HACFM will issue not more than 50 Homeless Preference Vouchers to homeless families per year pending funding availability. A family that is considered to be homeless as defined by Lee County Department of Human Services Lift Program and or The Salvation Army and must be a client of Lee County Department of Human Services Lift Program or the Salvation Army homeless population. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing.

Homeless means a family who lacks a fixed, regular, and adequate nighttime residence or a family who has a primary nighttime residence that is:

- (a) A Supervised publically or privately operated shelter designed to provide temporary living accommodations, including congregate shelters and transitional housing.
- (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
- (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

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The term Homeless does not refer to any individual imprisoned or otherwise detained pursuant to state or federal laws.

7. **Victims of Domestic Violence (VAWA) - 10 Points**

HACFM will offer a preference to families/persons that have been subjected to or a victim of domestic violence, dating violence, sexual assault, or stalking. HACFM will require documentation that the family has been displaced as a result of fleeing domestic violence, dating violence, sexual assault, or stalking. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home.

- 1. Actual or threatened physical violence directed against the applicant or the applicant's family, spouse or other household member who lives in the unit with the family. The actual violence must have occurred within the past six (6) months or be of a continuing nature.
- 2. An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is NOT considered involuntarily displaced.
- 3. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser WILL NOT reside with the applicant. If the abuser returns to live with the family without approval,

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HACFM will deny and or terminate assistance for breach of the certification.

4. Acceptable forms of documentation you are or have been a victim of domestic violence, dating violence, sexual assault or stalking:
 1. All requests must be in writing and provided to HACFM within 14 business days from the day you receive the request to provide the documentation. Failure or refusal to provide one of the documents listed below within 14 days of the request will result in no preference given. If HACFM receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault or stalking has been committed, HACFM will request that you provide third-party documentation within 30 calendar days in order to resolve the conflict. If you fail or refuse to supply third-party documentation where there is conflicting evidence HACFM will not provide you the preference.
 2. Completed HUD form 5382 – Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking. OR
 3. A Federal, State, Tribal or Local law enforcement agency, court, or administrative agency that documents domestic violence, dating violence, sexual assault or stalking (police reports, protective order, and restraining orders); OR
 4. A statement which you must sign along with a signature of an employee, agent or volunteer of a victim service provider, an attorney, a medical professional or mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he/she believes that the incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
 5. Certified letter from the Abuse, Counseling and Treatment Center (ACT).

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8. Local Preference – 5 Points

1. Persons and or families must reside in Lee County or who are working or have been hired to work in Lee County.
2. Applicant must provide proof of residency to HACFM upon request and before Voucher issuance. Example of proof of Lee County residency or Lee County employment would be:
 - Signed lease agreement and utility bill in applicant's name
 - School or graduation records for applicant
 - Voter registration Card
 - Driver's License and Proof of Current home address
 - Employment records that document employment in Lee County
 - Letter from Employer stating your current or future hire date in Lee County

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9. **All Other Applicants - 0 Points**

No preference

*****The qualification for any of the above mentioned preferences MUST exist at the time the preference is verified regardless of the length of time an applicant has been on the waitlist. The preference is based on current status of the family at the time of determination of eligibility.**

D. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the HACFM will reserve a minimum of seventy-five percent (75%) of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." The HACFM will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

The HACFM's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

The HACFM is also exempted from this requirement where the HACFM is providing assistance to low income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

E. TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission the HACFM has the following "Targeted" Programs:

The PHA does not have any targeted programs.

F. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR 982.207]

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HACFM in writing when their circumstances change.

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*** When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly-claimed preference.**

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

The HACFM may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

Refuse to list the applicant on the HACFM waiting list for tenant-based assistance;

Deny any admission preference for which the applicant is currently **qualified**;

Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the HACFM selection policy; or

Remove the applicant from the waiting list.

However, the HACFM may remove the applicant from the waiting list for tenant-based assistance if the HACFM has offered the applicant assistance under the HCV program.

G. ORDER OF SELECTION [24 CFR 982.207(e)]

The HACFM's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

- HCV Program - Preference Date and Time
- PBV Program - Bedroom Size, Preference, Date and Time

[Special purpose vouchers – according to individual program rules](#)

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¶
The HACFM does have other housing programs.¶
¶
Public Housing Developments¶
Housing Choice Voucher Program¶
Project Based Voucher Program¶
Neighborhood Stabilization Program Developments (NSP)¶

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H. FINAL VERIFICATION OF PREFERENCES [24 CFR 982.207]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACFM will:

Obtain necessary verifications of preference at the interview and by third party verification.

I. PREFERENCE DENIAL [24 CFR 982.207]

If HACFM denies a preference, HACFM will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. **Applicant will have 10 working days to request a review with the Section 8 Director or their designee.** If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference (if the family was on the waiting list prior to claiming the preference). Applicants may exercise other rights if they believe they have been discriminated against.

*** If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.**

Deleted: <#>REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]¶

¶ The Waiting List will be purged at least one time each year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.¶

¶ Any mailings to the applicant which require a response will state that failure to respond within¶ [10] days will result in the applicant's name being dropped from the waiting list.¶

¶ An extension of [10] days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.¶

¶ If they fail to respond within [10] days, they will be removed from the waiting list.¶

¶ If the applicant did not respond to the HACFM request for information or updates because of a family member's disability, the HACFM will reinstate the applicant in the family's former position on the waiting list.¶

¶ If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.¶

¶ If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director determines there were circumstances beyond the person's control.¶

Deleted: Copyright 2000 by Nan McKay & Associates¶ To be reprinted only with permission of Nan McKay & Associates Unlimited copies may be made for internal use¶

Deleted: 2/1/2009 ADMIN PLAN

From:
To:
Cc:
Subject:
Date: 2021 Continuum of Care funding cycle is now open
Attachments: Monday, August 23, 2021 3:31:56 PM
High
Importance:

Good afternoon,

The 2021 Continuum of Care funding cycle is now open. Goodwill has 1 project (Goodwill Rapid Rehousing - FL0817L4D031900) that is eligible for renewal during this year's competition. The 2021 HUD Notice of Funding Opportunity (NOFO) can be viewed here: https://www.hud.gov/sites/dfiles/SPM/documents/FY21_Continuum_of_Care_Competition.pdf. Please read through the NOFO, paying special attention to the guidance for projects located on pages 45-48.

Applications for new projects will be accepted during this year's funding cycle. A Notice of Funding Availability will be published shortly, please ensure you are on our funding distribution lists and check your email regularly.

To submit your renewal application I will need the following items:

1. **Updated budget and project narratives.** Please review your 2019 Renewal Applications attached and advise if anything has changed.
2. **Match Documentation.** Applicants must provide documentation of the 25% match required, which must be provided in the form of a letter or contract. The letter or contract must be submitted by email as a PDF file.
Please Note: HUD has strict documentation requirements for match (<https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/>). Please review the requirements for both cash match: <https://www.hudexchange.info/faqs/1559/what-are-the-documentation-requirements-for-cash-match/>, and in-kind match: <https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>.
3. **HUD-2880.** Your agency is required to complete and submit a HUD-2880 Form. A blank HUD-2880 is attached.
https://apply07.grants.gov/apply/forms/readonly/HUD_DisclosureUpdateReport-V1.1.pdf

Detailed instructions for renewal project applications are provided here:

<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Detailed-Instructions.pdf>

PLEASE NOTE: The detail instructions may reference eSNAPS and various submission screens. In Lee County, Human and Veteran Services completes all applications in eSNAPS on behalf of project applicants. Please only ensure that your narratives and project budgets are correct and submit any necessary changes via word or PDF.

Please return all requested documents by **September 10, 2021**.

Please Note: It may be necessary to provide additional information throughout the renewal process. Such requests will be sent via e-mail with a clear and strict deadline for completion. If you are unable to meet this deadline or if you have any questions, please let me know.

From: [Sutton, Jeannie](#)
To: [Usa, Kimberly](#); [Mercado, Roger](#); "[Janet \(Janet@leehomeless.org\)](#)"; "[Therese Everly](#)"
Subject: Request for Applications: 2021 Continuum of Care Funding
Date: Friday, August 27, 2021 1:18:00 PM
Attachments: [RFA to Agencies.pdf](#)
[RFA Budget Template.xlsx](#)
Importance: High

Please distribute the attached.

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) for the 2021 Continuum of Care funding opportunity through the following U.S. Department of Housing and Urban Development (HUD).

Funding Available

HUD Continuum of Care Program New Projects Permanent Housing Bonus	\$166,646
HUD Continuum of Care Program New Projects Domestic Violence Bonus	\$499,392

Applications Due WEDNESDAY, SEPTEMBER 22, 2021 at 5:00 PM

Applications must be submitted by email to Mark Tesoro at mtesoro@leegov.com

Grant Applications | Coordinated Entry Policies & Pr...

leegov.com/dhs/funding

Apps | Bookmarks | Intranet | HVS Web | Data Sources & Das... | Tech | Management | HUD | Homeless | ERR | CARES | ARP | County Administrat... | Apple Music | CPM | GoToMeeting

Southwest Florida

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Human & Veteran Services Home

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- Get Assistance Now
- Fair Housing Information
- Volunteer & Get Involved
- Partner With Us
- Grant Applications**
- How are we doing?
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Home - Human & Veteran Services Home - Grant Applications

Grant Applications

Font Size: + - Share & Bookmark (+) Feedback Print

There are various funding sources available through Human and Veteran Services including State and Federal grants. Notices of Funding Availability (NOFAs) are issued at various times throughout the year as funding becomes available. Enter your e-mail address above to receive notification of new funding opportunities, and check this page periodically for updates.

Current Funding Opportunities

NOFA PACKET	FUNDING SOURCE	DATE POSTED	DATE DUE
2021 Notice of Funding Availability for Public Services Program - Resident Coordinator	Community Development Block Grant (CDBG)	August 18, 2021	September 15, 2021
Addendum #1 - 2021 Notice of Funding Availability for Public Services Program - Resident Coordinator	Community Development Block Grant (CDBG)	August 20, 2021	September 15, 2021
Resident Coordinator Questions and Answers	Community Development Block Grant (CDBG)	September 2, 2021	N/A
RFA #09-2021-COC - Request for application for 2021 Continuum of Care Funding	Continuum of Care (COC)	August 27, 2021	September 22, 2021
Addendum #1		Addendum #1 Published September 7, 2021	
RFA Budget Template			

View Previous Funding Opportunities

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

September 7, 2021

ADDENDUM NUMBER ONE (1)

Request for Applications for 2021 Continuum of Care Funding

The following represents clarification, additions, deletions, and/or modifications to the above referenced Request for Applications. This addendum shall hereafter be regarded as part of the RFA. Items not referenced herein remain unchanged, including funding window dates. Words, phrases or sentences with a strikethrough represent deletions to the original RFA. Underlined words and bolded phrases or sentences represent additions to the original RFA.

Additions, page 2:

Bonus Points will be awarded to projects that coordinate with housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate:

- Partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs;
- Partnership with local workforce development centers to improve employment opportunities.

Bonus points will be awarded to applicants that demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Points may also be provided if the organization demonstrates that Board and staff composition are representative of the population being served.

Additions, page 18:

10. Required Attachments

- a. Documentation of Match Funds
- b. Applicants Annual Operating Budget
- c. Chart of Key Project Staff
- d. Documentation of Project's Alignment with Community Goals
- e. Documentation of National Best Practices or Evidence Based Program design
- g. Proof of 501c3 Status
- h. Documentation of Engagement of Persons with Lived Experience and Representation**

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Revisions, Appendix 3:

The 2021 Lee County Project Ranking Tool has been updated to include up to 10 bonus points for applicants that demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Points may also be provided if the organization demonstrates that Board and staff composition are representative of the population being served.

The new ranking tool is below.

ALL OTHER TERMS AND CONDITIONS OF THE NOFA ARE AND SHALL REMAIN THE SAME.

**2021 Lee County CoC Funding
Project Ranking Tool**

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>
<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Eligible to Apply</p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
Total	0.00

Total Available Points = 80

REQUEST FOR APPLICATIONS (RFA)

for

2021 Continuum of Care Funding

RFA Released
FRIDAY, AUGUST 27, 2021

Applications Due
WEDNESDAY, SEPTEMBER 22, 2021 at 5:00 PM

Applications must be submitted by email to
Mark Tesoro at mtesoro@leegov.com.

Lee County Human and Veteran Services
2440 Thompson St., Fort Myers, FL 33901

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.
Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.

This Document can be made available in alternative accessible formats upon request.

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

**Lee County Human and Veteran Services (HVS)
Continuum of Care Lead Agency
2021 Request for Applications (RFA) for Continuum of Care Funding**

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) for the 2021 Continuum of Care funding opportunity through the following U.S. Department of Housing and Urban Development (HUD).

Funding Available

HUD Continuum of Care Program New Projects Permanent Housing Bonus	\$166,646
HUD Continuum of Care Program New Projects Domestic Violence Bonus	\$499,392

If additional funding opportunities become available to HVS following the issuance of this RFA, HVS reserves the right to select an eligible project submitted in response to this RFA without issuing an additional RFA(s).

HVS shall make funding available to projects that:

1. utilize the Housing First philosophy,
2. emphasize rapid exit from homelessness,
3. emphasize stable, permanent housing as the primary strategy for ending homelessness, and
4. provide innovative solutions to move Lee County forward in making homelessness rare, brief and one-time.

