

## **Before Starting the Project Listings for the CoC Priority Listing**

**The FY 2017 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2017 CoC Program Competition NOFA.**

The FY 2017 CoC Priority Listing includes the following:

- Reallocation forms – must be fully completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2017 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation and the permanent housing bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2017 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

**Things to Remember:**

- All new and renewal projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the affected project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on the CoC Training page of the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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

**Instructions:**

The fields on this screen are read only and reference the information entered during the CoC Registration process. Updates cannot be made at this time. If the information on this screen is not correct, contact the HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/ask-a-question/>.

**Collaborative Applicant Name:** Wayne Metropolitan Community Action Agency

## 2. Reallocation

**Instructions:**

For guidance on completing this form, please reference the FY 2017 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/get-assistance/>.

**2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2018 into one or more new projects?** No

### 3. Reallocation - Grant(s) Eliminated

CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2017 CoC Program Competition NOFA – may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating eligible renewal projects entirely must identify those projects on this form.

Amount Available for New Project: (Sum of All Eliminated Projects)				
\$0				
Eliminated Project Name	Grant Number Eliminated	Component Type	Annual Renewal Amount	Type of Reallocation
This list contains no items				

## 4. Reallocation - Grant(s) Reduced

**CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2017 CoC Program Competition NOFA – may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing eligible renewal projects entirely must identify those projects on this form.**

Amount Available for New Project (Sum of All Reduced Projects)					
\$0					
Reduced Project Name	Reduced Grant Number	Annual Renewal Amount	Amount Retained	Amount available for new project	Reallocation Type
This list contains no items					

## 5. Reallocation - New Project(s)

**Collaborative Applicants must complete each field on this form that identifies the new project(s) the CoC created through the reallocation process.**

Sum of All New Reallocated Project Requests  
(Must be less than or equal to total amount(s) eliminated and/or reduced)

\$0				
Current Priority #	New Project Name	Component Type	Transferred Amount	Reallocation Type
This list contains no items				

## Continuum of Care (CoC) New Project Listing

**Instructions:**

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

**EX1\_Project\_List\_Status\_field** List Updated Successfully

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
WChronically Home...	2017-09-13 10:14:...	PH	Community Housing..	\$174,997	1 Year	19	PH Bonus	PSH	
RENEWAL OF RR REA...	2017-09-22 14:59:...	PH	Wayne Metropolita...	\$202,462	1 Year	18	PH Bonus	RRH	Yes

## Continuum of Care (CoC) Renewal Project Listing

**Instructions:**

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

**The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.**

**The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.**

**EX1\_Project\_List\_Status\_field** List Updated Successfully

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
First Step Afterc...	2017-09-08 13:41:...	1 Year	First Step: Weste...	\$77,763	14		SSO
Samaritas Home an...	2017-09-12 15:09:...	1 Year	Wayne, Charter Co...	\$152,625	11		SSO
WChronicall y Home...	2017-09-13 08:22:...	1 Year	Community Housing...	\$300,907	17	PSH	PH
RENEWAL OF RR REA...	2017-09-14 15:38:...	1 Year	Wayne Metropolita..	\$517,850	10	RRH	PH



RENEWAL OF HMIS 2...	2017-09-14 17:11:...	1 Year	Wayne Metropolita..	\$60,239	1		HMIS
RENEWAL OF RAPID ...	2017-09-14 18:45:...	1 Year	Wayne Metropolita..	\$273,354	3	RRH	PH
RENEWAL OF SSO FO...	2017-09-14 17:48:...	1 Year	Wayne Metropolita..	\$205,761	2		SSO
RENEWAL OF VISGER...	2017-09-14 18:03:...	1 Year	Wayne Metropolita..	\$52,470	7	PSH	PH
RENEWAL OF WHNP 1...	2017-09-14 18:13:...	1 Year	Wayne Metropolita..	\$167,864	12		TH
Wayne Metro Shelt...	2017-09-17 21:52:...	1 Year	Detroit Wayne Men...	\$292,600	16	PSH	PH
PSH COC 2017 NOFA...	2017-09-14 17:15:...	1 Year	Wayne Metropolita..	\$328,502	5	PSH	PH
RENEWAL OF SAFE H...	2017-09-14 17:07:...	1 Year	Wayne Metropolita..	\$81,354	15		SH
SUPPORTIVE SERVIC...	2017-09-21 10:47:...	1 Year	Lutheran Social S...	\$105,582	13		SSO
Aim High	2017-09-25 13:52:...	1 Year	Neighborhood Lega...	\$244,111	8	PSH	PH
Project Permanenc..	2017-09-25 13:53:...	1 Year	Neighborhood Lega...	\$173,604	4	PSH	PH
Focus on Families	2017-09-25 13:52:...	1 Year	Neighborhood Lega...	\$222,759	9	PSH	PH
Project Permanenc..	2017-09-25 13:51:...	1 Year	Neighborhood Lega...	\$324,545	6	PSH	PH

# Continuum of Care (CoC) Planning Project Listing

## Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide," both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Only one CoC Planning project application can be submitted by a Collaborative Applicant and must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

## EX1\_Project\_List\_Status\_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
CoC PLANNING 2017...	2017-09-21 11:20:...	1 Year	Wayne Metropolita...	\$188,731	CoC Planning Proj...

