Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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1A-1. CoC Name and Number: IN-502 - Indiana Balance of State CoC

1A-2. Collaborative Applicant Name: Indiana Housing and Community Developoment Authority

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Indiana Housing & Community Development Authority

1B. Continuum of Care (CoC) Engagement

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1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:
1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	Yes
Local Jail(s)	Yes	No	Yes
Hospital(s)	Yes	No	Yes
EMS/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	No	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Community Health Workers	Yes	Yes	Yes
Managed Care Organizations	Yes	Yes	Yes
Veterans	Yes	Yes	Yes

1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:
1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicates information during public meetings or other forums the CoC uses to solicit public information;
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and
4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)

The CoC Board provides several opportunities to solicit feedback during public meetings held at least twice a year and consider opinions from PSH project agencies, all of which have homeless representation on their boards and representatives from other HUD sub-populations. 2)During day-long conferences, the Board communicates information that focus on professional development, program updates, trends, and capacity building. The Board convenes a membership committee made up of Regional Chairs to discuss issues and share concerns and/or successes. The Board meets bi-monthly to discuss strategic direction based on the feedback and opinions that have been gathered. Its membership consists of a formerly homeless Veteran who is a VA Peer Recovery Specialist, two board members who are PHA Executive Directors guiding PHAs to prioritize persons experiencing homelessness, and two service providers who disseminate information and provide input on policy and strategy feasibility. 3)The board recently solicited extensive feedback in

preparation of its 2018-2021 Strategic Plan, incorporating comments into recommendations to address homeless Hoosiers' needs. One recommendation being explored is committee reorganization, which would allow for the creation of knowledge communities to increase the efficient flow of information to and from the CoC Board. 4) To ensure effective communication with individuals with disabilities, the CoC Board is migrating the Balance of State website to the Collaborative Applicant's website in order to expand accessibility tools, including the ability to "browse aloud," convert the website to a text only format, and translated the site into over 100 languages in addition to providing documents in PDF format.

1B-2. Open Invitation for New Members.

Applicants must describe:
1. the invitation process;
2. how the CoC communicates the invitation process to solicit new members;
3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;
4. how often the CoC solicits new members; and
5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

1)The CoC board invites individuals interested in homelessness to engage in committees focused on specific populations as well as regional and state-level work. New members are recruited from priority areas, defined as those from strategic sectors with experiences necessary to develop comprehensive methodology to support Indiana's homeless population. Priority expertise areas include domestic violence experience, homeless service providers, legal aid, addictions and mental health, the VA, ESG jurisdiction partners, mayors, and social service agencies. 2)The CoC solicits and invites new members through internal and external newsletters, local United Ways, or community foundations. The Collaborative Applicant places notices on its website, in newsletters, and on social media. 3)To ensure effective communication with individuals with disabilities, the BoS website will be housed on the Collaborative Applicant's website to expand accessibility tools, including the ability to "browse aloud," convert the website to a text only format, and translated the site into over 100 languages in addition to providing documents in PDF format. 4)Each BoS region puts out an annual call for membership in October for new membership. Once an individual is invited, they submit a resume to the nominating committee, then the nominating committee will evaluate candidates and take selected applicants to the board to vote for approval. A membership committee comprised of at least one representative from each BoS region was formed in 2018 to discuss membership/member concerns. This group provides feedback around critical issues to the board and is chaired by a designated board member. The committee helps identify a pipeline of strong candidates to help the CoC serve homeless individuals. It also helps to identify individuals with lived experience who are interested in joining a local committee. Once they are engaged at the committee level, they are often recruited to join the CoC board.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:
1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.
(limit 2,000 characters)