Bonus Points will be awarded to projects that coordinate with housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate:

- Partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs;
- Partnership with local workforce development centers to improve employment opportunities.

This RFA contains information and required forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. The material in this RFA does not represent all of the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of RFAs/NOFAs for the various funding sources.

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Questions Regarding this RFA

Questions from potential applicants must be submitted in writing to Mark Tesoro at mtesoro@leegov.com and be received no later than **Wednesday, September 8, 2021**. HVS will compile all questions and answers and provide responses to applicants no later than **5:00 pm, Friday, September 10, 2021**.

Successful applications must meet the guidelines provided in this Request for Applications (RFA). To submit an application for consideration, complete the submission requirements listed here within.

The organization of this RFP is as follows:

SECTION I: General Information
SECTION II: Scope of Grant Activities
SECTION III: Funding Guidelines
SECTION IV: Application Evaluation and Selection
SECTION V: Application Forms
SECTION VI: Appendices

SECTION I: General Information

Strategic Use and Alignment of Resources

Lee County Human and Veteran Services (HVS) is designated as lead agency and HUD Collaborative Applicant for the Lee County Continuum of Care. HVS is responsible for ensuring that resources, available to the community to assist those experiencing homelessness, are strategically utilized to maximize impact and effectiveness. Therefore, HVS reserves the right to match funding opportunities available to the applications received to ensure alignment of resources with community needs and appropriate target populations. All applications received will be evaluated for their appropriateness for each funding opportunity that may be available. HVS reserves the right to award more than one (1) funding source to a selected application if necessary to maximize a project's effectiveness and overall impact.

Funding Priorities

The submitted applications will be evaluated based in part, on the extent, the project is able to demonstrate achievement of HUD's System Performance Measures (as indicated below), and the goals and strategies outlines in the Home, Together: Federal Strategic Plan to Prevent and End Homelessness (www.usich.gov/home-together).

HUD System Performance Measures

HUD has developed the following system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of homeless persons;
4. Jobs and income growth for homeless persons;
5. Number of persons who become homeless for the first time;
6. Successful housing placement;

HUD strongly encourages CoCs to emphasize the policy priorities established in the mentioned strategies and system performance measures when evaluating, ranking and selecting projects. **Proposed projects that clearly describe how the project will improve the CoC's System Performance Measures, and move the community forward toward making homelessness rare, brief, and one-time will score higher and receive priority for funding.**

Proposed projects that include innovative and effective best practices will receive higher scores and consideration than those projects that are a continuation or capacity expansion of a current program. HVS is seeking 'out of the box' applications. Projects may be proposed that incorporate different component types and include additional partners (with an established, formal agreement for the proposed project) to provide a specific service as part of an overall project application. Additional points will be awarded to projects that coordinate with housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing services. Points will be awarded for projects that have written documentation to demonstrate:

- Partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs;
- Partnership with local workforce development centers to improve employment opportunities.

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Projects that incorporate all or part of the effective practice examples described below will be scored higher in the scoring and selection process.

Permanent Supportive Housing (PSH) is affordable rental housing linked to supportive services designed to enable persons with disabilities, including chronically homeless, to become and remain stably housed. National studies show that PSH is a cost-effective solution to chronic homelessness and can successfully house and stabilize vulnerable persons living on the street. These citizens frequently confront serious, persistent issues such as substance abuse, mental illness, HIV/AIDS, and other serious challenges to be able to maintain stable housing, and thus require a more substantial level of care in a supportive housing environment to return to housing stabilization. PSH is an evidence-based practice that has proven the most successful intervention for chronically and long-term homeless persons. Effective PSH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing project.
- Are low barrier and housing first focused
- Focus on housing plans and not service plans
- Utilize the community-wide Coordinated Entry Process which prioritizes persons for PSH according to their vulnerability to dying on the streets and their chronic homelessness status

Joint Transitional Housing (TH) and Rapid Rehousing (RRH) for Victims of Domestic Violence (DV). A joint TH/RRH project is a model that pairs the provision of emergency shelter or transitional housing with rapid rehousing funding to create 'rapid exit' options for the persons/households residing in the emergency shelter or transitional housing, thereby reducing the time a person/household remains homeless. Effective Joint TH-RRH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing project.
- Are low barrier and housing first focused
- Focus on housing plans and not service plans
- Utilize the community-wide Coordinated Entry Process which prioritizes persons for PSH according to their vulnerability to dying on the streets and their chronic homelessness status

Housing First Philosophy

Projects must utilize a Housing First philosophy, which is an approach to make homelessness rare, brief and one-time, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Housing First programs share critical elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible (within 30 days or less) without unnecessary barriers or time limits;
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or service compliance.

Project Completion Timeframes

For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award of funding.

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Critical Dates and Timeline

August 27, 2021		HVS Issued Request for Applications for 2021 Continuum of Care (CoC) Funding
Wednesday, September 8, 2021	5:00 PM	Deadline for questions regarding RFA
Friday, September 10, 2021	5:00 PM	Responses to RFA Questions
Wednesday, September 22, 2021	5:00 PM	SUBMISSION DEADLINE – Project Applications
Friday, October 1, 2021	1:00 PM	Performance, Evaluation, and Ranking Committee Members will meet to score each project application using the published Scoring Criteria for New Projects. Virtual Meeting
Friday, October 8, 2021	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants.

Applicant Eligibility

All public (local government) and private non-profit agencies that currently provide services, as well as those that want to expand to provide services, for persons experiencing homelessness and/or those at-risk of becoming homeless are eligible to apply. **Applicant must include proof of 501(c)3 status with submission.**

Applicant must also meet all the following requirements

(documentation does not need to be included with submission, but may be requested at a later time):

- Provided direct client services for 12 months prior to application due date.
- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response.
- Current CPA's Peer Review letter.
- Most recent Form 990.
- Monthly Financial Statements (within last 60 days).

Any applicant on the excluded parties list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

SECTION II: Scope of Grant Activities

HVS encourages applicants to submit applications for projects, even if the project does not ‘fit’ perfectly into the descriptions here within. By submitting an application, the applicant is informing HVS of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to make homeless experiences in Lee County rare, brief and one-time.

Projects acceptable under this request include:

- **New Project** - a project that does not currently exist and if funded will increase overall service and/or bed capacity in Lee County.
- **Expansion of Funding for a Current Project** – a project currently operating in the community that is being expanded. Applicants must clearly identify the need for expanded services, and demonstrate a quantifiable increase in the number **and** type of services being provided.

Funding requests that ‘supplant’ or to replace a project’s current funding source(s) will not be accepted.

If a project includes multiple, linked activity types (components), only one application, that details the different activity types, needs to be completed. The single project application should explain in detail all activity types and the project outcomes for the different activity types.

2021 HUD CoC Competition – New Projects

HUD’s 2021 CoC Program Notice of Funding Opportunity allows for both regular and DV specific **bonus projects**. **A total of \$166,464 is available for a regular bonus project (not DV specific), and \$499,392 is available for DV specific bonus projects.**

Eligible Activities

HUD CoC Program funding for a new projects can be used for the following project types:

- Permanent Housing (PH)
 - Permanent Supportive Housing (PSH) – to include project-based and/or scattered site rental assistance/leasing projects with supportive services for individuals and families experiencing chronic homelessness. *(Non DV Only)*
 - Rapid Re-Housing (RRH) - housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. *(DV or Regular)*
- Joint Transitional Housing – Rapid Rehousing Combination Projects *(DV or Regular)*- project combines two existing program components—transitional housing and rapid rehousing in a single project to serve individuals and families experiencing homelessness

Projects must meet all CoC Program and HUD requirements.

2021 Continuum of Care Notice of Funding Opportunity

<file:///C:/Users/suttonjf/Downloads/FY21%20Continuum%20of%20Care%20Competition.pdf>

CoC Program Eligibility Requirements:

<https://www.hudexchange.info/coc/coc-program-eligibility-requirements/>

CoC Program Laws, Regulations, and Notices:

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

CoC Match Documentation:

<https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>

Lee County Continuum of Care Written Standards and Coordinated Entry Policies and Procedures:

<https://www.leegov.com/dhs/Documents/CoC/2020%20Written%20Standards%20and%20Coordinated%20Entry%20Policies%20and%20Procedures%208.6.2020.pdf>

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Eligible Clients

To be eligible for assistance with Continuum of Care funds, individuals or families must meet the following criteria:

- Unsheltered individuals and families who qualify as homeless under Category one (1) and Category four (4) of HUD's Definition of Homelessness. **(See Appendix 1)**
- Additional eligibility criteria may apply depending on program component:
<https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

SECTION III: Funding Guidelines

Administrative Costs

If awarded, the project's admin funding will be based on available and allowable admin funding as determined by the funding sources, and may be divided between HVS and the applicant. Eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews

Funding Source	Maximum Percent of Admin Allowed
Continuum of Care (CoC)	10%

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements.

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match must be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency's other funded projects, which may also provide services to the funded project's clients or through community partners that, are providing additional, eligible services to a funded project's clients. Match guidelines are as follows:

Funding Source	Percent of Match Required
Continuum of Care (CoC)	25%

Cost of Submitting Applications

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to HVS. HVS will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview (*if required*).

Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

State and Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this RFA will be required to provide access to their financial records to a representative of HVS to evaluate their financial management systems. HVS staff will monitor each program to ensure compliance with the terms of the funding agreement between the HVS and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

Liability insurance is required for all Grants. All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **Lee County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

Handicapped Accessibility – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. The Lee County CoC requires agencies to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in Lee County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

The Lee County CoC operates in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579)., must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Additionally, funded agencies must maintain compliance with the HEARTH Act's involuntary family separation provision (42 USC 11361a), which ensures that emergency shelters, transitional housing, and permanent housing providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

Formal Termination Policy – Funded agencies must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination processes for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with a clear statement of reasons for termination; review of decision to terminate, with opportunity for the program

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participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

Supportive Assistance – Funded agencies must assure that homeless individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving maintaining permanent, stable housing. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services program for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *The Lee County CoC encourages a “soft hand-off” model, which ensures transfer of client and referral information directly to the receiving case manager, and prevents missed service connections.*

Confidentiality – Agencies must comply with confidentiality requirements and privacy protections outlined in the CoC written standards (<https://www.leegov.com/dhs/Documents/CoC/2020-21%20HMIS%20Policies%20and%20Procedures%201.0.pdf>), and Homeless Management Information System Privacy Notice (<https://www.leegov.com/dhs/Documents/CoC/CSN-User-Policy-Responsibility-Statement.pdf>)

Participation in Continuum of Care (CoC) – Any agency awarded funding through this RFA is **required** to

- 1) actively participate in the CoC including attendance at the monthly CoC and Connect List committee meetings,
- 2) actively participate and comply with Homeless Management Information System (HMIS) Procedures, and
- 3) participate in the Coordinated Entry Process.

Minimum Funding Request

The minimum funding request for any project is \$50,000. HVS reserves the right to award more or less than the amount of funds requested based on funding available.

SECTION IV: Application Evaluation and Selection

Threshold Requirements

Applications will be reviewed by HVS staff to ensure the submission does NOT contain any fatal flaws, as listed below. If HVS determines the threshold requirements are not met, the project will be rejected and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring and Conditional Selection Process.

Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List, has not provided direct services for 12 months prior to application due date)
- The Application is not signed by the agency official designated to execute contracts

Application Review, Scoring and Conditional Selection Process

Applications that meet threshold criteria will be forwarded to the CoC Performance Evaluation and Ranking Committee for review, scoring and conditional selection. The Committee Members will meet to review and score each project application in accordance with the [CoC Ranking and Reallocation Policies](#) and 2021 Lee County CoC Project Ranking Tool (**Appendix 3**).

Committee Members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

Notice of Funding Decision

HVS staff will provide written notice regarding the funding decision to each applicant by **Friday, October 6, 2021 at 5:00 pm.**

Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by the HVS (See Sample Contract Document in Appendix 2). The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.

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SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

1. Applicant Information

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	DUNS #:
Contact Person E-mail:	Federal Employer ID #:

2. Project Information

Project Name:	
Project Address (<i>if different from organization address</i>):	
This is a/an: <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project	
Total Funding Requested for this Project: \$ _____	
Match Funding Committed for this Project: \$ _____	
Project Type (<i>check as many as applicable below</i>):	
<input type="checkbox"/> Permanent Supportive Housing	<input type="checkbox"/> Joint Transitional Housing (TH)/Rapid Re-Housing
<input type="checkbox"/> Rapid Re-Housing	

Services Provided (<i>check the services that will be provided with the funding requested</i>):	
<input type="checkbox"/> Case Management <input type="checkbox"/> Employment Assistance and Job Training <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input type="checkbox"/> Street Outreach Engagement/Supplies <input type="checkbox"/> Education Services	<input type="checkbox"/> Legal Services <input type="checkbox"/> Housing Search Assistance <input type="checkbox"/> SOAR Assistance <input type="checkbox"/> Behavioral Health Services <input type="checkbox"/> Furnishings <input type="checkbox"/> Services for Special Populations <input type="checkbox"/> Food

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Target Population (check as many as applicable below):	
<input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Individuals <input type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> LGBTQI+ Individuals/Families/Youth <input type="checkbox"/> Other: _____	<input type="checkbox"/> Families <input type="checkbox"/> Unaccompanied Youth (ages 18-24) <input type="checkbox"/> Veterans <input type="checkbox"/> Individuals with Serve and Persistent Mental Illness
Target Service Location (check as many as applicable below):	
<input type="checkbox"/> City of Cape Coral <input type="checkbox"/> City of Fort Myers <input type="checkbox"/> City of Bonita Springs <input type="checkbox"/> City of Sanibel	<input type="checkbox"/> Town of Fort Myers Beach <input type="checkbox"/> Unincorporated Lee County <input type="checkbox"/> All of Lee County <input type="checkbox"/> Other: _____

3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

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4. Project Description

Narrative response must include:

- sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided and the cost of the proposed activities;
- how the project will follow a “Housing First” approach to maintain a low barriers process for accessing housing and services to quickly move clients into permanent housing;
- the project’s plan to coordinate with housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing services.
- the projects role in helping to ensure homelessness in Lee County is rare, brief, and one-time; and
- an overall demonstration of need.