# Funding Summary

## Instructions

For additional information, carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Priority Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$3,581,890
New Amount	\$377,459
CoC Planning Amount	\$188,731
Rejected Amount	\$0
<b>TOTAL CoC REQUEST</b>	<b>\$4,148,080</b>

## Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	Consistency with ...	09/20/2017
FY 2017 Rank (from Project Listing)	No	Out-Wayne County ...	09/28/2017
Other	No	CoC Governance Ch...	09/28/2017
Other	No	CoC Coordinated E...	09/28/2017

## **Attachment Details**

**Document Description:** Consistency with Consolidated Plan 2017

## **Attachment Details**

**Document Description:** Out-Wayne County CoC Project Ranking

## **Attachment Details**

**Document Description:** CoC Governance Charter

## **Attachment Details**

**Document Description:** CoC Coordinated Entry Policies and Procedures

## Submission Summary

**WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

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Page	Last Updated
<b>Before Starting</b>	No Input Required
<b>1A. Identification</b>	09/22/2017
<b>2. Reallocation</b>	09/22/2017
<b>3. Grant(s) Eliminated</b>	No Input Required
<b>4. Grant(s) Reduced</b>	No Input Required
<b>5. New Project(s)</b>	No Input Required
<b>7A. CoC New Project Listing</b>	09/24/2017
<b>7B. CoC Renewal Project Listing</b>	09/25/2017
<b>7D. CoC Planning Project Listing</b>	09/24/2017
<b>Funding Summary</b>	No Input Required

<b>Attachments</b>	09/28/2017
<b>Submission Summary</b>	No Input Required

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: Multiple - See attached.

Project Name: Multiple - See attached.

Location of the Project: Multiple - See attached.  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: Charter County of Wayne

Certifying Official of the Jurisdiction Name: WARREN C. BRANT

Title: Wayne County Executive

Signature: [Handwritten Signature] For Wayne County Executive

Date: 9-19-17



**Out-Wayne County CoC Project Applications  
Approved for inclusion in the Out-Wayne CoC submission for the FY2017 HUD CoC NOFA**

Type	Grantee	Address	Project	Target Population	Activity
Permanent Supportive Housing	Wayne Metro (WMCAA)	2121 Biddle Suite 102 Wyandotte 48192	CoC Perm Supportive Housing	Homeless mentally-ill/dually diagnosed	Housing/services
Permanent Supportive Housing	Detroit Wayne Mental Health Authority	640 Temple 8th Floor Detroit 48201	Shelter Plus Care (DWMHA)	Homeless mentally-ill/dually diagnosed	Housing subsidy
Permanent Supportive Housing	WMCAA	2121 Biddle Wyandotte 48192	River Rouge	Homeless/disabled	Housing/services
Permanent Supportive Housing	Neighborhood Legal Services MI (NLSM)	7301 Woodward Suite 701 Detroit 48202	Focus on Families	Homeless/disabled	Housing/services
Permanent Supportive Housing	NLSM	7301 Woodward Suite 701 Detroit 48202	Project Permanency 3	Homeless/disabled	Housing/services
Permanent Supportive Housing	NLSM	7301 Woodward Suite 701 Detroit 48202	Project Permanency +	Homeless/disabled	Housing/services
Permanent Supportive Housing	NLSM	7301 Woodward Suite 701 Detroit 48202	Aim High	Homeless/disabled	Housing/services
Permanent Supportive Housing	Community Housing Network	35425 W. Michigan Ave Suite 3649 Wayne MI 48184	Homeless Leasing Assistance Program 1	Chronically homeless individuals and families	Housing/services
Permanent Supportive Housing	Community Housing Network	35425 W. Michigan Ave Suite 3649 Wayne MI 48184	Homeless Leasing Assistance Program 2	Dedicated Plus Housing for individuals and families	Housing/services
Rapid Re-Housing/Permanent Housing	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	Rapid Rehousing for Families Expansion	Homeless families from the street or shelter	Housing/services
Rapid Rehousing - Permanent Housing	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	Rapid Rehousing for Families	Homeless families from the street or shelter	Housing/services Rental subsidy and services including but not limited to: employment and training/transportation/medi- cation
Rapid Rehousing - Permanent Housing	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	Rapid Rehousing Reallocation For Singles	Homeless singles from the streets or shelter	Housing/low-demand services
Safe Haven	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	Safe Haven	Low-demand respite for homeless mentally-ill	Housing/services
Transitional Housing	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	Wayne Homeless Network Project 1	Homeless singles in recovery interested in a communal sober living environment	Housing/services
Supportive Services Only	Samaritas/Wayne County	30600 Michigan Ave Westland 48186	Wayne County Family Center	Homeless families	Services in Samaritas Home and Community Campus Central intake and common assessment that serves entire Continuum of Care geographic area (Out-Wayne)
Supportive Services Only for Central Intake	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	SSO Reallocation	Homeless	Services in Samaritas Home and Community Campus Central intake and common assessment that serves entire Continuum of Care geographic area (Out-Wayne)
Supportive Services Only	First Step	44567 Pinetree Drive Plymouth 481701	First Step	Homeless survivors of domestic violence and sexual assault	Services in First Step domestic violence shelter
Supportive Services Only	Samaritas	30600 Michigan Ave Westland 48186	Wayne County Family Center (SSO)	Homeless families	Services in Samaritas Home and Community Campus
Continuum of Care Planning Homeless Management Information System (HMIS)	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	Continuum of Care Planning	N/A	Support for all Continuum of Care activities
	WMCAA	2121 Biddle Suite 102 Wyandotte 48192	HMIS	N/A	Supports administration of HUD- mandated tracking software

