

## 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 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 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 2023 CoC Program Competition on behalf of your CoC.

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

Answering Multi-Part Narrative Questions

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

Attachments

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

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

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

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

**1A-1. CoC Name and Number:** VA-604 - Prince William County CoC

**1A-2. Collaborative Applicant Name:** Prince William County Department of Social Services

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

**1A-4. HMIS Lead:** Prince William County Department of Social Service

## 1B. Coordination and Engagement–Inclusive Structure and Participation

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>1B-1.</b>	<b>Inclusive Structure and Participation–Participation in Coordinated Entry.</b>	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

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

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	Yes	Yes
30.	State Sexual Assault Coalition	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.				
35.				

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

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

**(limit 2,500 characters)**

1) CoC uses a transparent process to invite & encourage diverse membership through multiple channels. The CoC Lead routinely targets outreach to community stakeholder orgs & persons with lived exp. to engage new members. CoC mtgs. are open to the public. Annually the CoC seeks new membership during the months of May and June which is focused on new membership & membership renewals. Individuals/orgs. can join CoC at any time & are invited to participate in CoC comm's. Methods to communicate the CoC's annual & year-round invitation process to join the CoC include the PWA Countywide website & email invitations to foster new engagement & relationships with the CoC.

2) To ensure effective communication with individuals with disabilities, the CoC communication channels are inclusive and accessible. Our website is designed using universal design principles, ensuring compatibility with screen readers & other assistive technologies. We provide captions and transcripts for audio & video content, making it accessible for those with hearing impairments. Additionally, we use plain language and avoid jargon to enhance the clarity of our communication. Over the past year, the CoC has developed alternative formats of communication for persons w/disabilities: translation services, braille, large print, audio, sign language, closed captioning, and text-to-speech software.

3)CoC solicits participation & actively invites other communities, incl Black, Latino, Indigenous, LGBTQ+, & persons with disabilities to meetings. The CoC engages with Independence Empowerment Center & Brain Injury Services (disability), Community Services Board (MH & Substance use), Parents, Families & Friends of Lesbians and Gays (PFLAG)(LGBTQ+), & Centro de Apoyo Familiar(CAF), & organizations primarily serving African American HHs. The CoC works Cooperative Council of Ministries, a group of faith organizations. The CoC reaches out to organizations via email, phone, scheduled monthly meetings & request to attend specific meeting to address homeless sub-populations. The CoC Lead actively markets CoC mtgs. to the community via the CoC webpage, calendar posting in county buildings, online, & public social media. The CoC Lead actively engages (webinars, meetings, and website) w/minority lead (NAACP) organizations to engage within initiatives that aid in bringing awareness of the mission(s), training methods, presenting evidenced-based best practices, & creating equitable planning across the CoC.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.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;	
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and	
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.	

(limit 2,500 characters)

1) The CoC engages a broad array of stakeholders with knowledge of homelessness through CoC meetings that occur monthly, CoC Sub-Committees, including the Governance, Service Continuum, & Program Analysis and Ranking (PAR) meetings, specially held meetings with organizations/programs that serve the homeless to include Probation & Parole, Sheriff's Dept., Police, & Public Defenders office & Western Advocates. We hold monthly meetings w/ faith organizations & homeless advocates. Ideas & policies are discussed & established in MOAs. During the advocacy meetings, we take into consideration ideas to better assist HHs. Community partners are invited to CoC Trainings such as Equal Access, NARCAN, Diversion, LGBTQ+, etc. 2) For all CoC meetings an agenda is sent to members 7 days prior where the agenda clearly identifies information & topics to be discussed/conveyed to the members. Mtg minutes are publicly posted on the PWA CoC website. CoC facilitates various forums through committees to effectively solicit information from the public at large. The CoC uses these meetings/forums to communicate information such as funding opportunities, CoC strategy for ending homelessness, community resources, & data on underserved populations. The CoC invites participants to share information/announcements at each meeting. 3) To ensure effective communication with individuals with disabilities, the CoC has developed alternative formats of communication for persons w/disabilities: translation services, braille, large print, audio, sign language, closed captioning, & text-to-speech software. The website is designed using universal design principles, ensuring compatibility with screen readers & other assistive technologies. 4) CoC takes into consideration information gathered through surveys, lived experience listening sessions, committee votes, & collaborative discussions in public meetings/forums to address improvements/new approaches to preventing & ending homelessness. Providers & individuals are encouraged to share CoC information with all interested in ending homelessness at public forums & with community members. CoC considers input from stakeholders at all CoC mtgs. The CoC uses feedback from workgroups & data to drive best practice implementation. The CoC conducted a listening session (August 2023) to gather feedback on the CoC's homeless service programs. As a result, the CoC implemented a workgroup to develop an action plan to address the areas for improvement.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding. NOFO Section V.B.1.a.(4)	
Describe in the field below how your CoC notified the public:		
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1) The CoC considers new projects from both existing & new providers. Proposed new projects are received through the CoC Community Application process from any eligible entity, including orgs that have not previously applied for HUD funding. CoC Funding Solicitation & notices indicate that all eligible new or existing applicants may apply for funding consideration & that the process is open to the public. The solicitation notice was posted on 6.1.23 to the CoC's website & communicated via email, social media, calendar notices, schedules, & webpages. Funding Solicitation notices are e-mailed to the entire CoC address list (CoC members, stakeholders, & surrounding jurisdictions). To maximize access to new potential grantees, email notices are sent by other community organizations, including Prison Re-Entry Comm, Human Services Alliance & Regional Council of Governments. The CoC Lead conducts a How to Apply workshop, to explain the application process, answer questions & provide TA. The How to Apply recording, presentation & FAQs are shared with all potential applicants & the CoC. 2) New project solicitation (outlined in part 1 of this question) instructs applicants to submit electronically to CoC Lead via online portal by the deadline date & time. 3) The process by which the CoC would determine which applications were submitted to HUD for funding is outlined in the CoC Funding Policies. The Policies & Scoring Rubric are publicly posted on the CoC website & are linked within the new project solicitation. Each new project is scored by the Program Analysis & Ranking (PAR) Committee based on the scoring rubric & CoC priorities outlined in the RFP. PAR recommends which projects will be submitted to HUD with a final vote from the CoC. New projects must score a threshold score of 75 to be considered to apply for HUD funding. The RFP contains priorities specific to developing new permanent supportive housing & CoC infrastructure (HMIS & CES). Renewal projects are evaluated based on the renewal scoring criteria, which are approved by PAR. PAR is responsible for considering reallocations based on renewal project performance. 4) CoC ensures effective communication with persons w/disabilities by ensuring that enlarged text formats are available in electronic formats on County website, including instructions, application, presentation, recording, & FAQs about the workshop. Requests can be made to the CoC Lead for alternative formats.

## 1C. Coordination and Engagement

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
  - FY 2023 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
  - Frequently Asked Questions

1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.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 the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	



18.		
-----	--	--

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

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG Program 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 to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

**(limit 2,500 characters)**

1)The ESG Program Recipient & CoC Lead Agency are both housed within Prince William County (PWC) Government, which allows for ongoing communication & collaboration. The CoC consults with ESG program recipients in planning & allocating ESG & ESG-CV funds by: a) The CoC Lead discussed with the PWC Office of Housing and Community Develop (OHCD), ESG Program Recipient, to identify the amounts of funding & how the sources of ESG & ESG-CV funding could be utilized to meet goals established in the Con Plan; b) based on how the funds could be utilized & meeting goals of the Con Plan, a planning session was held with existing ESG recipients & non-ESG grantees to determine interest in receiving additional funding; c) Four organizations were awarded ESG & ESG-CV funding to continue the operation of emergency shelter, to prevent the spread of COVID-19 in shelter settings, & to increase the number of households to be served in RRH; & d) The CoC Lead assisted in the development of the MOUs for ESG & ESG-CV & provided on-going monitoring of those organizations for the funding to ensure household needs were met.

2)CoC actively participates in the evaluation & performance review of ESG recipients & subrecipients. OHCD is a CoC member & coordinates with the CoC the planning, review, & allocation of funds, & sends out info through CoC Listserv. CoC provided input to OHCD to determine ESG allocations, performance, & evaluation of spending, including strategies to effectively manage spending. CoC implements ESG Report Card performance evaluations reviewed quarterly by Governance & CoC. OHCD and DSS/CoC Lead have held a joint ESG training on 02/20/22 with ESG recipients on program performance, finance, & outcome time frames.

3) Annually, the CoC provides PIT & HIC data to OHCD, the organization responsible for the Consolidated Plan for the CoC area. The written PIT report for the Council of Governments (regional homeless planning organization), was also shared with OHCD, the CoC & the public.

4)Data and information are provided to OHCD annually so the Consolidated Plan can be updated based on the CoC fiscal year (7/1 – 6/30). The Annual Summary of the CoC Report Card provides information related to CoC outcome measures, identifies needs, and recognizes gaps in services for the CoC area, which is provided to OHCD. Additionally, the LSA & Systems Performance Measures data is provided to ensure local homelessness information is communicated & addressed in the Con Plan updates.

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

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

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	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.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	Yes

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

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

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

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

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

**(limit 2,500 characters)**

CoC collaborates and forms formal partnerships with youth education providers, LEA, SEA, and school districts that include:

a) Youth education providers in Prince William County, City of Manassas, and City of Manassas Park Public Schools in the Prince William Area (PWA). CoC has formal partnerships through MOUs to assure collaboration with education services.

b) The Local Education Agency (LEA) which is Prince William County Public Schools (PWPCS). The LEA serves as a member of CoC and is annually trained by Virginia State Education Agency (SEA) which provides updates and/or changes specific to McKinney-Vento. The SEA provides annual training to CoC providers regarding McKinney-Vento updates. CoC members from emergency shelters also meet with the LEA twice a year to discuss topics, such as transportation, free meals, and school supplies for students. The liaisons, providers, and school counselors have established protocols specific to McKinney-Vento to ensure that youth are not displaced due to their current homeless episode.

c) PWA CoC collaborates with school districts including Prince William County, City Manassas, and City of Manassas Park Public Schools that cover the PWA. The CoC works in tandem with the PWA public school systems to formalize partnerships that assist the most vulnerable youth within their systems. Collaboration includes established MOUs, meetings with school officials to discuss students, annual meetings to review McKinney-Vento and training updates with the CoC. With the existence of a formal partnership with the PWPCS system and the CoC, homeless services and resources are easily dispersed to the youth and families that need them the most. The CoC will continue formalized partnerships with the districts: City of Manassas Public Schools and the City of Manassas Park Public Schools. CES staff coordinate and/ or partner with representatives from schools; in addition to Shelter case managers who assist the household with getting connected to Mckinney Vento resources, as well connected to school districts within the CoC.

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

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

(limit 2,500 characters)

CoC’s Written Policies and Procedures (P&P) include provisions to ensure that homeless households are informed of their eligibility for education services under the McKinney Vento Education Act. CoC reviews policies annually through Service Continuum Committee. Providers are trained by the CoC representatives on an annual as well as needed basis. The CoC Policies and Procedures were last reviewed and approved at large on July 1, 2022. Policies are reviewed annually by the CoC. These CoC Policies and Procedures cover Coordinated Entry (CES) reps as well as CoC providers. CoC Policies and Procedures indicate that CES reps are “responsible for coordinating with your local school district(s), charter school(s), and CES in the following ways: ensure that all families with children and young adults who qualify in your area are informed about their educational rights and their eligibility for educational services and they receive those services.” For recipients/sub-recipients, CoC Policies and Procedures note, “The Program Director and/or designee is responsible for: ensuring that all families with children and young adults participating in this project are informed about their educational rights and their eligibility for educational services at intake and as necessary thereafter.” All agencies serving children and youth are required to have a staff person designated as a liaison to the local school districts. CoC has clear and publicly accessible policies outlining responsibilities for recipients/sub-recipients. All the policies are written to ensure that participants are helped to understand their rights under Subtitle VII-B of the McKinney-Vento Homeless Assistance Act and Every Student Succeeds Act; to ensure that children of all ages and young adults are immediately enrolled in school, as required by Federal and State law, & to ensure that they are connected to transportation and educational services to help them succeed in school.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.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	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	Yes
6.	Head Start	No	Yes
7.	Healthy Start	No	Yes
8.	Public Pre-K	No	Yes
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—Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

**(limit 2,500 characters)**

1)The PWA CoC utilizes the Coordinated Entry Services (CES) Policies & Procedures (P&P) to guide the operation of CoC’s response system which includes programs dedicated to serving survivors. Service Continuum is comprised of service providers that include ACTS, the org. that provides services for survivors of domestic violence (DV), dating violence, sexual assault, & stalking in the CoC. Annually, the P&Ps specific to DV & survivors' eligibility, program information, access to the program, services for shelter & supportive services are reviewed & updated. In 2022 ACTS provided recommendations regarding P&P changes re: DV RRH & PSH referral process. This was added to the CES P&P including how referrals are made to RRH By-Name List & PSH By-Name List for DV survivors to access these services. HMIS Administrator provides TA to ACTS regarding the policies to be established regarding the HMIS comparable database. CoC Lead collaborates w/the DV provider year-round regarding training, situations concerning a survivor in the Safe House Program, & if specific policies should be changed during the operating year. To document policy changes during the CoC year, amendments are added via the Service Continuum Committee & automatically incorporated into the following year’s P&Ps. 2)ACTS serves as the victim services provider in the CoC, is an active participant in the CoC & provides key training to the CoC. Training courses are open to all CoC organizational staff including the CES. Annually, ACTS provides DV training to all CoC programs covering ACTS’ survivor services, trauma-informed care (TIC), best practices & emergency transfer plans which occurred in March 2023. Case conferences (CCs) take place w/ ACTS, shelter providers, & CoC Lead agency for HHs in the Safe House & RRH programs, to ensure that services provided are responsive to the needs of survivors & delivered in a trauma-informed way. The focus is to address the needs of survivor HHs & ensure success in obtaining or maintaining permanent housing. CCs occur if a survivor HH has high housing barriers & needs additional support to find housing or additional supportive services such as mental health/substance abuse to help reach self-sufficiency. ACTS provides TA to other service providers that are working with survivor HHs –TA supports providers who are not specifically DV-focused to ensure they use TIC, & have the resources, such as counseling & safety planning, & knowledge to effectively serve survivors.

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. NOFO Section V.B.1.e.	
Describe in the field below how your CoC coordinates to provide training for:		
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and	
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).	

(limit 2,500 characters)

1) The CoC coordinators w/ ACTS (Victim Services provider) to provide training for the CoC specific to working w/victims of domestic violence, dating violence, sexual violence, stalking & human trafficking via scheduled monthly case management meetings where in-service training occurs. Training occurs annually for all CoC Staff, but more often if needed. The CoC annual DV Training was held in March 2023. The training covers the following topics: trauma-informed care, safety planning for HHs, a summary of ACTS' core DV services, information on the DV & sexual assault hotline numbers to include information about the assessment when a survivor calls. Additional info is provided to the CoC & Service Continuum meetings as needed regarding other victim-centered services that include court accompaniment, counseling services, & filing protective orders. Training courses are open to the CoC, & community groups are also invited to attend. ACTS serves as the key victim services provider & is an active participant in the CoC Board & makes recommendations for future training. 2) The CoC coordinates annually w/ ACTS to provide training during the fiscal year to CES Staff; held in June 2023. The training provides best practice information concerning safety planning protocols, victim-centered services, trauma-informed care, & protocols for conducting warm hand-transfer for calls received by CES Staff. Additional resources & training are provided on an ongoing basis to CES staff charged w/ completing the initial intake assessment to ensure the safety planning & choice for households fleeing DV. If a person is fleeing DV, CES staff are trained to account for their immediate safety first, before completing the assessment. The CES process requires that access to the victim assessment be limited to only CES staff & the CES Supervisor. The CES Sup. ensures HH's score, & basic information are included in the intake assessment with no identifying information. Confidentiality is maintained when referrals are made, as the DV household can approve or decline sharing contact information w/ the program. Training on DV best practices around sexual assault, cultural competency, & trauma-informed care is facilitated or administered by the CoC or designated consultant, at the system-wide as well as committee level. ACTS accesses information on best practices from national resources through conferences, webinars, & in-services, in turn, makes information readily available to the CoC.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
1.	safety planning protocols; and	
2.	confidentiality protocols.	

(limit 2,500 characters)

1)The PWA CoC CES has established Safety Protocols as part of Coordinated Entry Services (CES) Policies & Procedures (P&P). The CoC is currently working on an MOU between CES & ACTS DV to ensure safety protocols are enforced. If the household (HH) contacts CES first & reports they are currently fleeing domestic violence (DV), CES will take the following steps: a) Assess the household/survivor first if they are in a safe environment. 1st priority of CES is to ensure the HH will be able to maintain a safe location during the call to CES & the call to the DV provider (ACTS). b) CES informs HH of the next steps that will be taken & clarify any questions. c) With consent, CES calls the DV provider (ACTS). d) From here, the CE system relies on the expertise of ACTS serving survivors of DV to support them with the next steps within the process of connecting survivors to safe & stable housing.

Once connected, ACTS will work to get the HH to an undisclosed, safe location if the participant consents. The ACTS planning protocols include ensuring the HH/survivor is safe; transportation assistance; emergency hotel/motel placement; developing a safety plan; assisting the HH/survivor w/ filing protective orders; developing a plan to access mainstream benefits(TANF, SNAP, childcare subsidies, etc).; & developing a long-term housing plan. If HH is not found to be in immediate danger ACTS &/or CES will work w/ HH to secure an emergency shelter & ACTS will provide DV supportive service. If a HH is not interested in DV shelter but needs DV services, they are provided the number for ACTS DV & National DV. ACTS DV assists when a homeless program needs training or TA, they will email ACTS DV supervisor to set up training.

2) For DV survivors currently accessing services (Safe House program), ACTS will request that they sign an ROI for ACTS to communicate with the CE system related to their housing needs & ACTS will support the HH to complete the CE assessment for referrals to Case Conferencing, PSH or RRH. To protect HH PPI a HH/survivor is given an HMIS unique identification # (UIN) (HMIS DV Comparable Database) that is used when a referral is made to CE. Key identifying information (DOB, SSN, race, gender etc) is not shared. HH is added to the RRH By Names List (BNL) & referred to by UEI from the DV comparable database. Any DV survivor who does not want to access services through ACTS DV, can utilize mainstream homeless services & regular HMIS as an anonymous entry.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)



1) CoC uses a combination of de-identified data from several sources to assess the scope of community needs in relation to domestic violence (DV), dating violence, sexual assault, & stalking. ACTS provides Safe House data, including a VAData report from the state of Virginia information system. The report provides output information such as the number of calls received, the types of calls (i.e., sexual assault, trafficking, or domestic violence). Additionally, it informs ACTS & the CoC about the number of households served for a given year and the types of services provided by the agency. The report also provides information about secondary victims (i.e., children). The RRH DV Bonus project will reach 1 year of operation on 9/30/2023 & ACTS comparable database & annual APR data will be reviewed upon submission. Second, HUD funded providers collected DV related data for Emergency Shelter, RRH, & PSH programs. The third source comes from HMIS through CES use of call point. CES staff provide the CoC with de-identified data to determine the households seeking housing assistance that have a history of domestic violence, utilizing call type information. Lastly, the PIT survey collects data related to DV related homelessness.

2) The data provides the CoC with an opportunity to have a better understanding of which subpopulations are present within DV (individuals, youth, families). Annually, the information is discussed with ACTS to determine HH needs & gaps in services to implement into the CoC priorities & strategic plan. By utilizing the information gathered, the CoC can make evidence-based decisions to implement changes & expand services to address DV among the homeless population more effectively. Obtaining key information about services, demographics, and household needs for DV survivors provides the CoC with an opportunity to establish survivor priorities for the CoC, specifically grant funding for more housing options in the CoC for survivors. The data identified the need for RRH funds dedicated to DV survivors who are high need and need longer term assistance who do not need transitional or PSH. As a result of the data, the CoC applied for and was awarded a new DV RRH Bonus in October 2022 dedicated to survivors. The data also allows the CoC to identify future training needs & allows organizations to advocate for more resources to address this population's specific needs.

&nbsp;

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
	1. whether your CoC has policies and procedures that include an emergency transfer plan;	
	2. the process for individuals and families to request an emergency transfer; and	
	3. the process your CoC uses to respond to individuals' and families' emergency transfer requests.	

(limit 2,500 characters)

1)The CoC’s emergency transfer (ET) policy was established to assist households (HHs)/survivors who are the victims of domestic violence, dating violence, sexual assault, or stalking currently in permanent housing programs in the PWA CoC. HHs/survivors can transfer regardless of sex, gender, identity, survivor status, or sexual orientation. Upon admission into a permanent housing (PH) program, all participants are notified of the ET regardless of their DV status or if they’re entering a DV-specific program during the project intake process. All PH program participants are eligible for emergency transfer. Participants are provided a written version of the policy as well for their records during intake. Participants are informed at intake that if they experience DV at their housing unit location, they can request a transfer to another housing unit within 90 days of the DV event without penalty. The housing provider will identify a housing unit for transfer or connect the participant to a housing provider who would be able to accommodate the transfer request. Additionally, the CoC works to educate property owners who accept vouchers or other federal rent subsidies, including RRH and PSH, on their roles & responsibilities under VAWA. The participant will assist in determining the safety of the transfer unit. 2) Participants are notified about the process to request an ET during program intake. Projects notify PH participants during intake through intake interview & VAWA compliant lease addendum about the process to request ET. Participants are reminded to inform their housing provider and follow-up in writing to begin the Emergency Transfer process if they have experienced threats of imminent harm or has been harmed in their unit as a result of domestic violence or sexual assault. It is explained that their written request is self-certification and the housing provider cannot require or request further documentation from the victim and must honor ET requests from participants without discrimination. 3) The process the CoC uses to respond to individuals’ and families’ emergency transfer requests is communicated to program participants at program intake. Clients are informed at intake of the ET response process to transfer to another unit within 90 days of the DV event by case management and support staff. When providers receive an ET request, the priority is to act swiftly and effectively to ensure the safety and well-being of the individual or family involved.

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

Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC’s geographic area; and
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.

(limit 2,500 characters)

1)Through the CoC's Coordinated Entry system, the following housing and services are made available to all participants, including survivors of DV; prevention, diversion, outreach, Drop-in services, emergency shelter, rapid re-housing, permanent supportive housing & transitional housing. DV survivors are assessed for housing/services through the CE process using the same assessment that is used for non-DV households (VI-SPDAT). Through the CE prioritization process, DV households are also prioritized for housing resources, which includes both DV & non-DV dedicated resources. All homeless service providers, including non-Victim Service Providers (VSP), receive training on serving DV survivor households, to ensure that the resources they provide are trauma-informed & focused on survivor safety including safety assessment, safety planning, confidentiality, and the emergency transfer plan. PWA CoC has a DV-dedicated Rapid Rehousing Program in addition to the non-DV dedicated housing program that all HHs in the CoC can access. 2)To systematically address barriers faced by survivors of domestic violence within the homeless response system, the CoC seeks survivor feedback through anonymous surveys & closed-session interviews. The CoC collaborates with DV programs to provide an anonymous survey digitally to collect survivor feedback to include barriers of programs, services& housing. This feedback and data analysis is discussed at Service Continuum to determine how the CoC can better support survivors & assist with the barriers. Data analysis is done through monthly data quality & reporting & quarterly CoC report cards, & reports on aggregate data in the Safe Houses & RRH DV Bonus program. This data provides information on system capacity & types of housing available. Training and education annually for PWA CoC & CES staff are provided to help make providers aware of changes to DV policies, barriers survivors are experiencing & how they can ensure HHs are safe through safety assessments, safety planning & the emergency transfer plan. Our goal is to ensure that survivors of domestic violence & related forms of abuse can access safe housing & comprehensive services in a supportive & empowering manner.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC:

1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and
2.	accounted for the unique and complex needs of survivors.

**(limit 2,500 characters)**

1)The CoC recognizes the importance of including survivors with diverse life experiences in the development & implementation of policies & programs. CoC annually seeks feedback from survivors through anonymous electronic surveys, interviews, & peer support groups. CoC supports the establishment of peer support programs where survivors can connect with & support each other. These programs offer opportunities for survivors to share their experiences, provide mutual assistance, & have a collective voice in shaping CoC-wide policies & programs. Feedback is used to identify areas where improvements can be made & to shape the development of policies & programs. The barriers, challenges & successes identified in the surveys & listening sessions are shared with the CoC to help identify & address the barriers survivors face & to change policies if needed to address these barriers. The CoC provides training & capacity-building opportunities to survivors who are interested in getting involved in policy & program development. This includes providing resources, training, or mentoring to equip survivors with the necessary skills & knowledge to contribute effectively. PWA CoC is actively recruiting w/ACTS DV program, for a person w/ lived expertise (PLE) who is a DV Survivor to participate on one of the committees. These positions are compensated for their time on the committee & any additional work they do on behalf of their role in the committee.

2) The CoC recognizes that survivors of violence & trauma often have unique & complex needs that are addressed in a comprehensive & survivor-centered manner. Survivors shared experiences of trauma & emphasized the need for trauma-informed services. In response, the CoC incorporated trauma-informed practices into all aspects of their housing assistance program. This includes training staff members on trauma awareness & sensitivity, providing mental health support services, & offering counseling resources specifically tailored to survivors. Survivors expressed the need for more flexibility in housing options. As a result, the CoC expanded housing options thru the RRH DV Bonus program to cater to DV survivors. The CoC also worked to ensure that survivors had the flexibility to choose housing arrangements that aligned with their individual circumstances& preferences by engaging new landlords with incentives. These approaches prioritize safety, collaboration, & empowerment to ensure that survivors feel supported & understood.

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

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

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

Describe in the field below:

	1. how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
	2. how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
	3. your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
	4. your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

- 1)The CoC partnered with the Human Rights Campaign Foundation (LGBTQ+ org) to implement training programs for staff members to increase their awareness & understanding of LGBTQ+ issues, ensuring that they were equipped to provide sensitive & respectful care. This included training on LGBTQ+ terminology, cultural competency, & best practices for supporting LGBTQ+ individuals & families accessing housing & services within the CoC. The training provided the CoC & service providers with knowledge related to updating the anti-discrimination policy to reflect current standards. Additionally, the CoC has partnered with Parents, Families & Friends of Lesbian & Gays (PFLAG) to enhance the CoCs understanding of LGBTQ+ issues through regular meetings where community members & CoC staff consult w/ PFLAG for guidance on updating policies.
- 2)The CoC has assisted housing & service providers by hosting LGBTQ+ training for providers to increase their awareness & understanding of LGBTQ+ issues, cultural competency, & creating inclusive environments. As a result, the shelter providers implemented an LGBTQ+ friendly “Safe Space” sign that is posted at all shelters & homeless service locations. Additionally, providers were invited to participate in the meetings with PFLAG to obtain guidance on recommended policies.
- 3)The CoC evaluates compliance with the CoC’s anti-discrimination policies by the annual desk audit that is required to be completed for all HUD-funded projects. The desk audit ensures compliance with the CoC policy on anti-discrimination & equal opportunity. Additionally, the CoC reviews formal complaints from participants to evaluate compliance.
- 4)As noted above, the CoC reviews formal complaints from participants, including complaints related to discrimination. Complaints are heard by the Program Analysis & Ranking (PAR) committee for formal review. If it is determined that there is an infraction or proof of violation of the CoC Nondiscrimination policy a Corrective Action Plan will be given by the CoC lead to cure the infraction. Further review will be made by the PAR Committee who will determine the frequency the organization must update the committee regarding the implemented changes. If the issue persists, the organization will risk funding being reallocated due to incompliance.

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

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Prince William County Office of HCD	46%	Yes-HCV	No
Virginia Housing Development Authority- City of Manassas	16%	Yes-HCV	No

<b>1C-7a.</b>	<b>Written Policies on Homeless Admission Preferences with PHAs.</b>	
	NOFO Section V.B.1.g.	

Describe in the field below:

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

**(limit 2,500 characters)**

1)The only two PHAs in the CoC’s geography are the Prince William County (PWC) Office of Housing & Community Development (OHCD) & Virginia Housing Development Authority (VHDA) through City of Manassas Dept. of Social Services (DSS). PWC OHCD serves as the Public Housing Agency for PWC. A homeless admission preference has been established since 2019. OHCD’s additional preferences include the following: Families who live, work, or have been hired to work in the jurisdiction who are Elderly, Disabled (head, spouse, or sole member is a person with disabilities as defined by HUD), Non-elderly person with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, currently experiencing homeless, previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project, or those at risk of experiencing homelessness, Homeless (HUD Final Rule Defining Homeless 76 FR 75994 [12-5-11]), Graduates of Transitional Housing Program, or Victim(s) of Domestic Violence. OCHD policy is to assist any households that qualify for local preferences stated above. The CoC actively works with OHCD during the establishment of the Consolidated Plan and at every instance to ensure homeless needs are addressed. A CoC representative is also a member of the OHCD Housing Advisory Board. CoC concerns are presented at the monthly meetings, and the continued monitoring of concerns made homeless a preference. Future discussion will be specific to administering move-on strategies as options to serve the community’s needs. City of Manassas DSS, which operates the Housing Choice Voucher Program through a contract with VHDA, has a homeless admission preference since 2021. , a homeless admission preference has been established since 2021. A Memorandum of Agreement (MOA) regarding Coordinated Entry & Services states the homeless admission preference eligibility as defined in PIH 2021-15 (HA): a. Homeless; b. At Risk of Homelessness; c. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; d. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

2) Not applicable. The PWA CoC has worked with all PHAs in its geographical area.

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 Housing Tax Credit (LIHTC) developments	No
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

<b>1C-7c.</b>	<b>Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.</b>	
	NOFO Section V.B.1.g.	

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

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

<b>1C-7d.</b>	<b>Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.</b>	
	NOFO Section V.B.1.g.	

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

<b>1C-7e.</b>	<b>Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).</b>	
	NOFO Section V.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
--	--	-----

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



	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
--	--	-----

	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
--	---	--

PHA
Prince William Co...
Virginia Housing ...

