

## Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

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

### **Instructions:**

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** MD-509 - Frederick City & County CoC

**1A-2. Collaborative Applicant Name:** City of Frederick

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

**1A-4. HMIS Lead:** City of Frederick

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

**Instructions:**

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	No
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

<b>Other:(limit 50 characters)</b>		
SSVF/Homeless Veteran Service Providers	Yes	Yes
Philanthropic Foundations / Grantors	Yes	Yes

**1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)**

The Frederick County Coalition for the Homeless, which serves as the CoC for Frederick County, Maryland, has been meeting monthly since 1983. The CoC has an open or standing invitation for all homeless and mainstream social service agencies as well as interested residents and elected officials to join the CoC. Input on topics related to preventing and ending homelessness are solicited from members and the general public at each meeting and at an annual community-wide forum. All CoC meetings are open to the public and input is welcomed. Membership in the CoC is open to anyone; the minimal dues of \$20 per year can be waived due to financial hardship. The subcommittees (which serve as workgroups) include a range of representatives from provider agencies, mainstream agencies, foundations, religious institutions, advocacy organizations, and private individuals including people that are formerly homeless. The CoC also has a website and Facebook page, both are updated regularly.

**1B-2.Open Invitation for New Members. Applicants must describe:  
(1) the invitation process;  
(2) how the CoC communicates the invitation process to solicit new members;  
(3) how often the CoC solicits new members; and  
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.  
(limit 2,000 characters)**

The Frederick County Coalition for the Homeless - the local CoC - holds monthly meetings and conducts an annual community-wide forum. Regular monthly meetings, subcommittee meetings, and the annual forum are all open to the public. The annual forum on preventing and ending homelessness in Frederick County is heavily advertised. In addition anyone can join the CoC as a new member of the Frederick County Coalition for the Homeless; the minimal dues of \$20 per year can be waived due to financial hardship. New members are solicited through: one-to-one contacts from existing members; targeted special outreach to engage specific providers like substance abuse providers; a membership drive at the annual community-wide forum; and postings on the CoC website and Facebook page. The Secretary of the CoC maintains up-to-date mailing and emailing lists and distributes meeting agendas, and other special announcements (e.g., CoC NOFA) via these lists.

**1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)**

The CoC is completely open to proposals from organizations that have not previously received CoC funds and uses the following steps to work with potential applicants: 1) CoC members meet with applicants to review the NOFA and project eligibility; 2) CoC members invite applicants to training sessions and webinars; 3) CoC members link applicants to HUD CPD Field Office staff; 4) CoC members provide HMIS and APR training; and 5) throughout the application process, CoC members provide technical assistance and mentoring to assist applicants with CoC application process and eSNAPS. This year, the CoC NOFA was distributed to the public and provider agencies on June 22, 2018 at 7:40 p.m. by the Collaborative Applicant. Anyone interested in submitting a proposal was instructed to contact the lead writer for the Collaborative Applicant.

# 1C. Continuum of Care (CoC) Coordination

## Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.**

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

**1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:**  
 (1) consulted with ESG Program recipients in planning and allocating ESG funds; and  
 (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.  
 (limit 2,000 characters)

Response: (1) The CoC actively consults with two (2) ESG recipients (City of Frederick and Frederick County Government) and any sub-recipients in order to provide input on local ESG planning, performance standards, allocations, and the evaluation of outcomes for ESG-funded activities. There are no ESG

entitlement jurisdictions within the CoC; therefore, the providers apply to the local governments, which then apply to the Maryland Department of Housing and Community Development (DHCD) for ESG funding. (2) The City of Frederick Community Action Agency (FCAA) is the direct ESG grantee for the City of Frederick (entitlement jurisdiction) and performs annual monitoring on all subrecipients.

**1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?** Yes to both

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?** Yes

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

**(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and  
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.  
(limit 2,000 characters)**

Response: 1) Safety and planning protocols include police or staff escort of clients from Coordinated Assessment sessions to the DV agency or to the local hospital in the event of forensic evaluations. Clients are always escorted and client safety is a priority. DV agency staff and police (if needed) also attend Coordinated Assessment sessions in order to ensure the safety of clients and staff. 2) Service providers ensure and maintain the safety, security and "client choice" of clients/survivors by maintaining strict client confidentiality and privacy; utilizing a single domestic violence access point (i.e., Heartly House) for assessment and system entry; and by using a domestic violence hotline, which is also directly operated by Heartly House.