1)The CoC Collaborative Applicant (IHCDA) updated its websites with content about deadlines, links to webinars, NOFA, and NOFA updates. All pertinent information, including the method in which proposals should be submitted, is included. IHCDA utilized other outreach efforts including newsletters and social media as well as dissemination through regional chairs to service providers in their region. IHCDA cross-promoted the process internally to solicit additional potential projects from other departments. 2) and 3)IHCDA held an internal competition to score renewing projects in Apr 2019 and then scored new projects in Aug 2019. Before scores were finalized, IHCDA sent preliminary summary sheets to all current project agencies, allowing them to correct any erroneous information, and notice of underspending, if applicable on Jun 20, 2019. Once the 2019 NOFA was released, IHCDA followed HUD timeline restrictions and posted the request for application notification on Jul 18, 2019. In addition, IHCDA sent an advance notification email to all current and interested agencies. IHCDA hosted two webinars, one on Jul 26, 2019, to cover details of the NOFA for renewal projects and training for new project proposals, and another on E-SNAPS on Jul 29, 2019, to provide additional training for all applicants. IHCDA posted webinar recordings and PDF slide deck on its website for use throughout the application process. The CoC used the HUD scoring rubric/tool to evaluate new projects, which were then collated into the overall scoring/ranking list. 4)To ensure effective communication with individuals with disabilities, IHCDA provided information in various formats including PDF documents of all webinar slide decks. In addition to the PDF files, IHCDA website equipped with expanded accessibility tools, including “browse aloud” capability, text-only conversion, and a translation tool for over 100 languages. 5)IHCDA does not restrict proposals to currently funded programs.

1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	No
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

1)The CoC consulted with the ESG Program Recipients by inviting all recipients of state and local funds to participate in the consolidated action plan development. Several participants voiced a need for prevention funds, as such the BOS has increased efforts to work with entitlement cities and will continue to work on bringing prevention funds into the coordinated entry system to assist with diversion and prevention needs. 2) In January 2019, the CoC board approved a performance standard policy on CoC and ESG jurisdiction coordination. In it, the BoS CoC will work with the City Jurisdictions receiving ESG funding to provide 200 units of prevention funding and will work with the City Jurisdictions to conduct at least two separate training opportunities to create plans to divert persons experiencing crisis to avoid homelessness that does not involve funding. In 2019, IHCDA exceeded that expectation and conducted 7 trainings and 2 webinars. Both parties will continue reviewing the reporting of data and evaluating the local performance to determine how projects are impacting the overall system performance. The CoC will provide technical assistance to those recipients and sub recipients that are not performing well to improve performance and to help cities look at data when it comes to decision making around funding. This will be an ongoing project in the CoC and while baby steps were taken in 2018, gaining support has been paramount to the long term success of improving the system needs and working together state-wide to end homelessness. 3)IHCDA staff also collaborates to communicate data and outcomes in the Consolidated Plan. Recently, the CoC and ESG programs were consolidated under a single team within IHCDA, which will provide greater opportunity to ensure local homelessness information is communicated and addressed with anticipated outcomes of increased synergy and coordination.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. **Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.**	Yes to both
1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.	Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:
1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1)The CoC implemented a formal plan in March 2018, coordinating statewide with the Indiana Coalition Against Domestic Violence (ICADV) to ensure compliance with the Violence Against Women's Act (VAWA) requirements including any data collection. Each Region must provide necessary safety and security protections for persons fleeing or attempting to flee domestic violence, stalking, or dating violence. Protections ensure those fleeing domestic violence have safe and confidential access to the coordinated entry process and domestic violence services. Safety planning guidelines and examples of trauma-informed approaches to care coordination will be fully developed in partnership with ICADV. The CoC's emergency transfer plan allows clients to move to another unit within the CoC or even outside the CoC as needed to ensure the safety of domestic violence families. The project providers and the client are allowed to determine if the transfer should be made. Should projects not work with the clients in a way that ensures safety and expediency, the client can file a grievance with the CoC to obtain additional support in finding a new housing location either in or outside the CoC area. 2)The CoC maximizes client choice for housing and services by working with each client to ensure they are able to select housing the client deems safe. The CoC relies heavily on scattered-site housing, which allows residents to choose housing in neighborhoods that best fit their needs and ensures the client's safety. The CoC implemented a secure and confidential coordinated entry process for survivors of domestic violence. The client is assessed and given the choice to enter the coordinated entry system anonymously to ensure their safety and the confidentiality of Personal Identifying Information. Safe referrals to shelter or rapid rehousing as housing is available. Services and housing are always client choice.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:
1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in

serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.
(limit 2,000 characters)