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

**Name of PHA:** Prince William County Office of Housing and  
Community Development

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

**Name of PHA:** Virginia Housing Development Authority

## 1D. Coordination and Engagement Cont'd

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.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

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.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 2023 CoC Program Competition.	8
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 2023 CoC Program Competition that have adopted the Housing First approach.	8
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

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

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

**(limit 2,500 characters)**

1) The CoC determines if project applicants are using the Housing 1st approach by having all grantees complete the annual Desk Audit monitoring tool. Annually the CoC Lead conducts an in person monitoring visit checking client files and program policies for Housing First compliance. The answers specific to Housing 1st on the Desk Audit are reviewed. Also, grantees are asked a series of questions re: criminal history, lack of income, etc. to ensure compliance with the Housing 1st. The Coordinated Entry System (CES) is directed by the CoC Lead & coordinates the placement of all HHs into RRH & PSH projects. CES keeps track of reasons why clients are turned away from a program via an infraction form that documents when a grantee is not abiding by the Housing 1st principles. For every HF Infraction, the CoC Lead & the CES Program Manager to have a discussion w/the grantee & provide TA regarding HF & to also encourage reconsideration for the HH not accepted. Additional scoring criteria include requiring the use of HF principles for all projects that commit to serving the most vulnerable pops. 2) The factor indicators related to Housing 1st the CoC uses during its evaluation include ensuring that participants are not screened due to little or no income, criminal history, active substance use or history of DV. The other evaluation factor ensures that participants are not terminated from the project for: failure to engage in supportive services, lack of progress on a service plan, loss of income or failure to improve income, or being a victim of domestic violence. The CoC does conduct a monitoring visit one at least one project annually. During the visit, grantees' policies regarding Housing 1st are reviewed and further discussion held if policies are not in compliance with Housing 1st. All discharges from the program are reviewed with the grantee to ensure HHs are not discharged for one of the evaluation factors mentioned above. 3) CoC regularly evaluates projects outside of the competition to ensure the projects are using a HF approach. All grantees must submit annually the Desk Audit & the CoC Lead conducts a monitoring visit for at least one project annually. Any concerns re: Housing 1st are listed as a finding and TA is provided to rectify the matter. Also, CES utilizes an infraction form to document violations of Housing 1st principles. Infractions are monitored & tracked which could result in a mandatory TA being provide to the grantee.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

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

**(limit 2,500 characters)**

1) The CoC uses several methods to ensure all persons experiencing homelessness are identified & engaged including youth, veterans, & CH populations. Outreach services are provided by the Community Services Board (CSB)/PATH Program, the Dept. of Social Services, Friendship Place, New Creatures in Christ, Pathways, & Streetlight Ministries. The PWA CoC has been divided into three key areas: East (East & Mid-County locations), West (Sudley corridor locations), & the cities of Manassas & Manassas Park. Organizations partner together to cover specific sections of the PWA. Outreach services are provided daily to actively build rapport with unsheltered HHs with the goal of engagement in services. The CoC also works with faith organizations & police depts to identify new encampments & single locations. Secondly, there are a variety of In-Reach Services throughout the County which are designated locations on specific days that provide resources to connect with services (i.e. food, toiletries, etc.). Lastly, there are Drop-In Centers (DIC)s that augment Outreach & In-Reach services by offering basic needs & services to further engagement with w/unsheltered persons. DSS operates a DIC in the Eastern part of the County & Serving Our Neighbors (SON) oversees a mobile DIC in the West. 2) The outreach teams cover 100% of the CoC's geographic area. Campsites are geotagged throughout the PWA. Outreach teams engage households in places not meant for human habitation, panhandler locations, In-Reach locations, DICs, libraries, campsites, local malls, & ES & DV shelters. 3) Outreach occurs daily, typically in the morning & evening covering weekdays & weekends. Outreach has been more challenging because HHs are more transient & have become less likely to indicate new locations. 4) Outreach providers tailor street outreach to HHs experiencing chronic homelessness, including those least likely to seek services. Providers are comprised of skilled mental health professionals & outreach workers who are trained in engaging high-barrier HHs. Services are also provided by Spanish-speaking staff. Clients are screened for eligible services by outreach workers & referred to CES for housing services. Outreach staff assists the HH in gaining access to mental health, substance abuse services, completion of SSI or SSDI application process & GAP insurance services. In-Reach providers also host weekly meal programs to engage homeless HHs least likely to engage in mainstream homeless services.

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

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

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	No
2.	Engaged/educated law enforcement	Yes	No
3.	Engaged/educated local business leaders	Yes	No
4.	Implemented community wide plans	Yes	No

5.	Other:(limit 500 characters)		
----	------------------------------	--	--

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.I.	

	HIC Longitudinal HMIS Data	2022	2023
Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	Longitudinal HMIS Data	206	179

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

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

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

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

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

**(limit 2,500 characters)**

1) The CoC provides annual training concerning SNAP, SSI, SSDI, and TANF benefits. A training has been scheduled for February 15, 2024. The training will be provided by PWC’s Benefits Division which is part of the Department of Social Services. A notification will be sent to all members of the CoC and the training will be open to all grantees & partner agencies. A training was not held last year due to scheduling conflicts. In addition to scheduled trainings, CoC members are provided electronic updates on immediate changes that have been implemented at state and federal levels. The CoC also collaborates with PWA Community Services Board (CSB) to provide information and updates regarding substance abuse programs within the CoC area. Training is also provided to case management staff at the monthly meeting lead by the CSB. A Mental Health First Aid Training was recently held in September 2023. CoC Lead has attended monthly Opioid Meetings where strategies & plans are being made to address the opioid crisis that also impacts some of the clients in the CoC. Once plans to address the crisis are implemented the CoC will be updated. 2) The CoC Lead works in tandem with local healthcare providers to assist CoC & locally funded program participants in enrolling into healthcare benefits. The state of VA does have a Medicaid expansion which allows more HHs to access & receive healthcare. CoC provides multiple trainings each year & updates CoC on best methods to apply for services. The Prince William Health Dept. is also available to provide primary medical and specialty care to program participants in cases where they are waiting to be linked to Medicaid/Medicare & are not eligible for mainstream services. CoC programs assist HHs by assessing at entry to determine what benefits HHs may qualify for, providing application assistance, assistance w/required documents and assistance applying in person or through the internet. All HUD-funded and CoC programs can access substance abuse & mental health treatment programs through CSB. Programs may access services through deployed staff at emergency shelters and street outreach programs. 3) CoC coordinates with VA SOAR Coordinator to support SOAR certifications for CoC providers. CoC lead annually holds SOAR training and recently held a SOAR training on April 20, 2023, for all CoC program staff. 15 persons participated in the SOAR training representing 9 CoC agencies.

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

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

**(limit 2,500 characters)**

The CoC endeavors to provide non-congregate shelter including accommodations that are private spaces for the prioritized populations. To achieve this goal, the CoC is utilizing funding at the local and federal levels. The CoC Lead has increased non-congregate shelter with an agreement with the Advocacy, Prevention & Protection (APP) which is part of the County's Department of Social Services. Locally, when shelter beds are not available, both Child Protective Services (CPS) & Adult Protective Services (APS) are utilized to place households in non-congregated housing (motel/hotel services) leverage through local funding. The CoC partners with the Community Services Board (CSB) to work with those in non-congregate shelters that have a serious mental illness (SMI) and/or a substance use disorder (SUD). The PATH program is part of CSB and place persons in non-congregate housing using local hotel/motel services. Additionally, the CoC's domestic violence service provider, Action in Community Through Service (ACTS), place DV survivor households in hotel/motels when the DV shelter is full. With all three organizations/programs, persons are referred to permanent housing options that include RRH & PSH. The CoC has increased the capacity of non-congregate shelter by leveraging federal funds through the Emergency Food and Shelter Program (EFSP). Over \$150,000 in the past year has been allocated to motel/hotel services. The CoC Lead provided a quarterly Annual Report card to identify the need to increase non-congregate shelters. Additionally, the Coc has developed new relationships with churches and local non-profits to increase the capacity on non-congregate shelter through the CoC.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

**(limit 2,500 characters)**



1) CoC has improved its readiness, as well as implemented CoC-wide policies and procedures to deal w/future Public Health (PH) emergencies in response to & prevention of infectious disease outbreaks. Congregate programs take the following steps to prevent spread: a) identified HHs are immediately separated from the other HHs, b) the Health District and/or GMU MAP will be notified of the illness, c) based on consultation, the HH will be placed in a motel/hotel setting for up to a 10-day period or required to seek treatment at local hospital. GMU MAP Clinic staff conducts follow up via virtual medical appointments & provide updates to CES as necessary. d) CM services continue to work with the HH until they are no longer contagious and can return to the congregate program.

The CoC has created collaborative relationships with the George Mason University MAP (Mason & Partners) Clinic and with the Prince William County Health District (state funded Program). Both partnerships have been strengthened since the onset of COVID-19. The GMU MAP Clinic provides on-going checks for basic health at PWA CoC shelters but consults with CoC shelter providers & CES to help evaluate persons who test positive for COVID while a household of an emergency shelter.

2) The CoC has continued with a strong relationship with GMU MAP Clinic & the PWC Health District. In the event of another infectious disease outbreak, the following steps are taken to minimize the spread of the outbreak to persons experiencing homelessness:

- Communication: Both health organizations will be in contact with the CoC Lead, providing the latest information about minimizing the spread. This information is circulated to the CoC Lead and then disseminated to the congregate living programs (to include shelter) and to the CoC at large. CES & Shelter providers have ability to ask health related questions to for both health organization via assigned points of contact.
- Virtual Meetings: Virtual meeting shall be called to exchange latest info, share concerns & ideas to address the outbreak, & ensure that federal & state recommendations are clear and can be implemented.
- Cleaning of Congregate Spaces: All emergency shelter programs have established new cleaning protocols that could include electrostatic cleaning, frequent use of sanitizing cleaners, and increased deep cleaning as necessary.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC:	
1.	shared information related to public health measures and homelessness, and	
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1) As the CoC Lead, it is the responsibility DSS/Homeless Services Division to share information related to public health measures and homelessness. The PWC Health District and GMU MAP Clinic are in constant contact with the CoC Lead, providing the latest information about minimizing the spread re: any communicable disease. The CoC Lead will disseminate information to all congregate living programs (to include shelter) and to the CoC at large which includes street outreach, prevention, rapid re-housing, and permanent supportive housing programs. Specific to street outreach programs (Serving Our Neighbors, PATH, DSS Street Outreach, Streetlight Ministries, and Pathways in delivering information on infectious outbreaks, hygiene services and best practices to individuals to minimize the spread. If necessary, the CoC Lead will request a meeting with health organization and the homeless providers so information transfer and questions can be exchanged and asked in real time.

2) The GMU MAP Clinic & the PWA Health District facilitate communication with the CoC and vice versa if necessary. The PWC Health District has partnered with the CoC by providing on-going information from the Center for Disease Control & Prevention (CDC). This information is circulated to all shelters by the CoC Lead. For example, during the COVID outbreak the Health District provided shelters with clarity and recommendations regarding CDC guidelines. In another instance information was provided regarding the Monkey Pox and congregate guidelines given to the CoC Lead. This info was distributed amongst the congregate providers and street outreach programs.

To facilitate communication, meetings can be scheduled in person or virtually when multiple providers express concerns or have multiple questions, the CoC will reach out to the Health District and/or GMU Health Clinic to coordinate virtual meetings at the Service Continuum & CoC meetings or the CoC lead will schedule a meeting to discuss a disease to address questions, concerns, and best practice protocols. Additionally, CoC Lead works with street outreach programs (Serving Our Neighbors, PATH, DSS Street Outreach, Streetlight Ministries, and Pathways in delivering information on infectious outbreaks, hygiene services and best practices to individuals to minimize the spread.

1D-9.	Centralized or Coordinated Entry System—Assessment Process.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1) The CoC Coordinated Entry System covers 100% of the geographic area which includes Prince William County and the cities of Manassas and Manassas Park. The CES works in tandem with the outreach teams to cover the CoC's entire geographic area. Through targeted outreach to the unsheltered, youth and CH population. The CoC provides street outreach, Drop-In Center Services and weekly meal programs to engage the homeless population. Outreach services are provided daily to actively build rapport with homeless households with the goal of engagement into services. Outreach teams provide homeless households with information on housing and mainstream resources. During client assessment the CES coordinates and intersects with outreach services, as referrals are made to connect individuals identified as street homeless to mobile outreach and Drop- In Services. 2) The CoC has an established standardized assessment process. CES staff engage HHs in the following process to assess needs: a) triage/diversion assessment to identify a HH's needs and determine if they can be diverted from the homeless system; b) intake/demographic data collection: which allows the CES to determine which programs the HH may qualify for and make the necessary referrals; and c) use vulnerability assessment (VI-SPDAT) to determine severity of need and what are the next best housing options. Additionally, the CES team does utilize case conferencing to match participants with the most appropriate housing resource based on their needs. Based on the assessment, CES and Outreach providers, prioritize those most in need of assistance for emergency shelter and PH programs. 3) Annually, the CES Policies and Procedures are reviewed, discussed, and updated by the Services Continuum Committee. The CoC does illicit feedback from households served as part of the feedback session that will be conducted annually. Additionally, the CES Program does review all complaints regarding the coordinated entry program. All complainants' concerns are reviewed to determine common themes and identify plausible recommendation changes. Recommendations are then considered to determine where improvements can be made to policies and procedures that will enhance the client experience. One recent change involved shortening the amount paperwork associated with making a RRH or PSH referral. The finalize version is voted on by the Service Continuum, the Governance Board, and the CoC at large.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

**(limit 2,500 characters)**

1) The CoC reaches persons who are least likely to apply for homeless using a wide variety of service delivery methods. The CoC has outreach targeted to the unsheltered, youth & CH population. CoC provides street outreach, a Drop –In Center & weekly meal programs to engage the homeless population. Outreach services are provided daily to actively build rapport with homeless HHs with the goal of engagement into services. Outreach teams provide homeless households with info on housing and mainstream resources. The Drop–In Center offers basic needs to services to engage unsheltered & CH HHs into services. A recent change in process is that paperwork is being translated for clients whose primary language is Spanish. Also, DV HHs that contact CES are provide warm transfers when seeking DV services. HHs are more likely to connect services with a brief introduction during the transition to the DV provider. 2) Outreach providers and CES teams prioritize people most in need of assistance via access to assessment (CoC Intake Assessment and the VI-SPDAT). The combination of the two provides the HH with a prioritization score for housing. HHs can also receive bonus points if the households TAY Youth, DV history, and elderly. For RRH & PSH programs consider factors that include condition of health at referral, length of time homeless, length of time chronically homeless. 3) The CES staff are responsible for the timely movement of households into permanent housing that is consistent with the HH’s preferences. The RRH & PSH By-Names Lists (BNL) are maintained by the CES staff and automatically ranked based on VI-SPDAT and priority population points. During the RRH & PSH Admissions committee mtgs., CES staff identifies all HHs to be taken off the list & assigns HHs to a provider. If the HH has barriers to housing, then Housing Location Services are provided to quickly match a HH with the right landlord. CES staff revisits monthly HHs that have been assigned to determine move in dates. RRH & PSH providers consult w/clients about the housing preferences & do their best to match HHs to those preferences. 4) To reduce barriers to CE, feedback on CE experiences is collected on-going thru the year & reviews this feedback with the Service Continuum to identify changes. Recent changes include: CE allows callers to request a call back instead of waiting on the line & conferencing in HHs when they report difficulty connecting to a specific CoC service.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry–Reporting Violations.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC through its centralized or coordinated entry:	
1.	affirmatively markets housing and services provided within the CoC’s geographic area and ensures it reaches all persons experiencing homelessness;	
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

**(limit 2,500 characters)**

1) The CoC uses several strategies to market housing and services within our geographical area and ensures accessibility for all individuals experiencing homelessness. This includes conducting outreach and engagement efforts to connect with those without housing and establish trust, launching public awareness campaigns to educate the community about homelessness and available assistance and providing marketing materials in languages (i.e. Spanish) since we serve Latino populations. Through our CES RRH program, Housing locators send out a weekly housing availability list to all CoC providers and recruit landlords for PWA CoC housing database (P admission), to ensure we are reaching all persons experiencing homelessness to assist them with locating housing. PWA CoC Housing locators and Rapid Re-housing case managers work one-on-one with high barrier households that need additional assistance. 2) All CES partners must comply with fair Housing and civil rights laws, the Fair Housing Act (Section 504) prohibits discrimination on the basis of disability in any program or activity, that HHs w/disabilities may not be denied the opportunity to participate in a program or activity because of their disability that housing is readily accessible to & usable by persons w/disabilities, and reasonable accommodations that include a change, adaptation, or modification to a policy, program, services. Homeless Housing providers must provide individuals and families with information, in writing, on their rights and remedies under applicable federal, state, and local fair housing and civil rights laws. PWA Coordinated Entry Policies & Procedures encompass all PWA CoC programs and ensure that all programs are run as housing first and follow all federal, state, and local civil rights laws. All PWA CoC programs have a Program Participants Rights (e.g. right to be treated fairly without discrimination; confidentiality & privacy) and a Grievance Policy that is provided to HHs that outlines the steps to be taken should a HH disagree with a decision made by the program. 3) Participants are notified of their rights via the Grievance Policy, and all grievances (including potential fair housing/civil rights violations) are reviewed and investigated by CoC Lead when they are received. If necessary, the CoC will report violations to the PWC Office of Housing and Community Development who oversees the Con Plan.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	04/15/2023

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

Describe in the field below:

1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and	
----	--	--

2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.
----	--

**(limit 2,500 characters)**

1) The CoC is an active part of the Metropolitan Washington Council of Governments (MWCOC) Racial Equity Action Council which is the driving force behind racial equity work. The current effort includes developing goals and action plans that are relevant on the regional level as well as for our specific CoC. The CoC has been participating in a regional racial equity project with various members of CoC's to analyze HMIS data from FY18, FY19, & FY20 on several system levels & coordinated entry performance measures, all disaggregated by race & ethnicity. The regional racial equity project also analyzed census & Point-in-Time (PIT) Count data from 2019. Over the course of 2 years (May 2021 - April 2023), COG & PWA CoC Lead worked in tandem to put this project into action & secured funding to identify an experienced racial equity consultant. The PWA CoC was able to analyze data on the clients being served across the continuum to evaluate if the homeless services system was racially, socially, economically, programmatically, and systemically equitable. The CoC evaluated how clients both leave & enter homeless services within the continuum. Throughout the process of mapping out the PWA system, the CoC has been able to identify racial disparities that exist within the homeless system & identify strategies & action steps to address the disparities. Additionally, the 2023 PIT Data has been instrumental in identifying racial disparities within the homeless population. By analyzing the data, the CoC can observe and understand the disproportionate representation of certain racial or ethnic groups among the homeless population.

2) The most recent 2023 PIT Data identified problem areas that are supported by the data outcomes showing the following disparities and unmet needs:

- Persons identifying as Black, African American, or African represent 56% of all persons counted. Persons in this racial category are 2.7 times more likely to experience homelessness in our jurisdiction when compared to 2020 US Census Data.
- 43% of adults report living with one or more disabling conditions.
- Households with children (aka "families") increased by 42% since 2022.

Additional CoC data included in the CoC Annual Provider Report card identified that the

- CoC does not have enough representation of persons with lived experience in CoC decision-making; and
- CoC has a need for more language interpretation services for persons with no, or limited, English proficiencies

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

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

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

There have been several steps that the CoC and homeless providers have taken to address disparities in the provision or outcome of homeless assistance. The CoC has taken a number of steps to address the disparities identified which include:

- **Increase Participation of PLEs:** The CoC included persons with lived experience in two ways. First, PLEs are now serving on all three committee levels of the CoC. Secondly, the CoC included PWL participated in the 2023 PIT Survey.
- **Satisfaction Survey & Program Self-Assessment:** A client satisfaction survey was developed for HUD grantees which asks participants about their experience related to equity and competency (e.g. Do you feel your religious beliefs are honored). All grantees have a percentage return that must be met which helps better understand disparities not being addressed. As part of the NOFO COC Renewal Application, grantees had to complete the Racial Equity Self-Assessment Tool where organizations had to clearly demonstrate how they are addressing equity through a series of questions.
- **Scheduled Trainings:** The CoC scheduled a training in April 2023 with Maria Burgos, the Director of Equity and Inclusion for Prince William County conducted a presentation on Diversity and Equity. A tool was provided to the CoC to access their policies & procedures to determine if they are equity-focused. Additionally, an LGBTQI+ Training was hosted by CSB staff which included CoC members. Also a HUD Webinar Video & Powerpoint Slides on Equal Access Rule was presented by the CoC at Service Continuum on 8/17/2023.
- **DV Households:** CoC Lead worked with ACTS to establish Domestic Violence Emergency Transfer Plan and training regarding DV services and how to work with households was provided March 2023.
- **LGBTQ+ Households:** A LGBTQ training was held hosted by HRC's All Children-All Families (ACAF) program which Homeless Services PWA CoC staff. Also CES policy was further clarified for providers that will be LGBTQIA+ households.
- **Language Barrier:** The CoC has undertaken measures to ensure that intake assessments, consents, and various paperwork is translated into Spanish for Latino households.
- **Unsheltered Households:** A committee has been established to improve street outreach coverage and increase coordination of services which has prompted more referrals to permanent housing options.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	
	Describe in the field below:	
	1. the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and	
	2. the tools your CoC uses.	

**(limit 2,500 characters)**



- 1) The CoC has placed the following measures in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance:
  - a. The percentage of households by race entering permanent housing options each year.
  - b. The percentage of individual households and the percentage of family households entering permanent housing each year.
  - c. The percentage of disabled households that enter permanent housing options.
  - d. The increase percentage of households (disabled, LGBTQ+, and transitioned aged youth) that access permanent housing.
  - e. Increase the number of persons with lived experiences on the CoC Committees.
  - f. Increase the number of persons with lived experiences participating in the annual PIT Survey.

The CoC will baseline these goals this year to establish a standard to monitor annually.
- 2) The CoC utilizes the following tools to monitor progress:
  - a. Supplemental CoC Report Card: A supplemental report card tracks outcome measures identified by the CoC. Mainly focusing on disparity groups (e.g. African-Americans, Latinos, LGBTQ+, Youth, & Disabled households) the CoC wants to monitor to determine if progress is being made with these populations.
  - b. Persons With Lived Experience – Monthly Meeting Tracking: The CoC tracks the unduplicated number of persons with lived experience attending CoC meetings. The goal is to increase the number of persons participating each CoC meeting. A quarterly report will determine if there is an increase in persons attending the meetings & will also track the percentage of meeting attendance.
  - c. PIT Survey Report: Annually a report is written to provide information about the persons counted as homeless and identified sub-populations. The report includes data about the number of persons with lived experience that participated in counting homeless households annually.
  - d. Satisfaction Survey & Feedback Sessions: Satisfaction surveys will be utilized to identify feedback themes from persons with lived experience believe the CoC needs to address. The annual feedback sessions will provide the CoC to get qualitative data to help to help guide changes in service program delivery.

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

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

(limit 2,500 characters)

Over the past year, the CoC’s outreach efforts to engage those with lived experience of homelessness into leadership roles and decision-making processes include the following:

- a. Marketing Campaign: The CoC launched a campaign during a CoC meeting with a focus on the need to identify persons with lived experience. The individuals could be persons with a history of having a housing crisis or currently experiencing a crisis.
- b. Targeted Outreach via the CoC Listserv: Once the announcement was made during the CoC, the campaign information was also sent to the entire CoC to capture any organizations and key stakeholders that may have missed the meeting.
- c. Outreach through Providers: In addition to the announcement made at the CoC, the CoC reached out to specific homeless providers across the CoC for one on one discussions and discussion at specific meetings like the Western Advocates meeting. The goal was to receive recommendations from specific providers.
- d. CoC Orientation: Once person are identified to participate on CoC meetings, an orientation was provided by the CoC Lead, explaining the difference types of CoC meetings, to gauge interest of individuals’ interest for a specific meeting, and help them under the meeting requirements and work involved.
- e. Stipend Compensation: As part of the announcement and orientation, members with lived experienced will receive a stipend for each meeting attended.

To improve upon the efforts of the current efforts of the CoC conducted to established to outreach, the CoC Lead has plans to utilize the PWC social media outlets for further outreach. The Lead with work with the PWC’s Communication Department to determine how social media could be utilized to outreach to persons with lived experience living in the Prince William Area.

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

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.  
 Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four 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 in the decisionmaking processes related to addressing homelessness.	4	1
2.	Participate on CoC committees, subcommittees, or workgroups.	4	1
3.	Included in the development or revision of your CoC’s local competition rating factors.	1	0
4.	Included in the development or revision of your CoC’s coordinated entry process.	3	1

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

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

**(limit 2,500 characters)**

The PWA CoC and membership organizations are always endeavoring to provide professional development and employment opportunities to persons with lived experience (PLE). The CoC currently works in tandem with its internal membership of employment partners (Virginia Cooperative Extension, SkillSource, & Veteran Affairs) to provide ongoing professional training, workshops, classes and development opportunities for individuals currently or formerly experiencing homelessness via virtual and onsite development sessions. CoC opportunities for professional development include designated seats in decision-making roles on the Governance, Service Continuum and Program Analysis & Ranking & Point Intime Count Planning committees. Additional training and support is provided to enhance skills when fulfilling the role; mentorship; skills training; classes on job seeking and resume writing help PLE focus on their strengths; education and training for effectively building skills through volunteering & internships. The CoC worked with a consultant to develop a formalized job description tailored specifically for individuals with lived experience to work on the Racial Equity Action Council (REAC) within the Council of Governments. Several providers have advisory boards of people with lived experience that inform decisions. Additionally, providers are encouraged to hire PLE to provide employment and professional development opportunities. CoC lead opened applications for applicants who with lived experience who were interested in participating on the any PWA CoC committees. CoC Lead underwent a community-wide search, as well as an interview process to identify individuals with experience of homelessness who have received services within the PWA Homeless Services System. Individuals with lived experience were identified to serve on all levels of the CoC committees and are compensated for their work on the committees.

The CoC Lead has recently partnered with the National Coalition for the Homeless to offer professional development to offer PLE to participate in the Lived Experience Training Academy (LETA). LETA builds on the knowledge and skills of diverse people with lived experience and focuses on systemic change to ensure housing is a human right & includes the following topics: technology literacy, wellness & self-care, history of homelessness, Communication, coalition building, conflict resolution, financial wellbeing, organizing & advocacy & inclusive leadership.

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

Describe in the field below:

1.	how your CoC routinely gathers feedback from people experiencing homelessness;	
----	--	--

2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

**(limit 2,500 characters)**

1) The CoC routinely gathers feedback from people experiencing homelessness through surveys, interviews, focus groups, and complaints regarding the homeless system.

- Satisfaction Survey: A client satisfaction survey was implemented this year for CoC funded Programs. The purpose of the survey to gain insight about a participants experience, seek information about equity confidence of the program they are enrolled.

- Interviews: All clients are given the opportunity to be interviewed about their stay in the program. The goal is to obtain qualitative information and identify themes that would require the CoC to make changes in policy, procedure, and practice.

- Feedback Focus Groups: The CoC conducted a homeless engagement listening session in August 2023. Common themes have been identified based on the group feedback. This information will be shared with the CoC programs to determine improvements that can be made.

- On-Line Survey: Households have the opportunity to complete an online survey

- Complaints: Programs are required to submit complaints regarding their program to the CoC Lead. The complaints are reviewed as they are submitted and the CoC does conduct a follow with the household and the CoC funded program concerning the complaint. The goal is to determine the merits of the complaint and determine if services, procedures, etc. could be handled in another manner to improve the client experience.

Additionally, the CoC collaborates with shelters, service providers, and advocacy organizations to create opportunities for individuals to share their experiences, needs, and suggestions for improvement.

2) The CoC utilizes the formats referenced in section one (1) of these question to illicit information from participants of CoC programs.

3) The CoC takes several steps to address challenges raised by people with lived experience of homelessness. Mainly change improvements are made to the CoC’s CES Policy & Procedures. All areas for improvement are identified for change and discussed with the Service Continuum committee during the scheduled monthly meetings. The policy and procedures are updated annually in May of each year. In addition to the annual update, policies are updated throughout the year which takes into account client feedback based on common themes.

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

Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC’s geographic area regarding the following:
---

1.	reforming zoning and land use policies to permit more housing development; and
2.	reducing regulatory barriers to housing development.

**(limit 2,500 characters)**

1.) Prince William County (PWC) is making progress on developing an Affordable Dwelling Unit Ordinance. County staff and their consultants held a community engagement meeting on July 28, and will continue their work on drafting the ordinance. The need for affordable housing in PWC is acute, with the numbers of people experiencing homelessness through the point-in-time count increasing 35% from 2022 to 2023. City of Manassas City Council unanimously passed Housing Ordinance Updates that will allow for more diverse housing types, like “Missing Middle,” and codifies the definition of “affordable housing,” as housing affordable with incomes at or below the area median income, with gross housing expenses not exceeding 30% of gross income.

2.) Families for Affordable Housing hosted an Affordable Housing Summit in July 2023 to address the need for affordable housing in PWC. The summit brought together activists, elected officials, faith leaders, stakeholders, and community leaders to raise awareness, encourage networking, and promote meaningful conversations to find solutions to the affordable housing deficit in PWC. Additionally, the Northern Virginia Affordable Housing Alliance and Wellington Development hosted an Affordable Housing Finance 101 presentation to PWC elected officials, faith leaders, stakeholders, and community leaders.

