



ANCHORAGE COALITION TO  
**END HOMELESSNESS**

**Anchorage (AK-500)  
FFY 2023 HUD Continuum of Care Local Competition**

**New Project, DV Bonus, and Expansion  
Project Application Instructions &  
Guidelines**

**Project Application Due Date: **Friday, August 25, 2023****

## HUD CoC Program Grant Process

HUD awards homeless assistance grants through an annual application process known as the CoC Program Funding Competition. The competition is a two-step process: 1) the local competition; and 2) the national application.

- First, Anchorage applicants submit a local application in response to the notification released by Anchorage Coalition to End Homelessness (ACEH). Projects that are selected during the Ranking Process will be placed on the ACEH Recommended for Funding List and advance to the federal application process.
- Second, projects on the List submit a national application through the HUD online portal *e-snaps* in response to HUD's Notice of Funding Opportunity (NOFO).

ACEH prepares the Collaborative Application for the HUD CoC NOFO national competition and provides technical assistance to projects applying for CoC funding, however, applicants are responsible for the preparation of both the local application and the HUD electronic submission through *e-snaps*.

## Application Information

### HUD Notice of Funding Opportunity (NOFO)

We strongly recommend that you read the full [NOFO](#). There are always slight changes in the NOFO each year. Do not assume that you know what HUD is looking for based on previous NOFO cycles. The NOFO is long, dry, and fairly complex – set aside a couple uninterrupted blocks of time to fully understand the document.

### FFY23 NOFO cycle timeline

Links to all relevant recordings, documents, and notices can be found on the ACEH FFY23 NOFO Competition website <https://www.aceh.org/nofo>

- The HUD NOFO was released on 7/5/2023
- Local Competition Project Applications were made available on 8/7/2023
- The Local Competition Kick-off webinar was 8/2/2023. A recording can be found [here](#)
- Local Competition Applications are due on 8/25/2023
- *e-snaps* Applications are due on 9/21/2023

### Local Project Competition Application Support

Application support will be offered via Zoom on, August 10, August 17, and August 24 at this Teams [link](#). **Please send all questions regarding the application process to the ACEH grants email: [grants@aceh.org](mailto:grants@aceh.org)**

### Local Project Competition Application packet submission

The FFY2023 CoC Project Application Packet is **due to ACEH on Friday, August 25**. If an agency is applying for more than one project, each project requires a separate project application form. For questions and application submission, please email the ACEH

grants email at: [grants@aceh.org](mailto:grants@aceh.org). A complete application packet will include:

- A completed New Project Application
- Verification of 25% cash or in-kind match
- Project Budget
- Local Project Submission Agreement (*coming soon*)

All application packets must be sent as a PDF document with subject line: "SUBMISSION: <PROJECTNAME> AK-500 CoC Application".

## Funding Availability

FFY 23 NOFO Anchorage (AK-500) – Funding Available Tier 1

Amount (safest funding)	\$3,731,498
Tier 2 Amount (less safe funding)	\$ 280,865
CoC Bonus (depends on the strength of the project and collaborative applications)	\$280,865
DV Bonus (depends on the strength of the project and collaborative applications)	\$ 190,191
<b>TOTAL FUNDING AVAILABLE</b>	<b>\$4,483,419</b>

## New, Bonus, Expansion, and Transition Projects

These instructions apply to new project applications. This new project must have a start date in 2024. Grant Terms for new projects are usually either 12-months or 18-months. The grant term you are requesting will determine the end date of the grant. In turn the end date of the initial grant term will determine when you may file a renewal application. All renewal applications are for a grant term of 12-months. Answer the questions in this application to the best of your ability based on the information that is currently available.

Renewal projects are not guaranteed funding. HUD requires every CoC to develop a reallocation process for projects funded through the HUD annual CoC competition. Reallocating funds is an important tool used by CoCs to make strategic improvements to the local homelessness system. Through reallocation, the CoC can invest in effective projects or fund new projects. Points in the collaborative application are awarded to CoCs that have and use reallocation policies and procedures to improve their system.