The IN BOS CoC 502 partners with organizations like Indiana Coalition Against Domestic Violence (ICADV) to provide training to CoC area projects staff and Coordinated Entry staff for serving survivors of domestic violence. In the past, the CoC has worked with ICADV to provide VAWA training and direction on the emergency transfer plan. As the CoC explores future strategies, it will work to implement additional trainings for projects staff and CE staff who provide services for survivors of domestic violence and sexual assault. The ICADV worked with the CoC to develop and implement a plan. Further, the ICADV provides direction to the CoC for training on Equal Access. These trainings focused on best practices in serving survivors of violence. Finally, the CoC has a taskforce that works with coordinated entry, which provides training to the CoC project and coordinated entry staff on an ongoing basis and direction on developing the coordinated entry system for survivors of violence. Elements of standardized approaches across all Regions are reinforced by state-level training and capacity building opportunities and may include but are not limited topics such as: Co-occurring issues of substance use disorders, mental illness, physical disability, chronic health conditions, and sexual assault and family violence and Domestic and sexual violence 101, exploring dynamics of violence and how violence impacts a person’s executive decision making and functioning; Information specific to working with immigrant/refugee and undocumented people and families as it relates to domestic and sexual violence; and Strategies for culturally competent CE practices and mitigating historical inequities among racial, ethnic, and cultural minorities. Trainings are available via webinar, online recordings and/or in-person presented by IHCDA staff or technical assistance providers.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.
(limit 2,000 characters)

The CoC worked with the HMIS lead to roll out a comparable database for domestic violence service providers. This data is reviewed at various junctures including looking at data quality in the projects quarterly. The CoC HMIS Lead staff work with providers to ensure that data is accurate and complete. The data is used to help determine the need for housing for survivors of violence. In 2018, the CoC used this data to help determine the need for transitional housing and rapid rehousing for survivors in the CoC. The data was examined at the regional and CoC wide level to see what locations were/are most in need of housing for survivors. While the comparable database is only used by about half the domestic violence service providers, the data can be extrapolated to help get a strong sense of the need in the entire balance of state. Based on the data, and other research being done, the CoC determined that there is a need for at least 800 units of Rapid Rehousing annually beyond what we currently have available. These units would be for victims of violence.

*1C-4. PHAs within CoC. Attachments Required.

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
IHCDA	9.74%	Yes-Both	Yes-HCV
Fort Wayne Housing Authority	6.00%	Yes-Both	No

1C-4a. PHAs' Written Policies on Homeless Admission Preferences.

Applicants must:
1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference–if the CoC only has one PHA within its geographic area, applicants may respond for one; or
2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

The CoC has worked with the IHCDA, the largest PHA in the state, and their HCV program to implement the use of Coordinated Entry and Moving on within the HCV Program. Beginning in calendar year (CY) 2020 the IHCDA HCV Program will utilize a limited preference for referrals from Coordinated Entry. This preference will be limited to 100 referrals each CY. The IHCDA HCV program covers portions of all 16 CoC regions and therefore will accept referrals from all CE regions in the BoS CoC. Additionally the IHCDA HCV program will be making a limited preference available for Moving On referrals from CoC organizations. This preference will be limited to 50 referrals each CY. The CoC also reaches out to other PHAs in the state, including Fort Wayne, which has the second largest PHA in the state. They have adopted a policy that includes offering preferences to families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other housing program operated by the PHA.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit

(LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The CoC works with permanent housing providers to identify households ready to move on to other more independent housing options. The housing provider can make a referral to the PHA that preferences persons previously homeless. The PHA works with the client to get on the housing waiting list. Once the household reaches the top of the waiting list, the PHA works with them to complete all documentation requirements. The PHA then finds housing for which the household qualifies, which triggers the household to begin the process of moving out of the PSH unit. The vacant unit is then available via coordinated entry to the next chronically homeless person or household. Starting in January 2019 IHCDA has a limited preference for households moving out of CoC supportive housing, which allows clients who have resided in CoC supportive housing for at least 1 year to be referred. This places preferences on the first 50 referrals each calendar year.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