Limit response to 1000 words.

The narrative is required and must be attached to the application in either Word or PDF format.

5. Quality of Service Questionnaire

The applicant shall provide a brief (*300 words or less*) response to each question below.

1. Describe how the project aligns with community goals.
*Community goals are described in [Home, Together: the Federal Strategic Plan to End Homelessness](#), and the [CoC’s Strategic Plan](#). **Documentation of how the agency’s project meets the goal must be attached to this application.***
2. Describe how the project is innovative, based on national best practices, and/or designed in accordance with an existing evidence based program.
3. Explain how your agency is actively participating in the Coordinated Entry System, the Homeless Management Information System (HMIS), and the Continuum of Care (CoC), and how this project will integrate with the CoC’s Coordinated Entry System.
4. Describe your procedure for assessing participant’s needs and making client referrals to other service providers.
5. Describe how the project will provide connections to permanent solutions, include the extent to which this project will connect client to mainstream services and community based supports to ensure long term housing stability.
6. Explain your agency’s experience providing services to individuals and families experiencing homelessness, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.
7. Describe how your agency has worked to remove traditional barriers to housing and services for individuals and families who are experiencing homelessness.
8. Does your agency conduct an internal annual evaluation of services provided (other than HMIS)? If yes, please provide a copy of the most recent evaluation.
9. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.).

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6. Ability to Complete Activities Outline

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity;
- Monthly spending plans and proposed drawn down schedules; and
- Reporting schedule for outcomes achieved.

The outline is required and must be attached to the application in either Word or PDF format

7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds expected for the period of the grant. The budget narrative *must* include the following criteria:

- Identify sources of matching funds which are currently committed to the organization for this project (*commitment letters MUST be attached*).
- Description and justification of the proposed Personnel Costs, including Fringe Benefits
- Description and justification of the proposed Client Financial Assistance Costs
- Description and justification of the proposed Other Program Operation Costs
- Description and justification of the proposed Administrative Costs
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to additionally provide services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

A copy of the applicants overall budget, including other services or programs and funding sources, general management and oversight budget, overhead/indirect rates charged to grant sources, and chart of key project staff, including a description of their duties and qualifications must be attached following the Budget Narrative.

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8. Budget and Match Form

Complete each line as applicable to the proposed project. *An excel version of the budget and match form, which automatically calculates totals is available at <https://www.leegov.com/dhs/funding/rfp>.*

Budget Template Request for Applications #09-2021-COC *Complete ONLY BLUE fields. Do not edit grey fields.*

Supportive Services (All projects)		
Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Sub-Total for Supportive Services		\$ -

Rental Assistance (Rapid Re-Housing or Joint TH-RRH projects)		
Size of Units	# of Units	FMR for 12 Months
Single Room Occupancy		\$ -
Efficiency/0 Bedroom		\$ -
1 Bedroom		\$ -
2 Bedrooms		\$ -
3 Bedrooms		\$ -
4 Bedrooms		\$ -
Sub-Total for Rental Assistance		\$ -

Leased Structures (Permanent Supportive Housing or Joint TH-RRH projects)		
Size of Units	Monthly Rent Amount Requested from HUD	Total Annual Assistance Requested
Facility Lease		\$ -
Sub-Total for Facility Lease		\$ -

Total Amount Requested from HUD	\$ -
--	------

Total Match Committed	
------------------------------	--

Total Project Budget	\$ -
-----------------------------	------

10. Project Outcomes

Applicants must provide anticipated outcomes for each of the following performance measures.

Performance Measure	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
<p>Length of time persons remain homeless <i>Based on demonstrating a reduction of the average and median length of time persons remain enrolled in emergency shelter, transitional housing, or safe haven projects before exiting to permanent housing.</i></p>	<p align="center">_____ days Enter the estimated number of days between project enrollment and placement into permanent housing.</p>	
<p>The extent to which persons who exit homelessness to permanent housing destinations return to homelessness <i>Based on demonstrating a reduction in the percent of persons who have left homelessness (i.e., exited continuum projects into permanent housing destinations) who return to homelessness after 6 months, 12 months, and 24 months (i.e., return to any continuum projects for which homelessness is an eligibility criterion).</i></p>	<p align="center">_____ % Enter the estimated percent of clients that will remain housed after 6 mo.</p> <p align="center">_____ % Enter the estimated percent of clients that will remain housed after 12 mo.</p> <p align="center">_____ % Enter the estimated percent of clients that will remain housed after 24 mo.</p>	
<p>Number of persons that are no longer homeless <i>Based on the geographic coverage of the project, and the projects ability engage clients, including those who are unsheltered, through street outreach efforts.</i></p>	<p align="center">_____ Enter the estimated number of persons that will be housed.</p>	
<p>Jobs and income growth <i>Based on demonstrating that the number and percent of homeless adults being served in the project increase their earned (i.e., employment) income and/or other income between their enrollment in the system and their exit (or follow-up assessment).</i></p>	<p align="center">_____ # _____ % Enter the estimated number and percent of clients that will increase their earned income.</p> <p align="center">_____ # _____ % Enter the estimated number and percent of clients that will increase their unearned income.</p> <p align="center">_____ # _____ % Enter the estimated number and percent of clients that will maintain their earned or unearned income.</p>	

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12. Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.

<u>Application Forms and Attachments</u>	<u>Page #</u>
<u>Project Name:</u>	
<u>Project Applicant:</u>	
Table of Contents (COMPLETENESS CHECKLIST)	1
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service Questionnaire	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match Form	
9. Project Outcomes	
10. Required Attachments	
a. Documentation of Match Funds	
b. Applicants Annual Operating Budget	
c. Chart of Key Project Staff	
d. Documentation of Project's Alignment with Community Goals	
e. Documentation of National Best Practices or Evidence Based Program design	
g. Proof of 501c3 Status	

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Appendix 2 – Sample Contract Document

CSFA # _____
CFDA # _____
Contract No. _____
Funding Source: _____

STANDARD NONPROFIT/GOVERNMENT CONTRACT

**SUBRECIPIENT CONTRACT BETWEEN
THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS**

And

THIS CONTRACT between Lee County, a political subdivision and Charter county of the State of Florida, hereinafter referred to as “**COUNTY**” and _____ a Nonprofit Corporation/Government/Municipality registered under the laws of Florida Chapter 617, operating under the laws of the State of Florida and, hereinafter referred to as "**PROVIDER**" will become effective upon the date approved by the Board of County Commissioners (BOCC).

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to the Lee County residents through the **PROVIDER** according to this Contract, the agency's intent as stated in the proposal and attachments and/or exhibits, and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein **COUNTY** and the **PROVIDER** agree as follows:

ARTICLE I: SCOPE OF SERVICES

Any proposal/application submitted which resulted in this funding award are binding and incorporated herein as a part of this contract including all conditions and projected levels of service.

For federally funded projects, all requirements and conditions as described in Attachment A, Program Guidelines must also be followed.

All projects funded by Department of Housing and Urban Development (HUD) Homeless Assistance Grants must actively participate in the Centralized Intake/Coordinated Assessment process and input data into the Homeless Management Information System (HMIS).

All activities funded with CDBG/HOME funds must benefit persons of income levels at or below 80% of the area median income and as defined in the pertinent program requirements. Sub recipient certifies that the activity carried out under this Agreement will meet the CDBG/HOME income eligibility requirements.

ARTICLE II: TERM OF CONTRACT

This Contract shall begin _____ and end, _____ unless terminated as specified in Article IX, Suspension/Termination.

For unit rate contracts, programs must be operational within 45 days of contract begin date (identified above).

ARTICLE III: COMPENSATION AND REPORTS

A. Contract Payment

The **COUNTY** will make payments on a reimbursement basis to the **PROVIDER** and the **PROVIDER** agrees to accept as full compensation the total amount not to exceed \$. Payments will be authorized only for work completed and/or services delivered during the term of the contract as stated in ARTICLE II: TERM OF CONTRACT and prior to the payment request date. Documentation of eligible expenses will be provided as stated in ARTICLE III C. Contract Deliverables. Payment is subject to the provisions of ARTICLE III B. Deferred Payment/Return of Funds and ARTICLE IX:SUSPENSION/TERMINATION. Funding is contingent upon the availability of funds.

The **COUNTY** has agreed to purchase the service(s) listed in Article I. For unit rate contracts, this contract is for the payment of a fixed number of units of service at the fixed unit rate. For line item contracts, this contract is for payment of line item amounts as identified in the approved budget.

Program	<u>Unit Rate:</u> Unit Description	<u>Unit Rate:</u> Units purchased by County	<u>Unit Rate:</u> Unit rate reimbursed by County	Total
	<u>Line Item:</u> Approved Budget Category	<u>Line Item:</u> Annual Budget Amount	<u>Line Item:</u> N/A	

For Partnering for Results (PFR) contracts, Lee County will fund no more than 40% of the program’s actual cash expenses. The agency must be able to substantiate receipt of at least 60% of revenue from other sources or the amount of contract may be reduced. Documentation of expenses may be required at any time during the contract term if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement. In addition, Lee County may not fund program if revenues significantly exceed expenses.

Once funding is approved and a contract issued by Human and Veteran Services (HVS) it must be returned by the agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution unless Contract Specialist authorizes additional time. Failure to return signed contract or begin spending funds within allocated time frame may result in reduction or forfeiture of funds.

B. Deferred Payment/Return of Funds

The **COUNTY** may defer payment to the **PROVIDER** for noncompliance with contract deliverables or program requirements.

If, as a result of monitoring or audit, units of service provided are not documented a payment may be deferred. If units are found to be unallowable, no future payments will be made until the full amount of overpayment is remitted to the **COUNTY** or a repayment agreement is accepted by **COUNTY**. If the monitoring or audit occurs after the term of this contract, the **PROVIDER** will be required to remit funds to the **COUNTY** in accordance with the repayment conditions below.

PROVIDER:

By: _____
Name (print)

(Signature of authorized officer)

Title

Date

**STATE OF FLORIDA
COUNTY OF _____**

The foregoing instrument was acknowledged before me, **by means of physical presence or online notarization**, this ____ day of _____, __ (year), by, _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY:

By: _____
Notary of Public (Signature)

Name (typed)

COUNTY: LEE COUNTY

By: _____
Name (print)

(Signature of authorized officer)

Board of County Commissioners
Title

Date

**ATTEST:
CLERK OF CIRCUIT COURT**

By: _____
Title: _____
Date: _____

**APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:**

By: _____

Date: _____
OFFICE of the COUNTY ATTORNEY

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Appendix 3 – 2021 Lee County CoC Project Ranking Tool

**2021 Lee County CoC Funding
Project Ranking Tool**

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>
<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Eligible to Apply</p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

*While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.
Please use only whole and half points.*

<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>	
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>	
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 5</p>	
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>	
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>	
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth. Maximum Point Value: 10</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>	
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>	
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>	
Total	0.00
Total Available Points = 70	

Grant Applications | Coordinated Entry Policies & Pro... | leegov.com/dhs/funding

Apps | Bookmarks | Intranet | HVS Web | Data Sources & Das... | Tech | Management | HUD | Homeless | ERR | CARES | ARP | County Administrat... | Apple Music | CPM | GoToMeeting

Southwest Florida

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Human & Veteran Services Home

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- Get Assistance Now
- Fair Housing Information
- Volunteer & Get Involved
- Partner With Us
- Grant Applications**
- How are we doing?
- Open Contractor Bids

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Grant Applications

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There are various funding sources available through Human and Veteran Services including State and Federal grants. Notices of Funding Availability (NOFAs) are issued at various times throughout the year as funding becomes available. Enter your e-mail address above to receive notification of new funding opportunities, and check this page periodically for updates.

Current Funding Opportunities

NOFA PACKET	FUNDING SOURCE	DATE POSTED	DATE DUE
2021 Notice of Funding Availability for Public Services Program - Resident Coordinator	Community Development Block Grant (CDBG)	August 18, 2021	September 15, 2021
Addendum #1 - 2021 Notice of Funding Availability for Public Services Program - Resident Coordinator	Community Development Block Grant (CDBG)	August 20, 2021	September 15, 2021
Resident Coordinator Questions and Answers	Community Development Block Grant (CDBG)	September 2, 2021	N/A
RFA #09-2021-COC - Request for application for 2021 Continuum of Care Funding	Continuum of Care (COC)	August 27, 2021	September 22, 2021
Addendum #1		Addendum #1 Published September 7, 2021	
RFA Budget Template			

» [View Previous Funding Opportunities](#)

September 7, 2021**ADDENDUM NUMBER ONE (1)****Request for Applications for
2021 Continuum of Care Funding**

The following represents clarification, additions, deletions, and/or modifications to the above referenced Request for Applications. This addendum shall hereafter be regarded as part of the RFA. Items not referenced herein remain unchanged, including funding window dates. Words, phrases or sentences with a strikethrough represent deletions to the original RFA. Underlined words and bolded phrases or sentences represent additions to the original RFA.