**Out-Wayne County CoC Ranking Results for Project Applications**

**Proposed for inclusion in the Out-Wayne CoC submission for the FY2017 HUD CoC NOFA:**

Tier 1 Position	Type	Grantee	Project	Total	Tier 1	Tier 2	Tier 2 Rank
	<b>CoC Infrastructure Renewals</b>						
1	HMIS	Wayne Metro CAA	Renewal of HMIS 2016 NOFA	\$60,239	\$60,239		
2	SSO	Wayne Metro CAA	Renewal of SSO for Central Intake	\$205,761	\$205,761		
	<b>First Time Renewals - RR</b>						
3	PH/RR	Wayne Metro CAA	RR Singles Reallocation Renewal of 2017 NOFA	\$273,354	\$273,354		
	<b>PSH Project Renewals</b>						
4	PSH	Neighborhood Legal Services	Project Permanency 3	\$173,604	\$173,604		
5	PSH	Wayne Metro CAA	COC PSH Renewal of 2017 NOFA	\$328,502	\$328,502		
6	PSH	Neighborhood Legal Services	Project Permanency Plus	\$324,545	\$324,545		
7	PSH	Wayne Metro CAA	River Rouge Visger 2017 NOFA	\$52,470	\$52,470		
8	PSH	Neighborhood Legal Services	Aim High	\$244,111	\$244,111		
9	PSH	Neighborhood Legal Services	Focus on Families	\$222,759	\$222,759		
	<b>RR Project Renewals</b>						
10	PH/RR	Wayne Metro CAA	Rapid Rehousing Families Renewal 2017 NOFA	\$517,850	\$517,850		
	<b>Other Project Renewals</b>						
11	SSO	Wayne County	Samaritas Family Center SSO Renewal FY 2017	\$152,625	\$152,625		
12	TH	Wayne Metro CAA	WHNP 1 2017 NOFA Renewal	\$167,864	\$167,864		
13	SSO	Samaritas	HUD SNAP SSO Renewal FY 2017	\$105,582	\$105,582		
14	SSO	First Step	Aftercare/Transportation Renewal	\$77,763	\$77,763		
15	SH	Wayne Metro CAA	Safe Haven Renewal of 2017 NOFA	\$81,354	\$81,354		
16	PSH	Detroit Wayne MHA	WMCAA Sheler Plus Care	\$292,600	\$292,600		
	<b>First Time Renewals - PSH</b>						
17	PSH	Community Housing Network	Wayne CH Leasing Assitance 1	\$300,907	\$85,994	\$214,913	1
	<b>Performance Bonus</b>						
18	PH/RR	Wayne Metro CAA	Rapid Rehousing Families Renewal 2017 NOFA Expansion	\$202,462		\$202,462	2
19	PSH	Community Housing Network	Wayne CH Leasing Assitance 2	\$175,000		\$175,000	3
				<b>\$3,959,352</b>	<b>\$3,366,977</b>	<b>\$592,375</b>	
	<b>Ranking Not Required</b>						
	Planning Grant	Wayne Metro CAA		\$188,731			

Pro Rata Need	\$6,291,040
Total ARD	\$3,581,890
Tier 1 (94% ARD)	\$3,366,977
Tier 2 (6 % ARD)	\$214,913
Performance Bonus (6% PRN)	\$377,462
Planning Grant (3% PRN)	\$188,731
<b>Total CoC Request</b>	<b>\$4,148,083</b>

**OUT-WAYNE COUNTY HOMELESS SERVICES COALITION  
OPERATING PRINCIPLES/GOVERNANCE CHARTER**

Adopted: January 7, 2014

Amended: *April 1, 2014*

**Article I – Name**

The Out-Wayne County Homeless Services Coalition is a non-incorporated membership organization without IRS or legal status.

**Article II – Mission**

The Mission of the Out-Wayne County Homeless Services Coalition is to eliminate homelessness in Out-Wayne County. Toward this end, the Coalition identifies and addresses the economic and social policies at the local, state and national levels that contribute to homelessness and works to improve the capacity of all community partners to help homeless and imminently homeless persons expeditiously secure safe, sanitary affordable permanent housing.