In 2018, the CoC board adopted a Fair Housing and Equal Opportunity Policy, which states that “Our housing projects and assistance programs do not discriminate based on race, ethnicity, color, religion, creed, sex, gender, gender identity/expression, sexual orientation, political affiliation, union activity, disability (including physical or mental handicap or developmental disability), national origin, ancestry, age, inability to pay for services, lifestyle, familial status, HIV/AIDS status, military status, or any other class protected by federal, state, or local law.” Members of the IHCDA staff attended the Indiana Fair Housing Conference in April 2019 to further their understanding of fair housing requirements. IHCDA provides technical assistance to recipients and subrecipients on reasonable accommodations in order to address clients’ individual needs. In accordance with HUD-issued regulations, the CoC Board adopted a policy against involuntary separation of families in August 2018, which prohibits shelters from denying access to families based on the age of the child. The implementation of anti-discrimination policy is a part of contractual agreements. Additionally, fair housing is a part of the CoC program manuals and expectations for those funded in the Continuum. IHCDA and the CoC will continue to utilize best practices learned and share across the continuum and provide opportunities for recipients and subrecipients to obtain relevant training. IHCDA and the CoC board hosts workshops at least twice a year that have included serving special populations and trauma-informed care so that service providers recognize the unique needs of individuals from various protected classes. IHCDA staff also participates actively in internal and external groups to understand, determine, and address disparities among protected classes in Indiana.

*1C-5a. Anti-Discrimination Policy and Training.

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

*1C-6. Criminalization of Homelessness.

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	X
2. Engaged/educated law enforcement:	X
3. Engaged/educated local business leaders:	X
4. Implemented communitywide plans:	
5. No strategies have been implemented:	
6. Other:(limit 50 characters)	

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:
1. demonstrate the coordinated entry system covers the entire CoC geographic area;
2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)

Adopted in 2018, the Coordinated Entry (CE) Prioritization Policy uses diversion as a front door strategy during the assessment process with each client for housing assistance. The policy uses the following factors: a)VI-SPDAT Score, b)Greatest Needs/Most Vulnerable, c)Longest History of Homelessness/Chronic Homeless, d)Regional Planning Council Case Conferencing, e)Regional Prioritization–Veterans, Youth, Families, Single Adults, and DV Survivors. 1)With 16 regions serving 91 counties, each region has a unique but similar CE system, with local policies and procedures. The region's prioritization process may mirror its available permanent housing resources/stock which allows Regional Planning Councils to focus on a particular sub-population based upon its housing needs. If a person is prioritized for PSH and no PSH is available, that person is considered for RRH as a bridge to PSH. All regions use HMIS to collect readily verified and reported data. All defined access point providers must administer the Indiana CE Standardized Assessment Tool (VI-SPDAT) according to HUD standards. The VI-SPDAT must be standardized across each Region, with uniform decision-making across all assessment locations and staff. CE utilizes a client-centered approach, allowing them to refuse to answer assessment questions and/or refuse referrals. 2)The CoC implemented a marketing plan to reach out to persons least likely to seek assistance, including 211 (statewide referral), radio stations, and public transportation to connect those in need with the CE system in each region. Regions disseminate flyers in other languages at public locations to reach those that might not be reached. 3)Indiana has determined an effective CE process ensures people with the greatest needs receive priority for any type of housing and homeless assistance and other interventions available in a Region. Each Region defines a minimum VI-SPDAT score or score range associated with referrals to Region resources.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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1D-1. Discharge Planning Coordination.

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

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

1)The Indiana BoS CoC review and ranking process considers each project application's success in addressing those individuals and families with the highest service needs coupled with the longest experience of homelessness in a "housing first" housing assistance model. The CoC prioritizes projects that support clients who are documented as chronically homeless and have a high utilization of crisis services, including but not limited to those experiencing substance abuse needs, have low or zero income, may have been victims of violence, or have criminal histories. In addition, youth and survivors of domestic violence are determined to have a higher vulnerability risk. Based on a CoC vulnerability assessment, these individuals will require significant support to maintain housing due to low or no income, substance use or other barriers. 2) The IN BoS CoC internal competition prioritizes projects serving persons experiencing chronic homelessness with high barriers to housing and who are medically vulnerable as well as persons experiencing abuse-victimization in four ways; projects were scored by their commitment to housing first, serving persons living on the street or places not fit for human habitation, preference for chronic homelessness and by their regional priorities for housing. The scoring rubric generates a project score based on HUD outcome performance measures related to income, stability, and exits to permanent housing. A "Housing First" Questionnaire is also included for renewal applicants to complete, which is added to the overall score. Projects are provided additional points according to the following: (a) degree of vulnerability/disability/CH of target population; (b) number of units targeting CH population provided; (c) number of Youth or Families (including DV); the relative value of the objective score. This new calculation generates a value that provides a "Rank Order" for the Projects.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application–including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected–which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	X	1. Email	X
2. Mail		2. Mail	
3. Advertising in Local Newspaper(s)		3. Advertising in Local Newspaper(s)	
4. Advertising on Radio or Television		4. Advertising on Radio or Television	
5. Social Media (Twitter, Facebook, etc.)		5. Social Media (Twitter, Facebook, etc.)	
6. Did Not Publicly Post Review and Ranking Process		6. Did Not Publicly Post CoC Consolidated Application	