**1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking.  
(limit 2,000 characters)**

The CoC makes every effort to coordinate with victim and non-victim service providers to ensure that survivors of domestic violence are provided housing and supportive services that provide and maintain safety and security. A

primary way that this occurs is supporting the transition of survivors of domestic violence from a DV Emergency Shelter operated by Heartly House to transitional housing operated by Advocates for Homeless Families and the Community Action Agency. The Heartly House Emergency Shelter is time limited and transitional housing is often needed to ensure stability, continued safety, and self-sufficiency.

**1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)**

The DV agency and police agencies share a wide-range of statistics and other available data regarding domestic violence and human trafficking with the CoC; this data is incorporated into local needs assessments and plans.

**1C-4. DV Bonus Projects. Is your CoC Yes  
applying for DV Bonus Projects?**

**1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.**

SSO Coordinated Entry	<input type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

**1C-4b. Applicants must describe:**

- (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;**
  - (2) the data source the CoC used for the calculations; and**
  - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

Response: 1) Heartly House, the domestic violence shelter in Frederick County, provided services to 1504 survivors of domestic violence during FY18 (July 2017 - June 2018). Services include hotline/crisis intervention, individual & group counseling, emergency shelter, and legal advocacy/representation). 2) Heartly House uses Apricot for Victim Services data system. 3) In the past two years, Heartly House direct service staff have been entering daily service data in our Apricot database which is specifically designed for victim service providers. Apricot's software system is a product of Social Solutions. Social Solutions assures that Apricot is a comparable database to HMIS and tracks required grant data while maintaining federal confidentiality requirements for domestic violence service providers. The Apricot system is updated when federal reporting requirements change. Complex aggregate data reports can be customized and run to retrieve and compile data collected as required.



**1C-4c. Applicants must describe:**

- (1) how many domestic violence survivors need housing or services in the CoC's geographic area;**
  - (2) data source the CoC used for the calculations; and**
  - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

Response: 1) 1.Heartly House Service Coordinators provided 118 clients with 162 shelter assessment appointments to answer questions and to develop comprehensive plans to safely leave the abusive environment and enter shelter. Heartly House serves domestic violence victims who are at imminent or high risk of harm which is determined through shelter and lethality assessments. In FY18, 43 high risk adults and 35 children received emergency shelter at Heartly House for 2,441 bednights. Domestic Violence victims who are not at imminent risk or high risk of harm are referred to other Continuum of Care providers depending on their specific housing needs. Heartly House then provides other wrap around services and supports as requested by the client. 2) Heartly House's shelter staff enter service data such as shelter assessments, entries, contacts, and exits in Apricot. 3) Bednight reports in the Apricot database are customized for a period of time in order to tabulate data entered by direct shelter service staff.

**1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:**

- (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;**
  - (2) quantify the unmet need for housing and services for DV survivors;**
  - (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and**
  - (4) describe how the CoC determined the unmet need for housing and services for DV survivors.**
- (limit 3,000 characters)**

Response: 1) In FY18, Heartly House Service Coordinators provided 118 clients with 162 shelter assessment appointments to answer questions and to develop comprehensive plans to safely leave the abusive environment and enter shelter. The appointment number exceeds the client number because sometimes clients request several appointments to plan for their entrance into shelter. Other times a client may not accept or follow through on an initial offer of shelter but later requests again and is reassessed. The number of client completing assessments is a more accurate reflection of the unmet need for housing for domestic violence survivors than those who accept an offer of emergency shelter. Research indicates that a person will leave and reconcile with an abusive partner an average of nine times before permanently leaving the relationship. Every opportunity through hotline and counseling services is used to broaden their knowledge of the dynamics of abusive relationships, increase safety planning, and connect them to more resources and supports. 2) Of the clients exiting the Heartly House's emergency shelter program in FY18, the following destination information was provided: 29% left to stay with family or friends (doubled up); 23% entered long-term shelter or transitional housing programs; 20% rented safe, independent housing; 20% reconciled with the abusive partner; 3% left without notice/did not disclose destination info. With CoC funding, the Heartly House expects to reduce the first two categories, those doubled up and those entering other shelter programs and to increase

those able to move directly into independent housing from the emergency shelter program. Additionally, CoC funding may prevent some domestic violence victims from reconciling with their abusive partner. 3) Heartly House administers a shelter exit survey which tracks exit destinations and other outcomes data. 4) The CoC has been able to meet the housing need for all DV survivors during FY18.