## PART I: PROJECT INFORMATION

This table is used to collect information on the specific project that is the subject of this renewal application. Please complete the following:

**Agency:** the official name of the agency that is applying for the project.

**Project Name:** the name of this specific project

**Project Subrecipient:** If there will be no subrecipient, leave this section blank or enter n/a

**Project Address:** Enter your agency's address **OR** enter the project address if it is different than your agency's main address **OR** if this project has scattered locations, enter your agency's main address, and check the box.

**Contact Person Information:** Some organizations have one person that fills all the roles listed, others have many. In order to allow us to most efficiently reach the right contact person for any questions that should arise, please complete every section – the person who is completing this application, the executive director or CEO, the person who will be in charge of gathering and entering data for this project, and the person who will be completing the application in HUD's online portal, *e-snaps*.

**Project HUD Funding Request:** Please enter the amount you are requesting from HUD, not the entire project amount. Please keep in mind the amount of funding that's available for new projects in this HUD CoC Grant cycle.

**Project Grant Term Requested:** HUD recognizes that sometimes it takes organizations a little bit of time to stand up new projects after funding becomes available. New grants can request either 12-month or 18-month grant terms. Be aware, though, if your grant term begins in 2024 and ends in 2026, you won't be able to file a renewal application for that project until 2025 (not in next year's competition, but the one after).

**Project Start and End Date Requested:** You will not be locked into these dates. The actual start and end date will have to do with when grant agreements are signed and when the project is opened in ELOCCS for drawdowns. The dates you enter here are a starting point.

**Application Project Type:** Select the project type for this program. In AK-500, only the following project types are available for new, expansion, or transition projects: RRH, PSH, TH/RRH or SSO-CE. The project type you select here will determine which criteria you will need to review in PART II. More information on project types can be found [here](#).

**Expansion Project:** Only check this box if:

- 1) you are renewing an existing project and you wish to increase the number of people you serve by submitting a new application to expand the existing project or offer additional services eligible for this project type; original renewing and expansion new projects must be of the same type, **and**
- 2) you have spoken with someone from ACEH to discuss the process.

**Transition Project:** Only check this box if:

- 1) you are transitioning a renewal project from one project type to a different project type during this application cycle, **and**
- 2) you have spoken with someone from ACEH to discuss the process.

**Unresolved HUD Monitoring** or OIG audit findings for HUD grants: If your organization has no HUD monitoring or official federal audit findings for **any** HUD grants, or if your organization has had findings that were resolved in previous grant cycles, check the NO box. If there are opening findings, check the yes box and attach the details of the finding as well as an explanation of changes your organizations has or will make to resolve the issue. Checking YES does not necessarily make your organization ineligible to apply for CoC grant funding.

## **PART II: THRESHOLD REQUIREMENTS – Agency & Project**

To be eligible for AK-500 CoC funding, the applicant agency must meet all threshold requirements. Threshold requirements and AK-500 CoC expectations can be found in the [Applicant Pre-submission Agreement](#). Failure to meet the required thresholds or to review and commit to the entire [Agreement](#) will result in a reduction of points or a rejected application, as subject to the decision of the Ranking Committee. The agency must have received written acknowledgement of the receipt of their [Applicant Pre-submission Agreement](#) from ACEH before their Local Competition Application will be forwarded to the Ranking Committee.

The first table in the section only includes highlights of the full array of requirements and criteria.

- A. Adherence to Housing First principles is required for AK-500 CoC funding. Housing First assumes that everyone is “housing ready” and acknowledges that safe, warm, secure housing is the first step before clients are given the option to accept any other services. There are no income or participation requirements for housing. More information can be found [here](#).
- B. HUD CoC grants can only be awarded to nonprofit organizations, State and local governments, instrumentalities of local governments, public housing agencies, tribes, and tribally designated housing entities (TDHEs), otherwise known as regional housing authorities. Documentation that the applicants fits within one of these categories may be required.
- C. Enter your organization’s UEI or indicate that you are in the process of getting one. A UEI will be required for *e-snaps* application entry.
- D. All CoC and ESG grant funded entities must report project information in the Alaska Homeless Management Information System (AKHMIS or HMIS). Because of confidentiality requirements, DV providers **cannot** enter identifying information in AKHMIS, but they must use a comparable database that can deliver aggregate reporting. The information in these databases is used to evaluate the benefit that

the project brings to the overall homeless response system in AK-501.