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 17%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:
1. describe the CoC written process for reallocation;
2. indicate whether the CoC approved the reallocation process;
3. describe how the CoC communicated to all applicants the reallocation process;
4. describe how the CoC identified projects that were low performing or for which there is less need; and
5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
(limit 2,000 characters)

1)The CoC's written policy indicates that CoC funds granted to an applicant agency will either be fully expended to assist eligible homeless people or the CoC will recapture the unspent funding and add it to the pool of resources available for reallocation. Indiana Balance of State CoC grantees that expended less than 75% of their funding in the most recent grant year will have their grants reduced by a minimum of 10%; those who expended below 50% saw their grants reduced by 25%. This process continue in future competitions with the thresholds for repurposing increasing until all grantees are expending at least 90% of grant funds. The scoring criteria for new and renewal applications are attached to this document. 2)The CoC approved the continued use of the 2018 policy with no updates in July 2019. 3)In June 2019, the IHCDA staff sent an email with preliminary notification of the renewal scoring, providing all

renewing projects the opportunity to review and provide additional documentation if they believed there were errors. With that email, those projects that were underspending were sent an accompanying reallocation notice letter with instructions to submit a spending plan for further review. After committee review and recommendations, the CoC Board voted to approve the recommendations. The agencies were then notified of the results. 4)The CoC funding and resource committee reviewed data from two consecutive years, the current projected spending, and materials provided by the agencies. 5)The CoC made decisions based on several factors, including recurring underspending, whether funds had already been reallocated from the previous year, and whether they had consolidated and/or expanded their projects.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources
The FY 2019 CoC Program Competition Notice of Funding Availability at: https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	X
2. Joint TH/RRH	X
3. SSO Coordinated Entry	

Applicants must click "Save" after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC's Geographic Area.

Applicants must report the number of DV survivors in the CoC's geographic area that:

Need Housing or Services	11,226.00

the CoC is Currently Serving	5,178.00

1F-2a. Local Need for DV Projects.

Applicants must describe:
1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).
(limit 500 characters)

1)The CoC relies on research collected by its partner, ICADV, to determine the number of DV survivors needing housing and services. Seventy-six percent of all calls made to the informational referral service (211) are seeking safe and stable housing in DV. In 2019, ICADV also published a report that lists Safe, Stable and affordable Housing as the number one need for DV survivors. 2)the CoC calculated the number of DV survivors it is currently serving through the HMIS DV ClientTrack database.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing–using the list feature below.

Applicant Name	DUNS Number
A Better Way Serv...	168477347
Family Service As...	60-995-2940

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	168477347
Applicant Name:	A Better Way Services, Inc.
Rate of Housing Placement of DV Survivors–Percentage:	100.00%
Rate of Housing Retention of DV Survivors–Percentage:	92.75%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

All clients' information is carefully and thoroughly entered into ClientTrack which enables us to pull reports with the calculations pre-populated based on data entry. The data above is a reflection of the latest APR of our current Rapid Rehousing program for survivors of domestic violence. Because this is a new project, we used these data points to extrapolate the rate of housing placement and the rate of housing retention.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.
(limit 2,000 characters)