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

1.	Enter your CoC’s local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	06/01/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC’s local competition—meaning the date your CoC published the deadline.	05/22/2023

1E-2.	<b>Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria below.</b> NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e. You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen. Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	
-------	---	--

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

5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

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

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

1.	What were the maximum number of points available for the renewal project form(s)?	93
2.	How many renewal projects did your CoC submit?	8
3.	What renewal project type did most applicants use?	PH-PSH

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

Describe in the field below:

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

(limit 2,500 characters)

1) All projects were scored on the rate of successful exits as well as the rate of unsuccessful exits (exits to shelter, “the streets”, or “unknown” situations) based on data from Q23c of the HUD CoC APR in HMIS (or APR from DV comparable database). For PSH, persons who remained in housing as of the last day of the review period were also included—this data comes from Q22a1 of the CoC APR. This criterion is worth 6 out of 93 total points. 2) Projects were scored on the length of time to housing based on the “housing type” (site-based or tenant-based) rather than the project type. Projects were scored using data from Q22c of the CoC Annual Progress Report (APR). This criterion is worth 8 out of 93 total points. 3) The CoC evaluation scoring tool was updated this year to include three “severity of need” categories based on areas of focus for the CoC using data from the CoC APR. The three categories are adults with zero income at entry (Q18), adults reporting domestic violence history (Q14a), and adults entering projects from a place not meant for human habitation (Q15). Projects were awarded points proportionately by multiplying the total possible points (2 for each category) by the number of persons served during the reporting period that meet the condition. Projects could earn up to 6 additional points for serving these populations. We decided to award these as bonus points as providers expressed concern, they do not necessarily have control over who enters their projects as referrals come from the Coordinated Entry System. Placement is determined using the CoC’s “By-Name List” which tracks priority for households in need based on their housing barrier score determined by the CoC’s scoring tool. 4) The PAR committee utilizes an objective application & evaluation scoring tool to assess project effectiveness in working with the most vulnerable or hardest to serve populations throughout all geographical areas of CoC. Projects were awarded bonus points as described in number 3 to help offset poor performance due to serving households with higher barriers. Consideration for adjustments was also provided based on one-on-one conversations with providers during the appeal process if adequate documentation was provided.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	
	Describe in the field below:	
1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)



1) Through the use of the Racial Equity Tool provided by the National Alliance to End Homelessness, the CoC identified that African Americans represent 57% of person served through our system, but only 20% of the CoC's overall population. This year the Program Analysis and Ranking (PAR) Committee, which is responsible for determining the rating factors, was comprised of a total of seven persons, with over 50% of the persons representing African American. To obtain input of different races and ethnicities, the PAR Committee obtains feedback from the annual client feedback sessions. Common themes are provided to the PAR to determine if and how rating factors will change for project applications. This information is reviewed annually, updated, and shared with all project applicants and the CoC.

2) As stated, the CoC's HMIS data show that African Americans represent 56% of the homeless population served in the response system, despite being only 20% of the general population. Data also indicates the number of people living below the poverty line are persons of color which constitutes an overrepresentation in the homeless population. Knowing this information, the goal was to increase representation on the PAR Committee. 50% of the PAR committee was comprised of persons representing these populations, which helped the CoC obtain feedback from varying races & ethnicities for the review, selection, and ranking process.

3) The CoC is committed to advancing equity in the provision of homeless assistance services for people who may face additional barriers due to race, ethnicity, LGBTQ+ status, religion, & immigrant status. The CoC uses a Racial Equity Self-Assessment Tool required for organizations receiving funding from HUD CoC Program as part of the annual Renewal Project Scoring Process. Providers were asked to respond to specific questions and were scored on completion of the tool. Additionally, new project applicants were required to certify their commitment to working collaboratively with the CoC on addressing disparities and inequities across the CoC as well as within service delivery. As more related guidance/efforts are made available by the CoC to address racial inequities, it is expected that all new projects support such endeavors.

<b>1E-4.</b>	<b>Reallocation—Reviewing Performance of Existing Projects.</b>	
	NOFO Section V.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 low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

**(limit 2,500 characters)**

1) The PWA CoC policy approved by the Governing Board & members of the CoC state that reallocation for HUD funding can be considered under the following circumstances: a) to support a higher priority project, consistent with the HUD or CoC priorities, b) when projects are continuing to under-perform and/or underspend despite ongoing TA, & c) when a HUD-funded organization relinquishes the project's funding (voluntary reallocation). Projects identified as poor performers are determined in the following manner: a) project performance is monitored quarterly against the CoC Report Card that provides standardized outcome measures (HUD & CoC standards), b) all projects receive an annual desk audit to determine if they're meeting HUD requirements for operation, c) if projects are performing poorly, score low on the annual evaluation or if there are concerns with the desk audit, a monitoring visit will be performed, & e) TA is provided to low performing projects & to projects that have recently had monitoring findings or concerns. 2) No existing projects were identified to reallocate in part or whole – a recommendation by the PAR Committee & approved by the CoC-At-Large. 3) The decision not to reallocate part or whole of any renewal-funded projects for the 2023 HUD application was recommended by the PAR Committee & approved by the CoC-At-Large. 4) The members of the PAR Committee made a recommendation to the Governance that no renewal project be reallocated for this year's HUD application. There was one project identified as low-performing (based on the reallocation criteria outlined in part 1 of this response) - The one low-performing project will continue to receive TA because of a recent change in key leadership positions, Executive Director and Program Manager over emergency shelter and rapid rehousing. Quarterly TA will continue to assist the project to improve by the next application cycle. If improvement is not demonstrated, this project may be at risk of reallocation in the next cycle. The PAR Committee did not identify any projects with consistent underspending.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
--	--	----

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

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	No
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	08/10/2023
--	--	------------

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

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
--	---	-----

1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/19/2023
--	--	------------

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

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	09/19/2023
--	---	------------

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Enter the name of the HMIS Vendor your CoC is currently using.	WellSky
--	--	---------

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

	Select from dropdown menu your CoC’s HMIS coverage area.	Single CoC
--	--	------------

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

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/28/2023
--	---	------------

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

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1)The CoC launched their DV comparable database for HMIS on 7/1/2022 and has now been in operation for one full grant cycle. This database is used for Safe House and DV RRH Bonus programs. The DV provider participates in the monthly data quality assurance to regularly review and validate the accuracy, completeness, and consistency of the data. The CoC has recently renewed its MOU with the DV provider and will provide funding for one more grant cycle to support the comparable site. Now that it has been in operation for a year, the program will complete the APR & and monthly data reporting where the aggregate data will be reviewed quarterly in the CoC report card by PWA CoC.

2)Yes, the comparable database is compliant with the FY22 HMIS Data Standards.

3) Yes, the CoC's HMIS is compliant with the FY22 HMIS Data Standards.

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

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	235	0	200	85.11%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	41	0	41	100.00%
4. Rapid Re-Housing (RRH) beds	82	0	72	87.80%
5. Permanent Supportive Housing (PSH) beds	166	0	41	24.70%
6. Other Permanent Housing (OPH) beds	9	0	9	100.00%

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

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

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

(limit 2,500 characters)

1) Permanent Supportive Housing: 125 of our total PSH beds are for the HUD/VASH program, which is strongly encouraged to utilize HMIS, but is not required. This bed count is calculated based on the 75 vouchers awarded to our CoC as well as our average counts for adult-only and adult/child household sizes. The CoC has 100% HMIS coverage of PSH beds without the VASH beds included. Progress towards incorporating the VASH data in HMIS has been slow due to concern over “double data entry” as the VA is required to enter data in HOMES as well as lack of funding and staff capacity to complete data entry and/or transfers between systems. However, the CoC continues to have conversations with the VA and the Public Housing Authority (PHA) to encourage participation in the HMIS.

2) The CoC continues to work with the VA and PHIPHA points of contact to improve data collection for the VASH program. The VA continues to work to update HOMES to accurately reflect all households served. Emergency Shelter bed coverage is currently at 92%. The CoC will continue to assess the current capacity and utilization rates of homeless service providers to identify gaps. The CoC will continue to foster collaboration among different service providers, community partners and volunteers to enhance bed coverage. Implemented Housing First initiatives will prioritize permanent housing over preconditions and help free up shelter beds. Lastly, the CoC will continue to monitor progress and adjust accordingly to exceed the desired bed coverage goal.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
--	-----

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2B-1.</b>	<b>PIT Count Date.</b>	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/25/2023
--	---	------------

<b>2B-2.</b>	<b>PIT Count Data–HDX Submission Date.</b>	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/28/2023
--	---	------------

<b>2B-3.</b>	<b>PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.</b>	
	NOFO Section V.B.4.b.	

Describe in the field below how your CoC:

- |    |   |
|----|---|
| 1. | engaged unaccompanied youth and youth serving organizations in your CoC’s most recent PIT count planning process;   |
| 2. | worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC’s most recent PIT count planning process; and |
| 3. | included youth experiencing homelessness as counters during your CoC’s most recent unsheltered PIT count.   |

**(limit 2,500 characters)**

1)The Coc engaged with the Prince William County Public Schools McKinney Vento liaison in the CoC’s most recent PIT count. PWA CoC works with the McKinney Vento liaison to identify school-aged homeless youth 18 years & older to connect with homeless services as well as families that have homeless children under 18 years old in the CoC to be incorporated in the count.  
 2) The CoC recently connected with NOVA Bulls (youth advocate for social responsibility and youth homelessness), a comprehensive sports program and mentoring service dedicated to promoting healthy and positive lifestyles among today’s youth. Their mission is to combat the devastating effects of bullying, violence, substance abuse, and mental health issues through athletic activities and social outreach programs. The CoC plans to work with this organization moving forward and incorporate youth in the PIT planning process for 2024 to identify locations where homeless youth are most likely to be identified and  
 3)find ways for youth experiencing homelessness to participate in the count.As we foster this new relationship, the CoC's goal is to expand collaboration with additional youth-serving organizations to expand our reach in the upcoming year.

<b>2B-4.</b>	<b>PIT Count–Methodology Change–CoC Merger Bonus Points.</b>	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC’s PIT count results; or	
	4. state “Not Applicable” if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)



1) In the past, PIT data for sheltered projects was largely pulled from our Homeless Management Information System (HMIS). This year sheltered projects entered their survey data into a separate analysis tool, so all data is based on client response as of the night of the count rather than what is most recent in our system. Additionally, we are now collecting data for our hypothermia shelter projects in HMIS and have also included counts of persons in hotel/motel shelters paid for by the Prince William County Adult & Child Protective Services departments. 2) In the past, a supplemental count (known as the "Service-Based Count") was conducted the day after PIT to capture anyone missed the night before. This year the PWA CoC decided to expand these efforts and conducted supplemental counts over a 7-day period ending on January 31st. Volunteers visited locations such as libraries, fast food restaurants, local malls/business centers, community dinners, and our homeless drop-in centers to complete surveys. Homeless Services staff also visited known encampments multiple times over this period. The PWA CoC also successfully recruited several Spanish-speaking volunteers and employed a person with lived experience to assist with completing surveys. Lastly, survey participants were provided hot meals as a result of partnerships with The Prince William County Community Foundation and 3MT LLC, as well as \$10 gift cards to local restaurants for their participation. 3) These changes provided our CoC with more accurate counts for PIT and more accurate data on the experiences and needs of persons who are homeless. Our sheltered count increased by 21% and our unsheltered count increased by more than 100% from the 2022 count as a result of these changes.

## 2C. System Performance

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

In the field below:

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

**(limit 2,500 characters)**

1) PWA CoC identifies risk factors for first-time homelessness from data gathered thru the CES system & community experience & knowledge. Risk factors are identified by CoC's CES process which includes assessing households (HHs) at risk & those experiencing homelessness to identify risk factors common among HHs experiencing homelessness for the first time. The identified factors included: high CES assessment score, DV, Veteran, Youth, participants w/ disabilities, & low/no income. Most calls to CES are for HHs at risk of homelessness, including HHs who are at risk of first-time homelessness. Other risk factors identified by CES: high cost of living, high unemployment rates & lower wage jobs for HHs in the CoC geographic region.

2) CoC key strategies to address HHs at risk:  
 •CES utilizes diversion skills & prevention programs to assist those imminently at risk of becoming homeless w/ other strategies, resources & solutions to deter homelessness. CES staff are currently trained in diversion techniques to work with HHs to prevent homelessness if possible. PWA CoC offered specific diversion training for all providers & staff in September 2023.

•3.5 FTE Housing Locators provide housing retention & tenancy education; They also work with PWA CoC housing database Padmission to recruit landlords for housing leads for the CoC.

• HHs facing eviction can receive prevention case management (CM) that mediates w/ landlords, connects to rental assistance & prevention funds through state & local funding; prevention CM that mediates w/ landlords, assistance w/ employment; enrollment in mainstream benefits; landlord training; legal assistance; & evaluation of CES outcomes. CoC provides eviction prevention services thru state prevention funds: \$188,675 & local prevention funds: \$350,000. Both funds are used to ensure that HHs at imminent risk of homelessness do not enter homelessness. CoC leverages private funds for one-time rental/utility assistance. In FY23 CoC dedicated \$175,000 of Emergency Food Shelter Program funds for one-time rental assistance & for eviction prevention & utilities. CoC actively evaluates CES prevention & diversion data via the quarterly CoC Report Card. CoC policy requires shelters to continue diversion activities w/ those in the shelter.

3) CoC Lead Agency is PWC Department of Social Services, Homeless Services Division; responsible for overseeing CoC strategy to reduce the number of individuals & families experiencing first-time homelessness.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:

1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	No

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

In the field below:

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

**(limit 2,500 characters)**

1) To reduce Length of Time Homeless (LOTH) for individuals and families, the CoC strategies are:

- increase permanent housing resources to reduce wait times for households accessing;
- CES prioritizing households (HHs) with longest LOTH for both PSH & RRH when reviewing the By-Names-List;
- create Rapid Re-Housing (RRH) & Permanent Supportive Housing (PSH) through CoC Bonus & Reallocation, based on community need/priorities;
- dedicate 100% of PSH beds to Chronically Homeless (CH) thru bonus and/or reallocation each require commitment to Housing First approach for 100% of projects;
- awarded RRH renewal to a new subrecipient to improve outcomes; &
- CoC currently has 3.5 FTE of Housing Locator staff to ensure that households are moved quickly into housing by working with landlords to identify units, thus expediting the move-in process for HHs experiencing homelessness.

PWA CoC added 24 additional PSH beds this year which represents a 59% increase since 2023 HIC, this does not include VASH unit beds.

2)CoC uses a By-Name List (BNL) & CES- HMIS data to ID the individuals & families with the longest LOTH, who are then prioritized for referral to PH options. BNL tracks LOTH, vulnerability, entries & exits. RRH & PSH Admissions Committees. routinely work with outreach teams to ensure rapid admission to PH programs & services as units become available for literally homeless individuals. Households are prioritized by both assessment score, LOTH & date of assessment. Referrals for Veteran specific housing resources & RRH are reviewed monthly by Service Continuum Comm. to ensure households are assessed & offered housing/services quickly. Referrals are tracked in HMIS.

3)CoC Lead Agency is PWC Department of Social Services, Homeless Services Division; responsible for overseeing CoC strategy to reduce households' LOTH.

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

In the field below:

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

**(limit 2,500 characters)**

1) CoC strategy includes utilizing housing locator (HL) positions (3.5 FTE) to ID new landlords & ID sustainable units for RRH HHs. HLs & case managers in the CoC utilize a housing database (P admission) to input and track available units for households to secure housing quickly. CoC follows best practices to aid in the success of exits to PH:

- using VI-SPDAT as interim assessment that encompasses barriers to housing & daily living; determine additional high priority needs.
- low barrier model for ES; ensuring fair & equal access to all HHs
- continued diversion & remediation strategies;
- requirement of Housing 1st model for all CoC programs; ensuring that housing is the top priority for all HHs regardless of income or housing barriers.
- Progressive Engagement used for RRH, providing individualized financial assistance & case management; focus on increasing HH income via employment services and/or training to increase sustain housing; as a way to bridge gradually to self-sustainability when HHs are connected to services;
- Assess HH needs to provide housing/services to meet those needs so HH can become stable & more likely to exit to a PH destination. HHs that exit to RRH or PSH are provided case management while in the program to ensure self-sustainability & housing retention.

2) To increase PH retention rate, CoC leverages over \$ \$500,000 of state & local government funds for PSH & Prevention services. If HH has issues paying rent after exiting a PH program, the funds can be used to maintain person in their existing housing instead of re-entering the homeless system. Additionally, CM Aftercare Services are offered to all HHs exiting PSH programs, to help ensure housing stability and retention of housing. HLs will mediate landlord/tenant issues to preserve housing for HHs that have exited PH programs. HHs are also offered services through CoC's SkillSource Center Virginia Career Works for resume building, job training & placement. CoC recognizes that mainstream benefits are vital for maintaining housing & coordinates with Virginia SOAR Coordinator for SOAR certifications to CoC providers. CoC providers partner w/ local Departments of Social Services to connect HHs to mainstream benefits TANF, VIEW & SNAP. CoC's lobbying of the County has resulted in the adoption of a homeless preference in the Administrative Plan by Housing.

3) CoC Lead Agency is PWC Department of Social Services, Homeless Services Division; responsible for overseeing CoC strategy.

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

In the field below:

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

**(limit 2,500 characters)**

1)The CoC’s strategy to identify individuals and families who return to homelessness include:

- All households (HHs) requesting access to emergency shelter must contact CES & staff checks the HMIS system if the HH has been housed within the past 24 months in a RRH or PSH program; New homeless households are entered into HMIS to track first time homeless.
- HHs identified are asked to complete an assessment to identify the causes of homelessness & the information is collected & provided to the Service Continuum committee for analysis to make improvement to discharge planning & aftercare services. As part of the assessment, HHs are asked for HMIS if this is first time homeless & if not, how many times & episodes they have been homeless in the past 3 years.
- If the HH was housed within the past 12 months from request to enter shelter, a case conference is held as part develop a plan prior to entering shelter to identify barriers to maintain housing, to address barriers as result of losing housing & identify HH needs. An individual housing plan is established to assist the HH with goals to work toward self-sufficiency while working to obtain permanent housing again & additionally assists the program with determining the most appropriate housing option.

2)The CoC strategies to reduce returns include:

- CoC identifies returns of HHs through CES, assesses reasons why placement failed & tailors interventions to help with sustainability for next housing opportunity;
- CoC requires follow up w/exited participants to ensure housing stability to determine if additional resources or services are needed to maintain permanent housing;
- CoC monitors project performance outcomes that support PH stability e.g. increasing income & access to benefits/employment - & has established performance targets to minimize returns to homelessness. TA is developed for programs that do not meet outcome goals.
- To increase HH financial stability: SkillSource Center & Virginia Career Works offers job training& placement to homeless HHs;
- CoC works w/state SOAR Coordinator to provide SOAR training to CoC providers; to assist households that need assistance in applying for disability benefits if eligible.
- CoC’s providers actively partner w/local Departments of Social Services to connect HHs to benefits such as TANF, VIEW and SNAP.

3)The CoC Lead Agency is PWC Department of Social Services, Homeless Services Division; who is responsible for overseeing this goal.

2C-5.	Increasing Employment Cash Income–CoC’s Strategy.	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC’s strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC’s strategy to increase income from employment.	

**(limit 2,500 characters)**

1) The CoC’s strategy to increase access to mainstream employment organizations that results in families increasing income includes providing training to case managers re: employment access, researching best practice training opportunities, ensuring circulation of notices of job fairs and training opportunities for HHs, helping HHs gain access to transportation assistance and/or childcare. To increase employment income for individuals and families, CoC’s strategy is to work with mainstream employment organizations to increase access to job readiness & job training, skills building & employment programs and opportunities. Case management services are provided to all households in CoC programs; case management focuses on Service Plan development with w/goals focused on employment & training using a strength-based model on, including how disabled HHs can participate in employment w/out loss of benefits. The CoC encourages providers to use strategies to increase income through stipends for Persons with Lived Experience who work to inform and guide committees or boards; and promoting jobs in service agency positions.

2) The Virginia Employment Commission (VEC) is a member of the PWA CoC. The VEC’s Workforce Services Representative from the Prince William Virginia Career Works collaborates with CoC providers to offer employment services (e.g., job placement, resume writing assistance, & job assistance for families & individuals). The CoC has 2 employment programs that work with households directly at ES Programs and Bill Mehr Drop-in Center to develop employment skills, resume assistance, interviewing skills, and apply for employment opportunities. They are the Saved Hands and CHOICES programs. These programs partner directly with ES shelter and DIC providers, going as often as households need the services. Case managers provide a warm handoff to each program, letting them know what the household needs assistance with specifically.

3) CoC Lead Agency is PWC Department of Social Services, Homeless Services Division; responsible for overseeing strategy to increase income from employment, CoC’s Service Continuum & coordination with Workforce Service representative to enhance coordination.

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

In the field below:

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

**(limit 2,500 characters)**

1). The CoC's strategy to access non-employment cash income (TANF, WIC, SNAP, SSDI, childcare) focuses on ensuring that homeless services & housing programs are well-informed & collaborate effectively with organizations & connections to this type of income. Training is provided to homeless service staff on an annual basis by Prince William County Public Assistance Division. The CoC has an upcoming scheduled SNAP/Medicaid Program Overview training, which includes brief program eligibility requirements, how to apply, typical verifications required, and an application processing timetable scheduled for February 2024. The CoC Lead conducts annual SOAR two-day training for homeless services providers. SOAR trainers, PATH staff & Outreach staff work directly at Drop-in Center & Mobile Drop-in Center sites to assist in filling out applications on behalf of those who may face barriers to accessing technology or lack the necessary documentation. The outreach team provides guidance on gathering required documents, such as identification papers and proof of residency. Case Managers work with households to help them obtain non-cash benefits by helping them obtain pertinent documentation and apply for benefits as well as maintain those benefits by helping them coordinate with benefits worker for review and send documentation needed for renewals. CoC's Service Continuum & coordination with Workforce Service representatives collaborate to enhance coordination. Quarterly this outcome measure is reviewed by the Service Continuum Committee of the CoC to determine how improvements can be made to improve the goal as well as the goal is reviewed annually by the Governance and CoC committees.

2) CoC Lead Agency is PWC Department of Social Services, Homeless Services Division; responsible for overseeing strategy to access non-employment cash income.



### 3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

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

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

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

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

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

Project Name	Project Type	Rank Number	Leverage Type
NVFS Rapid Re-Hou...	PH-RRH	10	Both

### 3A-3. List of Projects.

1. What is the name of the new project? NVFS Rapid Re-Housing and Health Care Services

2. Enter the Unique Entity Identifier (UEI): LVWEXSWRMNU6

3. Select the new project type: PH-RRH

4. Enter the rank number of the project on your CoC's Priority Listing: 10

5. Select the type of leverage: Both

### 3B. New Projects With Rehabilitation/New Construction Costs

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>3B-1.</b>	<b>Rehabilitation/New Construction Costs–New Projects.</b>	
	NOFO Section V.B.1.s.	

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

<b>3B-2.</b>	<b>Rehabilitation/New Construction Costs–New Projects.</b>	
	NOFO Section V.B.1.s.	

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

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

**(limit 2,500 characters)**

Not Applicable

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

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

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

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

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

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

(limit 2,500 characters)

Not Applicable

## 4A. DV Bonus Project Applicants for New DV Bonus Funding

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
<b>Applicant Name</b>		
This list contains no items		

## 4B. Attachments Screen For All Application Questions

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

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/19/2023
1C-7. PHA Moving On Preference	No		
1D-11a. Letter Signed by Working Group	Yes	Letter Signed by ...	09/19/2023
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	09/19/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Web Posting of Lo...	09/19/2023
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/19/2023
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	09/19/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/19/2023
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/19/2023
1E-5b. Local Competition Selection Results	Yes	Local Competition...	09/19/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting—CoC-A...	09/20/2023

1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Notification of C...	09/20/2023
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD's Homeless Da...	09/19/2023
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	09/19/2023
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/19/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No		

## **Attachment Details**

**Document Description:** PHA Homeless Preference

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Letter Signed by Working Group

## **Attachment Details**

**Document Description:** Housing First Evaluation

## **Attachment Details**

**Document Description:** Web Posting of Local Competition Deadline

## **Attachment Details**



**Document Description:** Local Competition Scoring Too

## **Attachment Details**

**Document Description:** Scored Forms for One Project

## **Attachment Details**

**Document Description:** Notification of Projects Rejected-Reduced

## **Attachment Details**

**Document Description:** Notification of Projects Accepted

## **Attachment Details**

**Document Description:** Local Competition Selection Results

## **Attachment Details**

**Document Description:** Web Posting–CoC-Approved Consolidated Application

## Attachment Details

**Document Description:** Notification of CoC-Approved Consolidated Application

## Attachment Details

**Document Description:** HUD's Homeless Data Exchange (HDX) Competition Report

## Attachment Details

**Document Description:** Housing Leveraging Commitments

## Attachment Details

**Document Description:** Healthcare Formal Agreements

## 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	08/01/2023
1B. Inclusive Structure	09/25/2023
1C. Coordination and Engagement	09/25/2023
1D. Coordination and Engagement Cont'd	09/25/2023
1E. Project Review/Ranking	09/25/2023
2A. HMIS Implementation	09/25/2023
2B. Point-in-Time (PIT) Count	09/25/2023
2C. System Performance	09/25/2023
3A. Coordination with Housing and Healthcare	09/25/2023
3B. Rehabilitation/New Construction Costs	09/25/2023
3C. Serving Homeless Under Other Federal Statutes	09/20/2023

<b>4A. DV Bonus Project Applicants</b>	09/20/2023
<b>4B. Attachments Screen</b>	09/20/2023
<b>Submission Summary</b>	No Input Required

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1C-7. PHA Homeless Preference**

**Documents include the following:**

- **Excerpt of the Office of Housing and Community Development (OHCD) Admin Plan – January 26, 2023, 4-III.C. SELECTION METHOD**

## CHAPTER 4

### 4-III.C. SELECTION METHOD

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

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

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

#### OHCD Policy

OHCD will assist any family terminated from its HCV program due to insufficient program funding and then assist families that qualify for local preferences.

The OHCD has the following system to apply local preferences:

Preference 1. Families who live, work, or have been hired to work in the jurisdiction who are:

- Elderly (Elderly family means a family whose head or spouse or sole member is a person who is at least 62 years of age.), or
- Disabled (A disabled family is a family whose head, spouse, or sole member is a person with disabilities as defined by HUD), or
- Non-elderly person with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, currently experiencing homeless, previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project, or those at risk of experiencing homelessness, or
- Homeless (HUD Final Rule Defining Homeless 76 FR 75994 [12-5-11]), or
- Graduates of Transitional Housing Program (as certified by local service provider or appropriate agency), or
- Victim(s) of Domestic Violence. Families that have been subjected to or victimized by a member of the family or household within the past 6 months. OHCD 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. The following criteria are used to establish a family's eligibility for this preference:
  - Actual or threatened physical violence directed against the applicant or the applicant's family by spouse or other household member who lives

## CHAPTER 4

- in the unit with the family,
- The actual or threatened violence must have occurred within the past 120 days or be of a continuing nature,
- An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced,
- 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 unless OHCD gives prior written approval.
  - Approval is only granted if the abuser has received therapy or counseling that appears to minimize the recurrence of violent behavior or a counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family. If the abuser returns to the family without OHCD approval OHCD will deny or terminate assistance

Preference 2. Applicants who live or work in the County of Prince William.

Preference 3. Applicants who live or work in the Commonwealth of Virginia.

Preference 4. Applicants who do not qualify for Preference 1, 2 or 3.

### Order of Selection

Among applicants with equal preference status all applicants on the waiting list will be organized by date and time of applicant. When selecting applicants from the waiting list the selection order will be:

1. Calendar Year;
2. Preference Level; and
3. Date and Time

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

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during OHCD's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

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



## CHAPTER 4

### OHCD Policy

OHCD will monitor progress in meeting the income-targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income-targeting requirement is met.

### **Order of Preference**

The PHA system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list the PHA is required to use targeted funding to assist only those families who meet the specified criteria, and the PHA is not permitted to skip down the waiting list to a family that is can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

### OHCD Policy

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

If the applicant claimed a residency preference on their original or updated application, residency preference verification documentation must be received by OHCD at the time the applicant is pulled from the waiting list.

Proof that that the head of household, spouse, or co-head currently lives in the County:

- A copy of a valid driver's license which includes a current address
- A copy of a valid state ID card which includes a current address
- A copy of a valid Medicaid card which includes a current address
- A valid Social Security printout letter which includes a current address
- A copy of a valid voter's registration card which includes a current address
- A letter from the Homeless Shelter, HARA, or Lead Agency indicating residency

Proof that the head of household, spouse, or co-head currently works in the County:

- A letter from the employer stating the applicant is employed in the County.
- A letter from the employer stating the applicant will be employed in the County.

## CHAPTER 4

- A copy of a valid paycheck stub with the employer's address showing the business is located in the County.

OHCD's admission income eligibility criteria is that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1D-11a. Letter Signed by Working Group**

**Documents include the following:**

- **PWC CoC Lived Experience Letter CoC**
- **PWC CoC Lived Experience Letter CoC Governance**
- **PWC CoC Lived Experience Letter CoC Service Continuum**

***PWC CoC Lived Experience Letter CoC***



September 19, 2023

Michael D. Rose  
Director CPD  
Washington DC Field Office

RE: FY2023 CoC Program Competition Funding Opportunity  
Lived Experience CoC Participation

To whom it may concern,

As a valued member of the Prince William Area (PWA) Continuum of Care (CoC), I am writing this letter for the FY2023 CoC Program Competition Funding Opportunity to explain my participation in the CoC as a member with lived experience.

This year I participated in the PWA CoC as a member of the CoC at Large. The CoC at Large provides funding for efforts by nonprofit providers and local governments to quickly rehouse homeless individuals and families while minimizing the trauma of dislocation caused to homeless individuals, and families in the community. The Homeless Services System promotes access to and effective utilization of mainstream programs by homeless individuals and families to optimize self-sufficiency among individuals and families experiencing homelessness.

My lived experience provides a valuable perspective that greatly contributes to the committee's understanding of the challenges faced by individuals experiencing homelessness.