- E. You must acknowledge that the clients you will be serving in this project with HUD CoC grant funding will meet the eligibility requirements in [HUD's categories](#) 1, 2 or 4, and that your organization will maintain the necessary records that will show that clients were eligible for assistance.
  
- F. If your organization has received federal grant funding in the past, it's likely that it has the financial and capacity structures in place to manage HUD CoC grant funding. In addition, information on reporting, meeting performance targets, drawdowns, and a history on grant expenditures will also be available for consideration by the Ranking Committee.
  
- G. You must acknowledge that you understand that the items in this list, and more, will be taken into consideration regarding your organizations request for funding, and during any future requests for funding.

**In addition to the items above, you must verify that you have reviewed the agency and applicable project-type requirements for this application and affirm that both your organization and this project meet them.** They can be found in the [NOFO](#) beginning on page 55.

**HMIS Project renewal applicants, skip to PART V. FINANCIALS**

### **PART III: PROJECT FOCUS AND COC BED COUNTS**

The information provided in this section allows the Ranking Committee to identify which populations your project will be serving and how many beds you'll be adding to your referral region's inventory. It also allows them to evaluate whether or not the budget you've proposed is reasonable for the project.

**THROUGHOUT THIS APPLICATION, BOXES WITH BLUE SHADING ARE NOT MEANT FOR DATA ENTRY. ONLY PUT YOUR ANSWERS IN BOXES WITH NO SHADING!**

Is this project limited to only serving households that have experienced or are actively fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking)? **YES NO**

**1. Does this project serve families? YES NO** This question applies to all of the beds in the project, not just the ones that are funded through a CoC grant.

**a. How many total beds (not units) are included in the project?** If this project does not serve families, leave this question blank or answer n/a

**b. Which of the following populations are served using these project beds?** Check any and all of the subpopulations that are served in this project; if your project does not serve families, leave this question blank.

**Chronically Homeless Families ([HUD's definition](#))**  
**Veteran Families**  
**Domestic Violence (DV) Families**  
**Parenting Youth (24 or younger)**

**c. Of the total number of beds how many beds (not units) are CoC grant-funded?** This is the question that you'll answer with the number of beds that are specifically funded with HUD CoC grant funds.

**d. Are the populations served with CoC-funded beds different than the answer indicated above? YES NO** **If yes, please explain:** If you serve the same population or same mix of populations that you indicated in question 1b above, then the answer to this question is no; if CoC funded beds are only used for one population, instead of a combination of them, or are used in any type of combination different than was indicated above, then indicate that difference here.

These questions are answered using the same instructions as those for families. If your project serves both individuals and families, answer both questions 1 and 2

**2. Does this project serve individuals (not families)? YES NO**

**a. How many total beds (not units) are included in the project?**

**b. Which of the following populations are served using these project beds?**

**Chronically Homeless Individuals ([HUD's definition](#))**  
**Veteran Individuals**  
**Domestic Violence (DV) Individuals**  
**Unaccompanied Youth (24 or younger)**

**c. How many beds (not units) are CoC grant-funded?**

**d. Are the populations served with CoC-funded beds different than those indicated above? YES NO** **If yes, please explain:**

## **PART IV: PROJECT ALIGNMENT WITH COMMUNITY NEED**

In accordance with HUD requirements, AK-500 looks for new projects that will benefit the overall Homeless Response System throughout Municipality of Anchorage. The questions in this section relate to what types of projects are needed and eligible for HUD CoC funding. HUD also awards additional points in the Collaborative Application for CoCs that forward new projects that have documented partnerships with housing and healthcare entities. The Ranking Committee will award additional points to projects that fit within these priorities.