Additions, page 2:

Bonus Points will be awarded to projects that coordinate with housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate:

- Partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs;
- Partnership with local workforce development centers to improve employment opportunities.

Bonus points will be awarded to applicants that demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Points may also be provided if the organization demonstrates that Board and staff composition are representative of the population being served.

Additions, page 18:

10. Required Attachments

- a. Documentation of Match Funds
- b. Applicants Annual Operating Budget
- c. Chart of Key Project Staff
- d. Documentation of Project's Alignment with Community Goals
- e. Documentation of National Best Practices or Evidence Based Program design
- g. Proof of 501c3 Status
- h. Documentation of Engagement of Persons with Lived Experience and Representation**

Request for Applications #09-2021-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

Revisions, Appendix 3:

The 2021 Lee County Project Ranking Tool has been updated to include up to 10 bonus points for applicants that demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Points may also be provided if the organization demonstrates that Board and staff composition are representative of the population being served.

The new ranking tool is below.

ALL OTHER TERMS AND CONDITIONS OF THE NOFA ARE AND SHALL REMAIN THE SAME.

**2021 Lee County CoC Funding
Project Ranking Tool**

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>
	<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Eligible to Apply</p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

*While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.
Please use only whole and half points.*

<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>	
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>	
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 5</p>	
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>	
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>	
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth. Maximum Point Value: 10</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>	
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>	
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>	
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>	
Total	0.00
Total Available Points = 80	

REQUEST FOR APPLICATIONS (RFA)

for

2021 Continuum of Care Funding

RFA Released
FRIDAY, AUGUST 27, 2021

Applications Due
WEDNESDAY, SEPTEMBER 22, 2021 at 5:00 PM

Applications must be submitted by email to
Mark Tesoro at mtesoro@leegov.com.

Lee County Human and Veteran Services
2440 Thompson St., Fort Myers, FL 33901

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.
Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.

This Document can be made available in alternative accessible formats upon request.

Appendix 3 – 2021 Lee County CoC Project Ranking Tool

**2021 Lee County CoC Funding
Project Ranking Tool**

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>
	<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">Eligible to Apply</p>	<p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p> <p style="text-align: right;">Maximum Point Value: 5</p>	
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
Total	0.00
Total Available Points = 70	



Lee County
Continuum of Care

Project Ranking and Reallocation Policies and Procedures

**Original Approved by the Lee County
CoC Governing Board on August 3, 2016**

I. RECORD OF CHANGES

Version	Reason for Change	Date Approved by Governing Board	Signature of Board Chair or Co-Chair
Original	Approved by CoC Governing Board	08/03/2016	See Original
Original	Approved by Homeless Coalition Board	08/20/2016	See Original
1	Combined Ranking and Reallocation Procedures, added appeal process	By CoC Governing Board:	SEE ORIGINAL
1	Combined Ranking and Reallocation Procedures, added appeal process	By Ranking Committee:	SEE ORIGINAL
2	Updates to reflect changes from ranking committee to Performance, Evaluation, and Ranking Committee, a sub-committee of the CoC Governing Board, and to include project-ranking policies for all competitive funding used to address homelessness.	By Ranking Committee: 1/23/2019	1/23/2019
2	Review and approval of changes noted above.	By CoC Governing Board: 2/13/2019	2/13/2019
3	Incorporation of Appeal Polices	By CoC Governing Board:	2/17/2021

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III. BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires the Continuum of Care (CoC) to develop a reallocation process for projects funded with CoC funds. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new, evidence-informed projects by eliminating projects that are underperforming, or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

Reallocation provides CoC's with the opportunity to 1) reallocate excess funding and 2) to move funding from low performing projects to new projects with the intent that the new project(s) will be higher performing. Reallocation can be either done through voluntary or involuntary reallocation based on a CoC's published reallocation process. HUD examines and considers a CoC's ratio of reallocation when scoring a CoC's Application, as it demonstrates to HUD that CoC's are consistently evaluating the effectiveness of the funding awarded to a CoC's projects and working to ensure that all HUD CoC funded projects are being used to ensure homelessness is rare, brief, and one-time.

The CoC will make all funding decisions based on alignment with HUD guidelines, performance measures, and unspent project funds. Reallocated projects will be encouraged to seek funders that will continue to support the contributions these projects make to the CoC.

IV. REALLOCATION POLICY

A. Voluntary Reallocation

A recipient, as defined in 24 CFR §578.3, may voluntarily reallocate its existing project by reducing its project's annual renewal amount in whole or in part, as defined in 24 CFR §578. A recipient that voluntarily reallocates an existing project and wishes to create a new, eligible project, may submit a new project application to the Lee County CoC. Solicitation for voluntary reallocation made during that annual Request for Application process prior to the opening of the CoC competition. If necessary, individual meetings will be scheduled with each recipient to discuss project performance, HUD CoC priorities, and other factors that may affect future funding for each project.

B. Involuntary Reallocation

The CoC will make reasonable efforts to ensure that projects are meeting performance standards and fulfilling the requirements of CoC guidelines prior to enforcing involuntary reallocation. If, after reasonable correction efforts have been made, there continues to be

deficiencies in project performance, then the CoC Governing Board may recommend the project for involuntary reallocation.

A determination for involuntary reallocation will be made based on the following criteria:

- a. Project performance, which takes into consideration the type of project, its performance relative to that type, community needs, and timely expenditure of funds;
- b. Utilization and effectiveness, which factors bed/unit operating capacity and cost effectiveness relative to project type and population served;
- c. Extent of participation in HMIS, including, but not limited to, bed coverage, data quality, participation in Coordinated Entry; and
- d. CoC funding priorities as detailed in the most recent CoC Notice of Funding Availability (NOFA) and/or other HUD published priority listings, such as CoC Competition Focus.

The Performance Evaluation and Ranking Committee (here in known as “the Committee”, a sub-committee of the CoC Governing Board, will evaluate all projects requesting funding in consultation with Collaborative Applicant staff, the most recent CoC Program Competition Notice of Funding Availability (NOFA), HUD System Performance Measures, CoC Strategic Plan, and other funder priorities to determine if any projects eligible for renewal should be reduced or eliminated to develop new projects. The Committee will forward the recommendations to the CoC Governing Board to be voted upon.

Recipients who administer a project that has been selected for involuntary reallocation will receive notification, including the reasons for the reallocation, from the Collaborative Applicant in writing, outside of *e-snaps*.

C. Reallocation Appeal Process

Recipients selected for involuntary reallocation may appeal the decision in writing to their Contract Manager within seven (7) business days after notification of selection for involuntary reallocation. The written notification should provide documentation supporting continued need for the project in question, and an action plan detailing how the project will meet HUD funding priorities and maintain compliance with all applicable laws and regulations.

The Contracts Program Manager will review all appeals and provide a final recommendation within fourteen (14) business days of receipt of the appeal.

D. Reallocated Funds

CoC Program funds made available through involuntary reallocation may be used to develop one or more new projects. Should no viable, new project be identified, CoC Program funds made available through involuntary reallocation may be available for the expansion of other eligible renewal project(s), subject to current CoC funding priorities and HUD NOFA requirements.

E. Eligible Projects

The CoC may use reallocated funds to create the following projects:

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families as defined in 24 CFR §578.3;
2. New rapid re-housing projects for homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and persons who meet the criteria of paragraph (4) of the definition of homeless in 24 CFR §578.3;
3. New Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system; and
4. New Joint Component projects, which includes Transitional Housing (TH) and Rapid Re-Housing (PH-RRH) in a single project to serve individuals and families experiencing homelessness, as defined in 24 CFR §578.3.
5. New dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR §578.37 that must be carried out by the HMIS Lead Agency.
6. Other eligible project types stated in the current year HUD CoC NOFA.

V. PROJECT PERFORMANCE EVALUATION AND RANKING PROCEDURE

Members of the Performance Evaluation and Ranking Committee, a sub-committee of the CoC Governing Board, (herein referred to as “the Committee”), will serve as the Ranking Committee for all CoC and DCF Homeless Funding. The Committee shall convene a minimum of one time per quarter to review project performance, make reallocation recommendations, and rank funding applications. Meetings of the Committee will be open to the public, and will allow time for public comment.

The Collaborative Applicant will ensure that the committee members are provided, and familiar with, all relevant information related to:

- the HEARTH Act;
- the Continuum of Care;
- the role of the Committee;
- the Policies and Procedures governing the application and renewal process; and
- the scoring tools and weighting information.

A. Project Priorities

The Ranking Committee will rank renewal and expansion project applications according to the following priorities:

1. Project Performance Measures
 - a. Exits to Permanent Housing
 - b. Returns to Homelessness
 - c. New or Increased Income
2. Project Effectiveness
 - a. High Need Populations Focus
 - b. Cost Reasonableness
 - c. Coordinated Entry Participation
 - d. Housing First and Low Barrier Implementation
3. CoC Standards
 - a. Project Conforms to CoC Written Standards
 - b. Project Participates in Coordinated Entry and Adheres to Coordinated Entry Policies and Procedures
 - c. Applicant is actively engaged in the CoC
4. Monitoring Criteria
 - a. Number of Findings/Concerns
 - b. Completion of Corrective Action Plans

The Ranking Committee will rank new project applications according to the following priorities:

1. Experience
 - a. Providing services similar to that proposed in the application.
 - b. Serving the population proposed in the application.
 - c. Using a housing first approach.
 - d. Using federal funds, including timely drawdowns, satisfactory performance, and submission of required reporting.

2. Design of Housing & Supportive Services
 - a. Demonstration of the need for type, scale, and location of housing, and understand of the needs of the population to be served.
 - b. Clear and specific plan to assist clients to secure and maintain permanent housing.
 - c. Clear and specific plan to assist clients to increase income.
3. Timeliness and Financial Capacity
 - a. Clear and specific plan for program implementation.
 - b. Cost per person served is reasonable.
 - c. Organizations most recent audit indicated no findings.
 - d. Sufficient match documentation.
 - e. Budgeted costs are reasonable, allocable, and allowable.
4. Project Effectiveness
 - a. High Need Populations Focus
 - b. Coordinated Entry Participation
 - c. Housing First and Low Barrier Implementation

B. Threshold Requirements

The Collaborative Applicant will review all project applications to ensure that all threshold requirements have been met. The Collaborative Applicant will determine if missing threshold requirements are correctable or in-correctable deficiencies/fatal flaws. Any project application with a correctable deficiency must be reviewed and ranked. Projects applications with in-correctable deficiencies/fatal flaw will not be ranked and the project applicant will be notified prior to the Committee meeting.

C. Application Ranking Materials

Each agency seeking CoC and/or DCF funding is required to submit an Application to the Collaborative Applicant by a specified deadline, which is not less than thirty (30) days from the CoC submission deadline. The Collaborative Applicant will collect applications and schedule Committee meetings, as necessary to meet funder deadlines.

At least 5 days before the meeting, the following materials will be provided to the Ranking Committee for review:

- a summary sheet providing an overview of the requirements and priorities for funding,
- Ranking Tool, and
- Project Applications.

Correspondence and ranking materials will be distributed by email from the Collaborative Applicant to the Committee, unless otherwise requested by the Committee.

Unless there is an unforeseen delay, the Committee shall have no less than seven (7) days to review all project materials. During this time, each member of the Committee shall complete an individual ranking tool, determining point levels for each application. Each member shall bring the ranking tool to the Committee meeting for discussion and final project ranking.

D. Committee Meetings

Meetings of the Committee will be conducted at least one-time per quarter, and may be more often as necessary to meet funding deadlines. The meetings will have two purposes, 1) to conduct ongoing evaluation of project performance, and 2) to rank funding applications for CoC, ESG, and DCF Homeless funding.

1. Ongoing Performance Evaluation Meetings

Committee meetings, at which project performance will be evaluated, will be moderated by the Committee chairperson. The meeting will include a review of project report cards, and general discussion regarding project performance and spending. During discussion, Committee members may ask questions of representatives from funded agencies, Collaborative Applicant Contract Managers, and/or HMIS staff regarding project performance. The Committee will use information reviewed and gathered during these meetings to make reallocation recommendations to the CoC Governing Board.

2. Project Ranking Meetings

Committee meetings, at which projects applications will be ranked, will be moderated by the Collaborative Applicant. The meeting will include general discussion regarding project priorities, performance and applications. During discussion, Committee members may ask questions regarding specific project applications, past performance of applicants, and community priorities. After the completion of discussion, public comment will be allowed in accordance with Robert's Rules of Order. After the conclusion of public comment, the Committee shall determine the final point value and ranking of the projects using the ranking tool. All scores will be read aloud and confirmed by Collaborative Applicant staff.

E. Notification of Project Score

Applicants will be notified of the score and conditional selection or rejection of project applications within five (5) business days after the Committee meeting at which projects were ranked. The notification will be sent via e-mail from the collaborative applicant.