Sincerely,

*Deborah E. Owens*

[Deborah E. Owens \(Sep 19, 2023 11:32 EDT\)](#)

Debbie Owens  
Lived Experience Member  
Prince William Area (PWA) Continuum of Care (CoC)







# PWA CoC Lived Experience Letter

Final Audit Report

2023-09-19

Created:	2023-09-19
By:	Dana Carey (dcarey2@pwcgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAawGjNGTZYhiEufD3b8uImof4t-qKEcULU

## "PWA CoC Lived Experience Letter" History

-  Document created by Dana Carey (dcarey2@pwcgov.org)  
2023-09-19 - 3:28:54 PM GMT- IP address: 199.34.106.161
-  Document emailed to reddgirl19753@gmail.com for signature  
2023-09-19 - 3:29:31 PM GMT
-  Email viewed by reddgirl19753@gmail.com  
2023-09-19 - 3:29:33 PM GMT- IP address: 66.249.91.146
-  Signer reddgirl19753@gmail.com entered name at signing as Deborah E. Owens  
2023-09-19 - 3:32:48 PM GMT- IP address: 73.191.120.180
-  Document e-signed by Deborah E. Owens (reddgirl19753@gmail.com)  
Signature Date: 2023-09-19 - 3:32:50 PM GMT - Time Source: server- IP address: 73.191.120.180
-  Agreement completed.  
2023-09-19 - 3:32:50 PM GMT

***PWC CoC Lived Experience Letter CoC Governance***



Date 8/31/2023

Michael D. Rose  
Director CPD  
Washington DC Field Office

RE: FY2023 CoC Program Competition Funding Opportunity  
Lived Experience CoC Participation

To whom it may concern,

As a valued member of the Prince William Area (PWA) Continuum of Care (CoC), I am writing this letter for the FY2023 CoC Program Competition Funding Opportunity to explain my participation in the CoC as a member with lived experience.

This year I participated in the PWA CoC as a member of the CoC at Large and the Governance Committee. The CoC at Large provides funding for efforts by nonprofit providers and local governments to quickly rehouse homeless individuals and families while minimizing the trauma of dislocation caused to homeless individuals, and families in the community. The Homeless Services System promotes access to and effective utilization of mainstream programs by homeless individuals and families to optimize self-sufficiency among individuals and families experiencing homelessness. The Governance Committee ensures that policies and procedures are implemented on behalf of the PWA CoC system that prevents and ends homelessness for constituents. Additionally, the group utilizes data to determine how to shape policy and what additional resources are needed for the community related to homeless services.

My lived experience provides a valuable perspective that greatly contributes to the committee's understanding of the challenges faced by individuals experiencing homelessness. I support the priorities of the CoC to serve individuals and families experiencing homelessness with severe needs in Prince William County.

Sincerely,  
Darlene E. Ingram

A handwritten signature in black ink that reads "Darlene E. Ingram".

Lived Experience Member  
Prince William Area (PWA) Continuum of Care (CoC)



***PWC CoC Lived Experience Letter CoC Service Continuum***



August 25, 2023

Michael D. Rose  
Director CPD  
Washington DC Field Office

RE: FY2023 CoC Program Competition Funding Opportunity  
Lived Experience CoC Participation

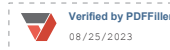
To whom it may concern,

As a valued member of the Prince William Area (PWA) Continuum of Care (CoC), I am writing this letter for the FY2023 CoC Program Competition Funding Opportunity to describe my participation in the PWA CoC as a member with lived experience.

This year I participated in the PWA CoC as a member of the CoC at Large and the Service Continuum Committee. The CoC at Large provides funding for efforts by nonprofit providers and local governments to quickly rehouse homeless individuals and families while minimizing the trauma of dislocation caused to homeless individuals, and families in the community. The Homeless Services System promotes access to and effective utilization of mainstream programs by homeless individuals and families to optimize self-sufficiency among individuals and families experiencing homelessness. The Service Continuum Committee develops streamlined processes to improve PWA services. The committee has created Coordinated Entry Policies and Procedures, a uniform Rapid Re-Housing application, and strategic ways to improve barriers to Emergency Shelter.

My lived experience provides a valuable perspective that greatly contributes to the committee's understanding of the challenges faced by individuals experiencing homelessness. I support the priorities of the CoC to serve individuals and families experiencing homelessness with severe needs in Prince William County.

Sincerely,  
*Amelia Wilmore*



Amelia Wilmore  
Lived Experience Member  
Prince William Area (PWA) Continuum of Care (CoC)

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1D-2a. Housing First Evaluation**

**Documents include the following:**

- **PWA CoC - FY23 Desk Audit Tool - PSH -Pass-05-2023-final**

## Prince William Area Continuum of Care Project Desk Audit Tool – Permanent Supportive Housing (PSH)

### Program Information:

<b>Agency Name:</b>	StreetLight Community Outreach Ministries
<b>Grant Number:</b>	VA0127L3G042112
<b>Project Name:</b>	Pass PSH- HMIS ID# 101

### Desk Audit Information:

<b>Staff completing tool:</b>	Gabriele Tibbs
<b>Staff consulted during completion of tool:</b>	Gabriele Tibbs, Jenny Tran, Rose Powers, Andrea Shaffner
<b>Date(s) of Desk Audit:</b>	July 01, 2021, to June 30, 2022

### CoC Staff Only – Desk Audit Review

<b>Date(s) of Review:</b>	Click or tap here to enter text.
<b>Reviewer(s):</b>	Click or tap here to enter text.

## INSTRUCTIONS

Please complete this Desk Audit Tool as requested by the Prince William Area CoC. For any items not in compliance, please provide written comments explaining the circumstances and how you will remedy the issue. The legend below indicates where you should look for each of the items in the tool. Please note to complete the tool, you may need to consult with both program staff and fiscal staff within your organization. Please also note supporting documentation is required for some items. Agencies may also be asked to complete desk audits of individual client files using the “Client File Checklist”. For monitoring visits CoC staff will complete all client file reviews and will provide the checklist for reference.

### There are 3 sections of the tool to be completed:

1. [Organizational-Level Monitoring](#)
2. [Project-Level Monitoring](#)
3. [Project Performance Review](#)

**You are NOT required to fill out any items shaded in gray.** These items are provided for reference as they are subject to review during monitoring visits from CoC staff.

The last section, [HUD CPD Program Monitoring Guidance](#), is also for reference and provides additional information on the monitoring process conducted by HUD CPD staff.

LEGEND		
<b>CF:</b> Client Files	<b>FR:</b> Fiscal Records	<b>H:</b> HMIS
<b>HC:</b> Hard Copy Proof/Documentation	<b>P&amp;P:</b> Policies and Procedures	
<b>SR:</b> Self-Report from Agency ( <i>self-reported information will be subject to review during site visits</i> )		

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

**ORGANIZATIONAL-LEVEL MONITORING**

GENERAL OPERATIONS				
POLICIES AND PROCEDURES		YES	NO	N/A
1	Is there a written policy identifying the involvement of homeless/ formerly homeless individuals on the board of directors or other equivalent policy-making entity? [24 CFR 578.75 (g)(1)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a written policy related to non-discrimination and equal opportunity requirements? [24 CFR 5.105(a)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is there a written policy related to HUD Final Rule on Equal Access, ensuring that housing is available without regard to actual or perceived sexual orientation, gender identity, or marital status? [24 CFR 5.105(a)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is there a drug-free workplace statement? [24 CFR 5.105(d)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there a policy to ensure compliance with the faith-based activities requirements? This includes offering religious activities separately from CoC project and services, ensuring that participation in religious activities is voluntary for CoC participants, and ensuring the organization does not discriminate against prospective or active participants on the basis of religion or religious beliefs. [24 CFR 5.109(e)(g)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is there a written policy related to fair housing requirements? This includes ensuring that 1) housing is not limited to one sex unless the project meets the requirements outlined in 24 CFR 578.93; 2) housing does not discriminate against any protected class; 3) project is following guidance related to affirmatively furthering fair housing; 4) project's housing and supportive services are provided in the most integrated setting appropriate to the needs of persons with disabilities; and 5) project prohibits family separation for families with children under 18 regardless of child's age. [24 CFR 578.93] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>COMMENTS/DOCUMENTATION:</b> <a href="#">Click or tap here to enter text.</a></p>				

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

RECORD KEEPING		YES	NO	N/A
7	Are all client records containing identifying information kept secure and confidential; addresses of family violence projects are confidential and not made public; addresses or locations of any housing or project participant are confidential and not made public? [24 CFR 578.103(b)] <b>P&amp;P; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are records pertaining to project participants' qualifications being retained for 5 years after all funds are expended from the grant under which the project participant was served? [24 CFR 578.103(c)(1)] <b>P&amp;P; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	If CoC funds were used for the acquisition, new construction, or rehabilitation of a project site, are records retained until 15 years after the date that the project site is first occupied, or used, by project participants? [24 CFR 578.103(c)(2)] <b>P&amp;P; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
STAFFING & STAFF DEVELOPMENT		YES	NO	N/A
10	Does the organization sufficiently prepare staff to work with the target population through ongoing staff development? For example: Required onboarding/training, required annual training, regular supervision meetings to discuss client goal plans/challenges/intervention strategies, etc. <i>(Please document in the comments below the organizations's current staff development strategy, including training topics that are offered and/or required for new and current staff)</i> <b>SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the organization have a standard of conduct governing the performance of employees, including standards related to engagement with program participants? <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Does the organization maintain job descriptions for all paid and volunteer staff? <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Does the organization operate under an affirmative action plan? <b>P&amp;P; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the organization conduct annual staff evaluations? <b>P&amp;P; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

<b>FISCAL OPERATIONS</b>				
<b>FISCAL POLICIES &amp; PROCEDURES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
15	Is there a policy manual covering the authority for approving financial transactions, including guidelines for controlling expenditures, such as purchasing requirements and travel authorizations? [24 CFR 84.21(b)(2); 24 CFR 85.20] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Is there a conflict-of-interest policy that aligns with [24 CFR 578.95(d)]? <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are there established, written procurement procedures? [24 CFR 84.44(a)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Is there a written standard of conduct governing the performance of employees engaged in the award and administration of contracts? [24 CFR 84.42; 24 CFR 85.36(b)(3)] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	<b>Is process for allocating shared project costs consistent and reasonable? FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Upon turnover of an executive director and/or fiscal manager, are policies and procedures reviewed within one year of the change, and updated if necessary? <b>SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Are fiscal policies and procedures current (updated within the past two calendar years or to reflect monitoring/audit recommendations?) <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	<b>Are fiscal policies and procedures complete (internal controls, financial reporting, accounts, payable, accounts receivable, payroll, procurement of goods and services)? P&amp;P</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> <a href="#">Click or tap here to enter text.</a>				
<b>RECORDKEEPING</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
23	Is there documentation that payroll taxes that were due were actually paid? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Have state and federal payroll tax returns been filed by the end of the month following the end of the quarter for monitoring months under review? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Is there evidence that a Federal 990 return filed for the most recent tax year or was a request for extension filed on time? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Are bank reconciliations current (as of the last four months)? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Are employee and supervisor signatures on timesheets? <b>HC; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Are changes to timesheets initialed by the supervisor and employee? <b>HC; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

29	If employee time is paid by more than one source, it is recorded by funding source or project on timesheets? <b>HC; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Is the organization-wide budget current? (Circle: fiscal or calendar year) <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Does the organization-wide budget show income and expense by project? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Does the organization-wide budget show allocation of shared and indirect costs by project? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Does the organization-wide budget show fundraising separate from project expense? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Does the organization-wide budget clearly identify all revenue sources (city, state, federal)? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Are profit and loss statements current (as of the last four months)? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Do profit and loss statements show YTD revenue and expense by project, contract, or funding source, including indirect costs? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Is YTD revenue either a positive number or has organization provided a sound explanation of how it will be positive by the end of the fiscal year? <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	The organization has no conflict-of-interest findings related to 24 CFR 578.95(d) <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>MATCH REQUIREMENTS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
39	Is the organization tracking match on a monthly and quarterly basis? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	If the organization has more than one grant, are match requirements being met overall (25% across all CoC grants minus leasing costs)? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				



**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

INTERNAL CONTROLS [24 CFR 85.20]/ CONFLICT OF INTEREST		YES	NO	N/A
41	Is there an organizational chart that illustrates the actual lines of authority/responsibility? <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Are primary duties for key employees of the organization defined? <b>HC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Does the chart of accounts include a complete listing of account numbers, ensuring that resources used do not exceed resources authorized? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Do the approval controls provide reasonable assurance that appropriate individuals approve recorded transactions in accordance with management’s general or specific criteria? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Do the controls over the design and use of documents and records provide reasonable assurance that transactions and events are properly documented, recorded, and auditable? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	Are duties segregated to effectively reduce the opportunity for someone to perpetrate or conceal irregularities? <b>P&amp;P; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Is it clear that all personnel are responsible for communicating any operating problems or noncompliance with laws and regulations to appropriate supervisors? <b>SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Do the internal control procedures support the ability to prepare financial statements that are accurately presented in conformity with generally accepted or other relevant and appropriate accounting principles and regulatory requirements? <b>P&amp;P</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Has the implementation of policies and procedures demonstrated appropriate internal controls, including segregation of duties? <b>SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	The organization has no conflict-of-interest findings related to 24 CFR 578.95(d). <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.</p>				

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

AUDITS		YES	NO	N/A
51	Are audited financial statements complete (all sections and statements included opinion and audit letters are signed)? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Do audited financial statements contain unmodified opinions? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Do audited financial statement have no current audit findings and/or questioned costs? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Do audited financial statements have no material weaknesses mentioned or going concern stated in the notes? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Do audited financial statements have no material weaknesses mentioned or ongoing concerns stated in the notes? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	For organizations that received a management letter, was the letter signed by the audit firm? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	In the current audit, is cash flow from the operation positive? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	In the current audit, does the organization have at least 60 days of operating cash? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Single Audits</b>				
59	Is the organization subject to a Single Audit? If no, indicate "No" and skip this section. [24 CFR 578.99(g)] <b>FR; SR</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60	Is there a system or methodology in place to ensure that such audits are conducted? OMB Circular A-133; [24 CFR 84.26(a); 24 CFR 85.26(b)] <b>P&amp;P; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
61	Is there documentation that the audits have been reviewed for compliance and that there have been appropriate follow-up actions, if necessary? [24 CFR 578.103(a)(15) or 24 CFR 578.103(a)(16)] <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

**PROJECT-LEVEL MONITORING**

PROJECT OPERATIONS				
COC STANDARDS		YES	NO	N/A
1	Does this project participate in the CoC Coordinated Entry System? [24 CFR 578.7(a)(8)] <b>P&amp;P; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the project have a designated staff person to ensure that school-aged children are enrolled in school and connected to appropriate educational services such as early childhood projects (if the project provides housing/services to families)? [24 CFR 578.23 (c)(iv)] <b>HC; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Does the project have a formal termination of assistance process that includes providing a written copy of the project rules and information related the termination process to the participant before services begin? [24 CFR 578.91] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the formal termination of assistance process include providing participants with a clear statement of the reasons for termination, offering a decision review process by a person other than the staff who made/approved the termination decision, and providing prompt written notice of the final decision to the participant? [24 CFR 578.91] <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the organization involve homeless individuals and families through employment; volunteer services; or otherwise in operating the project, or in providing supportive services for the project, to the maximum extent possible? [24 CFR 578.75 (g)(2)] <b>SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the project have policies that allow for victims of domestic violence, dating violence, sexual assault, or stalking, who are imminently threatened by harm, to retain their rental assistance and move to a different unit? [24 CFR 578.51(3)] <b>P&amp;P</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Does the project have a policy to allow households members living in an assisted unit to retain assistance until expiration of the leases after the death, incarceration, or long-term institutionalization of qualifying household member? [24 CFR 578.75] <b>P&amp;P</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Does the project have a policy to allow household members living in an assisted unit to retain assistance until expiration of lease if qualifying member is evicted from the unit due to domestic violence, dating violence, sexual assault, or stalking? [24 CFR 578.75(j)] <b>P&amp;P</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Does the project provide meals or meal preparation facilities for all participants? [24 CFR 578.75(d)] <i>Note: Required for programs that provide supportive housing for homeless persons.</i> <b>HC; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

	<p><b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.</p>
--	--

<b>Housing First</b>			
10	<p>Does the project follow a low barrier/Housing First approach by ensuring that participants are NOT screened out based on the following items, in compliance with CE Policies and Procedures? [HUD CoC NOFA Application; CoC CE Policies and Procedures] <i>Check yes if project does NOT screen out participants based on the criteria below:</i></p>	Respond Yes, No, or N/A to each item below	
	- Having too little or no income. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- Active or history of substance abuse. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- Having a criminal record with exceptions for state mandated restrictions. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- History of domestic violence (e.g., lack of protective/restraining order, period of separation from abuser, law enforcement involvement). <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	<p>Does the project ensure that participants are not terminated from the project for the following reasons, in compliance with CE Policies and Procedures? [HUD CoC NOFA Application; CoC CE Policies and Procedures] <i>Check yes if participants are NOT terminated from the project based on the criteria below:</i></p>	Respond Yes, No, or N/A to each item below	
	- Failure to participate in supportive services. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- Failure to make progress on a service plan. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- Loss of income or failure to improve income. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- Being a victim of domestic violence. <b>P&amp;P</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p><b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.</p>		

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

RECORDKEEPING		YES	NO	N/A
12	Does project have executed grant agreement on file? [24 CFR 578.23(c)] <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Does the project have documentation of grant amendments on file, if applicable? [24 CFR 578.105] <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the project have documentation of executed MOU's related to any services that will be provided by a third party? Note: this should include any partners identified in the supportive services budget as well as any other partners delivering services [24 CFR 578.73(c)(3)] <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	FY18\FY19 Grant Terms: Does project have documentation of any applicable COVID-19 waivers? [HUD CPD Memos 3/31/20, 5/22/20, 9/30/20] <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Was an environmental review completed prior to committing or expending HUD or local funds on any eligible project activities or acquiring, rehabilitating, converting, leasing, repairing, disposing of, demolishing, or constructing property? [24 CFR 578.31; 24 CFR 50] <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Was most recent APR submitted on time? [24 CFR 578.33(f)] <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
PROJECT EVALUATION		YES	NO	N/A
18	Does the project periodically evaluate the impact of its services on the target population? <i>(Please document in the comments below how the project conducts this evaluation)</i> <b>SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the project periodically evaluate the ongoing and emerging needs of the target population? <i>(Please document in the comments below how the project conducts this evaluation)</i> <b>SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Does the project use information from the evaluations to revise/update its goals and objectives? <i>(Please document in the comments below how the project uses this information to revise/update its goals and objectives)</i> <b>SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Yes, through goal plans, and update of goal plans, case notes, and client self-report. Supportive services are provided according to need and request of client. We implemented an internal client survey tool to evaluate service delivery and assess needs. This tool will help staff measure how to effectively improve needs and services. The survey will be conducted every six months. StreetLight was also able to hire a RN who works with the medically fragile individuals to evaluate and address health and wellness of clients.				

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

FISCAL OPERATIONS					
FISCAL RECORDS		YES	NO	N/A	
21	Are there written policies and procedures ensuring that the CoC funds are used in accordance with requirements and are there sufficient records to enable HUD and the CoC to determine whether CoC requirements are being met? [24 CFR 578.103(a)] <b>P&amp;P</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
22	Are there records that adequately identify the sources and uses of funds for Federally sponsored activities? (NOTE: These records should contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.) [24 CFR 578.99(e); 24 CFR 578.103(a)(15); 24 CFR 84.21(b)(2); 24 CFR 85.20] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Do financial records (e.g., quarterly drawdowns, unexpended balances) match the information in HUD’s financial management systems (e.g., Line of Credit Control System (eLOCCS), Integrated Disbursement and Information System (IDIS)) for the period under review?[24 CFR 578.99(e); 24 CFR 84.21(b); 24 CFR 85.20] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>COMMENTS/DOCUMENTATION: There is no written policy for #21. However, our Finance Director is working closely with our Executive Director and Director of Supportive Services to review and evaluate project budget line items monthly and as needed. This will ensure that all funds are used in accordance with requirements.</b></p>					
COST ALLOWABILITY		YES	NO	N/A	
24	Does a review of the sample transaction records indicate that grant expenditures were eligible costs, necessary and reasonable, allocable to the project, and supported by adequate source documentation (invoices, contracts, or purchase orders)?[24 CFR 578.37; 24 CFR 578.103(a); 24 CFR 84.21(b); 24 CFR 85.20(a); 24 CFR 85.20(b); 2 CFR 200.403] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Are expenditures identified in accounting records according to eligible activities as identified in the grant agreement? [24 CFR 578.37; 24 CFR 578.99(e); 24 CFR 578.103; 24 CFR 84.21(b)(2); 24 CFR 85.20] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Are payments for salaries and wages supported by documented payrolls and personnel activity reports as specified in the applicable cost principles? [24 CFR 578.99(e); OMB Circular A-122, Attachment B, 8(m); OMB Circular A-87, Attachment B, 8(h)] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

27	Are charges to the grant by both governmental units and organizations for salaries and wages, whether treated as direct or indirect costs, based on payrolls documented in accordance with generally accepted accounting principles and approved by a responsible official(s) of the organization being monitored? [24 CFR 578.59; 24 CFR 578.99(e); OMB Circular A-122, Attachment B, 8(m); OMB Circular A-87, Attachment B, 8(h)] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Did a review of the financial records demonstrate that cash payments were not being provided directly to the project beneficiaries, except for reasonable stipends to project participants in employment assistance and job training projects? [24 CFR 578.37(a)] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	For government employees working solely on the grant: are charges for their salaries and wages supported by periodic certifications that the employees worked solely on that project for the period covered by the certification? [24 CFR 578.99(e); OMB Circular A-87, Attachment B, 8(h)(3)] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>Administration Costs</b>				
30	Based on the APR, is the administration cost 10% or less of the total grant? <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Based on the questions below, does a random selection of administrative costs reflect that grant funds were used for eligible administrative costs? [24 CFR 578.59; 24 CFR 578.99(e); 24 CFR 84.21; 24 CFR 85.20] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Are all of the reviewed administrative costs allocable to the project, and necessary and reasonable for proper and efficient administration of the project? <i>If admin funds are used for general management, oversight, and coordination, is the entire salary, wages, and related costs of the person whose primary activity is project administration included or is the share of time of each person whose job includes any administrative function pro-rated? Has the grantee used only one of these methods for each fiscal year?</i> [24 CFR 578.99(e); OMB Circular A-122; OMB Circular A-87] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Is the organization in compliance with the component or activity caps imposed by project regulations, and are all costs subject to the expenditure caps properly classified? [24 CFR 578.89; 24 CFR 578.41] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

34	Are only allowable administrative costs included? Unallowable costs include: entertainment, contributions and donations, fines and penalties, or general governmental expenditures, including salary and expenses of the chief executive officer of the organization? [24 CFR 578.99(e); OMB Circular A-87 (for governments) or OMB Circular A-122 (for nonprofit organizations)] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Have costs related to lobbying political activities been charged to the project? (They should not be). [24 CFR 578.99(e); OMB Circular A-87 (for governments) or OMB Circular A-122 (for nonprofit organizations)] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>INDIRECT COSTS [24 CFR 578.63(b); 24 CFR 578.103(a)]</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
36	Were there any indirect costs incurred during the review period? If no, indicate "No" and skip this section. <b>FR</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
37	Is there an indirect cost rate proposal that is in accordance with OMB Circulars A-87, A-122, or other as applicable? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>MATCH REQUIREMENTS [24 CFR 578.73]</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
38	Was at least a 25% match for all funds (except leasing costs) provided? [24 CFR 578.103(a)(10); 24 CFR 578.103(a)(11)*] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Did the match contributions consist of cash and/or in-kind contributions from eligible non-CoC sources? Note: project income is not an eligible match in the CoC project. [24 CFR 578.103(a)(10); 24 CFR 578.97(b); 24 CFR 84.23 or 85.24 or 2 CFR 200.306*] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	As related to in-kind match, are there MOUs that indicate the hourly rate for the specific services to be provided and profession of person providing the services? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

41	Were cash match contributions limited to eligible CoC project costs? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Do records confirm value of in-kind contributions were calculated properly? [24 CFR 578.103(a)(10); 24 CFR 84.23 or 85.24 or 2 CFR 200.306*] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Is the eligibility and value of the cash and in-kind match contribution adequately documented for the operating year(s) reviewed (including, for third-party services, memorandums of understanding (MOUs) executed prior to grant agreement execution)? [24 CFR 578.103(a)(10); 24 CFR 84.23 or 85.24 (or 2 CFR 200.306*)] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Do records confirm that, if the organization paid the value of any real property, equipment, goods, or services that contributed to the project as in-kind match, the cost would have been eligible? [24 CFR part 578, subpart D] <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>PROJECT INCOME [24 CFR 578.97; 24 CFR 578.103(a)]</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
45	Was project income generated during the review period? If no, indicate "No" and skip this section. <b>FR</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
46	Does the organization maintain records associated with the receipt and use of project income? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Do records confirm project income earned during the grant term was retained by the recipient and committed to the project? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Do records confirm project income was expended on eligible costs? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	When calculating project income, were costs incident to the generation of project income deducted from gross income, provided the costs have not been charged to grant funds? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>LIMITATION OF USE OF FUNDS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

50	In providing services and outreach activities related to such services supported in whole or part with CoC funds, did the organization ensure there was no discrimination against participants or prospective participants on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice? [24 CFR 578.87(b)(1)(i); 24 CFR 578.87(b)(1)(ii); 24 CFR 578.103(a)(13) or 24 CFR 578.103(a)(14)*] <b>P&amp;P; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Did a review show that CoC project funds were not used to support or engage in explicitly religious activities?[24 CFR 578.87(b)(3); 24 CFR 578.103(a)(13) or 24 CFR 578.103(a)(14)*] <b>FR; SR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>PROCUREMENT [24 CFR 84.43-45; 24 CFR 85.36]</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
52	Were there any procurement activities during the review period? If no, indicate "No" and skip this section. <b>FR; SR</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
53	Are all procurement transactions conducted in a manner which provides open and free competition, to the greatest possible extent? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Are there established written procedures around procurement that were followed to avoid purchasing unnecessary items? <b>P&amp;P; FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	For government entities only: Do the Requests for Proposals (RFPs) clearly and accurately state the technical requirements for the goods or services to be procured? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Was it ensured that the contractors that developed or drafted the specifications, requirements, statements of work, invitations for bids and/or RFPs were excluded from competing for such procurements? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Do records show a cost analysis in a procurement file in connection with every procurement action, including contract modifications? [24 CFR 85.36(f)] <b>FR; R</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	Do contracts contain the provisions required under 24 CFR 85.36(i), or 24 CFR 84.48, as applicable? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	For government procurements using the competitive proposals method: Are the proposals solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurement? NOTE: This requirement is not applicable to nonprofits. [24 CFR 85.36(d)(3)(ii)] <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	For procurements by competitive proposals: Did the organization publicize the RFPs and honor reasonable requests by parties to compete, to the maximum extent practicable? [24 CFR 85.36(d)(3)(i)] <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

61	For government procurements using the competitive proposals method: Do the RFPs identify all significant evaluation factors, including prices or costs, where required, and their relative importance? NOTE: This requirement is not applicable to nonprofits. [24 CFR 85.36(d)(3)(i)] <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62	For government procurements using small purchase procedures: Do the recipient's and its subrecipients' records document receipt of an adequate number of price or rate quotations from qualified sources for procurements of \$100,000 or less? NOTE: This requirement is not applicable to nonprofits. [24 CFR 85.36(d)(1)]4 <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63	Were technical evaluations of submitted proposals conducted? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	For government procurements using the noncompetitive proposals method: Do the procurement records document that other methods of procurement (small purchase, sealed bids or competitive proposals) were infeasible AND one of the following applies: the items were available only from a single source; OR a public exigency or emergency was of such urgency to not permit a delay resulting from competitive solicitation; OR, after solicitation of a number of sources, competition is determined inadequate; OR approval was granted by HUD? [24 CFR 85.36(d)(4)] <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sealed Bids (The following is only for government procurement by sealed bids and does not apply to nonprofits) [24 CFR 85.36(d)(2)(ii)]</b>				
65	Were bids solicited from an adequate number of known suppliers and were those suppliers provided sufficient time prior to the date set for opening the bids? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66	Did Invitation for Bids (IFBs), including specifications and pertinent attachments, clearly define the items or services required in order for the bidders to appropriately respond? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67	Were bids opened publicly at the times and places stated in the IFBs? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68	Were contracts awarded in writing to the lowest responsive and responsible bidders? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69	If any bids were rejected, was there a sound, documented reason? <b>FR; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>PERMANENT SUPPORTIVE HOUSING ELIGIBLE COSTS [24 CFR 578.51(i); 24 CFR 103(a)(17)]</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Rental Assistance</b>				
70	Did the grant agreement include funding for Rental Assistance? NOTE: If no, indicate "No" and skip this section. <b>HC</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

71	Was the rental assistance provided to a project participant who was already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, state, or local sources? (Note: these costs would be ineligible) <b>FR; CF</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72	Was rental assistance provided for some or all of the following eligible costs, or the staff/overhead costs directly related to carrying out these eligible costs: rental assistance, administering rental assistance, security deposits, first/last months' rent, and vacancy payments? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73	Were rents charged reasonable in relation to rents being charged for comparable unassisted units? NOTE: Reasonable rent must not exceed rents currently being charged by the owner for comparable unassisted units. <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74	For security deposits paid, were the amounts no more than 2 months of actual rent? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	If an assisted unit was vacated before the expiration of the lease, did the project pay <i>no more</i> than 30 days from the end of the month in which the unit was vacated? NOTE: Brief periods of stays in institutions (not to exceed 90 days) by project participants are not considered "vacancies" and the recipient/subrecipient may continue to pay rent on the unit while the project participant is in the institution. <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>Supportive Services [24 CFR 578.53(a); 24 CFR 578.103(a)(9)]</b>				
76	Did the grant agreement include funding for Supportive Services? NOTE: If no, indicate "No" and skip this section. <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77	If supportive services were provided in a facility not contained in a housing structure, were funds expended only on costs classified as day-to-day operations of the supportive service facility, including: maintenance, repair, building security, furniture, utilities, and equipment? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the project description in the approved grant application shows that the organization would provide the particular type of supportive service listed below, were the grant funds expended for the costs of supportive services limited to the listed costs, including the staff and overhead costs directly related to carrying out the costs of: <b>FR</b>		Respond Yes, No, or N/A to each item below		
78	- One-time moving costs? NOTE: Truck rental and hiring a moving company are eligible costs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79	- Case management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