**1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)**

This project will support 10 victims/families fleeing domestic violence, especially those staying in the Heartly House emergency shelter, to seek, obtain, and financially afford permanent housing. The identification of client needs begins during the request and assessment for shelter services and continues throughout each shelter stay. Service Coordinators assist clients with setting, revising, and achieving goals during their short shelter stays. Once immediate safety concerns have been addressed, a housing plan is the primary focus of service coordination. Other supportive areas of focus include, but are not limited to, employment, education, childcare, finances, transportation, and physical and emotional health and wellness. Clients are connected with onsite services offered at Heartly House and are referred to other local organizations to help meet their needs. Staff provide advocacy with community professionals to ensure that clients may safely access services from other agencies. Specifically regarding housing, Service Coordinators assist clients with creating monthly budgets, identifying safe and affordable units, completing and submitting applications, and working directly with landlords through the applicant review process and after the move-in. This project will provide security and utility deposits, moving expenses, transportation, and short-term rental assistance to 10 adults and their dependents during the 12 months within the term of the grant. By assisting these families with securing permanent housing, it is anticipated that they will be able to prevent or break the cycle of homelessness. Moving quickly from emergency shelter program into permanent housing will prevent these families from needing homeless shelter resources. Without this funding, many clients now safe from domestic violence, leave the program after a short stay, only to move into longer term homeless shelters or into other temporary, often unstable, living situations.

**1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:**

- (1) rate of housing placement of DV survivors;**
  - (2) rate of housing retention of DV survivors;**
  - (3) improvements in safety of DV survivors; and**
  - (4) how the project applicant addresses multiple barriers faced by DV survivors.**
- (limit 4,000 characters)**

Response: 1) The Heartly House expects to increase the percentage of clients moving directly to independent housing from our emergency shelter. Last year's rate was 20% (7 families) exiting to permanent housing without ongoing services or follow up. This project will support 8-10 families with regular service

coordination and supportive services through the first several months of their new lease. 2) Through the provision of ongoing service coordination and rental assistance, the Heartly House tracks the housing rate retention of these domestic violence survivors. 3) Over the past year, Heartly House received training from the House of Ruth Maryland (HRM) and Midshore Council on Family Violence (MSCFV) on the Measuring Success Model for program and services evaluation. The goal of this research-based model is “to improve the safety of intimate partner violence survivors and their families by increasing their housing, financial, and life stability, and by raising individual and community awareness of intimate partner violence issues. Of the adults that exited during the first quarter of implementation of this evaluation, all adults (100%) identified and pursued one or more safety planning steps during their stay. Of the adults that answered questions specific to the number of domestic violence incidents during their shelter stay, 67% reported no incidents of verbal abuse from their partner and 84% reported no incidents of physical abuse from their partner. The same outcome measurements will be used for this project. 4) Heartly House is a member of the Maryland Network Against Domestic Violence (MNADV). This statewide advocacy and leadership organization provides ongoing training and technical assistance to its members on best practices in the field. MNADV created program standards for each service provided by domestic violence agencies. Heartly House's Residential Services Director was part of the committee that spent a year revising and updating the current shelter program standards that were published in 2015. The Residential Services Director is also an active member of the statewide shelter directors' group. This group works in conjunction with MNADV staff and is focused on shelter best practices including trauma-informed care, client-centered services including overcoming barriers, latest findings in the field, and effective collaboration among domestic violence shelter service providers. While in shelter, each client works with a Service Coordinator to create an individualized safety plan specific to their individual circumstances and to set goals for during and after the shelter stay. Service Coordinators are trained and experienced in assisting clients with housing searches, completing housing applications and unit inspections, creating budgets to determine immediate and long-term affordability, revising safety plans during the housing search and during and after move-in, and working directly with landlords and property management companies during the application review process and once the client is a tenant. Service Coordinators assist clients with applications for all benefits for which they are eligible including SSI, SSDI, TCA, and SNAP. Many clients are already receiving benefits when they come in to shelter. In such instances, staff help clients update any required documentation with new contact information and changes to family status to remove the abusive partner's name when applicable. Service Coordinators assist with creating, revising, and sending resumes and applications and making referrals to employment and educational programs. Shelter funding supports paying for interview clothing, job uniforms, and childcare during job search activities and employment hours through the shelter stay. This funding will allow clients a period of months to continue to save money, pay down debts (often incurred by the abusive partner), repair/improve credit scores, and become increasingly more self-sufficient.