F. Notice of Funding Availability Appeal Process

All eligible applicants have the opportunity to appeal both their preliminary ranking prior to the ranked list being finalized and approved by the CoC. An appeal can only be made by an applicant regarding the scoring of its own application. The Performance Evaluation and Ranking Committee will only review applications a second time if an applicant requests an appeal in writing within 3 business days of the notification of preliminary ranking. Applicants will receive summary scoring information with notification of preliminary ranking. Individual ranking committee member scores will not be released to applicants.

Note: Project Applicants that have been found to not meet the threshold requirements are not eligible for an appeal.

1. The Appeals Process

- Any and all appeals must be received in writing with supporting documentation within three (3) business days of the notification of ranking to projects.
- All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must include a copy of the application and all accompanying materials submitted to the Performance Evaluation and Ranking Committee. No additional information can be submitted. The appeal is limited to one single spaced page in 12-point font in the form of a letter on the applicant's agency's letterhead and must clearly state the reasons for the appeal and specify all issues being contested.
- All valid appeals will be read, reviewed, and evaluated by the Performance Evaluation and Ranking Committee.
- The Performance Evaluation and Ranking Committee will meet to deliberate the appeal.
 - The Performance Evaluation and Ranking Committee will review the preliminary rankings made by only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Performance Evaluation and Ranking Committee. No new information can be submitted by the Project Applicant appealing or reviewed by the Performance Evaluation and Ranking Committee.
 - The decision of the Performance Evaluation and Ranking Committee must be supported by a simple majority vote of the CoC Governing Board.

- The appealing agency will receive a written decision of the Performance Evaluation and Ranking Committee within two (2) business days of the Performance Evaluation and Ranking Committee Meeting.
- The decision of the Performance Evaluation and Ranking Committee will be final.

G. Application Debriefing

An agency may request a debriefing of their reviewed application, whether or not the project was chosen to be funded. This must be a written request within five (5) business days of preliminary ranking notification or final appeal decision. Application debriefing will be a summary of the review committee's feedback on the project. This information is not eligible to be used for an appeal, but is intended to be informative for the agency.

H. Publication of Ranking Process

This ranking process is available on the Lee County Human and Veteran Services webpage: <https://www.leegov.com/dhs/coc>.

The final ranking results and project applications will be made available on the Lee County Human and Veteran Services' webpage: <https://www.leegov.com/dhs/coc>, within fourteen (14) business days after the Committee Meeting, at which projects were ranked.

From: [Tesoro, Mark](#)
To: [PJ Brooks](#); [Scott Eller](#); [CarolynJohnson@goodwillswfl.org](#); [maranhilgendorf@goodwillswfl.org](#); [Nehemiah Warner](#); [deborah@svdpsp.org](#); [Hustad, Kim](#); [Terry Streets](#); [Eugenia Price](#); [Carlyle Gargis](#); [Shellie Legarsky](#); [Richard McDaniel](#); [Yulia Parsons](#); ["TJ Jackson"](#); [ecooks@leecountyhdc.org](#); [eduardo.gloria@catholiccharitiesdov.org](#); [Alex.Olivares@catholiccharitiesdov.org](#); [Kristy Santana](#)
Cc: [Mercado, Roger](#); [Sutton, Jeannie](#)
Subject: 2021 Lee County CoC Project Rankings
Date: Friday, October 8, 2021 7:46:13 AM
Attachments: [image001.png](#)
[Ranking Template - New Projects.pdf](#)
[Ranking Template - Renewal Projects.pdf](#)
[Ranking Template - SSO CE Project.pdf](#)

Good afternoon,

On Wednesday, October 6, 2021 the CoC Governing Board met to review and vote on the recommendations made by the Performance Evaluation and Ranking Committee. The Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects. All projects were evaluated in accordance with the 2021 Ranking Tool. Project ranking is listed below, and detailed scoring information can be reviewed in the attached results.

Project Type	Project	Amount Requested	Rank
Bonus	CASL PSH Bonus	\$ 166,464.00	1
Renewal	Goodwill Rapid Rehousing	\$ 208,128.00	1
Renewal	Southwest Florida Connect SSO-CE	\$ 165,000.00	1
Renewal	CASL Supportive Services	\$ 127,382.00	2
Renewal	SVDP Returning Home Lee County	\$ 206,692.00	3
Renewal	HVS LIFT Rapid Rehousing	\$ 109,895.00	4
Renewal	The Salvation Army Rapid Rehousing	\$ 626,364.00	5
Renewal	CASL Rental Assistance	\$ 194,256.00	6
Renewal	JFCS Rapid Rehousing	\$ 207,144.00	7
Renewal	LCHDC DV Rapid Re-Housing	\$ 63,762.00	8
DV Bonus	SVDP RRH DV	\$ 249,696.00	2
DV Bonus	CCDOV RRH DV	\$ 249,969.00	3
Projects Not Selected for Submission to HUD			
Bonus	SVDP RRH	\$ 166,464.00	4
Bonus	CCDOV RRH	\$ 163,812.60	5
DV Bonus	LCHDC DV	\$ 280,500.00	6

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you have any questions or concerns, please do not hesitate to ask.

-Mark

Mark Tesoro, MA
 Homeless Impact Program Manager

Lee County Human & Veteran Services
2440 Thompson Street
Fort Myers, Florida 33901
Telephone: (239) 533-7952
Fax: (239) 533-7960
E-Mail: mtesoro@leegov.com
Website: <http://leegov.com/dhs>



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Lue Richardson

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	9	8	8	8	6	7
5	Alignment with Community Goals and Needs	5	5	5	5	3	4
5	Innovations and Best Practices	5	5	5	5	3	5
5	Agency's Capacity and Experience	5	5	5	5	3	5
5	Timeliness	4	3	5	3	1	5
5	Budget, Match and Leverage	5	5	5	5	3	5
10	Project Outcomes	9	7	8	7	4	8
5	Proposal Presentation	4	4	4	4	3	5
10	Bonus Points - Workforce Coordination	0	0	5	0	0	5
10	Bonus Points - Healthcare Coordination	0	7	5	7	0	5
10	Bonus Points - Engagement of Persons with Lived Ex	8	0	5	8	8	5
80	Total Score	54	49	60	57	34	59
	Ranking	4	5	1	3	6	2

Therese Everly

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	10	10	10	10	10	10
5	Alignment with Community Goals and Needs	5	5	5	5	5	5
5	Innovations and Best Practices	5	5	5	5	5	5
5	Agency's Capacity and Experience	5	5	5	5	5	5
5	Timeliness	5	5	5	5	5	5
5	Budget, Match and Leverage	5	5	5	5	4	5
10	Project Outcomes	10	10	10	10	10	10
5	Proposal Presentation	5	5	5	5	4	5
10	Bonus Points - Workforce Coordination	8	8	10	8	10	10
10	Bonus Points - Healthcare Coordination	10	9	9	9	8	9
10	Bonus Points - Engagement of Persons with Lived Ex	10	10	9	10	10	9
80	Total Score	78	77	78	77	76	78
	Ranking	1	2	1	2	3	1

Marie Auguste

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	7	8	7	8	7	7
5	Alignment with Community Goals and Needs	5	5	4	5	4	4
5	Innovations and Best Practices	4	4	5	5	4	4
5	Agency's Capacity and Experience	5	5	5	5	5	4
5	Timeliness	5	4	4	5	4	4
5	Budget, Match and Leverage	5	4	4	5	4	4
10	Project Outcomes	7	8	8	7	8	7
5	Proposal Presentation	5	5	4	5	4	4
10	Bonus Points - Workforce Coordination	7	7	7	8	8	7
10	Bonus Points - Healthcare Coordination	7	7	7	8	7	7
10	Bonus Points - Engagement of Persons with Lived Ex	7	7	7	8	8	7
80	Total Score	64	64	62	69	63	59
	Ranking	2	2	4	1	3	5

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	10	9	8	9	10	9
5	Alignment with Community Goals and Needs	5	5	5	5	5	5
5	Innovations and Best Practices	4	4	4	4	4	4
5	Agency's Capacity and Experience	5	4	5	5	5	5
5	Timeliness	5	5	5	5	5	5
5	Budget, Match and Leverage	5	5	5	5	5	5
10	Project Outcomes	5	5	4	5	4	4
5	Proposal Presentation	5	5	5	5	5	5
10	Bonus Points - Workforce Coordination	8	9	9	9	8	8
10	Bonus Points - Healthcare Coordination	10	9	9	9	8	8
10	Bonus Points - Engagement of Persons with Lived Ex	10	8	8	8	10	9
80	Total Score	72	68	67	69	69	67
	Ranking	1	3	4	2	2	4

Robert Tabor

		1	2	3	4	5	6
Max Pts	Housing First	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
5	Housing First	9	8	8	9	8	8
5	Alignment with Community Goals and Needs	5	5	5	5	5	4
5	Innovations and Best Practices	5	5	5	5	4	5
5	Agency's Capacity and Experience	5	5	5	4	4	5
5	Timeliness	5	4	5	5	5	5
10	Budget, Match and Leverage	5	5	4	4	4	5
5	Project Outcomes	9	8	8	6	6	9
10	Proposal Presentation	4	5	5	4	4	5
10	Bonus Points - Workforce Coordination	5	6	6	5	5	8
10	Bonus Points - Healthcare Coordination	5	5	6	5	5	7
0	Bonus Points - Engagement of Persons with Lived Ex	7	7	5	9	9	7
80	Total Score	64	63	62	61	59	68
	Ranking	2	3	4	5	6	1

Final Summary of Ranking

		1	2	3	4	5	6
		CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
	Lue Richardson	4	5	1	3	6	2
	Therese Everly	1	2	1	2	3	1
	Marie Auguste	2	2	4	1	3	5
	Daniel Kruse	1	3	4	2	2	4
	Rob Tabor	2	3	4	5	6	1
	Total Score	10	15	14	13	20	13
	Ranking	1	4	3	2	6	2

Final Project Rank	1	5	4	3	6	2
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Tie Breaker: If there is a tie (two or more firms that have the same ranking), then the firm that has the highest number of 1st place rankings shall be deemed the first ranked firm. In the event a tie still exists the firm with the highest number of 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.

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Verified by: _____
Sign

Date: _____

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	4	3	0	4	0	7	4	8
8	Exits to Homelessness	8	6	2	7	8	8	8	8
5	Living Situation at Project Entry	5	5	5	5	5	5	5	5
10	Average Length of Time Homeless	4	3	4	2	5	6	3	2
8	Returns to Homelessness	8	4	4	5	8	8	6	8
8	Increasing Income	8	8	7	6	0	7	3	6
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	9	9	10	2	10	7	8	9
10	HMIS Data Quality	9	9	9	5	9	9	9	9
5	Financial and Monitoring	5	4	4	5	4	4	4	2
5	Active CoC Membership	5	5	5	5	5	5	5	5
10	Bouns Points - Workforce Coordination	0	0	0	5	0	0	10	10
10	Health care coordination	0	0	0	0	0	0	10	0
10	Lived Experince and Equity	8	8	0	8	0	0	5	10
115	Total Score	73	64	58	59	62	74	73	80
	Ranking	3	4	7	6	5	2	3	1

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	7	7	6	8	8	7	7	7
8	Exits to Homelessness	8	8	8	8	8	8	8	8
5	Living Situation at Project Entry	5	5	4	4	3	3	4	4
10	Average Length of Time Homeless	9	8	9	7	7	9	8	7
8	Returns to Homelessness	8	7	7	7	8	8	7	8
8	Increasing Income	8	8	7	6	8	8	4	6
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	10	10	10	5	10	10	10	7
10	HMIS Data Quality								
5	Financial and Monitoring	5	5	5	5	5	5	5	5
5	Active CoC Membership	5	5	5	5	5	5	5	5
10	Bouns Points - Workforce Coordination	8	8	0	10	8	8	8	10
10	Bouns Piints - Health care Coordination	10	10	0	8	10	10	9	0
10	Bonus Points- Lived Experience and Equity	10	10	0	10	10	10	10	0
115	Total Score	101	99	69	91	98	99	93	75
	Ranking	1	2	7	5	3	2	4	6

Marie Auguste

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	6	6	7	6	8	8	8	8
8	Exits to Homelessness	8	7	7	6	8	7	7	8
5	Living Situation at Project Entry	5	5	5	5	4	5	4	5
10	Average Length of Time Homeless	7	6	7	6	8	7	8	8
8	Returns to Homelessness	8	7	7	6	8	7	8	8
8	Increasing Income	7	7	6	5	0	4	4	5
8	Housing First	6	6	8	5	8	6	7	7
10	Coordinated Entry	5	6	10	5	10	7	8	8
10	HMIS Data Quality	7	7	7	7	9	9	7	7
5	Financial and Monitoring	5	4	4	4	5	5	5	4
5	Active CoC Membership	5	5	5	5	5	5	5	5
10	Bouns Points - Workforce Coordination	6	6	5	0	6	0	9	7
10	Bouns Points - Healthcare Coordination	6	5	5	0	7	0	9	3
10	Bonus Point - Lived Experience and Equity	8	6	7	6	7	0	7	7
115	Total Score	75	72	78	60	79	70	80	80
	Ranking	4	5	3	7	2	6	1	1