80	- Childcare?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
81	- Education services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
82	- Employment assistance and job training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83	- Food?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
84	- Housing search and counseling services?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
85	- Legal services?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
86	- Life-skills Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87	- Mental health services provided by licensed professionals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88	- Outpatient health services provided by licensed medical professionals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
89	Outreach services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
90	- Substance abuse treatment? NOTE: Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
91	- Transportation: Costs of project participants' travel on public transportation or in a vehicle provided by the organization to/from medical care, employment, childcare, or other eligible supportive services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92	- Transportation: Costs of mileage allowance for service workers to visit participants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
93	- Transportation: Costs of purchasing or leasing a vehicle in which staff transport participants and/or staff serving participants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
94	- Transportation: Costs of gas, insurance, taxes, and maintenance for a vehicle transporting staff serving participants and/or staff serving participants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
95	- Transportation: Costs of organization staff to accompany or assist participants to utilize public transportation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
96	- Participant's vehicle repairs: A one-time payment for car repairs or maintenance where public transportation did not exist or was insufficient?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
97	- Participant's vehicle repairs: Costs did not exceed 10 percent of the Blue Book value of the vehicle?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
98	- Participant's vehicle repairs: Costs were paid by the organization directly to the third party that repairs or maintains the car?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
99	- Participant's vehicle repairs: If the organization required project participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance, did the records document the participant's contribution?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100	- Utility deposits: A one-time fee paid directly to the utility companies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
101	Upon review of grants funds expended, were all grant funds expended <u>only</u> on eligible costs (expended on approved supportive service costs that were included in grant application)? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

	<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.			
<b>Relocation Costs [24 CFR 578.61(a); 24 CFR 578.103(a)(17)]</b>				
102	Were grant funds expended for eligible costs to provide relocation payments and other assistance to persons displaced by a project assisted with grant funds in accordance with 24 CFR 578.83? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.			
<b>HMIS Costs</b>				
103	Did the grant agreement include funding for HMIS? NOTE: If the response is “No,” skip this section. <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104	Given the answers below, do records document grant funds expended for HMIS costs complied with HMIS requirements published by HUD? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105	If the organization is a victim service provider, or legal services provider, and if they used grant funds to establish and operate a comparable database, do the records confirm that the comparable database complies with HUD’s HMIS requirements? [24 CFR 578.57(a)(3); 24 CFR 578.103(b)] <b>HC; SR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Did the organization only expend grant funds to pay for the costs of contributing data to the HMIS designated by the CoC, as well as the staff and overhead costs, directly related to the following activities [24 CFR 578.57(a)(1); 24 CFR 578.103(a)(17)] : <b>FR</b>	Respond Yes, No, or N/A to each item below		
106	- Purchasing or leasing computer hardware?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
107	- Purchasing software or software licenses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
108	- Purchasing or leasing equipment, including telephones, fax machines, and furniture?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
109	- Obtaining technical support?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
110	- Leasing office space?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

111	- Charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate/contribute data to the HMIS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
112	- Paying salaries for operating HMIS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113	- Completing data entry?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
114	- Monitoring and reviewing data quality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115	- Completing data analysis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
116	- Reporting to the HMIS Lead?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117	- Training staff on using the HMIS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
118	- Implementing and complying with HMIS requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119	- Staff travel costs for HUD-sponsored/approved training per Title IV of McKinney-Vento Homeless Assistance Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
120	- Paying staff travel costs to conduct intake?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
121	- Paying participation fees charged by the HMIS Lead, as authorized by HUD, if the organization is not the HMIS Lead?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
122	Upon review of grants funds expended, were all grant funds expended <u>only</u> on eligible costs (expended on approved HMIS costs that were included in grant application)? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>Acquisition, Rehabilitation, New Construction [24 CFR 578.45,47; 24 CFR 578.103(a)(17)]</b>				
123	Did the grant agreement include funding for acquisition, rehabilitation, and new construction? NOTE: If no, indicate "No" and skip this section. <b>HC</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
124	Were grant funds for acquiring real property used for the purpose of housing or of providing supporting services to homeless persons in the facility? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
125	Were acquisition funds used only for the cost of acquisition and of any staff and overhead costs directly related to carrying out eligible activities of acquiring real property? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126	Were rehabilitation funds only used for eligible costs (including installation of cost-effective energy measures and bringing an existing structure up to state and local government health and safety standards) as well as any staff and overhead costs directly related to carrying out these costs? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

127	Is there documentation that grant funds were not expended on the rehabilitation of leased property for the provision of supportive services for homeless persons? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
128	If grant funds were used for new construction, do the documents reflect that the cost of new construction was substantially less than the cost of rehabilitation would have been? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
129	Is there documentation that all funds expended for new construction were for the construction of housing? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130	If funds were used for new construction, did the recipient meet the requirement that all funds expended were either to construct a new building or to expand the floor area of an existing building by at least 100%? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
131	If grant funds were used for new construction, do documents reflect that there was a lack of available appropriate units that could have been rehabilitated at a cost less than the cost expended on new construction? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>Leasing [24 CFR 578.49(a)(b); 24 CFR 578.103(a)(17)]</b>				
132	Did the grant agreement include funding for Leasing? NOTE: If no, indicate "No" and skip this section. <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
133	If grant funds were expended for leasing structures\individual units, and if the structures\units were owned by the organization, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, did HUD authorize an exception for good cause? <b>HC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
134	Where grant funds were expended for leasing structures or units to provide housing or supportive services, was the rent paid reasonable in relation to rents being charged in the area for comparable space and did not exceed rents currently being charged by the same owner for comparable unassisted space? NOTE: Where utilities are not included in the lease and therefore, not covered by leasing dollars, the organization must consider the cost of utilities when calculating whether the amount paid is reasonable. <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135	Where grant funds were expended for leasing structures or units to provide housing or supportive services, did the organization exceed HUD-determined fair market rents (FMR)? NOTE: Recipients/subrecipients may use other funds (not CoC project funds or tenant rents) to pay rents that are above FMR so long as the rent is still reasonable. <b>FR</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
136	Where grant funds were expended for leasing structures\units, did the security deposits not exceed 2 months of actual rent for participants? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

137	Where grant funds were expended for leasing structures or units to provide housing to homeless persons, were lease agreements in place between the organization and property owner that supports the costs charged to the grant for leasing costs? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
138	Was rent or occupancy charges calculated as according to [24 CFR 578.77]? <b>FR; CF</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.				
<b>Operating Costs [ [24 CFR 578.55; 24 CFR 578.103(a)(17)]</b>				
139	Did the grant agreement include funding for Operating Costs? NOTE: If the response is “No,” skip this section. <b>HC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
140	Were grant funds expended only for the costs of the day-to-day operation of permanent housing in a single unit or structure, including the staff and overhead costs directly related to carrying out the day-to-day operation of permanent housing, including maintenance and repair of housing, property taxes and insurance, scheduled payments to a replacement reserve, building security, utilities (electricity, gas, and water), furniture, and equipment? [24 CFR 578.59(a)] <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141	If grant funds were expended on building security, were payments for a structure where more than 50% of the units or area were paid for with grant funds? <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
142	Were any grant funds used for the operating costs of an emergency shelter or supportive services-only facilities? (They should not have been) <b>FR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
143	If operating costs were expended on the maintenance and repair of housing, do records confirm that the costs of maintaining and repairing the housing are not included in the lease (if a lease has been executed)? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144	If operating costs were expended on utilities for housing, do records confirm the utilities were not included in the lease (if a lease has been executed)? <b>FR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prince William Area Continuum of Care  
Project Desk Audit Tool – Permanent Supportive Housing (PSH)**

	<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.		
<b>Restrictions on Combining Funds [24 CFR 578.87(c); 24 CFR 578.103(a)(17)]</b>			
145	Is there evidence that the project did NOT combine the following costs in a single structure or housing unit: <i>Check yes if the project did not combine the following costs: FR</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146	- Leasing and acquisition, rehabilitation, or new construction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147	- Tenant-based rental assistance and acquisition, rehabilitation, or new construction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148	- Short- or medium-term rental assistance and acquisition, rehabilitation, or new construction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
149	- Rental assistance and leasing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
150	- Rental assistance and operating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>COMMENTS/DOCUMENTATION:</b> Click or tap here to enter text.		

*\* Standard is applicable to grants awarded under FY2015 or later*

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-1. Web Posting of Local Competition  
Deadline**

**Documents include the following:**

- **New Project Applications Web Posting**
- **Renewal Project Applications Web Posting**

**New Project Applications Web Posting**

VA 604 - Prince William Area Continuum of Care

# Continuum of Care Funding

## Prince William Area Continuum of Care Funding Information

### 2023 HUD NOFO

Prince William County DSS is the lead agency for the Prince William Area Continuum of Care (CoC) and is responsible for preparing and submitting the annual CoC Application to the Department of Housing and Urban Development (HUD). The 2023 Annual HUD Competition NOFO has not been released. This page will be updated as more details become available.

**New Project Applications must be submitted at the following link: [PWA CoC New Project Application](#) by 12:00 p.m. on Thursday, June 22, 2023.**

Renewal Projects	New Projects	Reallocation and Ranking	2023 Application Submission
<ul style="list-style-type: none"><li>• Renewal Project Evaluation Materials are due to the CoC by <b>June 7, 2023</b>.</li><li>• <a href="#">FY23 Renewal Project Scoring Tool</a></li><li>• <a href="#">FY23 Racial Equity Self-Assessment Tool</a></li><li>• <a href="#">FY23 HUD CoC Workshop-Renewal Project Scoring</a></li></ul> <p><i>Posted May 22, 2023</i></p>	<ul style="list-style-type: none"><li>• <a href="#">PWA CoC Notice of Intent (Due May 5, 2023)</a></li><li>• <a href="#">FY23 PWA CoC New Project Application (Due June 22, 2023, by 12:00 p.m.)</a></li><li>• <a href="#">Project Budget Form</a></li><li>• <a href="#">New Project Threshold Checklist</a></li></ul> <p><i>Posted June 1, 2023</i></p>	<p><i>Details Forthcoming</i></p>	<p><i>Details Forthcoming</i></p>

**Emergency Food and Shelter Program (EFSP) Phase 40 Applications are now closed.**

- [PWA EFSP Phase 40 Application Instructions](#)
- [PWA EFSP Phase 40 Application](#)



## **Renewal Project Applications Web Posting**

VA 604 - Prince William Area Continuum of Care

Home | Social Services | Continuum of Care Funding

## Continuum of Care Funding

### Prince William Area Continuum of Care Funding Information

#### 2023 HUD NOFO

Prince William County DSS is the lead agency for the Prince William Area Continuum of Care (CoC) and is responsible for preparing and submitting the annual CoC Application to the Department of Housing and Urban Development (HUD). The 2023 Annual HUD Competition NOFO has not been released. This page will be updated as more details become available.

Renewal Projects	New Projects	Reallocation and Ranking	2023 Application Submission
<ul style="list-style-type: none"><li>Renewal Project Evaluation Materials are due to the CoC by <b>June 7, 2023.</b></li><li>FY23 Renewal Project Scoring Tool</li><li>FY23 Racial Equity Self-Assessment Tool</li><li>FY23 HUD CoC Workshop- Renewal Project Scoring</li></ul> <p>Posted May 22, 2023</p>	<ul style="list-style-type: none"><li>PWA CoC Notice of Intent (Due May 5, 2023)</li></ul>	<i>Details Forthcoming</i>	<i>Details Forthcoming</i>

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-2. Local Competition Scoring Tool**

**Documents include the following:**

- **Renewal Projects Scoring Tool & Evaluation Criteria**
- **New Projects Scoring Tool & Evaluation Criteria**



***Renewal Projects Scoring Tool & Evaluation Criteria***

PWA CoC Renewal Project Scoring Tool						
Appendix: FY23 Evaluation Standards Measure Types						
<i>Objective Measures: Performance measures that reflect CoC performance goals</i>						
<i>Performance-Based Measures: Performance measures that reflect the HUD System Performance Measures (SPM)</i>						
<i>Severity of Need Measures: Performance measures that reflect CoC prioritization goals</i>						
Evaluation Criteria	Data Source	2023 Benchmark		2023 Points	Measure Type	
		PSH	RRH	ALL		
<b>Performance (Base Points)</b>						
<i>Efficient Use of Resources</i>						
1	Spending on last fully completed HUD grant year: % of grant funds expended	eLOCCS report	95%	10	Objective	
2	Occupancy/Unit Utilization: Average utilization rate of project (using project utilization each quarter, as reported on APR)	1. HMIS APR (Q8b) 2. e-snaps report	95%	10	Objective	
<i>Eligibility</i>						
3	Percentage of adult Heads of Household with previous residence that indicates qualified literal homelessness	1. HMIS APR (Q15) 2. Homeless Certification Form	100%	10	Objective	
4	PSH Only: Percent of Households w/at least one or more CH member	HMIS APR (Q26a)	95%	N/A	6	Objective
<i>Rapid Return To Permanent Housing</i>						
5	Average length of time to housing (time between project start date and housing move in date)	HMIS APR (Q22c)	Tenant-Based: <=30 days  Site-Based: <=14 days	8	Objective & Performance	
<i>Participant Income/Resources</i>						
6	Percentage of all adult participants who increased EARNED INCOME from entry to exit/follow-up (leavers and stayers)	HMIS APR (Q18, Q19a1, Q19a2)	15%	20%	7	Objective & Performance
7	Percentage of all adult participants who increased OTHER INCOME (NON-EARNED) from entry to annual assessment/exit (leavers and stayers)	HMIS APR (Q18, Q19a1, Q19a2)	70%	15%	7	Objective & Performance
8	Percentage of adult participants with 1 or more source of income (regardless of type) at annual assessment/exit (leavers and stayers)	HMIS APR (Q18)	85%	75%	6	Objective & Performance

9	Percentage of adult participants with 1 or more source of Non-Cash Benefit at annual assessment/exit (leavers and stayers)	HMIS APR (Q18, Q20b)	65%	55%	3	Objective
<b>Length of Stay</b>						
10	RRH Only: Percent of participants whose length of stay is 6 months or less	HMIS APR (Q22a1)	N/A	35%	6	Objective
<b>Housing Stability</b>						
11	PSH Only: Percentage of all participants who remain in PSH or exited to permanent housing*	HMIS APR (Q22a1, Q23c)	80%	N/A	6	Objective & Performance
12	RRH: Percentage of all leavers who exited to Permanent Housing*	HMIS APR (Q23c)	N/A	85%	6	Objective & Performance
13	Percentage of all leavers who exited to shelter, streets or unknown destinations	HMIS APR (Q23c)	Less than or equal to 5%		7	Objective & Performance
<b>Data Quality</b>						
14	Timeliness of HMIS Data Entry - Entry Records created within 0 to 3 calendar days of project entry	HMIS APR (Q6e)	75%	75%	2	Objective
<b>Compliance</b>						
15	Match equals or exceeds statutory requirement	e-snaps report	25% excluding leasing		5	Objective
16	HUD Drawdowns Quarterly	eLOCCS report	Minimum quarterly draws		5	Objective
<b>Racial Equity</b>						
17	Racial Equity Self-Assessment	Racial Equity Self-Assessment Tool	Completed Tool		1	Identifying/Addressing Barriers for Persons of Different Races/Ethnicities
<b>Total Performance (Base) Points</b>					PSH	93
					RRH	93
<b>HUD/CoC Priorities - Bonus Points</b>						
<b>Evaluation Criteria</b>		<b>Data Source</b>	<b>Total Possible Bonus Points</b>		<b>Project Type</b>	<b>Measure Type</b>
18	Severity of Need: % of adults with zero income at project entry	HMIS APR (Q18)	2		ALL	Objective & Severity of Need
19	Severity of Need: % of adults that are domestic violence survivors	HMIS APR (Q14a)	2		ALL	Objective & Severity of Need
20	Severity of Need: % of adults entering project from a place not meant for human habitation	HMIS APR (Q15)	2		ALL	Objective & Severity of Need

Racial Equity #17 this meets this item from HUD: Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

Severity of Need: % of adults ages 18-24 and/or 55+	HMIS APR (Q11)	2	ALL	Objective & Severity of Need
Client Satisfaction Surveys	Survey Submission Rate	1	ALL	Objective
Total Bonus Points				9
<b>TOTAL MAXIMUM POINTS</b>				<b>102</b>

Measure Type Point Distribution			
All Project Types			
<i>Measure Type</i>	<i>Points Available</i>	<i>Percent of Points</i>	<i>HUD Standard per FY22 NOFO</i>
Objective	101	99%	33%
Performance	41	40%	25%
Severity of Need	9	9%	Include severity of need criteria
Identifying/Addressing Barriers for Persons of Different Races/Ethnicities	1	1%	

PWA CoC Renewal Project Scoring Tool - FY23 Evaluation Standards						
The time period used for HMIS & Financial data will be: 07/01/2022 - 12/31/2022						
NOTE: Projects that were not operational for one full program year will not be competitively scored						
Evaluation Criteria	Data Source	2023 Benchmark		2023 Points	Scoring Intervals	
		PSH	RRH	ALL	PSH	RRH
<b>Performance (Base Points)</b>						
<b>Efficient Use of Resources</b>						
1	Spending on last fully completed HUD grant year: % of grant funds expended	eLOCCS report	95%		10	0.0% - 84.9% = score of 0; 85.0% - 94.9% = score of 5; 95.0% - 100.0% = score of 10
2	Occupancy/Unit Utilization: Average utilization rate of project (using project utilization each quarter, as reported on APR)	1. HMIS APR (Q8b) 2. e-snaps report	95%		10	0.0% - 89.9% = score of 0; 90.0% - 94.9% = score of 5; 95.0% - 100.0% = score of 10
<b>Eligibility</b>						
3	Percentage of adult Heads of Household with previous residence that indicates qualified literal homelessness	1. HMIS APR (Q15) 2. Homeless Certification Form	100%		10	0.0% - 99.9% = score of 0; 100.0% = score of 10; HUD Standard: 100%
4	PSH Only: Percent of Households w/at least one or more CH member	HMIS APR (Q26a)	95%	N/A	6	0.0% - 84.9% = score of 0; 85.0% - 94.9% = score of 3; 95.0% - 100.0% = score of 6
<b>Rapid Return To Permanent Housing</b>						
5	Average length of time to housing (time between project start date and housing move in date)	HMIS APR (Q22c)	Tenant-Based: <=30 days  Site-Based: <=14 days		8	Tenant-Based: 181+ days = score of 0 61 - 180 days = score of 2; 31 - 60 days = score of 4; 0 - 30 days = score of 8;  Site-based: 61+ days = score of 0 22 - 60 days = score of 2; 15 - 21 days = score of 4; 0 - 14 days = score of 8
<b>Participant Income/Resources</b>						
6	Percentage of all adult participants who increased EARNED INCOME from entry to exit/follow-up (leavers and stayers)	HMIS APR (Q18, Q19a1, Q19a2)	15%	20%	7	0.0% - 4.9% = score of 0; 5.0% - 9.9% = score of 1; 10.0% - 14.9% = score of 4; 15.0% - 100.0% = score of 7  0.0% - 4.9% = score of 0; 5.0% - 9.9% = score of 1; 10.0% - 19.9% = score of 4; 20.0% - 100.0% = score of 7
7	Percentage of all adult participants who increased OTHER INCOME (NON- EARNED) from entry to annual assessment/exit (leavers and stayers)	HMIS APR (Q18, Q19a1, Q19a2)	70%	15%	7	0.0% - 39.9% = score of 0; 40.0% - 54.9% = score of 1; 55.0% - 69.9% = score of 4; 70.0% - 100.0% = score of 7  0.0% - 4.9% = score of 0; 5.0% - 9.9% = score of 1; 10.0% - 14.9% = score of 4; 15.0% - 100.0% = score of 7
8	Percentage of adult participants with 1 or more source of income (regardless of type) at annual assessment/exit (leavers and stayers)	HMIS APR (Q18)	85%	75%	6	0.0% - 54.9% = score of 0; 55% - 69.9% = score of 1; 70.0% - 84.9% = score of 3; 85.0% - 100.0% = score of 6  0.0% - 44.9% = score of 0; 45% - 59.9% = score of 1; 60.0% - 74.9% = score of 3; 75.0% - 100.0% = score of 6
9	Percentage of adult participants with 1 or more source of Non-Cash Benefit at annual assessment/exit (leavers and stayers)	HMIS APR (Q18, Q20b)	65%	55%	3	0.0% - 34.9% = score of 0; 35% - 49.9% = score of 1; 50.0% - 64.9% = score of 2; 65.0% - 100.0% = score of 3  0.0% - 24.9% = score of 0; 25% - 39.9% = score of 1; 40.0% - 54.9% = score of 2; 55.0% - 100.0% = score of 3
<b>Length of Stay</b>						
10	RRH Only: Percent of participants whose length of stay is 6 months or less	HMIS APR (Q22a1)	N/A	35%	6	N/A  0.0% - 24.9% = score of 0; 25.0% - 34.9% = score of 3; 35.0% - 100.0% = score of 6
<b>Housing Stability</b>						
11	PSH Only: Percentage of all participants who remain in PSH or exited to permanent housing*	HMIS APR (Q22a1, Q23c)	80%	N/A	6	0.0% - 49.9% = score of 0; 50.0% - 79.9% = score of 3; 80.0% - 100.0% = score of 6
12	RRH: Percentage of all leavers who exited to Permanent Housing*	HMIS APR (Q23c)	N/A	85%	6	0.0% - 69.9% = score of 0; 70.0% - 84.9% = score of 3; 85.0% - 100.0% = score of 6
13	Percentage of all leavers who exited to shelter, streets or unknown destinations	HMIS APR (Q23c)	Less than or equal to 5%		7	0.0% - 5% = score of 7; >5.0% = score of 0

Data Quality						
14	Timeliness of HMIS Data Entry - Entry Records created within 0 to 3 calendar days of project entry	HMIS APR (Q6e)	75%	75%	2	0.0% - 49.9% = score of 0; 50.0% - 74.9% = score of 1; >75.0% = score of 2
Compliance						
15	Match equals or exceeds statutory requirement	1. e-snaps report 2. Provider documentation	25% excluding leasing		5	0.0% - 24.9% = score of 0; 25.0% - 100.0% = score of 5 HUD Standard: 25% of expenditures requiring match
16	HUD Drawdowns Quarterly	eLOCCS report	Minimum quarterly draws		5	No = Score of 0; Yes = Score of 5; HUD Standard: Quarterly
Racial Equity						
17	Racial Equity Self-Assessment	Racial Equity Self-Assessment Tool	Completed Tool		1	No = Score of 0; Yes = Score of 1
Total Performance (Base) Points					PSH	93
					RRH	93
HUD/CoC Priorities - Bonus Points						
Evaluation Criteria		Data Source	Total Possible Bonus Points	Project Type	Scoring Intervals	
18	Severity of Need: % of adults with zero income at project entry	HMIS APR (Q18)	2	ALL	Points are awarded proportionately by multiplying the total possible points by the percent of persons served during the report period that meet the condition	
19	Severity of Need: % of adults that are domestic violence survivors	HMIS APR (Q14a)	2	ALL		
20	Severity of Need: % of adults entering project from a place not meant for human habitation	HMIS APR (Q15)	2	ALL		
21	Severity of Need: % of adults ages 18-24 and/or 55+	HMIS APR (Q11)	2	ALL		
22	Client Satisfaction Surveys	Survey Submission Rate	1	ALL	One (1) bonus point will be awarded to projects where at least 30% of adult participants complete the CoC Client Satisfaction Survey by the designated deadline	
Total Maximum Bonus Points					9	
TOTAL MAXIMUM PERFORMANCE (BASE) POINTS					93	

*\*Measure 11 and 12 exclude deceased participants as well as those exiting to foster care, hospitals/medical facilities and long-term care facilities/nursing homes*

**Note: Domestic Violence projects will provide APR data from a comparable database.**

**PWA CoC Renewal Project Scoring Tool**  
**Appendix: Data Calculations Explanation for HMIS/APR Related Scoring Criteria**

*The time period used for HMIS & Financial data will be: 07/01/2022 - 12/31/2022*  
**NOTE: Projects that were not operational for one full program year will not be competitively scored**

Evaluation Criteria	Data Source	Calculation
<b>Performance (Base Points)</b>		
<b>Efficient Use of Resources</b>		
1 Spending on last fully completed HUD grant year: % of grant funds expended	eLOCCS report	Review of eLOCCS report pulled by DSS  Note: Because of the change in date range for the annual scoring cycle, PWC will only be scoring grantees on spending if the grantee was not scored on the same cycle during 2022 scoring. If grantee was scored on the same grant cycle in 2022, they will be excluded from this criteria. Starting in 2024, all grantees will be evaluated on eloccs spending.
2 Occupancy/Unit Utilization: Average utilization rate of project (using project utilization each quarter, as reported on APR)	1. HMIS APR (Q8b) 2. e-snaps report	Data Source: APR Q8b Point-in-Time Count of Households on the Last Wednesday; 2022 Project App # Units  Numerator: Average of Q8b Point-in-Time Count of Households Served on the Last Wednesday in July, October Denominator: # Units per 2022 Project Applications
<b>Eligibility</b>		
3 Percentage of adult Heads of Household with previous residence that indicates qualified literal homelessness	1. HMIS APR (Q15) 2. Homeless Certification Form	1. Data Source: Q15: Living Situation  Numerator: (Q15. Total - Subtotal Homeless Situations) Denominator: ((Q15. Total) - (Q15. Client Doesn't Know/Client Refused))  2. Review of the PWA CoC Homeless Certification Form as needed
4 PSH Only: Percent of Households w/at least one or more CH member	HMIS APR (Q26a)	Data Source: Q26a: Chronic Homeless Status - Number of Households w/at least one or more CH person  Numerator: Q26a.Chronically Homeless-Total Denominator: (Q26a. Total-Total) - (Q26a. Client Doesn't Know/Client Refused-Total)
<b>Rapid Return To Permanent Housing</b>		
5 Average length of time to housing (time between project start date and housing move in date)	HMIS APR (Q22c)	Data Source: Q22c: Length of Time between Project Start Date and Housing Move-in Date  Average length of time to housing - Total  (Measure is based on the "housing type" [tenant-based or site-based] rather than the "project type" [PSH or RRH])
<b>Participant Income/Resources</b>		
6 Percentage of all adult participants who increased EARNED INCOME from entry to exit/follow-up (leavers and stayers)	HMIS APR (Q18, Q19a1, Q19a2)	Data Source: APR Q19a1: Cash Client Income Change – Income Source- Start and latest Status; Q19a2: Cash Client Income Change - Income Surce - by Start and Exit; Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status  Numerator: (Q19a1 Number of Adults w/Earned Income-Performance Measure: Adults who gained or Increased Income from Start to Annual Assessment) + (Q19a2 Number of Adults w/Earned Income-Performance Measure: Adults who gained or increased income from start to exit)  Denominator: ((Q18 Adults at Annual (Stayers)-Total Adults + Q18 Adults at Exit (Leavers)-Total Adults) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have an annual assessment) – (Q18 Adults at Annual (Stayers)-Client Doesn't Know/Client Refused) – (Q18 Adults at Exit (Leavers)-Client Doesn't Know/Client Refused)
7 Percentage of all adult participants who increased OTHER INCOME (NON- EARNED) from entry to annual assessment/exit (leavers and stayers)	HMIS APR (Q18, Q19a1, Q19a2)	Data Source: APR Q19a1: Cash Client Income Change – Income Source- Start and latest Status; Q19a2: Cash Client Income Change - Income Surce - by Start and Exit; Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status  Numerator: (Q19a1 Number of Adults w/Other Income -Performance Measure: Adults who gained or Increased Income from Start to Annual Assessment) + (Q19a2 Number of Adults w/Other Income-Performance Measure: Adults who gained or increased income from start to exit) Denominator: ((Q18 Adults at Annual (Stayers)-Total Adults + Q18 Adults at Exit (Leavers)-Total Adults) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have an annual assessment) – (Q18 Adults at Annual (Stayers)-Client Doesn't Know/Client Refused) – (Q18 Adults at Exit (Leavers)-Client Doesn't Know/Client Refused)
8 Percentage of adult participants with 1 or more source of income (regardless of type) at annual assessment/exit (leavers and stayers)	HMIS APR (Q18)	Data Source: APR Q18: Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status  Numerator: (Q18 Adults at Annual (Stayers)-1 or more source of income) + (Q18 Adults at Exit (Leavers)-1 or more source of income) Denominator: (Q18 Adults at Annual (Stayers)-Total Adults) + (Q18 Adults at Exit (Leavers)-Total Adults) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have annual assessment) – (Q18 Adults at Annual (Stayers)-Adults with Client Doesn't Know/Client Refused Income Information) – (Q18 Adults at Exit (Leavers)-Adults with Client Doesn't Know/Client Refused Income Information)
9 Percentage of adult participants with 1 or more source of Non-Cash Benefit at annual assessment/exit (leavers and stayers)	HMIS APR (Q18, Q20b)	Data Source: APR Q20b: Number of Non-Cash Benefit Sources; APR Q18: Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status  Numerator: (Q20b Benefit at Latest Annual Assessment for Stayers-1 + Source(s)) + (Q20b Benefit at Exit for Leavers-1+ Source(s))  Denominator: (Q20b Benefit at Latest Annual Assessment for Stayers-Total) + (Q20b Benefit at Exit for Leavers-Total) – (Q18 Number of Stayers-Number of adult stayers not yet required to have an annual assessment) – (Q20b Benefit at Latest Annual Assessment for Stayers-Client Doesn't Know/Client Refused) – (Q20b Benefit at Exit for Leavers-Client Doesn't Know/Client Refused)
<b>Length of Stay</b>		

10	RRH Only: Percent of participants whose length of stay is 6 months or less	HMIS APR (Q22a1)	Data Source: APR Q22a1: Length of Participation – CoC Projects <u>Numerator:</u> (Total-30 days or less) + (Total-31 to 60 days) + (Total-61 to 90 days) + (Total-91 to 180 days) <u>Denominator:</u> (Total-Total)
<b>Housing Stability</b>			
11	PSH Only: Percentage of all participants who remain in PSH or exited to permanent housing*	HMIS APR (Q22a1, Q23c)	Data Source: Q22a1: Length of Participation – CoC Projects; Q23c: Exit Destination <u>Numerator:</u> (Q22a1 Stayers-Total) + (Q23c-Total persons exiting to positive housing destinations) <u>Denominator:</u> ((Q22a1 Stayers-Total + Q23c Total) – (Q23c-Total persons whose destinations excluded them from the calculation))
12	RRH: Percentage of all leavers who exited to Permanent Housing*	HMIS APR (Q23c)	Data Source: APR Q23c: Exit Destination <u>Calculation:</u> Percentage – Total
13	Percentage of all leavers who exited to shelter, streets or unknown destinations	HMIS APR (Q23c)	Data Source: Q23c: Exit Destination <u>Numerator:</u> (Q23c - Total - Emergency Shelter) + (Q23c- Total - Place not meant for human habitation) + (Q23c - Total - Data Not Collected) <u>Denominator:</u> (Q23c - Total - Total)
<b>Data Quality</b>			
14	Timeliness of HMIS Data Entry - Entry Records created within 0 to 3 calendar days of project entry	HMIS APR (Q6e)	Data Source: APR Q6e: Timeliness <u>Numerator:</u> (Number of Project Start Records-0 Days + 1-3 Days) <u>Denominator:</u> (Number of Project Start Records-0 Days + 1-3 Days + 4-6 Days + 7-10 Days + 11+ Days)
<b>Compliance</b>			
15	Match equals or exceeds statutory requirement	1. e-snaps report 2. Provider documentation	1. Review of e-snaps report pulled by DSS 2. Review of provider documentation (monthly match expenditure reports [cash and/or in-kind])
16	HUD Drawdowns Quarterly	eLOCCS report	Review of eLOCCS report pulled by DSS Note: For 2023, will only be evaluating quarterly draws in 2022 Q3 (July-September 2022) and Q4 (October-December 2022). This is due to the change in scoring cycle dates. Starting in 2024, grantees will be evaluated on quarterly draws for the entire cycle.
<b>Racial Equity</b>			
17	Racial Equity Self-Assessment	Racial Equity Self-Assessment Tool	100% completion of the PWA CoC Racial Equity Self-Assessment Tool
<b>HUD/CoC Priorities - Bonus Points</b>			
18	Severity of Need: % of adults with zero income at project entry	HMIS APR (Q18)	Data Source: Q18: Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status <u>Numerator:</u> (Q18. Number of Adults at Start - Adults with No Income) <u>Denominator:</u> ((Q18. Number of Adults at Start - Total Adults) - (Q18. Number of Adults at Start - Client Doesn't Know/Client Refused))
19	Severity of Need: % of adults that are domestic violence survivors	HMIS APR (Q14a)	Data Source: APR Q14a: Domestic Violence History <u>Numerator:</u> Q14a Total-Yes <u>Denominator:</u> (Q14a Total-Total) – (Q14a Total-Client Doesn't Know/Client Refused)
20	Severity of Need: % of adults entering project from a place not meant for human habitation	HMIS APR (Q15)	Data Source: Q15: Living Situation <u>Numerator:</u> (Q15. Total - Place not meant for habitation) <u>Denominator:</u> ((Q15. Total) - (Q15. Client Doesn't Know/Client Refused))
21	Severity of Need: % of adults ages 18-24 and/or 55+	HMIS APR (Q11)	Data Source: APR Q5 Report Validation Table; APR Q11 Age <u>Numerator:</u> (Q11. 18-24 Total) + (Q11. 55-61-Total) + (Q11. 62+-Total) <u>Denominator:</u> (Q5. Number of Adults (Age18 or Over) - (Q11. Client Doesn't Know/Client Refused-Total)
22	Client Satisfaction Surveys	Survey Submission Rate	Survey submission rate of 30% or higher for all adult project participants by the designated deadline



***New Projects Scoring Tool & Evaluation Criteria***

# PWC CoC FY 2023 New Project Scoring Rubric

## General Information

GENERAL PROJECT INFORMATION			
<b>Agency's Legal Name:</b>	Click or tap here to enter text.	<b>DV Bonus:</b>	Choose an item.
<b>Name of Proposed Project:</b>	Click or tap here to enter text.	<b>Project Type:</b>	Choose an item.