# PART V: FINANCIALS

## A. CoC Funding Request

Proposed FY Project Budget: please note that “Match” funds must be at least 25% of the proposed project budget; additional funds are “leverage”. Project income may be included under “Match” or “Leverage”. Any project support resulting from a Healthcare & Housing partnership MOU should be included in this budget as either match or leverage.

The amount on the TOTAL line should be the amount requested from HUD in this application, NOT the total project budget amount. Please do not include the 25% match dollar figure in the amount you enter on the TOTAL line. The amount on the TOTAL line should equal the **Project HUD Funding Request** in Part 1 of this application.

Below you’ll see a listing of the eligible expenses that are allowed in each budget line-item category.

In addition to completing the tables on your application, please attach a copy of your anticipated budget for this project in the full application packet. The budget should include any match or leverage that is anticipated for the project and be consistent with the information provided in the tables located in PARTs V.B and V.C. More information on HUD Match requirements can be found [HERE](#).

HUD Requested Budget for Project (information below can be found on <a href="#">this website</a> )	
Newly allowed VAWA Expenses	<ul style="list-style-type: none"> <li>“Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in 34 U.S.C. 12491(e) and monitoring compliance with the confidentiality protections in 34 U.S.C. 12491(c)(4).”</li> <li>Examples of eligible costs for emergency transfer facilitation include the costs of assessing, coordinating, approving, denying and implementing a survivor’s emergency transfer.</li> <li>Eligible costs for monitoring compliance with the VAWA confidentiality requirements include the costs of ensuring compliance with the VAWA confidentiality requirements.</li> <li>Page 42 of the <a href="#">NOFO</a></li> </ul>
Newly allowed Rural Expenses	<p>These newly eligible expenses can be included in new project applications, or added to renewal projects through expansion applications</p> <ul style="list-style-type: none"> <li>Payment of short-term emergency lodging, including in motels or shelters, directly or through vouchers.</li> <li>Repairs to units in which homeless individuals and families will be housed; or are currently not fit for human habitation.</li> <li>Staff training, professional development, skill development, and staff retention activities.</li> </ul>



Operations	<ul style="list-style-type: none"> <li>• The costs of maintenance and repair of housing <b>not included in the lease</b> (<a href="#">§ 578.55(b)(1)</a>)</li> <li>• Property taxes and insurance (<a href="#">§ 578.55(b)(2)</a>)</li> <li>• Scheduled payments to a reserve fund for the future replacement of <b>major buildings systems</b>. Major building systems include structural support, roofing, cladding, weatherproofing, plumbing, electrical, heating, ventilation, and air conditioning (<a href="#">§ 578.55(b)(3)</a>)</li> <li>• Security for a housing program if more than 50 percent of the units or building area are CoC-funded (<a href="#">§ 578.55(b)(4)</a>)</li> <li>• Utilities including electricity, gas, heating oil or other heating/cooling costs, water, sewer, and trash removal (<a href="#">§ 578.55(b)(5)</a>)</li> <li>• Furniture (office/apartment) that remains with the project. <b>Mattresses are also eligible costs, even if they remain with the program participant</b> (<a href="#">§ 578.55(b)(6)</a>)</li> <li>• Equipment, including office equipment, appliances such as microwaves, refrigerators, stoves, washers and dryers, etc. <b>that remain with the project</b> (<a href="#">§ 578.55(b)(7)</a>)</li> <li>• Staff time spent carrying out the above eligible operating activities that are part of the approved grant.</li> </ul>
Building Lease	<p>Leasing funds can pay for the following activities:</p> <ul style="list-style-type: none"> <li>• Rent for the unit or structure (<a href="#">§ 578.49(b)(1)</a>)</li> <li>• Security deposits for up to 2 months (<a href="#">§ 578.49(b)(4)</a>)</li> <li>• First and last month's rent (up to one month each, allowed as an advanced payment) (<a href="#">§ 578.49(b)(4)</a>)</li> <li>• Staff or related costs to carry out leasing activities including conducting Housing Quality Standards (HQS), paying landlords, etc.</li> <li>• Payments on unoccupied units while identifying a new program participant.</li> </ul>
Rental Assistance	<p>CoC rental assistance funds can be used in Permanent Supportive Housing (PSH), Rapid Re-housing (RRH), or Transitional Housing (TH) to pay a portion of the rent. The length of time rental assistance can be provided varies depending on program component:</p> <ul style="list-style-type: none"> <li>• Short-term (up to 3 mos.) or medium-term (4-24 mos.) – RRH, TH</li> <li>• Long-term (more than 24 mos.) – PSH</li> </ul>
Supportive Services	<p>Eligible supportive services are:</p> <ul style="list-style-type: none"> <li>• Annual Assessment of Services (<a href="#">§ 578.53(e)(1)</a>)</li> <li>• Moving costs (<a href="#">§ 578.53(e)(2)</a>)</li> <li>• Case management (<a href="#">§ 578.53(e)(3)</a>)</li> <li>• Childcare (<a href="#">§ 578.53(e)(4)</a>)</li> </ul>