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	7	7	6	8	8	8	7	7
8	Exits to Homelessness	8	8	8	8	8	7	8	8
5	Living Situation at Project Entry	5	5	5	5	5	5	5	5
10	Average Length of Time Homeless	6	6	6	6	6	6	6	6
8	Returns to Homelessness	8	6	6	6	8	8	7	8
8	Increasing Income	8	8	7	5	8	7	4	4
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	7	7	10	6	10	7	8	9
10	HMIS Data Quality	10	10	10	10	10	10	10	10
5	Financial and Monitoring	5	5	5	5	5	5	5	5
5	Active CoC Membership	4	4	5	5	5	4	4	5
10	Bonus Points - Workforce Coordination	8	8	9	9	9	8	9	9
10	Bonus Point - Health Care Coordination	8	8	8	9	9	8	9	8
10	Bonus Points - Lived Experience and Equity	8	8	9	9	9	9	9	9
115	Total Score	84	82	85	81	90	83	81	84
	Ranking	3	5	2	6	1	4	6	3

Robert Tabor

		1	2	3	4	5	6	7	8
Max Pts	Housing Stability	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	6	5	6	6	4	7	6	8
8	Exits to Homelessness	8	7	4	6	8	8	8	8
5	Living Situation at Project Entry	5	5	5	5	5	5	5	4
10	Average Length of Time Homeless	6	5	6	5	5	7	6	5
8	Returns to Homelessness	8	6	5	6	8	8	7	8
8	Increasing Income	8	8	6	7	3	7	5	7
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	8	9	9	6	10	8	9	9
10	HMIS Data Quality	9	9	9	7	8	9	9	9
5	Financial and Monitoring	4	4	4	4	4	4	4	4
10	Active CoC Membership	5	5	5	5	5	5	5	5
10	Health care coordination	0	0	0	0	0	0	0	0
10	Lived Experience and Equity	8	7	0	7	0	0	7	7
10	Bouns Points - Workforce Coordination	0	0	0	6	0	0	9	7
115	Total Score	83	78	67	78	68	76	97	89
	Ranking	3	4	7	4	6	5	1	2

Final Summary of Ranking

		1	2	3	4	5	6	7	8
		CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
	Lue Richardson	3	4	7	6	5	2	3	1
	Therese Everly	1	2	7	5	3	2	4	6
	Marie Auguste	4	5	3	7	2	6	1	1
	Daniel Kruse	3	5	2	6	1	4	6	3
	Rob Tabor	3	4	7	4	6	5	1	2
	Total Score	14	20	26	28	17	19	15	13
	Ranking	2	6	8	9	4	5	3	1

Final Project Rank 2 6 7 8 4 5 3 1

Tie Breaker: If there is a tie (two or more firms that have the same ranking), then the firm that has the highest number of 1st place rankings shall be deemed the first ranked firm. In the event a tie still exists the firm with the highest number of 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.

Entered by: _____
Sign

Date: _____

Verified by: _____
Sign

Date: _____

Max Pts	Category	HVS SSO - CE
10	Access	10
10	Assessment	10
10	Prioritization	6
10	Referral	8
10	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	44
	Ranking	1

Max Pts	Category	HVS SSO - CE
10	Access	10
10	Assessment	10
10	Prioritization	10
10	Referral	10
10	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	50
	Ranking	1

Max Pts	Category	HVS SSO - CE
10	Access	8
10	Assessment	9
10	Prioritization	8
10	Referral	8
10	Financial and Monitoring	8
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	41
	Ranking	1

Max Pts	Category	HVS SSO - CE
10	Access	8
10	Assessment	8
10	Prioritization	10
10	Referral	10
10	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	46
	Ranking	1

Max Pts	Access	HVS SSO - CE
10	Access	10
10	Assessment	10
10	Prioritization	10
10	Referral	10
0	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	50
	Ranking	1

Final Summary of Ranking

	HVS SSO - CE
Tom Felke	1
Lue Richardson	1
Therese Everly	1
Marie Auguste	1
Daniel Kruse	1
Rob Tabor	1
Total Score	4
Ranking	1

Final Project Rank 1

Tie Breaker: *If there is a tie (two or more firms that have the same ranking), then the firm that has the highest number of 1st place rankings shall be deemed the first ranked firm. In the event a tie still exists the firm with the highest number of 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.*

Entered by: _____
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Verified by: _____
 Sign

Private market landlords and property managers are critical to the success of rapid re-housing programs. Having access to safe and affordable rental units helps people to quickly exit homelessness. Rapid re-housing is an initiative to quickly place persons experiencing homelessness into safe, permanent housing units within the private rental market.

[Email landlord@leegov.com](mailto:landlord@leegov.com) [Call \(239\) 533-7981](tel:239-533-7981)

Benefits of participating in the rapid-rehousing

Partner Agencies

Lee County Human and Veteran Services maintains strong partnerships with non-profit and human services organizations in the community.

[2021 Continuum of Care Funding Process](#) [Partnering for Results review panel application](#)

- Homeless Continuum of Care
- Housing Outreach Treatment Teams
- Partnering for Results
- Human Services Information Network (HSIN)
- List of Partnering Agencies
- Client Services Network (Homeless Management Information System)
- User Group & Demographics Committee Meeting

7:16:41 AM
Thursday, November 4, 2021

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

Set up your calendars to see where you need to be

Get started

Continuum of Care Competitive Funding Process Summary



Sutton, Jeannie

Lee County Human and Veteran Services

10/28/2021

PROCESS TIMELINE

DATE	PROCESS
AUGUST 23, 2021	Renewal Applicants Notified via Email of 2021 CoC Funding Competition Opening
AUGUST 27, 2021	Request for Applications for 2021 Continuum of Care Funding (RFA# 09-2021) Published: https://www.leegov.com/dhs/funding
SEPTEMBER 7, 2021	Addendum #1 Published for RFA# 09-2021: https://www.leegov.com/dhs/funding
SEPTEMBER 10, 2021	Letter of Interest for Renewal Due from Renewal Project Applicants
SEPTEMBER 22, 2021	New Project Application Due by 5 pm.
SEPTEMBER 24, 2021	All New and Renewal Project Applications Submitted to Performance Evaluation and Ranking Committee for Review in accordance with the 2021 Ranking and Reallocation Procedures found at: https://www.leegov.com/dhs/Documents/CoC/2021%20Reallocation%20and%20Ranking%20Policies%20and%20Procedures.pdf
OCTOBER 1, 2021	Performance Evaluation and Ranking Committee Meeting to Review, Score and Ranking Applications: https://global.gotomeeting.com/join/312306877
OCTOBER 8, 2021	Notice of Conditional Selection or Non-Selection Sent to Project Applicants via Email.
OCTOBER 11, 2021	List of Conditionally Selected Projects Posted Online.
NOVEMBER 8, 2021	Draft Consolidated Continuum of Care Consolidated and Project Applications and Priority Listing Posted Online for Public Review.

LIST OF NEW AND RENEWAL PROJECTS CONSIDERED FOR FUNDING

2021 PSH and RRH Renewal Project Applications

Applications currently funded by CoC funding, there are 8 renewal PSH and RRH projects.

- CASL Rental Assistance Project Application
- CASL Supportive Services Project Application
- Goodwill RRH Project Application
- HVS RRH Project Application
- LCHDC DV RRH Project Application
- TSA RRH Project Application
- SVDP RRH Project Application
- JFCS RRH Project Application

2021 New Project Applications

New project applications, there are 3 applications for the regular bonus project (Maximum Funding \$ 166,464), and 3 applications for the DV bonus project (Maximum Funding \$ 499,392).

- SVDP DV RRH Bonus Project Application
- SVDP RRH Expansion Bonus Project Application
- LCHDC DV RRH Bonus Project Application
- Catholic Charities DV RRH Bonus Project Application
- Catholic Charities RRH Bonus Project Application
- CASL PSH Bonus Project Application

2021 Coordinated Entry Renewal Project Application

Coordinated Entry is scored separately because it is not a housing project.

- Coordinated Entry Project Application

LIST OF NEW AND RENEWAL PROJECTS SELECTED FOR SUBMISSION TO HUD

Project Type	Project*	Amount Requested*	Rank
Bonus	CASL PSH Bonus	\$ 166,464.00	1
Renewal	Goodwill Rapid Rehousing	\$ 208,128.00	2
Renewal	Southwest Florida Connect SSO-CE	\$ 165,000.00	3
Renewal	CASL Supportive Services	\$ 127,382.00	4
Renewal	SVDP Returning Home Lee County	\$ 206,692.00	5
Renewal	HVS LIFT Rapid Rehousing	\$ 109,895.00	6
Renewal	The Salvation Army Rapid Rehousing	\$ 626,364.00	7
Renewal	CASL Rental Assistance	\$ 194,256.00	8
Renewal	JFCS Rapid Rehousing	\$ 207,144.00	9
Renewal	LCHDC DV Rapid Re-Housing	\$ 63,762.00	10
DV Bonus	SVDP RRH DV	\$ 249,696.00	11
DV Bonus	CCDOV RRH DV	\$ 249,696.00	12

*2021 CoC Planning Grant will also be submitted to HUD for consideration for funding.

Projects Not Selected for Submission to HUD			
Bonus	SVDP RRH	\$ 166,464.00	4
Bonus	CCDOV RRH	\$ 163,812.60	5
DV Bonus	LCHDC DV	\$ 280,500.00	6

PROJECT RANKING TOOLS

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

	CASL PSH Bonus	Catholic Charities RRH Bonus	SVDP RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	SVDP DV RRH Bonus
<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>						
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>						
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 5</p>						
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>						
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>						
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>						
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth. Maximum Point Value: 10</p>						
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>						
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>						
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>						
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>						
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 80						

Reviewer Signature
Reviewer Name
Committee Member's Overall Observations/Concerns:

<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 5</p>								
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>								
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>								
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>								
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>								
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 115								

Reviewer Signature

Date of Review

Reviewer Name

Committee Member's Overall Observations/Concerns:

FY 2021 Lee County CoC Renewal Project Ranking Tool for SSO Projects

<p><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>
	<p align="center">SSO-CE</p>
<p align="center">Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Eligible to Apply</p>	<p align="center">Yes</p>
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	<p align="center"><i>Jeannie Sutton 9/24/2021</i></p>

Project Scoring

Please enter your score for each scoring criteria based on the project application. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	SSO-CE
Access: The Coordinated Entry System covers 100% of the CoC's Geographic Area, and is accessible by all persons, including those who are least likely to seek services. Maximum Point Value: 10	
Assessment: The Coordinated Entry System provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance. Maximum Point Value: 10	
Prioritization: The coordinated entry system prioritizes people most in need of assistance. Maximum Point Value: 10	
Referral: The Coordinated Entry System quickly refers persons to permanent housing resources based on their vulnerability. Maximum Point Value: 10	
Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, and documented at least 25% matching funds. Maximum Point Value: 10	
Total	0.00
Total Available Points = 50	
Rank:	
Reviewer Signature	
Reviewer Name	
Committee Member's Overall Observations/Concerns:	

From: [Tesoro, Mark](#)
To: [PJ Brooks](#); [Scott Eller](#); [CarolynJohnson@goodwillswfl.org](#); [maranhilgendorf@goodwillswfl.org](#); [Nehemiah Warner](#); [deborah@svdpsp.org](#); [Hustad, Kim](#); [Terry Streets](#); [Eugenia Price](#); [Carlyle Gargis](#); [Shellie Legarsky](#); [Richard McDaniel](#); [Yulia Parsons](#); ["TJ Jackson"](#); [ecooks@leecountyhdc.org](#); [eduardo.gloria@catholiccharitiesdov.org](#); [Alex.Olivares@catholiccharitiesdov.org](#); [Kristy Santana](#)
Cc: [Mercado, Roger](#); [Sutton, Jeannie](#)
Subject: 2021 Lee County CoC Project Rankings
Date: Friday, October 8, 2021 7:46:13 AM
Attachments: [image001.png](#)
[Ranking Template - New Projects.pdf](#)
[Ranking Template - Renewal Projects.pdf](#)
[Ranking Template - SSO CE Project.pdf](#)

Good afternoon,

On Wednesday, October 6, 2021 the CoC Governing Board met to review and vote on the recommendations made by the Performance Evaluation and Ranking Committee. The Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects. All projects were evaluated in accordance with the 2021 Ranking Tool. Project ranking is listed below, and detailed scoring information can be reviewed in the attached results.

Project Type	Project	Amount Requested	Rank
Bonus	CASL PSH Bonus	\$ 166,464.00	1
Renewal	Goodwill Rapid Rehousing	\$ 208,128.00	1
Renewal	Southwest Florida Connect SSO-CE	\$ 165,000.00	1
Renewal	CASL Supportive Services	\$ 127,382.00	2
Renewal	SVDP Returning Home Lee County	\$ 206,692.00	3
Renewal	HVS LIFT Rapid Rehousing	\$ 109,895.00	4
Renewal	The Salvation Army Rapid Rehousing	\$ 626,364.00	5
Renewal	CASL Rental Assistance	\$ 194,256.00	6
Renewal	JFCS Rapid Rehousing	\$ 207,144.00	7
Renewal	LCHDC DV Rapid Re-Housing	\$ 63,762.00	8
DV Bonus	SVDP RRH DV	\$ 249,696.00	2
DV Bonus	CCDOV RRH DV	\$ 249,969.00	3
Projects Not Selected for Submission to HUD			
Bonus	SVDP RRH	\$ 166,464.00	4
Bonus	CCDOV RRH	\$ 163,812.60	5
DV Bonus	LCHDC DV	\$ 280,500.00	6

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you have any questions or concerns, please do not hesitate to ask.