**1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's**

**geographic areas:**

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of the City of Frederick	23.00%	Yes-Public Housing	No

**If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.**

**1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)**

The Housing Authority of the City of Frederick (HACF) has adopted a "homeless preference" for Public Housing only; this has been very advantageous for homeless families and adults as well as service providers. Although the HACF does not have a homeless preference on Housing Choice Vouchers (HCVs), the HACF designated ten (10) HCVs for chronically homeless persons enrolled in a local Housing First Program. The HACF (PHA) is a CoC member and participates in HMIS. The State of Maryland Department of Housing and Community Development (DHCD) also operates a HCV program and the CoC met with DHCD senior staff in order to request a homeless preference. DHCD denied the request. The CoC recently met with State Senator Young, State Delegates Krimm and Lewis-Young, and housing advocates in order to propose "homeless preference" legislation for the 2018-2019 legislative session. The senator and delegates were interested in and supportive of this proposal.

**1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?** No

**1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)**

Response: All of the CoC provider agencies, except the Frederick Rescue Mission, accept all homeless individuals and their families as they present for services, shelter, and housing. This means that LGBT individuals and their families are accepted, sheltered, and housed without question; this includes allowing transgender persons to reside in shelter beds designated for men or women based on their "gender identity." CoC members have participated in local, state, and national trainings, including the recent National Alliance to End Homelessness conference, on Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity. More trainings are being planned including trainings by the Homeless Persons Representation Project and Legal Aid. CoC members have all adopted and have fully implemented by State of Maryland anti-discrimination policies.

**1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.**

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the 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 the 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. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
Street outreach in coordination with police dept	<input checked="" type="checkbox"/>

Police Downtown Squad builds rapport with homeless	<input checked="" type="checkbox"/>
Assertive Community Treatment (ACT) on streets	<input checked="" type="checkbox"/>

**1C-8. Centralized or Coordinated Assessment System. Applicants must:**  
**(1) demonstrate the coordinated entry system covers the entire CoC geographic area;**  
**(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;**  
**(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and**  
**(4) attach CoC's standard assessment tool.**  
**(limit 2,000 characters)**

Response: 1) The CoC conducts a weekly coordinated entry meeting with all the shelter providers within the CoC. 2) At the weekly meeting, all clients in need of shelter are reviewed, including those that did not come in to directly apply for shelter. An action plan for those individuals is developed and a lead person or agency is assigned to have that potential client follow-up with the assigned shelter provider. 3) All clients are scored using a Vulnerability Index Form, with the clients scoring the highest placed on the top of the list. 4) A copy of Frederick CoC's Vulnerability Index is attached.

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

### Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

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

**1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

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

## 1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:**

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

**1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:**

- (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and**
- (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.**

**(limit 2,000 characters)**

Response: (1) The CoC considered the severity of needs/vulnerabilities of participants through a review of the following: 1] review/scoring of performance outcomes; 2] is the project screening-out "hard-to-serve" persons; 3] is the roject "low barrier"; 4] does the project utilize a "housing first" approach; 5] amount of matching funds; 6] use of vulnerability assessment tool by the project/provider; and, most importantly, 7] does the project serve people with special needs/vulnerabilities such as chronic homelessness, no-income, substance use, ex-offenders including felons, those resistant to services/service plan, those with health or behavioral health disabilities, those with high utilization of emergency services, those coming from the streets/unsheltered, those with vulnerability to illness, victimization, or human trafficking, and persons that are LBGTQ. (2) All of the above criteria are fully evaluated and scored during the rating and ranking process (e.g., PSH ranked higher).



