

**FY2019 Continuum of Care**

**Supplemental Questionnaire**

**New Projects, Renewals, DV Bonus and Permanent Housing Bonus**

Agencies that apply for funds through the CoC Funding Process must complete an application for each program in E-snaps. In addition, agencies must complete this Supplemental Questionnaire for each program.

This form is due on To be decided based on NOFA by e-mail to [hsc@cityofmadison.com](mailto:hsc@cityofmadison.com). If you have questions, please contact Torrie Kopp Mueller, [tkoppmueller@cityofmadison.com](mailto:tkoppmueller@cityofmadison.com) or call 608-266-6254.

* **Agencies with more than one CoC project must submit a separate form for EACH project.**

Name of Agency:

Name of Project:

Proposed Amount:

**Please answer the following questions:**

*Project applications will be reviewed based upon adherence to the HUD CoC Program Interim Rule, FY19 CoC NOFA, and FY19 CoC NOFA Policy Priorities, as well as results of the Performance Measure Ranking Criteria.*

1. Describe experience of each grantee (and sub-grantee) for administering this type of HUD-funded program. Please describe experience for all staff involved with this program.

2. Out of total program budget, including leveraged funds, what percentage are HUD funds? Please provide a breakdown of funding sources and amounts for this program. (Not scored, for information only)

3. Please describe how your project takes proactive steps to minimize or overcome barriers to housing retention. For Coordinated Entry, please describe how your project takes proactive steps to minimize barriers to access of the Coordinated Entry System.

4. In your last operating year: (N/A for New Projects)

How many households exited the program?

Why did the households exit? (i.e. one was terminated from the program & one moved into subsidized housing & one was evicted):

If the participant(s) was evicted, please list the reason?

Did the program attempt an agency transfer for any of the leavers? If so, what was the outcome?

How many new households entered the program?

How many transfers were accepted into the program?

5. If a participant exits to a non-permanent destination does your agency have the capacity to provide ongoing support services? If so, for how long? Please describe the scope of services provided (Not scored, for information only)

6. What is the status of the program’s written standards checklist submission? Check one box below.

* The program has submitted the applicable written standards checklists to CoC Coordinator. All sections were answered with yes or N/A.
* The program has submitted the applicable written standards checklists to CoC Coordinator. One or more questions were answered with no. Specify the section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The program receives EHH or CoC funds but has not submitted the checklists to CoC Coordinator. They are submitted with this application.
* The program is currently operating but not receiving EHH or CoC funds. Applicable checklists are submitted with this application.
* The proposed program is new and currently not operating. Applicable checklists were filled out based on the agency’s plan for compliance and are submitted with this application.

7. **New Projects and those operating less than one fiscal year only**. Please provide a data narrative on what your project has accomplished thus far or what you hope the project will accomplish once in operation. Data points to include are those found on the performance spreadsheet and include: expenditure of funds, data quality, cost per exit, utilization rate, increase in participant income, successful exits, and returns to homelessness. (<https://docs.google.com/spreadsheets/d/1uYsK2uru_gqf085cjfmuK_6RTipc5xOOU5xDv3I9tZc/edit?usp=sharing>)

8. Is your agency actively participating in the Homeless Services Consortium (HSC)? List names of staff who participates in HSC Committees or Work Groups below.

|  |  |
| --- | --- |
| **Committee Name** | **Staff Name** |
| Community Plan to Prevent and End Homelessness Oversight Committee |  |
| CORE Committee |  |
| Education and Advocacy Committee |  |
| Point-In-Time Committee |  |
| Nominating & Governance Committee |  |
| Committee to End Youth Homelessness |  |
| Shelter Providers Committee |  |
| HSC General Membership Meetings |  |
| HSC Board of Directors |  |
| Built for Zero |  |
| Outreach Providers Group |  |
| Family Placement Group |  |
| Housing and Health (H2) |  |

**Alignment with Housing First Principles (N/A for Coordinated Entry)**

1)    Please attach your agency and/or project written policies or procedures that clearly demonstrate participants are NOT SCREENED OUT based on the following criteria, and indicate the document and page number where the panel can find each provision.

Please Note: if a policy or procedure applies to all CoC-funded projects or agency-wide, you may submit one copy per agency. If you have different policies or procedures for different projects or project types, submit one copy of each relevant policy and specify to which project or projects each one applies.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Document/File** | **Page Number** | **Name of Project(s) (or “All Projects”)** |
| Having too little or no income |  |  |  |
| Active, or history of, substance use or a substance use disorder |  |  |  |
| Having a criminal record \* |  |  |  |
| History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) |  |  |  |

\*1A) Please note if there are specific criminal records the program denies for, what they are and the reason for denial.

2)    Please attach your agency and/or project written policies or procedures that clearly demonstrate participants are NOT TERMINATED from the program for the following reasons, and indicate the document and page number where the panel can find each provision.

Please Note: if a policy or procedure applies to all CoC-funded projects or agency-wide, you may submit one copy per agency. If you have different policies or procedures for different projects or project types, submit one copy of each relevant policy and specify which project or projects each one applies to.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Document/File** | **Page Number** | **Name of Project(s) (or “All Projects”)** |
| Failure to participate in supportive services |  |  |  |
| Failure to make progress on a service plan |  |  |  |
| Loss of income or failure to improve income |  |  |  |
| Being a victim of domestic violence |  |  |  |

**Policy for Funding Consideration**

To be eligible for funding consideration, Project Applicants must meet the following criteria:

**All Project Sponsors**

* Must meet all HUD eligibility criteria
* Must meet all pre-application deadlines set by the CoC.
* Must have met all program requirements for most recent program year to be eligible for application.
* Must be a 501(c)3, 501 (c)4, PHA or local government
* Must possess legal authority to apply for and receive funds and carry out activities authorized by the CoC Program.
* Must provide supplementary match funds required by HUD.
* Must participate fully in the Dane County CoC process to coordinate and integrate with other mainstream programs for which homeless populations may be eligible.
* Must assume responsibility for preparing an accurate and complete application for submission to HUD that meets all federal rules and regulations.
* Must be in compliance with all local, state, and federal civil rights laws and Executive Orders as well as all standards outlined in the U.S. Department of Housing and Urban Development CoC NOFA.
* All project applicants must meet any HUD certification requirements as outlined in the 2019 CoC NOFA.
* Project applicants for new projects will be required to enter data into the HMSI system, with the exception of Domestic Violence programs that are exempted by the Violence Against Women Act.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_