-Mark

Mark Tesoro, MA
 Homeless Impact Program Manager

Lee County Human & Veteran Services
2440 Thompson Street
Fort Myers, Florida 33901
Telephone: (239) 533-7952
Fax: (239) 533-7960
E-Mail: mtesoro@leegov.com
Website: <http://leegov.com/dhs>



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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Lue Richardson

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	9	8	8	8	6	7
5	Alignment with Community Goals and Needs	5	5	5	5	3	4
5	Innovations and Best Practices	5	5	5	5	3	5
5	Agency's Capacity and Experience	5	5	5	5	3	5
5	Timeliness	4	3	5	3	1	5
5	Budget, Match and Leverage	5	5	5	5	3	5
10	Project Outcomes	9	7	8	7	4	8
5	Proposal Presentation	4	4	4	4	3	5
10	Bonus Points - Workforce Coordination	0	0	5	0	0	5
10	Bonus Points - Healthcare Coordination	0	7	5	7	0	5
10	Bonus Points - Engagement of Persons with Lived Ex	8	0	5	8	8	5
80	Total Score	54	49	60	57	34	59
	Ranking	4	5	1	3	6	2

Therese Everly

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	10	10	10	10	10	10
5	Alignment with Community Goals and Needs	5	5	5	5	5	5
5	Innovations and Best Practices	5	5	5	5	5	5
5	Agency's Capacity and Experience	5	5	5	5	5	5
5	Timeliness	5	5	5	5	5	5
5	Budget, Match and Leverage	5	5	5	5	4	5
10	Project Outcomes	10	10	10	10	10	10
5	Proposal Presentation	5	5	5	5	4	5
10	Bonus Points - Workforce Coordination	8	8	10	8	10	10
10	Bonus Points - Healthcare Coordination	10	9	9	9	8	9
10	Bonus Points - Engagement of Persons with Lived Ex	10	10	9	10	10	9
80	Total Score	78	77	78	77	76	78
	Ranking	1	2	1	2	3	1

Marie Auguste

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	7	8	7	8	7	7
5	Alignment with Community Goals and Needs	5	5	4	5	4	4
5	Innovations and Best Practices	4	4	5	5	4	4
5	Agency's Capacity and Experience	5	5	5	5	5	4
5	Timeliness	5	4	4	5	4	4
5	Budget, Match and Leverage	5	4	4	5	4	4
10	Project Outcomes	7	8	8	7	8	7
5	Proposal Presentation	5	5	4	5	4	4
10	Bonus Points - Workforce Coordination	7	7	7	8	8	7
10	Bonus Points - Healthcare Coordination	7	7	7	8	7	7
10	Bonus Points - Engagement of Persons with Lived Ex	7	7	7	8	8	7
80	Total Score	64	64	62	69	63	59
	Ranking	2	2	4	1	3	5

		1	2	3	4	5	6
Max Pts	Category	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
10	Housing First	10	9	8	9	10	9
5	Alignment with Community Goals and Needs	5	5	5	5	5	5
5	Innovations and Best Practices	4	4	4	4	4	4
5	Agency's Capacity and Experience	5	4	5	5	5	5
5	Timeliness	5	5	5	5	5	5
5	Budget, Match and Leverage	5	5	5	5	5	5
10	Project Outcomes	5	5	4	5	4	4
5	Proposal Presentation	5	5	5	5	5	5
10	Bonus Points - Workforce Coordination	8	9	9	9	8	8
10	Bonus Points - Healthcare Coordination	10	9	9	9	8	8
10	Bonus Points - Engagement of Persons with Lived Ex	10	8	8	8	10	9
80	Total Score	72	68	67	69	69	67
	Ranking	1	3	4	2	2	4

Robert Tabor

		1	2	3	4	5	6
Max Pts	Housing First	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
5	Housing First	9	8	8	9	8	8
5	Alignment with Community Goals and Needs	5	5	5	5	5	4
5	Innovations and Best Practices	5	5	5	5	4	5
5	Agency's Capacity and Experience	5	5	5	4	4	5
5	Timeliness	5	4	5	5	5	5
10	Budget, Match and Leverage	5	5	4	4	4	5
5	Project Outcomes	9	8	8	6	6	9
10	Proposal Presentation	4	5	5	4	4	5
10	Bonus Points - Workforce Coordination	5	6	6	5	5	8
10	Bonus Points - Healthcare Coordination	5	5	6	5	5	7
0	Bonus Points - Engagement of Persons with Lived Ex	7	7	5	9	9	7
80	Total Score	64	63	62	61	59	68
	Ranking	2	3	4	5	6	1

Final Summary of Ranking

	1	2	3	4	5	6
	CASL - PSH Bonus	Catholic Charities RRH Bonus	St. Vincent - RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	St. Vincent DV RRH Bonus
Lue Richardson	4	5	1	3	6	2
Therese Everly	1	2	1	2	3	1
Marie Auguste	2	2	4	1	3	5
Daniel Kruse	1	3	4	2	2	4
Rob Tabor	2	3	4	5	6	1
Total Score	10	15	14	13	20	13
Ranking	1	4	3	2	6	2

Final Project Rank	1	5	4	3	6	2
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Tie Breaker: If there is a tie (two or more firms that have the same ranking), then the firm that has the highest number of 1st place rankings shall be deemed the first ranked firm. In the event a tie still exists the firm with the highest number of 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.

Entered by: _____
Sign

Date: _____

Verified by: _____
Sign

Date: _____

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	4	3	0	4	0	7	4	8
8	Exits to Homelessness	8	6	2	7	8	8	8	8
5	Living Situation at Project Entry	5	5	5	5	5	5	5	5
10	Average Length of Time Homeless	4	3	4	2	5	6	3	2
8	Returns to Homelessness	8	4	4	5	8	8	6	8
8	Increasing Income	8	8	7	6	0	7	3	6
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	9	9	10	2	10	7	8	9
10	HMIS Data Quality	9	9	9	5	9	9	9	9
5	Financial and Monitoring	5	4	4	5	4	4	4	2
5	Active CoC Membership	5	5	5	5	5	5	5	5
10	Bouns Points - Workforce Coordination	0	0	0	5	0	0	10	10
10	Health care coordination	0	0	0	0	0	0	10	0
10	Lived Experince and Equity	8	8	0	8	0	0	5	10
115	Total Score	73	64	58	59	62	74	73	80
	Ranking	3	4	7	6	5	2	3	1

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	7	7	6	8	8	7	7	7
8	Exits to Homelessness	8	8	8	8	8	8	8	8
5	Living Situation at Project Entry	5	5	4	4	3	3	4	4
10	Average Length of Time Homeless	9	8	9	7	7	9	8	7
8	Returns to Homelessness	8	7	7	7	8	8	7	8
8	Increasing Income	8	8	7	6	8	8	4	6
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	10	10	10	5	10	10	10	7
10	HMIS Data Quality								
5	Financial and Monitoring	5	5	5	5	5	5	5	5
5	Active CoC Membership	5	5	5	5	5	5	5	5
10	Bouns Points - Workforce Coordination	8	8	0	10	8	8	8	10
10	Bouns Piints - Health care Coordination	10	10	0	8	10	10	9	0
10	Bonus Points- Lived Experience and Equity	10	10	0	10	10	10	10	0
115	Total Score	101	99	69	91	98	99	93	75
	Ranking	1	2	7	5	3	2	4	6

Marie Auguste

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	6	6	7	6	8	8	8	8
8	Exits to Homelessness	8	7	7	6	8	7	7	8
5	Living Situation at Project Entry	5	5	5	5	4	5	4	5
10	Average Length of Time Homeless	7	6	7	6	8	7	8	8
8	Returns to Homelessness	8	7	7	6	8	7	8	8
8	Increasing Income	7	7	6	5	0	4	4	5
8	Housing First	6	6	8	5	8	6	7	7
10	Coordinated Entry	5	6	10	5	10	7	8	8
10	HMIS Data Quality	7	7	7	7	9	9	7	7
5	Financial and Monitoring	5	4	4	4	5	5	5	4
5	Active CoC Membership	5	5	5	5	5	5	5	5
10	Bouns Points - Workforce Coordination	6	6	5	0	6	0	9	7
10	Bouns Points - Healthcare Coordination	6	5	5	0	7	0	9	3
10	Bonus Point - Lived Experience and Equity	8	6	7	6	7	0	7	7
115	Total Score	75	72	78	60	79	70	80	80
	Ranking	4	5	3	7	2	6	1	1

		1	2	3	4	5	6	7	8
Max Pts	Category	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	7	7	6	8	8	8	7	7
8	Exits to Homelessness	8	8	8	8	8	7	8	8
5	Living Situation at Project Entry	5	5	5	5	5	5	5	5
10	Average Length of Time Homeless	6	6	6	6	6	6	6	6
8	Returns to Homelessness	8	6	6	6	8	8	7	8
8	Increasing Income	8	8	7	5	8	7	4	4
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	7	7	10	6	10	7	8	9
10	HMIS Data Quality	10	10	10	10	10	10	10	10
5	Financial and Monitoring	5	5	5	5	5	5	5	5
5	Active CoC Membership	4	4	5	5	5	4	4	5
10	Bonus Points - Workforce Coordination	8	8	9	9	9	8	9	9
10	Bonus Point - Health Care Coordination	8	8	8	9	9	8	9	8
10	Bonus Points - Lived Experience and Equity	8	8	9	9	9	9	9	9
115	Total Score	84	82	85	81	90	83	81	84
	Ranking	3	5	2	6	1	4	6	3

Robert Tabor

		1	2	3	4	5	6	7	8
Max Pts	Housing Stability	CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
8	Housing Stability	6	5	6	6	4	7	6	8
8	Exits to Homelessness	8	7	4	6	8	8	8	8
5	Living Situation at Project Entry	5	5	5	5	5	5	5	4
10	Average Length of Time Homeless	6	5	6	5	5	7	6	5
8	Returns to Homelessness	8	6	5	6	8	8	7	8
8	Increasing Income	8	8	6	7	3	7	5	7
8	Housing First	8	8	8	8	8	8	8	8
10	Coordinated Entry	8	9	9	6	10	8	9	9
10	HMIS Data Quality	9	9	9	7	8	9	9	9
5	Financial and Monitoring	4	4	4	4	4	4	4	4
10	Active CoC Membership	5	5	5	5	5	5	5	5
10	Health care coordination	0	0	0	0	0	0	0	0
10	Lived Experience and Equity	8	7	0	7	0	0	7	7
10	Bouns Points - Workforce Coordination	0	0	0	6	0	0	9	7
115	Total Score	83	78	67	78	68	76	97	89
	Ranking	3	4	7	4	6	5	1	2

Final Summary of Ranking

		1	2	3	4	5	6	7	8
		CASL - Supportive Services	CASL - Rental Assistance	JFCS CoC RRH	LCHDC DV RRH	HVS CoC RRH	TSA CoC RRH	SVDP CoC RRH	Goodwill CoC RRH
	Lue Richardson	3	4	7	6	5	2	3	1
	Therese Everly	1	2	7	5	3	2	4	6
	Marie Auguste	4	5	3	7	2	6	1	1
	Daniel Kruse	3	5	2	6	1	4	6	3
	Rob Tabor	3	4	7	4	6	5	1	2
	Total Score	14	20	26	28	17	19	15	13
	Ranking	2	6	8	9	4	5	3	1

Final Project Rank 2 6 7 8 4 5 3 1

Tie Breaker: If there is a tie (two or more firms that have the same ranking), then the firm that has the highest number of 1st place rankings shall be deemed the first ranked firm. In the event a tie still exists the firm with the highest number of 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.

Entered by: _____
Sign

Date: _____

Verified by: _____
Sign

Date: _____

Max Pts	Category	HVS SSO - CE
10	Access	10
10	Assessment	10
10	Prioritization	6
10	Referral	8
10	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	44
	Ranking	1

Max Pts	Category	HVS SSO - CE
10	Access	10
10	Assessment	10
10	Prioritization	10
10	Referral	10
10	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	50
	Ranking	1

Max Pts	Category	HVS SSO - CE
10	Access	8
10	Assessment	9
10	Prioritization	8
10	Referral	8
10	Financial and Monitoring	8
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	41
	Ranking	1

Max Pts	Category	HVS SSO - CE
10	Access	8
10	Assessment	8
10	Prioritization	10
10	Referral	10
10	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	46
	Ranking	1

Max Pts	Access	HVS SSO - CE
10	Access	10
10	Assessment	10
10	Prioritization	10
10	Referral	10
0	Financial and Monitoring	10
0		0
0		0
0		0
0		0
0		0
0		0
0		0
50	Total Score	50
	Ranking	1

Final Summary of Ranking

	HVS SSO - CE
Tom Felke	1
Lue Richardson	1
Therese Everly	1
Marie Auguste	1
Daniel Kruse	1
Rob Tabor	1
Total Score	4
Ranking	1

Final Project Rank 1

Tie Breaker: *If there is a tie (two or more firms that have the same ranking), then the firm that has the highest number of 1st place rankings shall be deemed the first ranked firm. In the event a tie still exists the firm with the highest number of 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.*

Entered by: _____
 Sign

Verified by: _____
 Sign

Private market landlords and property managers are critical to the success of rapid re-housing programs. Having access to safe and affordable rental units helps people to quickly exit homelessness. Rapid re-housing is an initiative to quickly place persons experiencing homelessness into safe, permanent housing units within the private rental market.