	<ul style="list-style-type: none"> <li>• Education services (<a href="#">§ 578.53(e)(5)</a>)</li> <li>• Employment assistance and job training (<a href="#">§ 578.53(e)(6)</a>)</li> <li>• Food (<a href="#">§ 578.53(e)(7)</a>)</li> <li>• Housing search and counseling services (<a href="#">§ 578.53(e)(8)</a>)</li> <li>• Legal services (<a href="#">§ 578.53(e)(9)</a>)</li> <li>• Life skills training (<a href="#">§ 578.53(e)(10)</a>)</li> <li>• Mental health services (<a href="#">§ 578.53(e)(11)</a>)</li> <li>• Outpatient health services (<a href="#">§ 578.53(e)(12)</a>)</li> <li>• Outreach services (<a href="#">§ 578.53(e)(13)</a>)</li> <li>• Substance abuse treatment services (<a href="#">§ 578.53(e)(14)</a>)</li> <li>• Transportation (<a href="#">§ 578.53(e)(15)</a>)</li> <li>• Utility deposits (<a href="#">§ 578.53(e)(16)</a>)</li> </ul>
HMIS	<p>Recipients and subrecipients may use CoC Program funds to pay for staff and overhead costs directly related to contributing and maintaining data in HMIS or a comparable database. These costs are eligible under all CoC program components, including PSH, RRH, TH, SSO, and HMIS. Eligible HMIS costs for the PSH, RRH, TH, and SSO program components include:</p> <ul style="list-style-type: none"> <li>• Purchasing or leasing computer hardware, software, licenses, or equipment (<a href="#">§ 578.57(a)(i)-(iii)</a>)</li> <li>• Obtaining technical support (<a href="#">§ 578.57(a)(iv)</a>)</li> <li>• Leasing office space in which HMIS activities are conducted (<a href="#">§ 578.57(a)(v)</a>)</li> <li>• Paying utilities necessary to operate or contribute data (<a href="#">§ 578.57(a)(vi)</a>)</li> <li>• Paying salaries for operating HMIS (<a href="#">§ 578.57(a)(vii)</a>)</li> <li>• Paying for travel to, and attending, approved trainings (<a href="#">§ 578.57(a)(viii)</a>)</li> <li>• Paying staff travel costs to conduct intake (<a href="#">§ 578.57(a)(ix)</a>)</li> <li>• Paying HMIS participation fees charged by the HMIS Lead (<a href="#">§ 578.57(a)(x)</a>)</li> </ul>
Administrative	<p>Under the Project Administration program component, CoC recipients and subrecipients may use these funds to support:</p> <ol style="list-style-type: none"> <li>1. General management, oversight, and coordination (<a href="#">§ 578.59(a)(1)</a>)</li> <li>2. Training on CoC requirements and attending HUD-sponsored CoC trainings (<a href="#">§ 578.59(a)(2)</a>)</li> <li>3. Carrying out environmental reviews (<a href="#">§ 578.59(a)(3)</a>)</li> </ol> <p>Costs directly related to carrying out other eligible activities under the CoC Program (§ 578.43 – 578.57) (e.g., Leasing, Rental Assistance, Supportive Services) should be charged to those budget line items.</p> <p>Example: Costs related to administering rental assistance such as calculating participant rent share or conducting housing quality</p>

	inspections should be charged to the rental assistance budget line item rather than to project administration.
TOTAL	\$