**Article III – Purpose**

- A. The Out-Wayne County Homeless Services Coalition (hereafter referred to as “the Coalition”) shall plan and implement a coordinated community-based process of identifying the housing and service needs of individuals and families that are homeless or at-risk of homelessness in Wayne County and build a system of housing and services to address those needs.
- B. The Coalition shall prepare and submit an annual application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the entire Continuum of Care.
- C. The Coalition shall support, promote and participate in the collection of data utilizing the Homeless Management Information System. The data will be collected by member agencies and used to better understand homelessness, identify potential unmet needs, educate the community and as a tool to advocate for additional resources and community support to meet Coalition goals. Agencies who serve victims of Domestic Violence will utilize a comparable data collection system.
- D. The Coalition shall provide funding for efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; and optimize self-sufficiency among individuals and families experiencing homelessness.
- E. The Coalition shall evaluate the outcomes of projects for which funds are awarded in Out-Wayne County including the Emergency Solutions Grant (ESG) Program.

- F. The Coalition shall pursue funding opportunities to support the achievement of its mission and goals.
- G. The Coalition shall support the centralized intake Housing Assessment and Resource Agency (HARA) model.
- H. The Coalition shall plan for and conduct at least a biennial point-in-time count of homeless persons within the geographic area.
- I. The Coalition will utilize the community assessment conducted by Wayne Metropolitan Community Action Agency (WMCAA) to identify gaps in the services available within the geographic area, providing information necessary to complete consolidated plans when requested.
- J. The Coalition shall establish and operate a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services in the geographic area and promote access to and effective utilization of mainstream programs by homeless individuals and families.

#### **Article IV – Membership**

- A. The membership of the Coalition shall be open to all interested community members or organizations. It is the expectation of the Coalition that all housing provider agencies will participate in the Coalition process.
- B. The Coalition membership shall include representatives of organizations including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.
- C. WMCAA will operate as the collaborative applicant to apply for a grant from HUD on behalf of the Continuum that the collaborative application represents.

#### **Article V – Facilitation**

- A. The Coalition shall have a facilitator who serves at the pleasure of members in good standing.
- B. The Coalition facilitator shall be chosen in December by a simple majority of members in good standing present at the December meeting to serve a term of two years beginning in January of the following year with no term limit.
- C. Should the facilitator be unable to fulfill their duties, a successor will be chosen by a simple majority of members in good standing to complete the term.

## **Article VI – Membership**

- A. All in attendance are considered members.
- B. Members (individuals and organizations) are considered having good-standing status if all of the following apply: up-to-date paid dues (dues cover the calendar year January through December), attended eight of the past 12 Coalition meetings and serve as a member of one committee.
- C. Members shall provide guidance on overall policy issues; oversight of sub-committees, including recommending their creation and dissolution; the review and approval of sub-committee goals and objectives, and oversight of the development of the Continuum of Care plan.
- D. Meeting agendas and minutes will be posted on the Coalition website.

## **Article VII – Committees**

- A. The following Committees shall be recognized as part of the Coalition organizational and planning structure:
  - 1. Political/Corporate Outreach - Identify existing political/corporate relationships and gaps and address those gaps through a coordinated outreach strategy that engages these partners in coalition activities and events.
  - 2. Communication - Expand and coordinate communication between members and the public regarding issues related to homelessness and the work of the Coalition through publications and outreach. Promote community-wide commitment to the goal of ending homelessness.
  - 3. Mental Health/Substance Abuse - Engage mental health and substance abuse providers in the coalition and improve the provision of mental health and substance abuse services to homeless persons.
  - 4. Project Homeless Connect – Coordinate annual Project Homeless Connect events.
  - 5. Homeless Awareness Week – Awards Luncheon – Coordinate homeless awareness week awards breakfast/luncheon.
  - 6. Homeless Awareness Week tour - Coordinate homeless awareness week tour (when applicable).
  - 7. Data Quality – Monitor the data quality and system performance.
  - 8. ESG – Monitor ESG program design, implementation and performance.

- B. Each committee shall have a lead person selected by the respective committee members. The lead person shall be generally responsible for the formation and dissemination of agenda items, minutes, and the preparation of summary reports to the Coalition.
- C. Committees can be added as need and circumstance dictates.