## Required Documentation/Threshold Review

Unscored- to be verified by PWC

THRESHOLD REVIEW QUESTIONS:	YES	NO
<b>Did the applicant submit the New Project Threshold Checklist?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Were all items on the checklist confirmed by the applicant?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Did all items meet threshold once verified by PWC?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>If NO, which and why not:</b></p> <p>Click or tap here to enter text.</p>		
<b>Is this application eligible to move onto the scoring process?</b>	<input type="checkbox"/>	<input type="checkbox"/>

## Reviewer Information

REVIEW INFORMATION		
<b>Reviewer's Name:</b> Click or tap here to enter text.	<b>Date Review Completed:</b>	Click or tap to enter a date.

## Applicant Experience & Capacity

PSH/RRH/TH-RRH: Worth up to 27 points; HMIS/SSO-CE: Worth up to 19 points

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<p><b>Experience with project component type = 4 points</b></p> <p>If PSH: demonstrates sufficient experience with chronic population</p> <p>If RRH or TH/RRH: demonstrates sufficient experience with rapidly rehousing households</p> <p>If SSO-CE: demonstrates sufficient experience with operating the CoC's Coordinated Entry system</p> <p>If HMIS: demonstrates sufficient experience with administering the CoC's HMIS</p> <ul style="list-style-type: none"> <li>0 points if not described or no experience</li> <li>2 points if somewhat described and limited experience</li> <li>4 points if adequately addressed and has extensive experience</li> </ul>	Choose an item.	4

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<p><b>Experience with household composition (if applicable) = 4 points</b>  <b>Applicable to this project?</b> <input type="checkbox"/> YES (PSH, RRH, TH-RRH) <input type="checkbox"/> NO (SSO-CE, HMIS)  <b>If NO, this criterion is N/A - please move to next criterion.</b>  <b>If YES, please score this criterion.</b></p> <ul style="list-style-type: none"> <li>• 0 points if not described</li> <li>• 2 points if somewhat described OR there is a letter of support provided</li> <li>• 3 points if there is a letter of support provided and a clear description of how services will be tailored to address specific needs of the targeted household compositions</li> <li>• 4 points if evidence of needed experience with subpopulation is clear description of how services will be tailored to address specific needs of the targeted population</li> </ul>	Choose an item.	Choose an item.
<p><b>Experience with subpopulation (if applicable) = 4 points</b>  <b>Applicable to this project?</b> <input type="checkbox"/> YES (PSH, RRH, TH-RRH) <input type="checkbox"/> NO (SSO-CE, HMIS)  <b>If NO, this criterion is N/A - please move to next criterion.</b>  <b>If YES, please score this criterion.</b></p> <ul style="list-style-type: none"> <li>• 0 points if not described and no letter of support</li> <li>• 2 points if somewhat described OR there is a letter of support provided</li> <li>• 3 points if there is a letter of support provided and a clear a clear description of how services will be tailored to address specific needs of the targeted subpopulation(s)</li> <li>• 4 points if evidence of needed experience with subpopulation is provided and response includes a clear description of how services will be tailored to address specific needs of the targeted population</li> </ul>	Choose an item.	Choose an item.
<p><b>Leveraging experience = 2 points</b>  <b>(Leveraging means using non-CoC resources and funding to support the work of the project and to help the project achieve its goals.)</b></p> <ul style="list-style-type: none"> <li>• 0 points if not described or no experience</li> <li>• 1 point if somewhat described but has limited experience</li> <li>• 2 points if described with specific examples and extensive experience</li> </ul>	Choose an item.	2
<p><b>Program management and accounting systems = 4 points</b></p> <ul style="list-style-type: none"> <li>• 0 points if not described or inadequate systems in place</li> <li>• 1 point if somewhat described and has limited systems in place</li> <li>• 2 points if systems are described in detail, but has limitations with either program management or accounting systems</li> <li>• 3 points if systems are described in detail and both program management and accounting systems are adequate</li> <li>• 4 points if systems are described in detail and are robust and more than adequate to administer the grant</li> </ul>	Choose an item.	4

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Compliance with federal funding, including findings and delinquencies = 4 points</b> <ul style="list-style-type: none"> <li>0 points if not described, or, if yes to any related questions, there is not a valid justification or positive outcome provided by applicant</li> <li>1 point if somewhat described, or, if yes to any related questions, there is not an adequate explanation provided</li> <li>2 points if there is a detailed response, and, if yes to both related questions, there is enough detail provided to explain a valid justification and/or positive outcome</li> <li>3 points if there is a detailed response, and, if yes to one of the related questions, there is enough detail provided to explain a valid justification and/or positive outcome</li> <li>4 points if there is a detailed narrative highlighting strong examples of compliance and there are no findings or delinquencies</li> </ul>	Choose an item.	4
<b>Timeliness of grant expenditures = 2 points</b> <ul style="list-style-type: none"> <li>0 points if not described or does not meet expectations</li> <li>1 point if experience effectively utilizing federal funds and performing services within given funding and time limitations are somewhat described and/or somewhat meet expectations</li> <li>2 points if experience effectively utilizing federal funds and performing services within given funding and time limitations are described in detail and meet expectations</li> </ul>	Choose an item.	2
<b>Subrecipient capacity (if applicable) = 3 points</b> <b>Applicant indicated use of subrecipient?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If NO, this criterion is N/A - please move to next criterion.</b> <b>If YES, please score this criterion.</b> <ul style="list-style-type: none"> <li>0 points if capacity of any indicated subrecipients to implement project activities is not sufficiently described</li> <li>1 point if capacity of any/all subrecipients to implement project activities is somewhat described</li> <li>3 points if capacity of all subrecipients to implement the project activities is described in detail</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL APPLICANT EXPERIENCE &amp; CAPACITY</b> <i>(Possible = 24 (no subrecipients) or 27 points for PSH/RRH/TH-RRH; 16 (no subrecipients) or 19 points for HMIS/SSO-CE)</i>	Enter Total Points	Choose an item.

**Past Performance (current CoC Grantees only)**  
**PSH/RRH/TH-RRH: Worth up to 6 points; HMIS/SSO-CE: Worth up to 4 points**

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Applicant is current CoC or ESG Grantee?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If NO, this section is N/A - please enter N/A for TOTAL PAST EXPERIENCE SCORE and move to next section.</b> <b>If YES, please score proposal on criteria in this section.</b>		

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Good Standing = 2 points (If SSO-CE or HMIS this is N/A)</b> <ul style="list-style-type: none"> <li>0 points for having one or more CoC renewal projects that scored in the bottom 20% of renewal projects in both FY 2021 &amp; FY 2022 CoC scoring</li> <li>2 points for having zero CoC renewal projects that scored in the bottom 20% of renewal projects in both FY 2020 &amp; FY 2022 CoC scoring</li> </ul>	Choose an item.	Choose an item.
<b>Corrective Action/Quality Improvement = 2 points</b> <ul style="list-style-type: none"> <li>0 points for having one or more CoC renewal or ESG projects placed on corrective action/quality improvement or similar process within the last 1 year and not adequately resolving all issues</li> <li>1 point for having one or more CoC renewal or ESG projects placed on corrective action/quality improvement or similar process within the last 1 year and adequately resolving all issues</li> <li>2 points for having zero CoC renewal or ESG projects placed on corrective action/quality improvement or similar process within the last 1 year</li> </ul>	Choose an item.	Choose an item.
<b>Expends grant funds = 2 points</b> <ul style="list-style-type: none"> <li>0 points for a history of returning more than 0.25% of funds from a CoC, ESG, or ESG-CV project within the last 2 years.</li> <li>1 point for a history of returning between 0% and 0.25% of funds from a CoC, ESG, or ESG-CV project within the last 2 years</li> <li>2 points for expending all CoC, ESG, and ESG-CV grant funds in the last 2 years</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL PAST EXPERIENCE</b> <i>(Possible = 6 points for PSH/RRH/TH-RRH; 4 points for HMIS/SSO-CE)</i>	Enter Total Points	Choose an item.

### Scope & Need

PSH/RRH/TH-RRH: Worth up to 18 points; HMIS/SSO-CE: Worth up to 14 points

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Clear and compelling description of need = 6 points</b> <ul style="list-style-type: none"> <li>0 points if need not described or data does not support the need for this project</li> <li>3 points if applicant somewhat describes need and provides supporting data</li> <li>6 points if applicant clearly articulates need and provides supporting data</li> </ul>	Choose an item.	6
<b>Strategic partnerships with community providers = 4 points (If SSO-CE or HMIS this is N/A)</b> <ul style="list-style-type: none"> <li>0 points if not described</li> <li>2 points if somewhat described</li> <li>4 points if partners named and nature of partnership described</li> </ul>	Choose an item.	Choose an item.

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Projected outcomes = 4 points</b> <ul style="list-style-type: none"> <li>0 points if projected outcomes are not described</li> <li>2 points if the outcomes are described, but are below CoC averages</li> <li>3 points if the outcomes are described, but are at CoC averages</li> <li>4 points if all projected outcomes further goals of CoC</li> </ul>	Choose an item.	4
<b>Appropriateness of project (the proposed project is responsive to the needs as identified in the project description) = 4 points</b> <ul style="list-style-type: none"> <li>0 points if projected intervention does not match needs identified</li> <li>2 points if the projected intervention somewhat matches the identified needs</li> <li>4 points if project scale, project type, and service/project plan are appropriate based on needs identified</li> </ul>	Choose an item.	4
<b>TOTAL SCOPE AND NEED</b> <i>(Possible = 18 points for PSH/RRH/TH-RRH; 14 points for HMIS/SSO-CE)</i>	Enter Total Points	Choose an item.

**Budget Details**  
Worth up to 12 points

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Budget Justification = 12 points</b> <ul style="list-style-type: none"> <li>0 points if inadequate</li> <li>4 points if the justification is somewhat logical and descriptive, but inconsistent with what one would expect for project type</li> <li>8 points if the justification is logical, somewhat descriptive, and consistent with what one would expect for project type</li> <li>12 points if the justification is logical, very descriptive, and consistent with one would expect for project type</li> </ul>	Choose an item.	12
<b>TOTAL BUDGET DETAILS</b> <i>(Possible = 12 points for all project types)</i>	Choose an item.	12

**Housing First & Low-Barrier Access**  
PSH/RRH/TH-RRH/SSO-CE: Worth up to 20 points; HMIS: N/A

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Experience with housing first/low barrier access = 10 points (If HMIS this is N/A)</b> <ul style="list-style-type: none"> <li>0 points if not described or no experience</li> <li>5 points if somewhat described or some experience</li> <li>10 points if there is extensive experience of implementing a housing first model, evidenced by specific examples</li> </ul>	Choose an item.	Choose an item.
<b>Commitment to housing first/low barrier access = 10 points (If HMIS this is N/A)</b> <ul style="list-style-type: none"> <li>0 points if there is no evidence of a commitment to housing first/low barrier access beyond the checklist provided</li> <li>5 points if there is some commitment to housing first/low barrier access beyond the checklist provided</li> <li>10 points if the organization has a clear understanding of housing first/low barrier access and a commitment to implement it in the future</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL HOUSING FIRST &amp; LOW-BARRIER ACCESS</b> <i>(Possible = 20 points for PSH/RRH/TH-RRH/SSO-CE; N/A for HMIS)</i>	Choose an item.	Choose an item.

**Housing Case Management**  
PSH/RRH/TH-RRH: Worth up to 8 points; HMIS/SSO-CE: N/A

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Will this project provide permanent housing?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (HMIS, SSO-CE) If NO or N/A, this section is N/A - please enter N/A for TOTAL HOUSING CASE MANAGEMENT SCORE and move to next section. If YES, please score proposal on criteria in this section.		
<b>Plan to obtain and remain in housing = 3 points</b> <ul style="list-style-type: none"> <li>0 points if not described</li> <li>1 point if somewhat described</li> <li>2 points if described in some detail, but plan is inadequate</li> <li>3 points if there is a specific plan described in detail that sufficiently meets the need</li> </ul>	Choose an item.	Choose an item.
<b>Appropriateness of services = 3 points</b> <ul style="list-style-type: none"> <li>0 points if not client-centered and/or service funding is not addressed</li> <li>1 point if client-centeredness and/or funding is somewhat addressed</li> <li>2 points if there is clear evidence of appropriate client-centered services or there is a clear funding strategy</li> <li>3 points if there are both items listed above</li> </ul>	Choose an item.	Choose an item.

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Commitment to culturally aware service delivery = 2 points</b> <ul style="list-style-type: none"> <li>0 points if checked no</li> <li>1 point if checked yes, but narrative has limited detail</li> <li>2 points if checked yes and narrative has specific examples of how households will be supported in a culturally aware manner.</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL HOUSING CASE MANAGEMENT</b> <i>(Possible = 8 points or N/A for PSH/RRH/TH-RRH; N/A for HMIS/SSO-CE)</i>	Enter Total Points	Choose an item.

**Landlord Relationships**  
 PSH/RRH/TH-RRH: Worth up to 3 points; HMIS/SSO-CE: N/A

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Will this project provide scattered-site housing?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (HMIS, SSO-CE) <b>If NO or N/A, this section is N/A - please enter N/A for TOTAL LANDLORD RELATIONSHIPS SCORE and move to next section.</b> <b>If YES, please score proposal on criteria in this section.</b>		
<b>Relationship with landlords (if scattered site) = 3 points</b> <ul style="list-style-type: none"> <li>0 points if organization does not have relationships or viable plan to provide scattered-site housing</li> <li>1 point if landlord relationship and/or engagement activities are only somewhat addressed in the narrative response</li> <li>2 points if organization does not have the needed relationships with landlords (directly or through partnerships with community partner) but has a clear, viable landlord engagement plan in place</li> <li>3 points if organization already has the needed relationships with landlords (directly or through partnerships with community partner) to quickly connect households to housing opportunities and this is clearly articulated in the narrative response</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL LANDLORD RELATIONSHIPS</b> <i>(Possible = 3 points or N/A for PSH/RRH/TH-RRH; N/A for HMIS/SSO-CE)</i>	Choose an item.	Choose an item.



Resource Linkages

PSH/RRH/TH-RRH: Worth up to 6 points; HMIS/SSO-CE: N/A

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS	
<p><b>Will this project provide permanent housing?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (HMIS, SSO-CE)                      If NO or N/A, this section is N/A - please enter N/A for TOTAL RESOURCE LINKAGES SCORE and move to next section.                      If YES, please score proposal on criteria in this section.</p>			
<p><b>Linkage to Mainstream Benefits = 2 points</b></p> <ul style="list-style-type: none"> <li>0 points for 2 boxes checked</li> <li>1 point for 2-4 boxes checked</li> <li>2 points for all boxes checked</li> </ul>	Choose an item.	Choose an item.	
<p><b>Plan to increase income = 2 points</b></p> <ul style="list-style-type: none"> <li>0 points for no clear plan identified</li> <li>1 point for a plan somewhat articulated</li> <li>2 points for a clear plan with specific action steps</li> </ul>	Choose an item.	Choose an item.	
<p><b>Linkage to other resources = 2 points</b></p> <ul style="list-style-type: none"> <li>0 points for no clear plan identified</li> <li>1 point for a plan somewhat articulated</li> <li>2 points for a clear plan with specific action steps</li> </ul>	Choose an item.	Choose an item.	
<p><b>TOTAL RESOURCE LINKAGES</b>                      (Possible = 6 points or N/A for PSH/RRH/TH-RRH; N/A for HMIS/SSO-CE)</p>		Enter Total Points	Choose an item.

HMIS Projects ONLY  
Worth up to 17 points

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<p><b>Is this an HMIS project?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO                      If NO, this section is N/A - please enter N/A for TOTAL HMIS PROJECTS SCORE and move to next section.                      If YES, please score proposal on criteria in this section.</p>		
<p><b>Data Collection = 2 points</b></p> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.
<p><b>Report production/timeliness = 2 points</b></p> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Federal partner report generation = 2 points</b> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.
<b>Unduplicated record count = 2 points</b> <ul style="list-style-type: none"> <li>0 points for no</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.
<b>Governance Charter and Policy/Procedure updates = 3 points</b> <ul style="list-style-type: none"> <li>0 points for weak plan</li> <li>2 points for a plan that includes stakeholder input but only one document type</li> <li>3 points for a strong plan incorporating all requested components</li> </ul>	Choose an item.	Choose an item.
<b>Privacy Standards point person = 1 point</b> <ul style="list-style-type: none"> <li>0 points for no one identified</li> <li>1 point for identifying someone</li> </ul>	Choose an item.	Choose an item.
<b>Privacy and Security training and follow up = 1 point</b> <ul style="list-style-type: none"> <li>0 points for no training and follow up</li> <li>1 point for conducting training and follow up</li> </ul>	Choose an item.	Choose an item.
<b>PII Policy = 2 points</b> <ul style="list-style-type: none"> <li>0 points for weak plan</li> <li>1 point for a decent plan</li> <li>2 points for a strong plan</li> </ul>	Choose an item.	Choose an item.
<b>Training Dates = 2 points</b> <ul style="list-style-type: none"> <li>0 points for less than half with dates</li> <li>1 point for half with dates, but less than all</li> <li>2 points for all with dates</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL HMIS PROJECTS</b> <i>(Possible = N/A for PSH/RRH/TH-RRH/SSO-CE; 17 for HMIS)</i>	Enter Total Points	Choose an item.

**SSO-CE Projects ONLY**  
Worth up to 17 points

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Is this an SSO-CE project?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If NO, this section is N/A - please enter N/A for TOTAL SSO-CE PROJECTS SCORE and move to next section.</b> <b>If YES, please score proposal on criteria in this section.</b>		

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<b>Geographic Coverage = 2 points</b> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.
<b>Affirmative marketing and accessibility = 3 points</b> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>3 points for yes</li> </ul>	Choose an item.	Choose an item.
<b>Advertising Strategy = 4 points</b> <ul style="list-style-type: none"> <li>0 points for weak advertising strategy/plan</li> <li>2 points for an advertising strategy/plan that doesn't adequately describe how it will reach those with the highest barriers to accessing assistance</li> <li>4 points for a strong advertising strategy/plan with a detailed description regarding how it will reach those with the highest barriers to accessing assistance</li> </ul>	Choose an item.	Choose an item.
<b>Assessment process = 2 points</b> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.
<b>Referral process = 2 points</b> <ul style="list-style-type: none"> <li>0 points for no process</li> <li>1 point for a process that does not adequately demonstrate that how it ensures program participants are directed to appropriate housing and services</li> <li>2 points for a strong process that demonstrates it ensures program participants are directed to appropriate housing and services</li> </ul>	Choose an item.	Choose an item.
<b>Subpopulations = 2 points</b> <ul style="list-style-type: none"> <li>0 points for does not meet criteria and no/poor explanation</li> <li>2 points for meeting criteria OR having a strong explanation for not meeting</li> </ul>	Choose an item.	Choose an item.
<b>Mainstream Linkages = 2 points</b> <ul style="list-style-type: none"> <li>0 points for no and no plan</li> <li>1 point for no and a strong corrective action plan</li> <li>2 points for yes</li> </ul>	Choose an item.	Choose an item.
<b>TOTAL SSO-CE PROJECTS</b> <i>(Possible = N/A for PSH/RRH/TH-RRH/HMIS; 17 for SSO-CE)</i>	Enter Total Points	Choose an item.

**Bonus**  
Worth up to 10 points

SCORING CRITERIA	ACTUAL POINTS	POSSIBLE POINTS
<p><b>Is this a PSH or RRH project?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>If NO, this section is N/A - please enter N/A for TOTAL BONUS SCORE and move to next section.</b></p> <p><b>If YES, please score proposal on criteria in this section.</b></p>		
<p><b>Integrate non-CoC and non-ESG housing subsidies = 5 points</b></p> <ul style="list-style-type: none"> <li>• 0 points for N/A or not attempted</li> <li>• 3 points for commitment and plan, but no supporting documentation</li> <li>• 5 points for commitment, plan and supporting documentation (i.e., commitment letter, etc.)</li> </ul>	Choose an item.	BONUS – N/A
<p><b>Integrate healthcare into service delivery = 5 points</b></p> <ul style="list-style-type: none"> <li>• 0 points for N/A or not attempted</li> <li>• 3 points for commitment and plan, but no supporting documentation</li> <li>• 5 points for commitment, plan and supporting documentation (i.e., commitment letter, etc.)</li> </ul>	Choose an item.	BONUS – N/A
<p><b>TOTAL BONUS</b></p> <p><i>(Possible = “N/A” regardless if applicable or not so that any points earned can be counted as additional points, above and beyond what is possible)</i></p>	<p><b>Enter Total Points</b></p>	<p><b>BONUS – N/A</b></p>

SCORING SUMMARY		
SCORING SECTIONS	Earned Points	Possible Points
<b>Applicant Experience and Capacity</b> Up to 27 pts.	Click or tap here to enter text.	<b>24</b>
<b>Past Performance (existing grantees only)</b> Up to 6 pts.	Click or tap here to enter text.	<b>6</b>
<b>Scope &amp; Need (project description)</b> Up to 18 pts.	Click or tap here to enter text.	<b>18</b>
<b>Budget Narrative</b> Up to 12 pts.	Click or tap here to enter text.	<b>12</b>
<b>Housing First &amp; Low-Barrier Access</b> Up to 20 pts.	Click or tap here to enter text.	<b>20</b>
<b>Housing Case Management</b> Up to 8 pts.	Click or tap here to enter text.	<b>8</b>
<b>Landlord Relationships</b> Up to 3 pts.	Click or tap here to enter text.	<b>3</b>
<b>Resource Linkages</b> Up to 6 pts.	Click or tap here to enter text.	<b>6</b>
<b>HMIS ONLY</b> Up to 17 pts.	Click or tap here to enter text.	<b>0-N/A</b>
<b>SSO-CE ONLY</b> Up to 17 pts.	Click or tap here to enter text.	<b>0-N/A</b>
<b>Bonus Points</b> Up to 10 pts.	Click or tap here to enter text.	<b>N/A</b>
<b>TOTAL:</b>	Click or tap here to enter text.	<b>97</b>
<b>ADJUSTED SCORE AS %: (Earned Points/Possible Points)</b>	Click or tap here to enter text.	

Do you recommend this project?  Yes, as is  Yes, but modified (see below)  No

Recommended changes to the project design/scale/etc.  N/A

Click or tap here to enter text.

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-2a. Scored Forms for One Project**

**Documents include the following:**

- **Scored Form Renewal Application PSH**

Prince William Area CoC - FY23 Renewal Project Evaluation Report - PSH

Agency Name:	PHI	Grant Number:	VA0369	Review Dates:	7/1/2022 - 12/31/2022
Program Name:	SHP2018	Project Type:	PSH	Tenant-Based or Site-Based:	Tenant-Based

Total Persons Served:	4	Total Persons Served Who Moved Into Housing:	4
Total Households Served:	4	Total Households Served Who Moved Into Housing:	4

Evaluation Criteria	2023 Upper Benchmark PSH	Actual Performance	Available Points	Awarded Points	CoC Comments	Provider Comments	
	<b>Performance (Base Points)</b>						
<b>Efficient Use of Resources</b>							
1	Spending on last fully completed HUD grant year: % of grant funds expended	95%	100.0%	10	10	Full points awarded	
2	Occupancy/Unit Utilization: Average utilization rate of project (using project utilization each quarter, as reported on APR)	95%	100.0%	10	10	Full points awarded	
<b>Eligibility</b>							
3	Percentage of adult Heads of Household with previous residence that indicates qualified literal homelessness	100%	100.0%	10	10	Full points awarded	
4	PSH Only: Percent of Households w/at least one or more CH member	95%	100.0%	6	6	It is possible Measure 4 is not 100% due to client transfer - Need client ID & supporting documentation - 6/29/2023 Update: DSS reviewed client note and CoC APR submission and confirms adequate documentation has been provided to verify eligibility. Raw data updated and full points awarded for this measure.	
<b>Rapid Return To Permanent Housing</b>							
5	Average length of time to housing (time between project start date and housing move in date)	Tenant-Based: <=30 days Site-Based: <=14 days	0	8	8	Full points awarded	
<b>Participant Income/Resources</b>							
6	Percentage of all adult participants who increased EARNED INCOME from entry to exit/follow-up (leavers and stayers)	15%	50.0%	7	7	Full points awarded	
7	Percentage of all adult participants who increased OTHER INCOME (NON-EARNED) from entry to annual assessment/exit (leavers and stayers)	70%	25.0%	7	0	1 out of 4 applicable adults met measure	
8	Percentage of adult participants with 1 or more source of income at annual assessment/exit (leavers and stayers)	85%	75.0%	6	3	3 out of 4 applicable adults met measure - 6/29/2023 Update: DSS has reviewed the provider's comment and acknowledges their concern. This will be noted for the next competition as an area of concern. No changes made to the awarded points for this year.	
9	Percentage of adult participants with 1 or more source of Non-Cash Benefit at annual assessment/exit (leavers and stayers)	65%	50.0%	3	2	2 out of 4 applicable adults met measure	
<b>Housing Stability</b>							
11	PSH Only: Percentage of all participants who remain in PSH or exited to permanent housing	80%	100.0%	6	6	Full points awarded	
13	Percentage of all leavers who exited to shelter, streets or unknown destinations	Less than or equal to 5%	No Exits	N/A	N/A	No exits from project (measure excluded)	
Performance total score				73	62		
<b>Data Quality</b>							
14	Timeliness of HMIS Data Entry - Entry Records created within 0 to 3 calendar days of project entry	75%	No Entries	N/A	N/A	No entries into project (measure excluded)	
Data Quality total score				0	0		
<b>Compliance</b>							
15	Match equals or exceeds statutory requirement	25% excluding leasing	25.0%	5	5	Full points awarded	
16	HUD Drawdowns Quarterly	Minimum quarterly draws	Yes	5	5	Full points awarded	
Compliance total score				10	10		
<b>Racial Equity</b>							
17	Racial Equity Self-Assessment	Completed Tool	Yes	1	1	Full points awarded	
Racial Equity total score				1	1		
Subtotal Score				84	73	Total performance points	
<b>HUD/CoC Priorities- BONUS POINTS</b>							
18	Severity of Need: % of adults with zero income at project entry	Points are awarded proportionately by multiplying the total possible points by the percent of persons served during the report period that meet the condition	50.0%	2	1.00	N/A	
19	Severity of Need: % of adults that are domestic violence survivors		25.0%	2	0.50	N/A	
20	Severity of Need: % of adults entering project from a place not meant for human habitation		50.0%	2	1.00	N/A	
21	Severity of Need: % of adults ages 18-24 and/or 55+		25.0%	2	0.50	N/A	
22	Client Satisfaction Surveys	30% Survey Submission Rate	Yes	1	1.00	Full points awarded	
HUD/CoC Priorities bonus points total score				9	4.00	Total bonus points	
<b>SCORING SUMMARY</b>							
TOTAL PERFORMANCE (BASE) POINTS				84	73.00	Total performance points - 6/29/23 Update: Total points increased from 67 after applying changes.	
TOTAL BONUS POINTS				9	4.00	Total bonus points	
Total Score, Pro-rated to 100				Formula = ((Base Points Awarded / Base Points Available for Scoring) * 100) + Bonus Points Awarded		90.90	Actual performance - 6/29/23 Update: Score increased from 83.76% after applying changes.