MATCH	\$
LEVERAGE	\$
PERCENT of Match + Leverage	

$$\text{Calculation} = \left( \frac{\text{Match} + \text{Leverage}}{\text{HUD Requested Budget}} \right) \times 100$$

### B. Match & Leverage Details

Provide detail of the total “Match” and “Leverage” indicated in PART V.B. This information offers detailed validation of the each source that is providing any part of the match or leverage reported in aggregate in the table above. This detailed information will be required in esnaps. You will also need to upload written documentation of the match sources listed in this table in the renewal application. Future monitoring or audits may require a review of backup materials that support the information listed.

Grant or Source Name	Amount	Pending / Confirmed	Cash / In-Kind	Direct / Indirect Costs	Use of funding	Match / Leverage / Medicaid

HMIS renewal (ICA) applicants, skip to PART XII: Local Application Certification

## **PART VI: CoC COORDINATED ENTRY PARTICIPATION**

Be aware that participation in coordinated entry (CE) is required for HUD CoC-funded projects. The first two questions in this section ask that you confirm your understanding of what will be required of this project if funding is awarded.

In the second section, indicate your organization’s *existing* level of Coordinated Entry participation. If you have questions about any of the items listed, please contact an ACEH staff member. Please note that question C includes a check box **and** a request for a number to be included. Not all project types will participate in Coordinated Entry in the same way, and regions may have slightly different protocols. Please answer for **your** project in **your** region. If your organization has not yet participated in CE, check the box.

## PART VII: HOUSING FIRST PRINCIPLES and PRACTICES

Project applicant certifies that this is a low barrier project and that it operates in adherence with **Housing First requirements**. Housing First requirements include:

- A. **no** barriers to entry (e.g., sobriety, treatment, or participation requirements);
- B. **no** preconditions (e.g., sobriety, income);
- C. **no** project participant terminations for lack of participation;
- D. **no** supportive service participation requirements; and
- E. Clients are prioritized for rapid placement and stabilization in permanent housing and offered needed voluntary supports so that returns to homelessness are avoided.

Future project monitoring will include an evaluation of your project’s policies and practices to verify that it is being operated in a way that is consistent with Housing First

Housing First Utilization		Yes	No
A	Project certifies that it is low barrier, and it adheres to Housing First requirements.		

## PART VIII: AGENCY & PROJECT NARRATIVE QUESTIONS

If the question is multiple parts, please be sure that you answer all of the parts. Each sub-question will be labeled with a lower-case letter. We recommend that, if it would be beneficial, you begin your answers with a general statement of context or explanation and then structure the remainder of your answers using the lower-case letters to make sure that you’ve covered all parts of the question.

**1. Project description:**

- a. Describe your project
- b. How does it benefit the Homeless Prevention and Response System, and
- c. How does it fit within the HUD priorities for the FFY23 NOFO.

1a. Provide a description that addresses the entire scope of the proposed project including the target population(s) to be served, anticipated project outcome(s), and how the CoC Program funding will be used. The information in this description must align with the information entered in other sections of the application.

1b. How does this project fill a specific need within your referral zone? Was a gaps analysis conducted to identify this need using data? Why is this project needed in your community?

1c. Which of the HUD priorities listed in the NOFO does this project address and how does this project address them? Including a list of priority numbers is not an adequate answer to this question – scores will be based on your specific explanation of how the project addresses the relevant priorities.