**Article VIII – Board/Advisory Panel**

- A. The Board/Advisory Panel may include but not be limited to those who:
  - 1. Are or have experienced homelessness.
  - 2. Provide services and/or housing to homeless individuals and families and subpopulations that include but are not limited to: veterans, persons living with HIV/AIDS, chronically homeless, mentally-ill/dually-diagnosed, victims of domestic violence, sexual assault and human trafficking and runaway and homeless youth.
  - 3. Do not represent a HUD and/or MSHDA-funded organization.
- B. The Board/Advisory Panel shall be comprised of an odd-number of members of no less than three but not to exceed a total of seven.
- C. Each member organization in good standing will be eligible to nominate a Board/Advisory Panel member. Four of the first class of members will serve for three years. Three of the first class will serve for two years. Thereafter, all members will serve for a term of not less than two years with no term limit (terms begin January 1).
- D. A representative from each member organization in good standing will choose the members of the Board/Advisory Panel by unanimous decision. Members in good standing will replace Advisory Panel members as required.
- E. The Board/Advisory Panel will choose a chair who will serve for a term not to exceed two consecutive years.
- F. The Coalition will select a Board/Advisory Panel liaison that will function in that capacity for a term of two years with no term limit. The Coalition will select a liaison in December to begin his/her term in January of the following year.

## **Article IX – Resignation**

- A. Committee members may resign their committee membership by submitting a written resignation to the Chair of their committee. If so desired, a replacement member will be appointed by the Chair and will fulfill the remainder of the original member’s term.
- B. A committee Chair may resign by notifying, in writing, all committee members about his or her intent to do so. A replacement will be selected by committee members.

## **Article X – Meetings**

- A. Coalition meetings will be held the first Tuesday of each month (unless noted in meeting minutes) at the WMCAA Administrative Offices, 2121 Biddle Suite 102, Wyandotte Michigan. The meetings will commence at 9:30 am and end at 11 am.
- B. Coalition Committee meetings will be held as required and necessary.
- C. The Board/Advisory Panel will meet on an as-needed basis but at minimum quarterly.

## **Article XI - Voting and Decision Making**

- A. All members present at any given meeting will be allowed to vote on non-funding-related issues including the adoption of this Operating Principles (governance charter).
- B. Voting protocol on funding-related issues is as follows when applicable:
  - 1. When applicable, projects (new and renewal) will submit pre-applications to all members for review. Members must be in good standing to be considered for funding.
  - 2. When applicable, projects will be ranked by members based on funding guidelines and thresholds.
  - 3. Members in good standing (one vote per organization) will vote on final ranking (simple majority).
  - 4. Members in good standing (one vote per organization) will vote on funding (project and non-project related) issues (simple majority).

5. Final project rankings and associated project funding recommendations will be presented by the Coalition liaison to the Board/Advisory Panel for final approval. The Advisory Panel will approve by a simple majority. Advisory panel members must recuse themselves from voting on funding decisions for any organization of which any of the following apply:
  - Currently, or formerly, an employee (either salaried or contractual) of the organization
  - Currently, or formerly, a volunteer of the organization
  - Currently, or formerly, a member of the Board of Directors of the organization
  - Have received, or a family member, is a current or former recipient of services provided by the organization
6. The Facilitator may ask members to approve a project-funding protocol based on funding guidelines, timelines, priorities and thresholds.
7. *The Facilitator will be responsible for the coordination, compilation and submission of all consolidated applications for funding.*

## **Article XII - Amendment and Adoption of Operating Principles**

- A. Proposed alterations, amendments, or additions to these Operating Principles may be initiated by any member. Proposed alterations, amendments, or additions shall be presented in writing to the Coalition Facilitator at least two weeks prior to the next regularly scheduled meeting or special meeting at which the changes are to be considered. Changes to the Operating Principles shall require a simple majority vote of all possible voting members.
- B. These operating principles will be reviewed, updated, and approved at least every five years.





## Coordinated Entry Process

Approved by the membership of the Out-Wayne County Homeless Services Coalition August 2, 2017

## **Introduction**

The Out Wayne County Homeless Services Coalition (the CoC) has developed a strategic Coordinated Entry system (CE) for homeless and housing services in Out Wayne County. The CE plan meets the criteria established by the Interim Rule. This plan covers the geographic area of Wayne County, excluding the cities of Detroit, Highland Park, and Hamtramck. Households screened through the CoC CE system will be done so using a phased approach. When a household becomes homeless, they will be screened for eligibility. When a space in a program they are determined to be eligible for becomes available, the household will get a full intake. If they are still determined to be eligible after the full assessment and intake, they will be entered into that program. Coordinated Entry is available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status.

## **Access Points**

The CoC offers the same assessment at all access points. All access points are usable by all people who may be experiencing homelessness or are at risk of homelessness. All access points are accessible to individuals with disabilities. The CoC operates with a “no wrong door” system. If a person or household presents at an access point where they do not qualify for services (ex. single individual presents at the family shelter), they will still be able to access the same assessment. The main access hub for the CoC CE system is the Wayne Metro Community Action Agency (WMCAA) Connect Center, 734-284-6999. WMCAA is the Homeless Assistance Resource Agency (HARA) for the CoC. The Connect Center is WMCAA’s call center. Through the Connect Center, callers will be triaged. Diversion (see Diversion) tactics will be used with all callers. All callers will receive either a pre-screening for homeless services or the Prevention Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) Prevention for homeless prevention (see Homeless Prevention). Households seeking services may also access the Connect Center at any WMCAA office. Private intake rooms are available at all sites to maintain confidentiality.