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-5. Notification of Projects Rejected-  
Reduced**

**Documents include the following:**

- **Notification of Projects Rejected-Reduced**





August 10, 2023

RE: New project application submitted to the PWA CoC

To PWA CoC members,

The Prince William Area Continuum of Care (CoC) did not reject or reduce any projects as part of the PWA Continuum of Care (CoC) 2023 HUD Application.

Sincerely,

*Samantha Biller*

Samantha Biller  
CoC Assistant Lead  
Prince William County Government  
Department of Social Services  
14716 Potomac Mills Road  
Woodbridge, VA 22192

**From:** [Biller, Samantha L.](#)  
**To:** [Andrea Eck](#); [Glenda Blake](#); [Monica Heredia](#); [Rose Powers](#); [Gabriele Tibbs](#); [Jenny Tran](#); [Tierney, Courtney S.](#); [Turnage, Tony D.](#); [Carey, Dana](#); [Eleanor Vincent](#); [llevanthal@pathwayhomes.org](mailto:llevanthal@pathwayhomes.org); [smeyers@pathwayhomes.org](mailto:smeyers@pathwayhomes.org); [Octavia King](#); [David Strand](#); [patricia.johanson@gshf\\_execdir@goodshepherdhousing.org](mailto:patricia.johanson@gshf_execdir@goodshepherdhousing.org); [Elizabeth Funes](#); [elizabeth.funes@gshf\\_admin@goodshepherdhousing.org](mailto:elizabeth.funes@gshf_admin@goodshepherdhousing.org)  
**Subject:** 2023 PWA CoC Application Grant Projects Accepted/Rejected/Reduced and Prioritization Ranking  
**Date:** Thursday, August 10, 2023 3:04:57 PM  
**Attachments:** [PWA CoC - FY23 CoC Project Prioritization Preliminary Ranking.xlsx](#)  
[PWA CoC New Project Rejection Letter 8.10.2023.pdf](#)

Good afternoon Prince William Area CoC-funded Grantees,

**THE BELOW IS AN IMPORTANT NOTICE REGARDING THE 2023 COC NOFO COMPETITION.**

This is an official notification for the Prince William Area Continuum of Care (CoC) 2023 HUD Application Grant Projects Accepted/Rejected/Reduced and Prioritization Ranking.

**This notification includes renewal and new projects accepted with project scores and funding amounts. There were no projects rejected or reallocated during the Prince William Area CoC local competition.**

Please find attached to this email the ranking and tiering of projects for the Prince William Area 2023 CoC Application and Project Priority Listing. This ranking and tiering were recommended by the Governance Committee on July 27, 2023.

The Governance Committee reviewed multiple ranking and tiering scenarios and recommended the adopted tiering as it provided the strongest point value options for Tier 2 projects and aligns with the CoC’s policies, strategies, and priorities. The ranking and tiering for the Prince William Area for the FY2023 CoC NOFO Competition is as follows:

RANK	TIER	PROJECT SCORE	PROJECT TYPE	NEW OR RENEWAL	APPLICANT NAME	SUB-RECIPIENT NAME	PROJECT NAME	FUNDING AMOUNT
1	I	94%	PH	Renewal	PWC DSS	Streetlight Community Outreach Ministries (SCOM)	PWA PSH House I <b>VA0133</b>	\$9,700.00
2	I	91%	PH	Renewal	PWC DSS	Pathway Homes, Inc (PHI)	PWA PSH Leasing <b>VA0369</b>	\$112,359.00
3	I	87%	PH	Renewal	PWC DSS	Streetlight Community Outreach Ministries (SCOM)	PWA PASS PSH Expansion <b>VA0127</b>	\$284,204.00
4	I	85%	PH	Renewal	PWC DSS	Action in Community Through Service (ACTS)	PWA RRH <b>VA0324</b>	\$205,664.00
5	I	83%	PH	Renewal	PWC DSS	Good Shepherd Housing Foundation (GSHF)	PWA Leasing <b>VA0130</b>	\$169,719.00
6	I	N/A	HMIS	Renewal	PWC DSS	Prince William	PWA HMIS	\$36,230.00

						County Dept. of Social Services (PWC DSS)	<b>VA0132</b>	
7	I	N/A	PH	Renewal	PWC DSS	Action in Community Through Service (ACTS)	RRH (DV) Bonus <b>VA0439</b>	\$350,289.00
8	I	80%	PH	Renewal	PWC DSS	Pathway Homes, Inc (PHI)	PWA PSH Bonus <b>VA0398</b>	\$190,752.00
	II							\$102,284.00
	Total							\$293,036.00
9	II	90%	HMIS	New Expansion	PWC DSS	Prince William County Dept. of Social Services (PWC DSS)	<b>VA0132</b> Expansion	\$116,000.00
10	II	82%	PH	New	PWC DSS	Northern Virginia Family Service (NVFS)	New Project	\$68,661.00

Please send questions or comments to [sbiller@pwcgov.org](mailto:sbiller@pwcgov.org).

Thank you for your participation in the Prince William Area CoC and your ongoing commitment and efforts to end homelessness.

Sincerely,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-5a. Notification of Projects Accepted**

**Documents include the following:**

- **Notification of Projects Accepted Individual Email Notifications & Letters to Project Applicants:**
  - **ACTS (Renewal)**
  - **DSS (Renewal & New)**
  - **GSHF (Renewal)**
  - **Pathway Homes (Renewal)**
  - **SCOM (Renewal)**
  - **NVFS (New)**

- ***Notification of Projects Accepted Individual Email & Letter to Project Applicant***

➤ ***ACTS (Renewal)***

**From:** [Biller, Samantha L.](#)  
**To:** [Octavia King](#); [David Strand](#)  
**Subject:** Renewal Projects: 2023 PWA HUD Renewal Projects (ACTS)  
**Date:** Thursday, August 10, 2023 2:51:43 PM  
**Attachments:** [2023 HUD Application - Rank Order & Acceptance Notification - Renewal Projects - ACTS.pdf](#)

---

Dear CoC Member,

Your recent application (new and/or renewal projects) has been approved by the Governance and the PWA CoC Committees to be submitted as part of the 2023 HUD Application. Find attached a letter that provides information about your specific project(s) that includes the project number, the amount of funding to be applied for, percentage of points achieved during the evaluation or review process and the actual rank of the project for the HUD application.

Please email me should you have questions.

Best regards,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division



August 10, 2023

Octavia King

Action In Community Through Services, Inc.  
3900 ACTS Lane, Dumfries  
VA 22026, US

**RE: Renewal Project Applications For the PWA CoC 2023 HUD Application (VA0324 & VA0439)**

Ms. King,

The Program Analysis Ranking Committee (PAR) evaluated two renewal project applications using the Renewal Evaluation Scoring Tool and the Projects (**PWA RRH VA0324 & DV Bonus VA0439**). The projects will be ranked as follows:

- DV Bonus VA0439 is held harmless since the project is in the first year of operation. This project will be ranked 7<sup>th</sup> in the CoC's 2023 HUD application; and
- PWA RRH VA0324 received 85% of total points (83). This project is ranked 4<sup>th</sup>.

Your organization has been approved to apply for:

- DV Bonus VA0439 to apply for \$350,289 in renewal funding for the PWA CoC; and
- PWA RRH VA0324 to apply for \$205,664 in renewal funding for the PWA CoC.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the renewal project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller  
CoC Assistant Lead  
Prince William County Government  
Department of Social Services  
14716 Potomac Mills Road  
Woodbridge, VA 22192

- ***Notification of Projects Accepted Individual Email & Letter to Project Applicant***
  - ***DSS (Renewal & New)***



**From:** [Biller, Samantha L.](#)  
**To:** [Tierney, Courtney S.](#)  
**Cc:** [Turnage, Tony D.](#); [Carey, Dana](#)  
**Subject:** New & Renewal Projects: 2023 PWA HUD New & Renewal Projects (PWC DSS)  
**Date:** Thursday, August 10, 2023 2:53:27 PM  
**Attachments:** [2023 HUD Application - Rank Order & Acceptance Notification - Expansion Project DSS.pdf](#)  
[2023 HUD Application - Rank Order & Acceptance Notification - Renewal Projects - DSS.pdf](#)

---

Dear CoC Member,

Your recent application (new and renewal project) has been approved by the Governance and the PWA CoC Committees to be submitted as part of the 2023 HUD Application. Find attached a letter that provides information about your specific project(s) that includes the project number, the amount of funding to be applied for, percentage of points achieved during the evaluation or review process and the actual rank of the project for the HUD application.

Please email me should you have questions.

Best regards,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division



August 10, 2023

Courtney Tierney

Prince William County Human DSS

7987 Ashton Ave, Manassas, VA 20109

Woodbridge, VA 22192

**RE: New Project Application Submitted to PWA CoC**

Ms. Tierney,

Thank you for submitting an application to the PWA CoC under the FY2023 Continuum of Care RFP. Prince William County DSS's application was recommended by the CoC's Program Analysis Ranking Committee (PAR) on July 20, 2023 and approved by the PWA CoC on August 9, 2023.

The Program Analysis Ranking Committee (PAR) evaluated this new project application using a new project score tool, and the project received 90% of total points (63). This project will be ranked 9<sup>th</sup> in the CoC's 2023 HUD application.

Your organization has been approved to:

- Expand an existing HMIS project in order to provide additional services related to the CoC's HMIS System. The approved budget equals \$116,000.00. This new project will be submitted to HUD using CoC Bonus funds.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller

CoC Assistant Lead

Prince William County Government

Department of Social Services

14716 Potomac Mills Road

Woodbridge, VA 22192



August 10, 2023

Courtney Tierney

Prince William County Human DSS

7987 Ashton Ave, Manassas, VA 20109

Woodbridge, VA 22192

**RE: Renewal Project Application For the PWA CoC 2023 HUD Application (VA0132)**

Ms. Tierney,

The Program Analysis Ranking Committee (PAR) evaluated this renewal project application using the Renewal Evaluation Scoring Tool and the Project (**PWA HMIS VA0132**) is held harmless since the funds support the CoC. This project will be ranked 6<sup>th</sup> in the CoC's 2023 HUD application.

Your organization has been approved to apply for:

- PWA HMIS VA0132 to apply for \$36,230 in renewal funding for the PWA CoC.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the renewal project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller

CoC Assistant Lead

Prince William County Government

Department of Social Services

14716 Potomac Mills Road

Woodbridge, VA 22192

- ***Notification of Projects Accepted Individual Email & Letter to Project Applicant***
  - ***GSHF (Renewal)***

**From:** [Biller, Samantha L.](#)  
**To:** [Patricia Johanson \(gshf\\_execdir@goodshepherdhousing.org\)](mailto:Patricia.Johanson@goodshepherdhousing.org); [Elizabeth Funes](#); [Elizabeth Funes \(gshf\\_admin@goodshepherdhousing.org\)](mailto:Elizabeth.Funes@gshf_admin@goodshepherdhousing.org)  
**Subject:** Renewal Projects: 2023 PWA HUD Renewal Projects (GSHF)  
**Date:** Thursday, August 10, 2023 2:50:28 PM  
**Attachments:** [2023 HUD Application - Rank Order & Acceptance Notification - Renewal Projects - GSHF.pdf](#)

---

Dear CoC Member,

Your recent application (new and/or renewal projects) has been approved by the Governance and the PWA CoC Committees to be submitted as part of the 2023 HUD Application. Find attached a letter that provides information about your specific project(s) that includes the project number, the amount of funding to be applied for, percentage of points achieved during the evaluation or review process and the actual rank of the project for the HUD application.

Please email me should you have questions.

Best regards,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division



August 10, 2023

Pat Johanson

Good Shepherd Housing Foundation  
13190 Centerpointe Way Ste 102  
Woodbridge, VA 22193

**RE: Renewal Project Application For the PWA CoC 2023 HUD Application (VA0130)**

Ms. Johanson,

The Program Analysis Ranking Committee (PAR) evaluated this renewal project application using the Renewal Evaluation Scoring Tool and the Project (**PWA Leasing VA0130**) and received 83% of total points (83). This project will be ranked 5<sup>th</sup> in the CoC's 2023 HUD application.

Your organization has been approved to apply for:

- PWA Leasing VA0130 to apply for \$169,719 in renewal funding for the PWA CoC.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the renewal project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller  
CoC Assistant Lead  
Prince William County Government  
Department of Social Services  
14716 Potomac Mills Road  
Woodbridge, VA 22192

- ***Notification of Projects Accepted Individual Email & Letter to Project Applicant***
  - ***Pathway Homes (Renewal)***

**From:** [Biller, Samantha L.](#)  
**To:** [Eleanor Vincent; lleventhal@pathwayhomes.org](#); [Sherry Meyers \(smeyers@pathwayhomes.org\)](#)  
**Subject:** Renewal Projects: 2023 PWA HUD Renewal Projects (Pathway Homes)  
**Date:** Thursday, August 10, 2023 2:50:58 PM  
**Attachments:** [2023 HUD Application - Rank Order & Acceptance Notification - Renewal Projects - Pathway Homes.pdf](#)

---

Dear CoC Member,

Your recent application (new and/or renewal projects) has been approved by the Governance and the PWA CoC Committees to be submitted as part of the 2023 HUD Application. Find attached a letter that provides information about your specific project(s) that includes the project number, the amount of funding to be applied for, percentage of points achieved during the evaluation or review process and the actual rank of the project for the HUD application.

Please email me should you have questions.

Best regards,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division





August 10, 2023

Dr. Eleanor Vincent

Pathway Homes, Inc.

10201 Fairfax Blvd #200

Fairfax, VA 22030

**RE: Renewal Project Applications For the PWA CoC 2023 HUD Application (VA0369 & VA0398)**

Dr. Vincent:

The Program Analysis Ranking Committee (PAR) evaluated two renewal project applications using the Renewal Evaluation Scoring Tool and the Projects (**PWA PSH Leasing VA0369 & PWA PSH Bonus VA0398**). The projects will be ranked as follows:

- PWA PSH Leasing VA0369 received 91% of total points (83). This project will be ranked #2; and
- PWA PSH Bonus VA0398 received 80% of total points (93). This project is ranked 8<sup>th</sup>.

Your organization has been approved to apply for:

- PWA PSH Leasing VA0369 to apply for \$112,359 in renewal funding for the PWA CoC; and
- PWA PSH Bonus VA0398 to apply for \$293,036 in renewal funding for the PWA CoC.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the renewal project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller  
CoC Assistant Lead  
Prince William County Government  
Department of Social Services  
14716 Potomac Mills Road  
Woodbridge, VA 22192

- ***Notification of Projects Accepted Individual Email & Letter to Project Applicant***
  - ***SCOM (Renewal)***

**From:** [Biller, Samantha L.](#)  
**To:** [Rose Powers](#); [Gabriele Tibbs](#); [Jenny Tran](#)  
**Subject:** Renewal Projects: 2023 PWA HUD Renewal Projects (SCOM)  
**Date:** Thursday, August 10, 2023 2:50:13 PM  
**Attachments:** [2023 HUD Application - Rank Order & Acceptance Notification - Renewal Projects - Street Light Ministries.pdf](#)

---

Dear CoC Member,

Your recent application (new and/or renewal projects) has been approved by the Governance and the PWA CoC Committees to be submitted as part of the 2023 HUD Application. Find attached a letter that provides information about your specific project(s) that includes the project number, the amount of funding to be applied for, percentage of points achieved during the evaluation or review process and the actual rank of the project for the HUD application.

Please email me should you have questions.

Best regards,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division



August 10, 2023

Rose Powers

Streetlight Community Outreach Ministries

14806 Blackburn Rd,  
Woodbridge, VA 22191Fairfax

**RE: Renewal Project Applications For the PWA CoC 2023 HUD Application (VA0133 & VA0127)**

Ms. Powers:

The Program Analysis Ranking Committee (PAR) evaluated two renewal project applications using the Renewal Evaluation Scoring Tool and the Projects (**PWA PSH House I VA0133 & PWA PASS PSH VA0127**). The projects will be ranked as follows:

- PWA PSH House I VA0133 received 94% of total points (83). This project will be ranked #1; and
- PWA PASS PSH VA0127 received 87% of total points (83). This project is ranked #3.

Your organization has been approved to apply for:

- PWA PSH House I VA0133 to apply for \$9,700 in renewal funding for the PWA CoC; and
- PWA PASS PSH VA0127 to apply for \$284,204 in renewal funding for the PWA CoC.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the renewal project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller  
CoC Assistant Lead  
Prince William County Government  
Department of Social Services  
14716 Potomac Mills Road  
Woodbridge, VA 22192

- ***Notification of Projects Accepted Individual Email & Letter to Project Applicant***
  - ***NVFS (New)***

**From:** [Biller, Samantha L.](#)  
**To:** [Andrea Eck](#); [Glenda Blake](#); [Monica Heredia](#)  
**Cc:** [pwa.coc.consultant@gmail.com](mailto:pwa.coc.consultant@gmail.com)  
**Subject:** New Project: 2023 PWA HUD New Project (NVFS)  
**Date:** Thursday, August 10, 2023 2:53:36 PM  
**Attachments:** [2023 HUD Application - Rank Order & Acceptance Notification - New Project NVFS.pdf](#)

---

Dear CoC Member,

Your recent application (new project) has been approved by the Governance and the PWA CoC Committees to be submitted as part of the 2023 HUD Application. Find attached a letter that provides information about your specific project(s) that includes the project number, the amount of funding to be applied for, percentage of points achieved during the evaluation or review process and the actual rank of the project for the HUD application.

Please email me should you have questions.

Best regards,

**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division



August 10, 2023

Andrea Eck

Northern Virginia Family Service

10455 White Granite Dr., Suite 100

Oakton, VA 22124

**RE: New Project Application Submitted to PWA CoC**

Dear Ms. Eck,

Thank you for submitting an application to the PWA CoC under the FY2023 Continuum of Care RFP. Northern Virginia Family Service's application was recommended by the CoC's Program Analysis Ranking Committee (PAR) on July 20, 2023 and approved by the PWA CoC on August 9, 2023.

The Program Analysis Ranking Committee (PAR) evaluated this new project application using a new project score tool, and the project received 82% of total points (97). This project is ranked 10<sup>th</sup> in the CoC's 2023 HUD application.

The organization has been approved to:

- Start a RRH project with Healthcare Leverage that will provide additional housing services to the CoC. The approved budget equals \$68,661.00. This new project will be submitted to HUD using CoC Bonus funds.

You will be receiving additional communication from the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) regarding the next steps and timeline for submitting the project in e-snaps, HUD's online application system.

Thank you for the commitment of your organization and staff to be a partner to the PWA CoC as we work together to reduce and end homelessness.

Sincerely,

*Samantha Biller*

Samantha Biller  
CoC Assistant Lead  
Prince William County Government  
Department of Social Services  
14716 Potomac Mills Road  
Woodbridge, VA 22192

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-5b. Local Competition Selection Results**

**Documents include the following:**

- **Final Project Scores Renewal & New Project Applications**
- **Final Project Scores for All Projects Public Web Posting**



***Final Project Scores Renewal & New Project Applications***

**PWA CoC FY23 HUD Applicants & Prioritization**

Grant #	Project Name	Project Type	Sub-Recipient Name	Amount Requested	Reallocated	Possible Points*	Actual Points	Bonus Points	Final Score	PAR Ranking	Accepted/ Rejected Status
<b>TIER I PROJECTS</b>											
VA0133L3G042215	VA0133 PWA PSH House I	PH	Streetlight Community Outreach Ministries (SCOM)	\$ 9,700.00	\$0.00	83	75	3	94%	1	Accepted
VA0369L3G042204	VA0369 PWA PSH Leasing	PH	Pathway Homes, Inc (PHI)	\$ 112,359.00	\$0.00	84	73	4	91%	2	Accepted
VA0127L3G042213	VA0127 PWA PASS PSH	PH	Streetlight Community Outreach Ministries (SCOM)	\$ 284,204.00	\$0.00	83	70	3	87%	3	Accepted
VA0324L3G042206	VA0324 PWA RRH	RRH	Action in Community Through Service (ACTS)	\$ 205,664.00	\$0.00	83	68	3	85%	4	Accepted
VA0130L3G042215	VA0130 PWA Leasing	PH	Good Shepherd Housing Foundation (GSHF)	\$ 169,719.00	\$0.00	83	67	2	83%	5	Accepted
VA0132L3G042215†	VA0132 PWA HMIS	HMIS	Prince William County Dept. of Social Services (PWC DSS)	\$ 36,230.00	\$0.00	N/A	N/A	N/A	N/A	6	Accepted
VA0439D3G042201†	VA0439 DV Bonus	RRH (DV)	Action in Community Through Service (ACTS)	\$ 350,289.00	\$0.00	N/A	N/A	N/A	N/A	7	Accepted
VA0398L3G042203‡	VA0398 PWA PSH Bonus	PH	Pathway Homes, Inc (PHI)	\$ 190,752.00	\$0.00	93	72	3	80%	8	Accepted
<b>SUB-TOTAL</b>				<b>\$ 1,358,917.00</b>							
<b>TIER II PROJECTS</b>											
VA0398L3G042203‡	VA0398 PWA PSH Bonus	PH	Pathway Homes, Inc (PHI)	\$ 102,284.00	\$0.00	93	72	3	80%	8	Accepted
VA0132L3G042215 Expansion	VA0132 PWA HMIS Expansion	HMIS	Prince William County Dept. of Social Services (PWC DSS)	\$ 116,000.00	\$0.00	63	57	0	90%	9	Accepted
New Project	New Project	RRH	Northern Virginia Family Service (NVFS)	\$ 68,661.00	\$0.00	97	80	0	82%	10	Accepted
<b>SUB-TOTAL</b>				<b>\$ 286,945.00</b>							
<b>CoC Planning Grant - Not Ranked</b>											
CoC Planning		CoC Planning	Prince William County Dept. of Social Services (PWC DSS)	\$ 131,900.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>SUB-TOTAL</b>				<b>\$ 131,900.00</b>							
<b>GRAND TOTAL</b>				<b>\$ 1,777,762.00</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

\* For some projects the number of "Possible Points" is reduced as the project did not have data to be scored for certain measures. This does not mean the provider did not submit data, it simply means the data does not exist. For example, some of the PSH projects did not have any exits during the reporting period therefore there's nothing to score for exit destination outcomes.

† Project(s) "held harmless"

VA0439 † is a first-year renewal and could not be scored.

VA0132 † supports the entire CoC's HMIS and HMIS participation by CoC-funded projects is required under the CoC Program.

‡ Project is split between Tier I and Tier II

**The CoC did not reject any renewal/new project applications**

***Final Project Scores for All Projects Public Web Posting***

Home | Social Services | Continuum of Care Funding

## Continuum of Care Funding

### Prince William Area Continuum of Care Funding Information

#### 2023 HUD NOFO

Prince William County DSS is the lead agency for the Prince William Area Continuum of Care (CoC) and is responsible for preparing and submitting the annual CoC Application to the Department of Housing and Urban Development (HUD). The 2023 Annual HUD Competition NOFO has not been released. This page will be updated as more details become available.

**New Project Applications must be submitted at the following link: [PWA CoC New Project Application](#) by 12:00 p.m. on Thursday, June 22, 2023.**

Renewal Projects	New Projects	Reallocation and Ranking	2023 Application Submission
<ul style="list-style-type: none"> <li>Renewal Project Evaluation Materials are due to the CoC by <b>June 7, 2023</b>.</li> <li><a href="#">FY23 Renewal Project Scoring Tool</a></li> <li><a href="#">FY23 Racial Equity Self-Assessment Tool</a></li> <li><a href="#">FY23 HUD CoC Workshop-Renewal Project Scoring</a></li> </ul> <p>Posted May 22, 2023</p>	<ul style="list-style-type: none"> <li><a href="#">PWA CoC Notice of Intent (Due May 5, 2023)</a></li> <li><a href="#">FY23 PWA CoC New Project Application (Due June 22, 2023, by 12:00 p.m.)</a></li> <li><a href="#">Project Budget Form</a></li> <li><a href="#">New Project Threshold Checklist</a></li> </ul> <p>Posted June 1, 2023</p>	<p><a href="#">PWA CoC - FY23 CoC Project Prioritization Final Ranking</a></p> <p>Posted Aug. 24, 2023</p>	<p><i>Details Forthcoming</i></p>

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-5c. Web Posting–CoC-Approved  
Consolidated Application**

**Documents include the following:**

- **FY2023 CoC-Approved Consolidated Application Web Posting**

Home | Social Services | Continuum of Care Funding

# Continuum of Care Funding

## Prince William Area Continuum of Care Funding Information

### 2023 HUD NOFO

Prince William County DSS is the lead agency for the Prince William Area Continuum of Care (CoC) and is responsible for preparing and submitting the annual CoC Application to the Department of Housing and Urban Development (HUD). The 2023 Annual HUD Competition NOFO has been released.

New Project Applications must be submitted at the following link: [PWA CoC New Project Application](#) by 12:00 p.m. on Thursday, June 22, 2023.