[Email landlord@leegov.com](mailto:landlord@leegov.com) [Call \(239\) 533-7981](tel:239-533-7981)

Benefits of participating in the rapid-rehousing

Partner Agencies

Lee County Human and Veteran Services maintains strong partnerships with non-profit and human services organizations in the community.

[2021 Continuum of Care Funding Process](#) [Partnering for Results review panel application](#)

- Homeless Continuum of Care
- Housing Outreach Treatment Teams
- Partnering for Results
- Human Services Information Network (HSIN)
- List of Partnering Agencies
- Client Services Network (Homeless Management Information System)
- User Group & Demographics Committee Meeting

7:16:41 AM
Thursday, November 4, 2021

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

Set up your calendars to see where you need to be

Get started

Continuum of Care Competitive Funding Process Summary



Sutton, Jeannie

Lee County Human and Veteran Services

10/28/2021

PROCESS TIMELINE

DATE	PROCESS
AUGUST 23, 2021	Renewal Applicants Notified via Email of 2021 CoC Funding Competition Opening
AUGUST 27, 2021	Request for Applications for 2021 Continuum of Care Funding (RFA# 09-2021) Published: https://www.leegov.com/dhs/funding
SEPTEMBER 7, 2021	Addendum #1 Published for RFA# 09-2021: https://www.leegov.com/dhs/funding
SEPTEMBER 10, 2021	Letter of Interest for Renewal Due from Renewal Project Applicants
SEPTEMBER 22, 2021	New Project Application Due by 5 pm.
SEPTEMBER 24, 2021	All New and Renewal Project Applications Submitted to Performance Evaluation and Ranking Committee for Review in accordance with the 2021 Ranking and Reallocation Procedures found at: https://www.leegov.com/dhs/Documents/CoC/2021%20Reallocation%20and%20Ranking%20Policies%20and%20Procedures.pdf
OCTOBER 1, 2021	Performance Evaluation and Ranking Committee Meeting to Review, Score and Ranking Applications: https://global.gotomeeting.com/join/312306877
OCTOBER 8, 2021	Notice of Conditional Selection or Non-Selection Sent to Project Applicants via Email.
OCTOBER 11, 2021	List of Conditionally Selected Projects Posted Online.
NOVEMBER 8, 2021	Draft Consolidated Continuum of Care Consolidated and Project Applications and Priority Listing Posted Online for Public Review.

LIST OF NEW AND RENEWAL PROJECTS CONSIDERED FOR FUNDING

2021 PSH and RRH Renewal Project Applications

Applications currently funded by CoC funding, there are 8 renewal PSH and RRH projects.

- CASL Rental Assistance Project Application
- CASL Supportive Services Project Application
- Goodwill RRH Project Application
- HVS RRH Project Application
- LCHDC DV RRH Project Application
- TSA RRH Project Application
- SVDP RRH Project Application
- JFCS RRH Project Application

2021 New Project Applications

New project applications, there are 3 applications for the regular bonus project (Maximum Funding \$ 166,464), and 3 applications for the DV bonus project (Maximum Funding \$ 499,392).

- SVDP DV RRH Bonus Project Application
- SVDP RRH Expansion Bonus Project Application
- LCHDC DV RRH Bonus Project Application
- Catholic Charities DV RRH Bonus Project Application
- Catholic Charities RRH Bonus Project Application
- CASL PSH Bonus Project Application

2021 Coordinated Entry Renewal Project Application

Coordinated Entry is scored separately because it is not a housing project.

- Coordinated Entry Project Application

LIST OF NEW AND RENEWAL PROJECTS SELECTED FOR SUBMISSION TO HUD

Project Type	Project*	Amount Requested*	Rank
Bonus	CASL PSH Bonus	\$ 166,464.00	1
Renewal	Goodwill Rapid Rehousing	\$ 208,128.00	2
Renewal	Southwest Florida Connect SSO-CE	\$ 165,000.00	3
Renewal	CASL Supportive Services	\$ 127,382.00	4
Renewal	SVDP Returning Home Lee County	\$ 206,692.00	5
Renewal	HVS LIFT Rapid Rehousing	\$ 109,895.00	6
Renewal	The Salvation Army Rapid Rehousing	\$ 626,364.00	7
Renewal	CASL Rental Assistance	\$ 194,256.00	8
Renewal	JFCS Rapid Rehousing	\$ 207,144.00	9
Renewal	LCHDC DV Rapid Re-Housing	\$ 63,762.00	10
DV Bonus	SVDP RRH DV	\$ 249,696.00	11
DV Bonus	CCDOV RRH DV	\$ 249,696.00	12

*2021 CoC Planning Grant will also be submitted to HUD for consideration for funding.

Projects Not Selected for Submission to HUD			
Bonus	SVDP RRH	\$ 166,464.00	4
Bonus	CCDOV RRH	\$ 163,812.60	5
DV Bonus	LCHDC DV	\$ 280,500.00	6

PROJECT RANKING TOOLS

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

	CASL PSH Bonus	Catholic Charities RRH Bonus	SVDP RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	SVDP DV RRH Bonus
<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>						
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>						
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 5</p>						
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>						
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>						
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>						
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth. Maximum Point Value: 10</p>						
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>						
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>						
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>						
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>						
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 80						

Reviewer Signature
Reviewer Name
Committee Member's Overall Observations/Concerns:

<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 5</p>								
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>								
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>								
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>								
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>								
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 115								

Reviewer Signature

Date of Review

Reviewer Name

Committee Member's Overall Observations/Concerns:

FY 2021 Lee County CoC Renewal Project Ranking Tool for SSO Projects

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
	SSO-CE
Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i>	Yes
Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i>	Yes
Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i>	Yes
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	Yes
Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	Yes
Eligible to Apply	Yes
HVS Review Staff Initial: Date of Threshold Review:	<i>Jeannie Sutton 9/24/2021</i>

Project Scoring

Please enter your score for each scoring criteria based on the project application. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	SSO-CE
Access: The Coordinated Entry System covers 100% of the CoC's Geographic Area, and is accessible by all persons, including those who are least likely to seek services. Maximum Point Value: 10	
Assessment: The Coordinated Entry System provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance. Maximum Point Value: 10	
Prioritization: The coordinated entry system prioritizes people most in need of assistance. Maximum Point Value: 10	
Referral: The Coordinated Entry System quickly refers persons to permanent housing resources based on their vulnerability. Maximum Point Value: 10	
Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, and documented at least 25% matching funds. Maximum Point Value: 10	
Total	0.00
Total Available Points = 50	
Rank:	
Reviewer Signature	
Reviewer Name	
Committee Member's Overall Observations/Concerns:	

2021 Priority Listing

Before Starting the Project Listings for the CoC Priority Listing

The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.

- Project Listings:

- New;
- Renewal;
- UFA Costs;
- CoC Planning;
- YHPD Renewal; and
- YHDP Replacement.
- Attachment Requirement

- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.
- Project applications on the following Project Listings must be approved, they are not ranked per the FY 2021 CoC Program Competition NOFO:

- UFA Costs Project Listing;
- CoC planning Project Listing;
- YHPD Renewal Project Listing; and
- YHDP Replacement Project Listing.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD's website.
https://www.hud.gov/program_offices/comm_planning/coc/competition

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2021 CoC Priority Listing Detailed Instructions and FY 2021 CoC Priority Listing Navigational Guide on HUD's website. https://www.hud.gov/program_offices/comm_planning/coc/competition.

Collaborative Applicant Name: Lee County Board of County Commissioners

2. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2021 CoC Priority Listing Detailed Instructions and FY 2021 CoC Priority Listing Navigational Guide on HUD's website. https://www.hud.gov/program_offices/comm_planning/coc/competition.

2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2022 into one or more new projects? No

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all new project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realoc	PSH/RRH	Expansion
CASL Permanent Su...	2021-10-16 12:03:...	PH	Ft Myers/Cape Cor...	\$166,464	1 Year	1	PH Bonus	PSH	
Catholic Charitie...	2021-10-16 12:47:...	PH	Ft Myers/Cape Cor...	\$249,696	1 Year	D12	DV Bonus	RRH	
SVDP DV-RRH	2021-10-16 12:18:...	PH	Ft Myers/Cape Cor...	\$249,696	1 Year	D11	DV Bonus	RRH	

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of renewal projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
SVDP Returning Ho...	2021-10-08 14:30:...	1 Year	Ft Myers/Cape Cor...	\$206,692	5	RRH	PH		
JFCS Rapid Rehousing	2021-10-15 20:18:...	1 Year	Ft Myers/Cape Cor...	\$207,144	9	RRH	PH		

Southwe st Florida...	2021-10- 15 17:38:...	1 Year	Ft Myers/C ape Cor...	\$165,000	3		SSO		
CASL Rental Assis...	2021-10- 15 20:05:...	1 Year	Ft Myers/C ape Cor...	\$194,256	8	PSH	PH		
Goodwill Rapid Re...	2021-10- 15 15:41:...	1 Year	Ft Myers/C ape Cor...	\$208,128	2	RRH	PH		
The Salvation Arm...	2021-10- 15 19:38:...	1 Year	Ft Myers/C ape Cor...	\$626,364	7	RRH	PH		
HVS LIFT Rapid Re...	2021-10- 15 19:19:...	1 Year	Ft Myers/C ape Cor...	\$109,895	6	RRH	PH		
LCHDC DV Rapid Re...	2021-10- 16 12:54:...	1 Year	Ft Myers/C ape Cor...	\$63,762	10	RRH	PH		
CASL Supporti ve S...	2021-11- 04 09:26:...	1 Year	Ft Myers/C ape Cor...	\$127,382	4	PSH	PH		

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
2021 CoC Planning	2021-10-16 13:18:...	1 Year	Ft Myers/Cape Cor...	\$99,878	Yes

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions:

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal and replacement projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing renewal projects.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted ?	PSH/RRH	Consolidation Type
This list contains no items								

Continuum of Care (CoC) YHDP Replacement Project Listing

Instructions:

Prior to starting the YHDP Replacement Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP replacement project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP replacement projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the YHDP Replacement Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
This list contains no items						

Funding Summary

Instructions

This page provides the total budget summaries for each of the project listings after the you approved, ranked (New and Renewal Project Listings only), or rejected project applications. You must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount your CoC's Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$1,908,623
New Amount	\$665,856
CoC Planning Amount	\$99,878
YHDP Amount	\$0
Rejected Amount	\$0
TOTAL CoC REQUEST	\$2,674,357

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes		
FY 2021 Rank Tool (optional)	No	2021 Ranking Tool	11/04/2021
Other	No		
Other	No		

Attachment Details

Document Description:

Attachment Details

Document Description: 2021 Ranking Tool

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

Page	Last Updated
Before Starting	No Input Required
1A. Identification	10/08/2021
2. Reallocation	10/16/2021
5A. CoC New Project Listing	11/04/2021
5B. CoC Renewal Project Listing	11/04/2021
5D. CoC Planning Project Listing	11/04/2021
5E. YHDP Renewal	No Input Required
5F. YHDP Replace	No Input Required
Funding Summary	No Input Required
Attachments	Please Complete
Submission Summary	No Input Required

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Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

	CASL PSH Bonus	Catholic Charities RRH Bonus	SVDP RRH Expansion Bonus	Catholic Charities DV RRH Bonus	LCHDC DV RRH Bonus	SVDP DV RRH Bonus
<p>Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>						
<p>Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>						
<p>Innovation and Best Practices: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 5</p>						
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>						
<p>Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>						
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>						
<p>Project Outcomes: The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth. Maximum Point Value: 10</p>						
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>						
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>						
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>						
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>						
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 80						
				#		

Reviewer Signature
Reviewer Name
Committee Member's Overall Observations/Concerns:

<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 5</p>								
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>								
<p>BONUS POINTS Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>								
<p>BONUS POINTS Health Care Coordination: Does the project coordinate with healthcare organizations to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Maximum Point Value: 10</p>								
<p>BONUS POINTS Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. Maximum Point Value: 10</p>								
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Available Points = 115								

Reviewer Signature

Date of Review

Reviewer Name

Committee Member's Overall Observations/Concerns:

FY 2021 Lee County CoC Renewal Project Ranking Tool for SSO Projects

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
	SSO-CE
Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i>	Yes
Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i>	Yes
Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i>	Yes
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	Yes
Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	Yes
Eligible to Apply	Yes
HVS Review Staff Initial: Date of Threshold Review:	<i>Jeannie Sutton 9/24/2021</i>

Project Scoring

Please enter your score for each scoring criteria based on the project application. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	SSO-CE
Access: The Coordinated Entry System covers 100% of the CoC's Geographic Area, and is accessible by all persons, including those who are least likely to seek services. Maximum Point Value: 10	
Assessment: The Coordinated Entry System provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance. Maximum Point Value: 10	
Prioritization: The coordinated entry system prioritizes people most in need of assistance. Maximum Point Value: 10	
Referral: The Coordinated Entry System quickly refers persons to permanent housing resources based on their vulnerability. Maximum Point Value: 10	
Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, and documented at least 25% matching funds. Maximum Point Value: 10	
Total	0.00
Total Available Points = 50	
Rank:	
Reviewer Signature	
Reviewer Name	
Committee Member's Overall Observations/Concerns:	