When an individual or family presents as homeless the first step is diversion (see Diversion). When diversion tactics will not work, individuals are referred to Christnet shelter or given emergency placement in a motel (when funding is available). Families with minor children will be referred to Samaritas shelter or given emergency placement in a motel (when funding is available). Emergency shelter will be given on an emergency basis. CoC shelters will update the HARA when shelter space is available. The HARA will refer to the shelters on a first-come, first-served basis. When no shelter is available in this CoC or a neighboring CoC, motel vouchers for one week will be provided (when funding is available).

There are three after-hours access hubs for CE. Participants requiring services after hours can contact Samaritas shelter 24 hours a day at 734-721-0590, Christnet rotating shelter on weekends from 7:00 am – 3 pm at 24356 Eureka Rd. Taylor, MI, the Homeless Resource Team (HRT) for those with a severe and persistent mental illness (SPMI). Families and individuals can also contact their local police department.

Families and individuals who present after hours and are unable to access shelters in the CoC will be referred to drop in centers in other CoCs and will be referred to the HARA the next business day.

Separate specific access points are available for homeless youth and those fleeing domestic or sexual violence. Access for services will also be available for these populations at regular access points.

Homeless youth will have access to the CE system through their schools or through the WMCAA Homeless Youth Program. Homeless youth can access the WMCAA Homeless Youth Program at the WMCAA Westland office at Jefferson Barnes Community Vitality Center at 32150 Dorsey Westland, MI 48186 or by calling the Connect Center. All homeless youth that present at regular access points will be served and assessed at those points and referred to the Homeless Youth Program.

Individuals and families fleeing domestic or sexual violence will have 24 hour access to the CE system through First Step Domestic Violence shelter by contacting 734-722-6800. All those fleeing domestic or sexual violence at regular access points will be served and assessed at those points and referred to First Step. When individuals and families fleeing domestic or sexual violence are unable to be sheltered at First Step when they initially present, staff will work with those participants in the development of a safety plan. Housing Specialists will contact, with the household, First Step to develop a safety plan. Participants will not be denied access to the coordinated entry process on the basis that the participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### **Diversion**

Individuals and families seeking assistance will first be determined for diversion services. All efforts will be made to keep individuals and families that are at risk of homelessness out of the homeless service system. Referrals will be made for utility assistance, food assistance, mental health programs, etc. The Housing Specialist screening the caller will work with them to determine the best way(s) to divert homelessness.

#### **Homeless Prevention**

Households at risk of homelessness for financial reasons (eviction or utilities) will be evaluated for homeless prevention when funding is available. Households will be assessed for assistance based on the Prevention VI-SPDAT (Attachment A). Assessed households must score a minimum of 16 on the Prevention VI-SPDAT. Depending on funding, households that meet specific program criteria will receive assistance for rent arrearages, current rent, future rent, and utilities based on the following criteria:

EFSP	Program assistance: one month of rent assistance, must not have received assistance from another agency with same funding, landlord must agree to stop eviction for at least 30 days
ESG HP	Must be below 30% AMI Program assistance: up to 3 months of combination rent arrears, current rent, and future rent. Up to \$1500 utility assistance

## **Assessment process**

The By Name List will be maintained by the Supportive Housing and Homeless Services Manager at WMCAA. Shelter guests will be referred by shelter staff to WMCAA when they are document ready or have been in the shelter for 14 days, whichever comes first. Shelter staff will send as much of the following as available at 14 days:

- Eligibility screening request form
- Picture ID for all household members over the age of 18
- Social Security cards for all household members
- Birth certificates for all household members
- Income documents
- HMIS ROI
- Homeless verification
- DHHS statement (if applicable)

WMCAA Manager will assign cases to Housing Specialists for a housing eligibility screening. Specialists will contact households to schedule an intake within 1 business day of receiving the referral. Specialists will complete the screening and send the file to the WMCAA Manager to be placed on the By Name List.

At the eligibility screening meeting, the Housing Specialists will review program criteria with participants. Using a person-centered approach, they will gather all screening documents (Attachment B), discuss housing preferences with the participants, and complete the assessment. The CoC CE assessment tool is the VI-SPDAT (Attachment C). The VI-SPDAT will be the first determinate for the By Name List. The VI-SPDAT has equivalent assessments for families, youth, and singles. The VI-SPDAT will be completed by WMCAA Housing Specialists at the housing eligibility screening. All Housing Specialists and shelter staff will receive at least yearly training on the VI-SPDAT (see Training).

The VI-SPDAT gives a numerical score related to what level of housing and supportive services needs the individual or family is eligible for/likely needs. The VI-SPDAT allows for the refusal to answer questions.

When unsheltered households present as homeless, all efforts will be made to find shelter. If shelter is unavailable or refused and the household remains unsheltered, they will be referred to Christnet, an access hub, where they will receive a full screening for housing eligibility.