*The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term (from HUD Guidance)*

2. Description of the services provided to clients and the partners involved in the project:
- a. Which services are provided through the project,
  - b. How often is the service offered (such as daily, weekly, monthly, as needed), and
  - c. Which partner agencies/organizations are involved in providing services.

a. Service	b. Frequency	c. Partners
Case management		
Transportation		
ID/Birth Certificate/SSN		
SSI/SSDI application assistance		
Medicare/Medicaid application assistance		
Connection to mainstream supports (TANF, SNAP)		
Mental health services		
Substance use/misuse treatment		
Physical health, primary care provider		
Educational supports		
Workforce training		
Employment supports		
Regional shareholder services		
Follow-up/check-in		

3. Describe the project's connection to and leveraging of the following resources: .
- a. Other funding or resources, including philanthropic sources,
  - b. Integration of healthcare resources within the project and connecting clients to healthcare.

3a. The intent of this question is to identify if your organization is maximizing outreach to other funding sources, recognizing that the CoC funding probably does not support your entire program. We're also looking for a balance of public and private organizations that recognize the benefit of the services your agency is providing.

3b. Healthcare partnerships are a big focus of HUD's. Extra points will be awarded to applications that have official partnerships with healthcare organizations to support the client services. We'll be looking for reference to a letter of agreement or an MOU. Many organizations are already leveraging services provided by a physical and/or mental healthcare provider – HUD and ACEH are encouraging that these partnerships be formalized. Please complete and attach.

4. Provide a summary of measurable performance goals for the project, such as
- a. the number of clients to be served,
  - b. increases to income/benefits,
  - c. connections to other resources such as employment, job training, beneficiary services, transportation, etc.
  - d. Do you have a staff member helping clients who has been SOAR trained in the last 24 months?

We're looking for realistic measurement metrics, as well as any context regarding the clients you serve. This is the place to explain if your clients have high service needs or extensive barriers to housing. How do you take that into account in your definition of success? A review of the HUD SPMs could be beneficial in what goals your agency sets and the steps used to achieve those goals.

Remember to provide answers to subquestions a-c that are measurable, such as a number or a percentage of increase; subquestion d could be answered with a yes or no, but we recommend further explanation if your answer is no.

5. How is your organization addressing equity and inclusion for underserved communities, including
  - a. Black, Indigenous, and people of color,
  - b. Members of the LGBTQ2S+ community, and
  - c. People with disabilities?
  - c. How do you incorporate the feedback of those with lived expertise?

This question is asking about the clients you serve and the services you provide. Equity and inclusion are more than just non-discrimination. How are you measuring and evaluating the equitability of your programs. Have you noticed discrepancies in client outcomes based on them being a part of an underserved population? Be specific about the ways in which you are evaluating the outcomes and incorporating the voices of those who are:

- 5a. Black, Indigenous, and people of color (BIPOC)
- 5b. LGBTQ2S+,
- 5c. Differently abled
- 5d. Those with lived experience of homelessness

HUD equity resources can be found [here](#)

6. Has your organization ensured that under-represented individuals (BIPOC, LGBTQ2S+, etc) are represented in the capacities listed below? If so, what actions have been taken prior to this funding competition? If not, what plans have been made to ensure equitable representation in the future?
  - a. Staff
  - b. Leadership & Management
  - c. Decision-making positions

DEI is not just about the clients we serve, it's also about the systems we build. Whose voices and lived experiences are reflected in the decision-making of your organization? How are you walking the walk?

- 7a. Does your front-line staff reflect the clients you serve?
- 7b. Are underserved communities represented in the management and leadership of your organization?
- 7c. How is input from those with lived experience of homelessness and from BIPOC and LGBTQ2+ folks actively pursued as a part of all of the policies and practices of your organizations?

## **PART IX: LOCAL APPLICATION CERTIFICATION**

On behalf of the agency, I certify that I am authorized to affirm the responses in this application form and that the responses are all truthful to the best of my knowledge.

Name: \_\_\_\_\_

Electronic signature authorization (*please check box*):

I agree that this box is the legal equivalent of my manual signature on this agreement.

Title: \_\_\_\_\_

Date: \_\_\_\_\_