**1E-3. Public Postings. Applicants must indicate how the CoC made public:**

- (1) objective ranking and selection process the CoC used for all projects (new and renewal);**
- (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and**
- (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.**

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	<input type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input type="checkbox"/>
Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>	Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>	Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

**1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.**

**Reallocation:** Yes

**1E-5. Local CoC Competition. Applicants must indicate whether the CoC:**

- (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;**
- (2) rejected or reduced project application(s)—attachment required; and**
- (3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :**

<b>(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.</b>	Yes
<b>(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.</b>	Did not reject or reduce any project
<b>(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?</b>	Yes

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

**Intructions:**

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.** Yes

**2A-1a. Applicants must:** Page 6 of Governance Agreement  
**(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and**  
**(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).**

**2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.** Yes

**2A-3. HMIS Vender. What is the name of the HMIS software vendor?** Mediware

**2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.** Single CoC

**2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:**  
**(1) total number of beds in 2018 HIC;**  
**(2) total beds dedicated for DV in the 2018 HIC; and**

**(3) total number of beds in HMIS.**

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	131	29	102	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	143	0	143	100.00%
Rapid Re-Housing (RRH) beds	34	0	34	100.00%
Permanent Supportive Housing (PSH) beds	44	0	44	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)**

The CoC is very fortunate to have 100% bed coverage in HMIS (except for one [1] domestic violence provider agency) and the CoC has worked very hard to make this a reality. Even a faith-based Rescue Mission has agreed to participate in the local HMIS network. Also, the local PHA is on the HMIS system.

**2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept?** 12

**2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)** 11/30/2017

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

### Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).** 01/24/2018

**2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).** 04/28/2018

## 2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

**Instructions:**

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results.  
 (limit 2,000 characters)**

There were no changes in methodology from the sheltered PIT count conducted in 2017 to the sheltered PIT count in 2018. The CoC continues to utilize direct enumeration or interviews of sheltered persons with review of HMIS data for accuracy and consistency. This process consistently generates a complete census count of all shelter facilities.

**2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?** Yes

**2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.**

Beds Added:	21
Beds Removed:	0
Total:	21

**2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count?** No

**2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.**

Beds Added:	0
-------------	---

Beds Removed:	0
Total:	0

**2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.** No

**2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?** Yes

**2C-5a. If “Yes” was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count. (limit 2,000 characters)**

(1) Questions were added to the PIT survey tool to help identify homeless youth. (2) Stakeholders that serve homeless youth were involved with the PIT planning process and helped create the PIT survey questions that directly related to capturing data on homeless youth. (3) Homeless youth were engaged by both Outreach Teams and the stakeholders that provide direct service to that population to complete the PIT survey. During the actual PIT count, stakeholders that provide services to homeless youth took the lead on directing Outreach Teams to the areas where the youth would most likely be located.

**2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count: (1) individuals and families experiencing chronic homelessness; (2) families with children experiencing homelessness; and (3) Veterans experiencing homelessness. (limit 2,000 characters)**

During 2018 PIT trainings, the definition of chronic homelessness, both for individuals and families, was reviewed and made clear. In addition, the definition for chronically homeless was included on the PIT survey tool. Throughout the year, homeless campsites are identified and visited by Outreach Teams. Outreach Teams build relationships through a wide variety of methods, including providing basic supplies such as blankets, socks, and hygiene supplies. These frequent interactions allows the PIT survey to easily be completed on all populations, including families with children and Veterans.

HMIS records are also checked to verify all individuals and families are accounted for during the PIT count.