Renewal Projects	New Projects	Reallocation and Ranking	2023 Application Submission
<ul style="list-style-type: none"> <li>Renewal Project Evaluation Materials are due to the CoC by <b>June 7, 2023</b>.</li> <li>FY23 Renewal Project Scoring Tool</li> <li>FY23 Racial Equity Self-Assessment Tool</li> <li>FY23 HUD CoC Workshop-Renewal Project Scoring</li> </ul> <p>Posted May 22, 2023</p>	<ul style="list-style-type: none"> <li>PWA CoC Notice of Intent (Due May 5, 2023)</li> <li>FY23 PWA CoC New Project Application (Due June 22, 2023, by 12:00 p.m.)</li> <li>Project Budget Form</li> <li>New Project Threshold Checklist</li> </ul> <p>Posted June 1, 2023</p>	<p>PWA CoC - FY23 CoC Project Prioritization Final Ranking (Posted August. 24, 2023)</p> <p>VA-604 2023 Competition Project Priority Listing from ESNAPS (Posted Sept. 18, 2023)</p>	<p>VA-604 PWA 2023 Final CoC Application (Posted Sept. 19, 2023)</p>

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**1E-5d. Notification of CoC-Approved  
Consolidated Application**

**Documents include the following:**

- **PWA CoC Email - FY2023 CoC-Approved Consolidated Application Web Posting Notification Email – To CoC**
- **PWA CoC-funded Grantees - FY2023 CoC-Approved Consolidated Application Web Posting Notification**

***PWA CoC Email - FY2023 CoC-Approved Consolidated  
Application Web Posting Notification***



**From:**  
**To:**

[Biller, Samantha L.](#)

[Alexandra Luevano](#); [Amelia Wilmore-Nozil](#); [Andrea Eck](#); [Bassette, Angela](#); [Ann Rychlik](#); [April Ballard \(april@orhfoundation.org\)](#); [Athena Lemus](#); [Biller, Samantha L.](#); [Blanca Pabon](#); [Brenda Via](#); [Bresier, Berley](#); [Caitlin O'Connell](#); [Carey, Dana](#); [Carol Wilson](#); [Cayetano, Duanchy](#); [Beander, Chandra](#); [Charlene Watkins-Byrd](#); [Cheyl Reid](#); [Tierney, Courtney S.](#); [Crystal Pitt](#); [Dacardo King](#); [Darlene Ingram](#); [David Carr](#); [Watkins, David C.](#); [Dawn Clark](#); [Debbie Owens](#); [Devin Heilmeier](#); [Anderson, Diane](#); [Dianne Anderson \(danderson@sacredheartmanassas.org\)](#); [Dori Cook \(d\\_cook@earthlink.net\)](#); [Ansher, Alison](#); [Dr. Antony M. Bennett](#); [Edward R. Williams](#); [Elizabeth Funes \(gshf\\_admin@goodshepherdhousing.org\)](#); [Fadumo Ahmed](#); [Frances Robin](#); [Francis Rath](#); [Gabriele Tibbs \(gtibbs@thestreetlight.org\)](#); [George Davies](#); [Glenda Blake](#); [Golden, Tonya](#); [Goodmote, Laly](#); [Gravette, Jeanine](#); [Idris O'Connor](#); [Ivette Monney](#); [Giovia, Jacob](#); [James Davis](#); [Jennings, Phyllis](#); [Jessica Todd](#); [Jinnae Monroe](#); [Duckett, Joan S.](#); [Johnson, Elijah T.](#); [Johnte Davis](#); [Joyce Entremont](#); [Judy Jacob](#); [Julie Mullen](#); [Karen DeVito \(karensd1@outlook.com\)](#); [Kathy Talman](#); [Kevin Rychlik](#); [McDuffie, K. \(VIDC\)](#); [Kobie Beal](#); [Kofi Djanphie \(Kofi.Djanphie@dss.virginia.gov\)](#); [Kyla Payne](#); [La Patra, Alicia](#); [Latanya Buckhalter](#); [Lauren Havoc](#); [Leon, Marjorie N.](#); [Lewis Arnette](#); [Lewis, Hayley](#); [Lotoya Eddie](#); [Ludwig, Kym](#); [Fritts, Lynn M.](#); [M. Suzuki](#); [Madlin Edmonds](#); [Madlin Edmonds](#); [Maggie Zargarpur](#); [Burgos, Maria](#); [Maria Serpas](#); [Maria Wells](#); [Mary Lopez \(mlopez@ieccil.org\)](#); [Michelle Halcombe \(mhalcombe@pathwayhomes.org\)](#); [Mychal Tamillow](#); [Nancy Espinal](#); [Nicole Kirven](#); [Norman Beal](#); [Octavia King](#); [Pamela F. Bennett](#); [Jones, Pamela](#); [Pamela Wright \(savedhandsinc.2008@yahoo.com\)](#); [Patricia Johanson \(gshf\\_execdir@goodshepherdhousing.org\)](#); [Patricia Profit \(electladieshome@gmail.com\)](#); [Peggy Kimmey](#); [Knights, Randi \(VDSS\)](#); [Renate Canfield](#); [Rhonda Dent](#); [Roberta McEachern \(rmceachern@ieccil.org\)](#); [Robin Robinson](#); [Rose Powers](#); [Rozlyn Giddens](#); [Samantha Barber](#); [Sara Aly](#); [Serena Bermudez \(serena.bermudez@vec.virginia.gov\)](#); [Caldwell-Lynch, Shaunee](#); [Sherry Meyers \(smeyers@pathwayhomes.org\)](#); [Stephanie Edwards](#); [Tamara F. Eppolite](#); [Taylor, Luke](#); [Teresa Belcher](#); [Teresa Belcher \(belchermt@hotmail.com\)](#); [Teri Pritchett](#); [Tiffany Brown](#); [Tina Fisher](#); [Todd McCormick](#); [Tom Smith](#); [Tom Smith](#); [Tontee Verbal](#); [Turnage, Tony D.](#); [Tracy J. Hollis](#); [Vanessa Merriweather](#); [Veronica Pinckney](#); [Veronica Roth \(Veronica.Roth@ccda.net\)](#); [Wendy Atkinson](#); [Dawson, Wesley](#); [Zach Savarese](#)

**Subject:** FY2023 CoC-Approved Final Consolidated Application Web Posting Notification  
**Date:** Tuesday, September 19, 2023 4:08:14 PM  
**Importance:** High

---

Good afternoon Prince William Area CoC Committee,

As part of the FY2023 CoC Program Competition, the CoC-Approved Final Consolidated Application as well as the Final Priority Project Listing was posted on the PWA CoC website on Tuesday, September 19, 2023, at the following website link: <https://www.pwcva.gov/department/social-services/continuum-care-funding>

If you would like to view either of these documents directly, please click on the link provided below:

[VA-604 2023 Competition Project Priority Listing from ESNAPS](#).(Posted September 18, 2023)

[VA-604 PWA 2023 CoC Final Application](#).(Posted September 19, 2023)

Thank you,  
**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division

***PWA CoC-funded Grantees - FY2023 CoC-Approved  
Consolidated Application Web Posting Notification***

**From:** [Biller, Samantha L.](#)  
**To:** [Andrea Eck](#); [Glenda Blake](#); [Monica Heredia](#); [Rose Powers](#); [Gabriele Tibbs](#); [Jenny Tran](#); [Tierney, Courtney S.](#); [Turnage, Tony D.](#); [Carey, Dana](#); [Eleanor Vincent](#); [llevanthal@pathwayhomes.org](mailto:llevanthal@pathwayhomes.org); [Sherry Meyers](#) ([smeyers@pathwayhomes.org](mailto:smeyers@pathwayhomes.org)); [Octavia King](#); [David Strand](#); [Patricia Johanson](#) ([gshf\\_execdir@goodshepherdhousing.org](mailto:gshf_execdir@goodshepherdhousing.org)); [Elizabeth Funes](#); [Elizabeth Funes](#) ([gshf\\_admin@goodshepherdhousing.org](mailto:gshf_admin@goodshepherdhousing.org))  
**Subject:** FY2023 CoC-Approved Final Consolidated Application Web Posting Notification  
**Date:** Tuesday, September 19, 2023 4:07:43 PM

---

Good afternoon Prince William Area [CoC-funded Grantees](#),

As part of the FY2023 CoC Program Competition, the CoC-Approved Final Consolidated Application as well as the Final Priority Project Listing was posted on the PWA CoC website on Tuesday, September 19, 2023, at the following website link: <https://www.pwcva.gov/department/social-services/continuum-care-funding>

If you would like to view either of these documents directly, please click on the link provided below:

[VA-604 2023 Competition Project Priority Listing from ESNAPS](#) (Posted September 18, 2023)

[VA-604 PWA 2023 CoC Final Application](#) (Posted September 19, 2023)

***Some of you may receive this email twice, if you are also a CoC committee member.***

Thank you,  
**Samantha Biller**  
Business Services Analyst  
[SBiller@pwcgov.org](mailto:SBiller@pwcgov.org)

Prince William County Department of Social Services  
Homeless Services Division

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**2A-6. HUD's Homeless Data Exchange (HDX)  
Competition Report**

**Documents include the following:**

- **PWA CoC – 2023 HDX Competition Report**

2023 HDX Competition Report  
**PIT Count Data for VA-604 - Prince William County CoC**

**Total Population PIT Count Data**

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	326	282	241	326
Emergency Shelter Total	189	216	187	226
Safe Haven Total	0	0	0	0
Transitional Housing Total	35	24	27	27
Total Sheltered Count	224	240	214	253
Total Unsheltered Count	102	42	27	73

**Chronically Homeless PIT Counts**

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	53	55	34	33
Sheltered Count of Chronically Homeless Persons	25	43	27	17
Unsheltered Count of Chronically Homeless Persons	28	12	7	16

# 2023 HDX Competition Report

## PIT Count Data for VA-604 - Prince William County CoC

### Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	33	30	24	40
Sheltered Count of Homeless Households with Children	33	30	24	40
Unsheltered Count of Homeless Households with Children	0	0	0	0

### Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	40	16	12	11	11
Sheltered Count of Homeless Veterans	21	9	9	7	8
Unsheltered Count of Homeless Veterans	19	7	3	4	3

\*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

# 2023 HDX Competition Report

## HIC Data for VA-604 - Prince William County CoC

### HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	235	200	235	85.11%	0	0	NA	200	85.11%
SH Beds	0	0	0	NA	0	0	NA	0	NA
TH Beds	41	41	41	100.00%	0	0	NA	41	100.00%
RRH Beds	82	72	82	87.80%	0	0	NA	72	87.80%
PSH Beds	166	41	166	24.70%	0	0	NA	41	24.70%
OPH Beds	9	9	9	100.00%	0	0	NA	9	100.00%
Total Beds	533	363	533	68.11%	0	0	NA	363	68.11%

2023 HDX Competition Report  
HIC Data for VA-604 - Prince William County CoC



# 2023 HDX Competition Report

## HIC Data for VA-604 - Prince William County CoC

**Notes**

\*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

\*\*For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	46	75	166	166

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

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	29	36	27	18

### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	133	174	132	82

2023 HDX Competition Report  
HIC Data for VA-604 - Prince William County CoC

# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

### Summary Report for VA-604 - Prince William County CoC

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	636	715	90	107	17	62	74	12
1.2 Persons in ES, SH, and TH	672	745	124	139	15	71	83	12

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

2023 HDX Competition Report  
**FY2022 - Performance Measurement Module (Sys PM)**

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	749	768	434	417	-17	213	193	-20
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	896	798	436	420	-16	232	202	-30

# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	17	0	0%	0	0%	1	6%	1	6%
Exit was from ES	283	20	7%	7	2%	24	8%	51	18%
Exit was from TH	19	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	111	5	5%	0	0%	1	1%	6	5%
TOTAL Returns to Homelessness	430	25	6%	7	2%	26	6%	58	13%

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

## 2023 HDX Competition Report

### FY2022 - Performance Measurement Module (Sys PM)

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

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	282	241	-41
Emergency Shelter Total	216	187	-29
Safe Haven Total	0	0	0
Transitional Housing Total	24	27	3
Total Sheltered Count	240	214	-26
Unsheltered Count	42	27	-15

### Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	672	751	79
Emergency Shelter Total	636	721	85
Safe Haven Total	0	0	0
Transitional Housing Total	37	37	0

# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	21	36	15
Number of adults with increased earned income	2	4	2
Percentage of adults who increased earned income	10%	11%	1%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	21	36	15
Number of adults with increased non-employment cash income	12	25	13
Percentage of adults who increased non-employment cash income	57%	69%	12%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	21	36	15
Number of adults with increased total income	13	28	15
Percentage of adults who increased total income	62%	78%	16%

# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	41	17	-24
Number of adults who exited with increased earned income	6	0	-6
Percentage of adults who increased earned income	15%	0%	-15%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	41	17	-24
Number of adults who exited with increased non-employment cash income	4	4	0
Percentage of adults who increased non-employment cash income	10%	24%	14%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	41	17	-24
Number of adults who exited with increased total income	8	4	-4
Percentage of adults who increased total income	20%	24%	4%



# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	569	626	57
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	183	109	-74
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	386	517	131

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

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	755	703	-52
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	297	145	-152
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	458	558	100

## 2023 HDX Competition Report

### FY2022 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

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

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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	26	97	71
Of persons above, those who exited to temporary & some institutional destinations	0	9	9
Of the persons above, those who exited to permanent housing destinations	11	14	3
% Successful exits	42%	24%	-18%

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

# 2023 HDX Competition Report

## FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	560	634	74
Of the persons above, those who exited to permanent housing destinations	294	374	80
% Successful exits	53%	59%	6%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	50	52	2
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	48	50	2
% Successful exits/retention	96%	96%	0%

2023 HDX Competition Report  
**FY2022 - SysPM Data Quality**  
**VA-604 - Prince William County CoC**

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	188	188	157	41	33	41	55	84	175	133	174	132			
2. Number of HMIS Beds	188	188	157	38	33	41	44	50	50	87	148	112			
3. HMIS Participation Rate from HIC ( % )	100.00	100.00	100.00	92.68	100.00	100.00	80.00	59.52	28.57	65.41	85.06	84.85			
4. Unduplicated Persons Served (HMIS)	819	637	721	44	37	37	44	54	55	302	430	350	127	65	125
5. Total Leavers (HMIS)	693	508	567	19	11	14	7	8	8	173	247	254	86	26	74
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	18	125	0	0	0	0	0	1	0	1	11	17	14	61
7. Destination Error Rate (%)	0.00	3.54	22.05	0.00	0.00	0.00	0.00	0.00	12.50	0.00	0.40	4.33	19.77	53.85	82.43

2023 HDX Competition Report  
**FY2022 - SysPM Data Quality**

# 2023 HDX Competition Report

## Submission and Count Dates for VA-604 - Prince William County CoC

### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/25/2023	

### Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/28/2023	Yes
2023 HIC Count Submittal Date	4/28/2023	Yes
2022 System PM Submittal Date	3/1/2023	No

2022 data submitted on time, proof of HUD email in next page of attachment.

**From:** [aaq@hudexchange.info](mailto:aaq@hudexchange.info)  
**To:** [La Patra, Alicia](#)  
**Subject:** Confirmation for Question ID 208657 - HUD Exchange Ask A Question  
**Date:** Thursday, March 2, 2023 11:45:47 AM

This email is from an EXTERNAL source. Use caution when replying or clicking embedded links.

**Question Status: Reopened**

Thank you for reopening a question on the HUD Exchange AAQ. We will review the question and try to provide you with a response within 7-10 business days. However, note that some questions must be referred to HUD subject matter experts and/or attorneys and will take longer to address. We appreciate your patience as we work to provide a response as quickly as possible.

**Requestor Name:** Alicia La Patra

**Requestor Email:** [alapatra@pwcgov.org](mailto:alapatra@pwcgov.org)

**Question Related To:** Homelessness Data Exchange (including AHAR, HIC, LSA, PDX, PIT, Stella, Sys PM)

**Original Question ID:** 208564

**Original Question Subject:**

Confirming SPM Submission is On-Time

**Original Question Text:**

Good evening,

I am writing to confirm our CoC's FY22 SPM was submitted on time (prior to the 2/28/2023 8PM EST cut-off). When I review the Reporting Status tab in HDX it reports this was submitted on 3/1/2023. You will see in the attachment the timestamp at the top left is 2/28/2023 at 7:57PM. The email we received from HUD has this same time stamp. Documents are attached.

**Original Question Response:**

Hi Alicia,

Your submission was received on time (and we are working to change the timestamp from UTC to ET so it shows correctly the on-time submission). Thank you for your work in getting the report submitted!

*Please note: this response has been provided based on the current requirements and guidance available. Notices or other HUD-issued guidance in the future may change the current requirements. Additionally, the response provided in this email is specific to the question you submitted and may not apply to similar questions. Therefore, please use discretion in providing the response to others, as the answer may not apply to their particular situations.*

**Reopened Question ID:** 208657

**Reopened Question Text:**

Thank so much for confirming!

**Please click on the [View Question] button below to perform the following actions:**

- **View your question**, answer, and any applicable attachments
- **Add additional information** to this question
- **Ask another question** using the same requestor information
- **Cancel this question** if a response is no longer necessary

[View Question](#)

*This email account ([aaq@hudexchange.info](mailto:aaq@hudexchange.info)) does not have the ability to reply to emails. Please DO NOT REPLY to this email address, as all messages sent to this address will not be responded to. Please direct any inquiries regarding HUD Exchange or its Ask A Question system to [info@hudexchange.info](mailto:info@hudexchange.info) or ask another question using the "View Question" link located above. Please keep this email for your records.*



**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**3A-1a. Housing Leveraging Commitments**

**Documents include the following:**

- **Final MOU – DSS OHCD HOME ARP**

**Memorandum of Understanding HOME–  
American Rescue Plan (HOME-ARP) Program**

**This Memorandum of Understanding (MOU) has been created and entered into on  
September 15, 2023**

*Prince William County Office of Housing & Community Development (PHA)  
15941 Donald Curtis Drive, Suite 112  
Woodbridge, Virginia 22191*

*and*

*Prince William Area Continuum of Care (CoC)  
14716 Potomac Mills Road  
Woodbridge, VA 22192*

I. Introduction and Goals

- a. PHA and CoC’s commitment to administering the U.S. Department of Housing and Urban Development (HUD) funded HOME-ARP Program in accordance with all Program requirements.
- b. PHA goals and standards of success in administering the Program.
- c. MOU term will be for a period ending September 30, 2030, or when funds are no longer available, whichever occurs first.
- d. Identification of staff position at the PHA and CoC who will serve as the lead HOME-ARP liaisons.

**Lead PHA Liaison:**

Tynnell Dunaway, Housing Program Manager

**Lead CoC Liaison:**

Jeanine Gravette, Program Manager

II. Define the Qualified Populations eligible for HOME-ARP assistance to be referred by CoC

HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified “qualifying populations.” Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria (e.g., additional income criteria). All income calculations to meet

income criteria of a qualifying population or required for income determinations in HOMEARP eligible activities must use the annual income definition in [24 CFR 5.609](#) in accordance with the requirements of [24 CFR 92.203\(a\)\(1\)](#).

## **Qualifying Populations**

### **1. Homeless**, as defined in [24 CFR 91.5](#) *Homeless* (1), (2), or (3):

- (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 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;

**2. At risk of Homelessness**, as defined in [24 CFR 91.5](#) *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;
- (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 in this section; 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;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - (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;
  - (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;

(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(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), 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.

3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking**, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

***Domestic violence***, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- 1) 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);
- 2) A person with whom the victim shares a child in common;

- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) 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** which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - a. The type of relationship; and
  - b. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in [24 CFR 5.2003](#) 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 defined as:

- 1) *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 age; or
- 2) *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.

4. **Other Populations** where providing supportive services or assistance under section 212(a) of NAHA ([42 U.S.C. 12742\(a\)](#)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5](#):

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(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;

(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 persons reside per room, as defined by the U.S. Census Bureau;

(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

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

III. Services to be provided to eligible HOME ARP Program families

Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.

1. Partnering service providers will support PHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
2. PHA will establish windows of time for HOME ARP applicants to complete intake interviews for HOME ARP.
3. Partnering service providers will provide housing search assistance for eligible individuals and families.
4. Partnering service providers will provide counseling on compliance with rental leaser requirements.
5. Partnering service providers will assist individuals and families who may require referrals for assistance on security deposits and utility deposits.
6. Partnering service providers will assist and refer individuals and families to benefits and supportive services, where applicable.

IV. PHA Roles and Responsibilities

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the HOME ARP Program services fee. Service fees will provide security deposits, and utility deposits.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff member to serve as the lead HOME ARP Program liaison.
6. Comply with the provisions of this MOU and the PWC HOME-ARP Plan & Policy.



## CoC Roles and Responsibilities

1. Designate and maintain a lead HOME ARP liaison to communicate with the PHA.

Refer eligible individuals and families to PHA using the community's coordinated entry system.

Prince William Area CoC has chosen to use the VI-SPDAT score in combination with the priority population ranking score to determine a priority listing for households to be referred for the HOME-ARP Program. The VI-SPDAT (Vulnerability Index - Service Prioritization Decision Assistance Tool) is a survey administered both to individuals and families to determine risk and prioritization when providing assistance to homeless and at-risk of homelessness persons. The following list outlines the total possible VI-SPDAT score:

### VI-SPDAT (Single)

- 0-4 –low
- 5-9 medium
- 10-17 high

### VI-SPDAT (Family)

- 0-3 low
- 4-8 medium
- 9-above high

The Prince William Area CoC has established the following priority populations and ranking score for all referrals for HOME ARP Program as well as Rapid Re-housing Programs. Households that fall into the following categories rank highest in priority for this housing strategy:

- Families with children with greatest service need (4pts.).
- Aging households over 62 with medical need or disability (3 pts.)
- Youth- aged 18-24 (2 pts.).
- Households without income (1 pt.).
- Currently Fleeing Domestic Violence (additional 2 pts.)
- Veterans (regardless of discharge status) that meet the QP Population requirements.

The following list outlines the total combined VI-SPDAT and priority population ranking score which will determine placement and household need for the HOME ARP Program by-names list:

- 1-7- low need
- 8-14 -medium need
- 15-above- high need

The PWA CoC has established the following priority group populations and ranking score for all households referred to the HOME-ARP Program. When completing your referral application please choose from one of the following that best describes the household:

- a. What about persons who are currently living on the streets (3 points);
- b. Persons come out of jails incarnation/institution in the last 90 days and was homeless prior to entering the institution (2 points);
- c. Transitioned Aged Youth 18-24 years of age (2 points);
- d. Veterans meet QP Population (2 points);
- e. DV Hx (2 points); and
- f. Families with Children (2 points)

V. Prince William County CoC is in the process of submitting a new project for the FY23 CoC Competition Priority List for Northern Virginia Family Services (project name: NVFS Rapid Re-Housing and Health Care Services). This project is requesting 2 households eligible for Rapid Rehousing services be funded through CoC Competitive Funding Grant funds. In addition to these 2 CoC-funded units, OHCD will commit to leveraging 1 tenant-based housing voucher (1 unit), funded through the HOME-ARP program, for PWC CoC to pare with this project. The leveraged tenant-based housing voucher must meet all of the HOME-ARP program requirements contained within this agreement.

VI. The term of the leveraging and the date the units will be available will be for a one-year period beginning on July 1, 2024 (or the date on which HUD establishes for this project to start) and ending on June 30, 2025 (or end of 1-year grant term as established by HUD). This term may be renewed by the agreement of both parties, but cannot exceed the September 30, 2030, program ending date or when funds are no longer available, whichever occurs first.

VII. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e., self-certifications, birth certificate, social security card, etc.).

VIII. Attend and participate in HOME ARP Program participant briefings if needed.

IX. Assess all households referred for HOME ARP Program for mainstream benefits and supportive services that are available to support eligible individuals and families through their transition.

X. Identify and provide supportive services that may be available to HOME ARP Program families. (While HOME ARP Program participants are not required to participate in services, the CoC will make available those services to which the family can participate in.)

XI. Comply with the provisions of this MOU.

### ***Confidentiality Requirements***

CoC must develop, implement, and maintain written procedures to require that –

- a. All records containing personally identifying information of any individual or family who applies for and/or receives HOME-ARP assistance will be kept secure and confidential; and
- b. The of any HOME-ARP rental housing exclusively for individuals fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be made public, except as necessary where making the address or location public does not identify occupancy of the HOME-ARP rental housing, when necessary to record use restrictions or restrictive covenants in accordance with [Section VI.B](#) or [VI.E](#), or with written authorization of the person or entity responsible for the operation of the NCS or HOME-ARP rental housing; and
- c. The address or location of any program participant that is a fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be made public, except as provided under a privacy policy of the PHA consistent with state and local laws and any other grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.

Documenting status of a qualifying population that is fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault, or human trafficking:

- a. If an individual or family qualifies because the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking then acceptable evidence includes an oral or written statement by the qualifying individual or head of household seeking assistance that they are fleeing that situation. An oral statement may be documented by either –
- b. a written certification by the individual or head of household; or
- c. a written certification by a victim service provider, intake worker, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or an intake worker in any other organization from whom the individual or family sought assistance.

The written documentation need only include the minimum amount of information indicating that the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking and need not include any additional details about the conditions that prompted the individual or family to seek assistance.

### ***Period of Record Retention***

For HOME-ARP TBRA projects, records must be retained for five years after the period of rental assistance terminates.

Written agreements must be retained for five years after the agreement terminates.

XII. Program Evaluation

The PHA, and CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of Program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed by

*Joan S. Duckett*

September 15, 2023

Joan S. Duckett, Director, PHA

Date

Digitally signed by Elijah Johnson  
DN: cn=Elijah Johnson, o=PWC, ou=OEM, email=ejohnson@pwcgov.org, c=US  
Date: 2023.09.13 16:32:06 -04'00'

Elijah T. Johnson, CoC Chair

Date

**FY 2023**

**VA-604 – Prince William Area**

**Continuum of Care**

**3A-1a. Housing Leveraging Commitments**

**Documents include the following:**

- **Final MOU – DSS OHCD HOME ARP**

**Memorandum of Understanding HOME–  
American Rescue Plan (HOME-ARP) Program**

**This Memorandum of Understanding (MOU) has been created and entered into on  
September 15, 2023**

*Prince William County Office of Housing & Community Development (PHA)  
15941 Donald Curtis Drive, Suite 112  
Woodbridge, Virginia 22191*

*and*

*Prince William Area Continuum of Care (CoC)  
14716 Potomac Mills Road  
Woodbridge, VA 22192*

I. Introduction and Goals

- a. PHA and CoC’s commitment to administering the U.S. Department of Housing and Urban Development (HUD) funded HOME-ARP Program in accordance with all Program requirements.
- b. PHA goals and standards of success in administering the Program.
- c. MOU term will be for a period ending September 30, 2030, or when funds are no longer available, whichever occurs first.
- d. Identification of staff position at the PHA and CoC who will serve as the lead HOME-ARP liaisons.

**Lead PHA Liaison:**

Tynnell Dunaway, Housing Program Manager

**Lead CoC Liaison:**

Jeanine Gravette, Program Manager

II. Define the Qualified Populations eligible for HOME-ARP assistance to be referred by CoC

HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified “qualifying populations.” Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria (e.g., additional income criteria). All income calculations to meet

income criteria of a qualifying population or required for income determinations in HOMEARP eligible activities must use the annual income definition in [24 CFR 5.609](#) in accordance with the requirements of [24 CFR 92.203\(a\)\(1\)](#).

## **Qualifying Populations**

### **1. Homeless**, as defined in [24 CFR 91.5](#) *Homeless* (1), (2), or (3):

- (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 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;

**2. At risk of Homelessness**, as defined in [24 CFR 91.5](#) *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;
- (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 in this section; 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;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - (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;
  - (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;



(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(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), 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.

3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking**, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

***Domestic violence***, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- 1) 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);
- 2) A person with whom the victim shares a child in common;

- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) 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** which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - a. The type of relationship; and
  - b. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in [24 CFR 5.2003](#) 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 defined as:

- 1) *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 age; or
- 2) *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.

4. **Other Populations** where providing supportive services or assistance under section 212(a) of NAHA ([42 U.S.C. 12742\(a\)](#)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5](#):

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(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;

(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 persons reside per room, as defined by the U.S. Census Bureau;

(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

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

III. Services to be provided to eligible HOME ARP Program families

Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.

1. Partnering service providers will support PHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
2. PHA will establish windows of time for HOME ARP applicants to complete intake interviews for HOME ARP.
3. Partnering service providers will provide housing search assistance for eligible individuals and families.
4. Partnering service providers will provide counseling on compliance with rental leaser requirements.
5. Partnering service providers will assist individuals and families who may require referrals for assistance on security deposits and utility deposits.
6. Partnering service providers will assist and refer individuals and families to benefits and supportive services, where applicable.

IV. PHA Roles and Responsibilities

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the HOME ARP Program services fee. Service fees will provide security deposits, and utility deposits.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff member to serve as the lead HOME ARP Program liaison.
6. Comply with the provisions of this MOU and the PWC HOME-ARP Plan & Policy.

## CoC Roles and Responsibilities

1. Designate and maintain a lead HOME ARP liaison to communicate with the PHA.

Refer eligible individuals and families to PHA using the community's coordinated entry system.

Prince William Area CoC has chosen to use the VI-SPDAT score in combination with the priority population ranking score to determine a priority listing for households to be referred for the HOME-ARP Program. The VI-SPDAT (Vulnerability Index - Service Prioritization Decision Assistance Tool) is a survey administered both to individuals and families to determine risk and prioritization when providing assistance to homeless and at-risk of homelessness persons. The following list outlines the total possible VI-SPDAT score:

### VI-SPDAT (Single)

- 0-4 –low
- 5-9 medium
- 10-17 high

### VI-SPDAT (Family)

- 0-3 low
- 4-8 medium
- 9-above high

The Prince William Area CoC has established the following priority populations and ranking score for all referrals for HOME ARP Program as well as Rapid Re-housing Programs. Households that fall into the following categories rank highest in priority for this housing strategy:

- Families with children with greatest service need (4pts.).
- Aging households over 62 with medical need or disability (3 pts.)
- Youth- aged 18-24 (2 pts.).
- Households without income (1 pt.).
- Currently Fleeing Domestic Violence (additional 2 pts.)
- Veterans (regardless of discharge status) that meet the QP Population requirements.

The following list outlines the total combined VI-SPDAT and priority population ranking score which will determine placement and household need for the HOME ARP Program by-names list:

- 1-7- low need
- 8-14 -medium need
- 15-above- high need

The PWA CoC has established the following priority group populations and ranking score for all households referred to the HOME-ARP Program. When completing your referral application please choose from one of the following that best describes the household:

- a. What about persons who are currently living on the streets (3 points);
- b. Persons come out of jails incarnation/institution in the last 90 days and was homeless prior to entering the institution (2 points);
- c. Transitioned Aged Youth 18-24 years of age (2 points);
- d. Veterans meet QP Population (2 points);
- e. DV Hx (2 points); and
- f. Families with Children (2 points)

V. Prince William County CoC is in the process of submitting a new project for the FY23 CoC Competition Priority List for Northern Virginia Family Services (project name: NVFS Rapid Re-Housing and Health Care Services). This project is requesting 2 households eligible for Rapid Rehousing services be funded through CoC Competitive Funding Grant funds. In addition to these 2 CoC-funded units, OHCD will commit to leveraging 1 tenant-based housing voucher (1 unit), funded through the HOME-ARP program, for PWC CoC to pare with this project. The leveraged tenant-based housing voucher must meet all of the HOME-ARP program requirements contained within this agreement.

VI. The term of the leveraging and the date the units will be available will be for a one-year period beginning on July 1, 2024 (or the date on which HUD establishes for this project to start) and ending on June 30, 2025 (or end of 1-year grant term as established by HUD). This term may be renewed by the agreement of both parties, but cannot exceed the September 30, 2030, program ending date or when funds are no longer available, whichever occurs first.

VII. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e., self-certifications, birth certificate, social security card, etc.).

VIII. Attend and participate in HOME ARP Program participant briefings if needed.

IX. Assess all households referred for HOME ARP Program for mainstream benefits and supportive services that are available to support eligible individuals and families through their transition.

X. Identify and provide supportive services that may be available to HOME ARP Program families. (While HOME ARP Program participants are not required to participate in services, the CoC will make available those services to which the family can participate in.)

XI. Comply with the provisions of this MOU.

### ***Confidentiality Requirements***

CoC must develop, implement, and maintain written procedures to require that –

- a. All records containing personally identifying information of any individual or family who applies for and/or receives HOME-ARP assistance will be kept secure and confidential; and
- b. The of any HOME-ARP rental housing exclusively for individuals fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be made public, except as necessary where making the address or location public does not identify occupancy of the HOME-ARP rental housing, when necessary to record use restrictions or restrictive covenants in accordance with [Section VI.B](#) or [VI.E](#), or with written authorization of the person or entity responsible for the operation of the NCS or HOME-ARP rental housing; and
- c. The address or location of any program participant that is a fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be made public, except as provided under a privacy policy of the PHA consistent with state and local laws and any other grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.

Documenting status of a qualifying population that is fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault, or human trafficking:

- a. If an individual or family qualifies because the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking then acceptable evidence includes an oral or written statement by the qualifying individual or head of household seeking assistance that they are fleeing that situation. An oral statement may be documented by either –
- b. a written certification by the individual or head of household; or
- c. a written certification by a victim service provider, intake worker, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or an intake worker in any other organization from whom the individual or family sought assistance.

The written documentation need only include the minimum amount of information indicating that the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking and need not include any additional details about the conditions that prompted the individual or family to seek assistance.

### ***Period of Record Retention***

For HOME-ARP TBRA projects, records must be retained for five years after the period of rental assistance terminates.

Written agreements must be retained for five years after the agreement terminates.

XII. Program Evaluation

The PHA, and CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of Program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed by

*Joan S. Duckett*

September 15, 2023

Joan S. Duckett, Director, PHA

Date

Digitally signed by Elijah Johnson  
DN: cn=Elijah Johnson, o=PWC, ou=OEM, email=ejohnson@pwcgov.org, c=US  
Date: 2023.09.13 16:32:06 -04'00'

Elijah T. Johnson, CoC Chair

Date