While the goal of the CE is to house homeless families and individuals in the most appropriate housing in the least amount of time, funding restrictions may not allow us to house all eligible participants. Shelter staff will work with participants while in the shelter to find alternate housing resources and other mainstream services they may be eligible for. The Coordinated Entry process will not screen people out due to perceived barriers to housing or services, including, but not limited to, too little or no income, active or a history of substance abuse, domestic violence history, resistance to receiving services, the type or extent of a disability –related service or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record.

## **Prioritization**

The CoC CE will prioritize for all supportive housing programs (see Housing Programs) based on length of time homeless and vulnerability. Vulnerability will be measured with the VI-SPDAT. The VI-SPDAT has versions for individuals, families, and youth. The VI-SPDAT measures vulnerability. The second level of prioritization is length of time homeless. The Coordinated Entry system will use a Housing First approach. Participants will be prioritized in the following order: chronic, length of time homeless, unsheltered, VI-SPDAT score.

When program space becomes available, the first household on the list that meets program criteria will receive a full intake for that program. The first household on the list may not meet eligibility criteria for the program and may therefore not be the household pulled for that program. For example, if no one in the household at the top of the list has a disability and the only available program is Permanent Supportive Housing (PSH), that household will not be pulled and the first household on the list that does have a disability will be pulled.

Participants who score between 0-3 on the VI-SPDAT will not be placed on the By Name List. Shelter staff will work with those households to find alternate housing resources.

## **By Name List**

The By Name List will be used to track households who have been screened. All households screened will be placed on the list in the order described above (see Prioritization). Information shown on the list will include: HMIS number, household size, screening date, name of staff completing the screening, VI-SPDAT score, does the participant or someone in their household have a verified disability (no information pertaining to the type of disability will be recorded), if the household is chronically homeless, the date they were verified as homeless (typically the screening date), 60 days from the screening date, and what programs they are potentially eligible for. After a household has been on the list for 60 days, the housing staff that screened them must verify they are still homeless to remain on the list. If at 60 days or before the household locates housing on their own, leaves the service area, or disappears, they will move to the "Ineligible List" and the reason for becoming ineligible will be noted. If a participant that has been marked ineligible re-presents as homeless, they will be moved back to the By Name List.

The list is a Google document maintained by the WMCAA Supportive Housing and Homeless Services Manager, on behalf of the HARA. The list is shared with the CoC facilitator and the Director of Supportive Housing and Homeless Services. However, only the Services Manager has the ability to make changes to the list.

## **Referral Process**

When space in any program becomes available, the first household on the CE list that meets the eligibility criteria for that program will get a full program referral intake (see Prioritization). In the event that two or more households are identically prioritized for the next available unit and each are eligible,

the household that first presented for assistance will receive a referral to that program. Housing providers will update the Housing Availability Chart, a Google doc showing available housing in the CoC. Providers will update when space opens. When new programs are funded, they will be added to the provider list. The WMCAA Supportive Housing and Homeless Services Manager will review the document three times per week to make referrals, Monday, Wednesday, and Friday. Households will be referred to programs via HMIS. Housing providers will run referral reports at a minimum of three days per week. For all HUD and ESG funded programs in the CoC, CE is the only way for participants to receive housing through those programs.

During the full intake, Housing Specialists will complete the full SPDAT and gather additional, program specific documents. If after the full intake the household is fully eligible for that program, the household will be approved. The only criteria that will determine if a household is eligible for a program are those listed above in Prioritization, the full SPDAT score, and specific program criteria (e.g. someone in the household must have a disability for PSH). The Housing Specialist will begin the move in process. All efforts will be made to house all households within 30 days of referral. After the household has been approved, they will work with the Housing Specialist to assist in locating a unit, completing housing applications, addressing barriers to admission, and landlord negotiations. When the participant is ready to move into a unit, the Housing Specialist will be at the lease signing to ensure the participant understands the terms of the lease.

When a household is referred to a housing provider, the only reason for that provider to refuse the referral is if the household has previously been banned from the program or if they don't meet program criteria. If the referral is refused, the housing provider must send the reason in writing to the WMCAA Supportive Housing and Homeless Services Manager. The household will be placed back on the By Name List. If a household rejects the program they are referred to on the basis of the location of the program (for site based programs) the household will be placed back on the By Name List. Other reasons for refusal will be reviewed on a case by case basis.