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

### Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.**

Number of First Time Homeless as Reported in HDX.
---

333
-----

### 3A-1a. Applicants must:

- (1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
- (2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
- (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

Response: (1) Through a strategic planning process, the CoC has identified the following risk factors for becoming homeless for the first time: domestic violence, divorce, separation, or death of a spouse, lack of child support, loss of income, reduction in pay, illness, hospitalization, or disability, eviction from subsidized housing, and chronic substance abuse or decomposition due to mental illness. (2) Efforts to reduce the number of persons becoming homes for the first time include: 1) diversion through eviction prevention financial assistance; 2) coordinated assessment by agencies meeting together with families; 3) legal representation through the Legal Aid Bureau; and 4) diversion through transportation assistance to reunite individuals and families with extended family. (3) The Frederick County Coalition for the Homeless Grants Committee is responsible for oversight.

### 3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:

- (1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
- (2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
- (3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
- (4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless. (limit 2,000 characters)



Response: (1) The average length of time homeless was 249 nights, a decrease from 323 submitted last year. (2) To reduce the length of time homeless, the CoC has implemented three new initiatives: 1)for the second year in a row, one CoC project has requested to reallocate itself as a PSH program, from a TH program; 2)the local public housing authority has identified and set aside 10 housing choice vouchers to be used by a Housing First program and 3)one CoC program has successfully applied for ESG RRH funds. (3) The CoC uses a vulnerability index to identify and house those that have been homeless the longest. (4) The Frederick County Coalition for the Homeless Grants Committee is responsible for oversight.

**3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:**

- (1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and**
- (2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.**

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	60%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

**3A-3a. Applicants must:**

- (1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and**
  - (2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.**
- (limit 2,000 characters)**

Response: (1) The CoC's strategy to continue these successful outcomes is interagency collaboration, intensive case management, adherence to a Housing First model, and quarterly monitoring using HUD's System Performance Measures. (2) The CoC's strategy to continue these successful outcomes is intensive case management, adherence to a Housing First model, and quarterly monitoring using HUD's System Performance Measures.

**3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.**

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	11%

**3A-4a. Applicants must:**

- (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;**
  - (2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and**
  - (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness.**
- (limit 2,000 characters)**

Response: (1) The CoC utilizes ServicePoint HMIS to monitor and record returns to homelessness by program participants who exit TH, PSH, and RRH programs. (2) To reduce the returns to homelessness, the CoC agencies will continue to work on increasing income for program participants. CoC programs will also educate landlords on available case management services to assist program graduates that may be at risk of losing their housing. The goal is with case management intervention, eviction will be a rare occurrence for program graduates. Finally, the Grants Committee will review individual program performance to identify and particular program with a higher frequency of program graduates returning to homelessness. (3) The Frederick County Coalition for the Homeless Grants Committee is responsible for oversight.

**3A-5. Job and Income Growth. Applicants must:**

- (1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;**
  - (2) describe how the 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 the CoC’s strategy to increase job and income growth from employment.**
- (limit 2,000 characters)**

Response: (1) The CoC has implemented the following strategies to increase the rate by which homeless individuals and families increase employment: 1) developed a partnership with WorkForce Services and 2) attainment of higher education to increase income. To increase access to mainstream benefits, case managers refer program participants to DSS for programs such as SNAP benefits, TANF, and MA. (2) WorkForce Services provides computer classes, seminars on resume preparation, job search activities, and job placement. In the same building is the Maryland Div. of Workforce Development and Adult Learning, which offers specialized services for veterans and youth seeking employment. Free transportation to WorkForce Services is provided daily by the Community Action Agency. (3) The Frederick County Coalition for the Homeless Grants Committee provides oversight.

**3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)** 05/31/2018

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

### Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:**
- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and**
  - (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.**

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	74
<b>Total</b>	<b>74</b>

**3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.** Yes

**3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.**

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

**3B-2.2. Applicants must:**

- (1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;**
  - (2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and**
  - (3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.**
- (limit 2,000 characters)**

Response: (1) The CoC will take the following steps to rapidly rehouse families within 30 days of becoming homeless: 1) utilize Coordinated Assessment to identify families in need of Rapid Rehousing (RRH) and as an "entry point" for RRH; 2) recruit landlords to provide housing opportunities for homeless families; 3) encourage 2 PHAs to adopt "homeless preferences" for Housing Choice Vouchers; 4) encourage privately owned HUD subsidized multifamily housing complexes to adopt a homeless preference; 5) assist households to find and secure rental housing; 6) provide financial assistance to cover move-in costs, deposits, utility and rental assistance for up to 12 months. The CoC ensures families successfully remain in housing by 1) provide case management to help families achieve stability and rent self-sufficiency; and 2) remain available to address future crises and to prevent homeless recidivism. (3) The Frederick County Coalition for the Homeless Grants Committee is responsible for oversight.