**Housing Programs**

Participants on the By Name List can be referred to the following programs: Safe Haven, Transitional Housing, HUD Rapid Rehousing for families, HUD Rapid Rehousing for singles, ESG Rapid Rehousing, Permanent Supportive Housing, or Supportive Services for Veteran Families. Referrals for programs are based on VI-SPDAT score and specific program criteria. When space in a program is available, the first qualifying client on the list will be referred (see Referral Process). The program descriptions and VI-SPDAT qualifications are as follows:

Program Type	VI SPDAT Score (for Prioritization)	SPDAT Score	Additional Requirements
Safe Haven	8+	35-60	Single adult; chronically homeless; SPMI; unwilling/uninterested in engaging in services Program assistance: supportive services as

			needed/wanted, apartment setting, no financial obligation, no time limit
Transitional Housing	4+	20-34	Single adult; in recovery from substance abuse Program assistance: supportive services, up to 24 months housing in shared living, no financial obligation
HUD Rapid Rehousing for Singles (HUD RR-S)	4-7	29-34	Single adults and/or couples with no children Program assistance: up to 24 months of supportive services, up to 12 months housing assistance, scattered site, clients pay 30% of adjusted gross income
HUD Rapid Rehousing for Families (HUD RR-F)	4-8	40-53	Families with minor children Program assistance: up to 24 months of supportive services and housing assistance, scattered site, clients pay 30% of adjusted gross income
ESG Rapid Rehousing (ESG RR)	4-8 Families 4-7 Individuals	37-39 Families 20-28 Individuals	Singles and families with income under 30% AMI Program assistance: up to 24 months of supportive services, 3-6 months of housing assistance, scattered site, client pays 30% of adjusted gross income
Permanent Supportive Housing (PSH)	9+ Families 8+ individuals	54-80 Families 35-60 Individuals	Verified disability, some programs prioritize chronic, singles and families Program assistance: supportive services and housing assistance for an unlimited period of time, scattered site, clients pay 30% of adjusted gross income
Supportive Services for Veteran Families (SSVF)			Veterans and their families with income under 50% AMI Program assistance: rent assistance up to 9 months in a 12 month period with income under 30%, up to 6 months in a 12 month period with income between 31-50% AMI, supportive services

### Privacy

The By Name List will be maintained on a Google Document. All households will be identified only by HMIS number. The HMIS privacy policy (Attachment D) will be applied to the By Name List. Section 3, number 2 of the HMIS ROI allows for sharing with CE. All eligibility screenings and intakes will be done



in private. All information gathered will be held to the standards of the WMCAA Privacy Policy (Attachment E). All participants will be asked to sign the WMCAA Release of Information (ROI) and the HMIS ROI. Refusal to sign will not preclude participants from being on the By Name List.

### **Nondiscrimination**

The CoC CE system does not discriminate on the basis of race, color, religion, sex, national origin, disability, familial status, identified gender, or perceived sexual orientation. The CoC CE adheres to all Fair Housing Regulations, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Titles II and III of the Americans with Disabilities Act of 1990 (Attachment F). Disability information will only be gathered to determine eligibility for programs that require a disability. Information specifying disability will not be gathered and will not be used in determining program eligibility.

If a participant wished to file a complaint based on discrimination in one of the above categories, they will be provided with contact information to Lakeshore Legal Aid, a CoC partner.

### **Grievance Policy**

If a program participant has a complaint/grievance regarding the CoC or Coordinated Entry process, they may file a grievance with the CoC. When a grievance is identified, the service provider and program participant should work to resolve it. If they are unable to do so, the client can file a grievance via Google Doc (Attachment G). The grievance will be reviewed by the CoC facilitator and the CoC advisory panel. The panel will review the grievance, make a decision, and inform all parties within 5 business days. The participant's status with the Coordinated Entry system will remain during the grievance process. If the participant is not satisfied by the panel's decision, a meeting with all parties involved in the grievance and at least 2 panel members will be scheduled.

### **Marketing Strategy**

The CoC will provide all access points to Coordinated Entry with an overview of the Coordinated Entry process that will be posted in public places (Attachment H). The overview will be distributed to all shelter clients at intake. The full plan will be available for all clients to read at request by shelter and Coordinated Entry staff. The full plan will also be made available on the CoC website. The overview and full plan will be made available in English, Spanish, and Arabic. The CoC will contract with Optimal Phone Interpreters when additional translation services are required. Community training around the Coordinated Entry process will be done throughout the service area and will be marketed toward hospitals, community groups, municipalities, churches, hospitals, urgent care facilities, and mainstream service providers. The CoC will reach out to these groups to engage and inform and will provide training or an informational meeting to groups that request it.

### **Evaluation**

The CoC has developed a Coordinated Entry committee that will review and evaluate the Coordinated Entry plan on a continuous basis. Other stakeholders, including program participants, will assist with the



evaluation. The CoC will review the plan to ensure it is working with the best interest of all homeless households in the service area. The CoC will look at the percent of participants placed on the list versus those that were housed, the amount of time between referral and housing, and what service gaps there are. New resources will be added as available.

### **Training**

The CoC is re-trained/updated on the CE plan yearly. New staff will be trained on the Coordinated Entry plan and SDPAT (when necessary) as part of new hire training. In addition, staff working at any agency receiving HUD and ESG funds are trained/updated yearly on the SDPAT, cultural and linguistic competence, and Trauma Informed Services. These trainings are mandatory. Monthly SPDAT updates/trainings are mandatory for all staff using the SPDAT.

In addition, the CoC provides training to community partners on the CE system. This includes, but is not limited to local police departments, hospitals, Community Mental Health providers, the Department of Health and Human Services, food pantries, soup kitchens, and churches.