**3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.**

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>

**3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:**

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes

Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes
---	-----

**3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

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

**3B-2.6. Applicants must describe the CoC's strategy to increase:**  
**(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and**  
**(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.**  
**(limit 3,000 characters)**

Response: (1) With support and partnership of the CoC, a new in-school program, New Horizons, connects homeless youth, with an emphasis on unsheltered youth, to available community benefits and resources, including housing and as well as providing support for the youth to graduate on time. The program was funded by the State of Maryland Governor’s office for children for the 2017-18 school year and has been expanded for the 2018-2019 school year. (2) The New Horizons program grew from a summer only program to year round support and counseling. Program effectiveness will be also be evaluated using HMIS data.

**3B-2.6a. Applicants must:**  
**(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;**  
**(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and**  
**(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.**  
**(limit 3,000 characters)**

Response: (1) During the 2017-2018 school year, the New Horizons Program met with 94 students experiencing homelessness, providing them with 990 individual services or referrals. (2) The following measures are the primary

focus of the program: number of individual assessments completed, number of youth participating in work or internships, number of youth that graduate on time, number of youth that obtain housing, and number of youth that acquire new employment skills. (3) The CoC believes early intervention, with services provided in-school, provide the best opportunity to divert youth away situations that may increase their vulnerability and lead to longer term homelessness.

**3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:**

- (1) youth education providers;**
  - (2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);**
  - (3) school districts; and**
  - (4) the formal partnerships with (1) through (3) above.**
- (limit 2,000 characters)**

Response: (1) and (2) The Frederick County Public Schools (FCPS) Homeless Education Program Administrator and her supervisor, the Director of School Support Services regularly attend local CoC meetings and provide direct support to CoC providers to ensure that homeless children are able to attend school as required by State and Federal law. (3) The CoC and representatives of the public school system have worked closely together on CoC strategic planning efforts; to ensure continued access to public school for homeless children including transportation; to ensure access to health care through a school-based health center operated by the Community Action Agency (CAA); and to provide after-school, shelter-based tutoring.

**3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.**  
**(limit 2,000 characters)**

Response: The Frederick Community Action Agency as well as the Student Homelessness Initiative Partnership inform homeless individuals and families of their educational rights during Coordinated Assessment and case management meetings. Educational access rights posters are displayed prominently throughout the CoC.

**3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MOA’s or partnerships with providers of early childhood services and support.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	Yes
Federal Home Visiting Program	No	No
Healthy Start	No	Yes

Public Pre-K	No	Yes
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

**3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)**

Veterans are identified through shelter intake, Coordinated Assessment, case management, street outreach, and other service interventions. Services available for homeless veterans include: 1) VA Medical Center located in Martinsburg, WV operates a Homeless Domiciliary Care Program, long-term housing with HUD-VASH vouchers, a Peer Housing Location Assistance Group, and 3 transitional living facilities; 2) transportation to the VAMC provided by local Veterans Support Organizations; 3) VAMC Outpatient Clinic opened in 2011 at Fort Detrick in Frederick; 4) Regional Resource Coordinator and Maryland Veterans Commission Office are both located in Frederick and these 2 State programs assist veterans with applying for VA benefits/services; 5) Way Station operates a program targeted to veterans diagnosed with a serious mental illness; and 6) Friendship Place operates an SSVF program that serves Frederick County. The CoC is working toward declaring an end to veteran homelessness!

**3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?** Yes

**3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?** Yes

**3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?** Yes

**3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the** No

**provision or outcome of homeless  
assistance;  
(2) if the CoC conducted an assessment,  
attach a copy of the summary.**



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

**Instructions:**

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:**
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
  - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

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

- 4A-1a. Mainstream Benefits. Applicants must:**
- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
  - (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
  - (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)**

Response: (1) CoC program funded projects work very closely with staff from the Frederick County Department of Social Services, Frederick County Health Department, U.S. Social Security Administration, and Veterans Administration in order to help residents to access mainstream benefits such as TANF, Medicaid, SNAP Food Vouchers, WIC, Medicare, SSI, SSDI, and/or Social Security. In addition, a CoC member organization, the Frederick Community Action Agency, directly operates a SOAR Program and is an Application Counselor Sponsoring Entity under the Affordable Care Act. All CoC projects recognize that homeless persons must utilize all available mainstream resources in order to succeed. (2) Program staff are kept up-to-date through monthly training sessions at CoC meetings and through notices and email communications about program

changes. (3) The Community Action Agency, assisted by CoC Consultant Ed Hinde are responsible for overseeing the CoC strategy for mainstream benefits.

**4A-2.Housing First: Applicants must report:**

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	8
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	8
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

**4A-3. Street Outreach. Applicants must:**

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

Response: (1) Street outreach is performed by the Frederick Community Action Agency, a CoC member agency/grantee. Engagement and building trusting relationships through street outreach often leads to participation in case management, treatment, and shelter services. Outreach occurs on the streets of downtown Frederick, in wooded areas, at homeless campsites, in public libraries, in soup kitchens and day shelters, at the hospital emergency department, and at other locations throughout Frederick County. (2) These outreach efforts cover 100% of the CoC's geographic area. (3) Street outreach occurs at least weekly, but more often if requested by police, crisis workers, or residents. (4) Street outreach includes going to homeless camps and working closely with persons who are addicted and/or seriously mentally ill and are reluctant to engage in services. Outreach efforts have increased and simultaneously become more difficult due to the opioid crisis and the growing use of synthetic marijuana.

**4A-4. Affirmative Outreach. Applicants must describe:**

- (1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin,**

**religion, sex, gender identify, sexual orientation, age, familial status or disability; and  
 (2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.  
 (limit 2,000 characters)**

Response: (1) In order to affirmatively further Fair Housing, the CoC continues to work closely with the following organizations: Dept. of Community Development of the City of Frederick (CDBG grantee), Frederick Center (that promotes awareness of LGBTQ issues), Asian American Center of Frederick, Centro Hispano, Frederick County Association of Realtors, and Frederick County Human Relations Commission. Specific strategies include an Annual Fair Housing Conference, the establishment of a Fair Housing Commission, and adding "source of income" as a protected class under a local Fair Housing Ordinance so landlords cannot discriminate against HCV voucher holders. (2) Effective communication measures include: hiring of bilingual staff; contracting with the Asian American Center and other groups for interpretation and translation services; utilizing "Language Line" as needed for interpretation; and printing materials in a variety of languages including Spanish, French, Lao, and Burmese.

**4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.**

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	0	34	34

**4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?** No

## 4B. Attachments

**Instructions:**

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No		
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes		
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes		
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes		
1E-4. CoC's Reallocation Process	Yes		
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes		
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes		
1E-5. Public Posting–Local Competition Deadline	Yes		
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes		
2A-2. HMIS–Policies and Procedures Manual	Yes		
3A-6. HDX–2018 Competition Report	Yes		
3B-2. Order of Priority–Written Standards	No		

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **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
<b>1A. Identification</b>	09/11/2018
<b>1B. Engagement</b>	09/17/2018
<b>1C. Coordination</b>	09/17/2018
<b>1D. Discharge Planning</b>	09/11/2018
<b>1E. Project Review</b>	09/11/2018
<b>2A. HMIS Implementation</b>	09/11/2018
<b>2B. PIT Count</b>	09/11/2018
<b>2C. Sheltered Data - Methods</b>	09/17/2018
<b>3A. System Performance</b>	09/17/2018
<b>3B. Performance and Strategic Planning</b>	09/13/2018
<b>4A. Mainstream Benefits and Additional Policies</b>	09/13/2018
<b>4B. Attachments</b>	Please Complete

  

FY2018 CoC Application	Page 42	09/17/2018
------------------------	---------	------------

**Submission Summary**

No Input Required