It is our practice to complete a VI-SPDAT with each survivor within three days of entry into emergency shelter with our CoC central access point. We prioritize the most vulnerable individuals and families based upon the score on the assessment. We review their assessments to determine specific vulnerabilities and needs. We then use this information to determine which housing opportunities best suit their family unit. We then connect the survivor with reputable property groups and landlords who are familiar with our program and have experience in working with survivors of domestic violence and homelessness. We remove barriers to housing by assisting with application fees, transportation to home showings, and assistance with utility and damage deposits as well as obtaining any necessary documentation that the survivor may require. We are also able to assist them with furniture, housewares and any other items specific to their ability to remain in permanent housing. Once prospective housing is established, we mutually develop housing plans and explore solutions to any barriers they may be experiencing.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:
1. ensured the safety of DV survivors experiencing homelessness by:
(a) training staff on safety planning;
(b) adjusting intake space to better ensure a private conversation;
(c) conducting separate interviews/intake with each member of a couple;
(d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
(e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
(f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project served.
(limit 2,000 characters)

1)(a)All staff of A Better Way (ABW) are trained to complete safety plans with survivors. Documentation is placed in their personnel file once reviewed by the ED. (b)ABW has provided DV shelter/services for over 40 yrs. Since those served by this grant originate as clients of ABW's DV program, survivors will be afforded privacy and confidentiality. We do some intakes off-site at Muncie City Hall in a private office and at our shelter facility where we have several private spaces. (c)ABW works only with the victim of abuse, not their abuser. There is no need to offer separate intakes. Peer Review standards preclude us from working with both parties. (d)When assisting survivors in locating scattered site housing, we use their intake info, Family Development Matrix results, and their perceived safety status to determine safety needs. We then help them find housing to meet requirements. (e)ABW operates two well-maintained residential facilities for DV survivors, a shelter and a transitional housing apartment building, both designed to keep survivors safe by staff monitoring via multiple cameras. We have well-lighted common areas, security systems, auto locking door system with intercom and buzzer features and cameras for safety. The transitional facility has a Facility Manager, and both have a maintenance person, whose responsibilities include building maintenance. (f) DV programs have discontinued location confidentiality. Our locations are no longer confidential, nor are they advertised; however, confidentiality of those served remains. We do not publish addresses and have no signs on our facilities. Our transitional housing facility is one building, and our shelter is a communal facility, so we cannot keep units confidential. RRH scattered sites are not owned by our organization. 2)Exit surveys measure the safety of survivors served by asking if they felt safe during their stay. Responses are compiled to determine the percentage of survivors who felt they were safe.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:
1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and
2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:
(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures

program participant staff interactions are based on equality and minimize power differentials;
(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
(g) offering support for parenting, e.g., parenting classes, childcare.
(limit 4,000 characters)

1)ABW always incorporates trauma-informed care (TIC) into service provision, working with survivors in emergency shelter services, non-residential services, transitional housing, and RRH. Originally trained by ICADV, we continue training with in-services and other workshop or conference opportunities. We have a mental health counselor on staff who is a trainer in areas (e.g. ACES) connected with TIC. We practice methods recommended in Stewards of Children, as another way of keeping approaches victim-centered. 2)ABW incorporates the TIC Model and Sanctuary Model for maintaining its core victim services. TIC emphasizes the importance of physical, psychological and emotional safety for both consumers and providers, and helps survivors rebuild a sense of control and empowerment. The Sanctuary Model compliments TIC by providing a blueprint for clinical and organizational change to promote safety and recovery from adversity through active creation of a trauma-informed community. We consider their immediate and long-term needs, while allowing them choice in their housing. We invest in survivors and help them find their best lives through understanding and support. (a)All program housing goals are based on survivors' choice and use the housing first model. Goals are geared towards permanent housing with no requirement of stay in either program. (b)There is an absolute expectation that all ABW staff treat survivors with respect and dignity. There is no requirement that survivors participate in program opportunities and no threat of withholding services due to a lack of participation. There are some rules that promote positive communal living, not to control or force activity on survivors. We maintain boundaries with survivors while offering a friendly relationship between staff, volunteers, and those we serve. (c)Our Counselors on staff frequently train staff and survivors with whom we work on trauma and the effects of trauma, using ACEs as a place to begin trauma education. (d)ABW is dedicated to utilizing strengths based methods in working with all survivors, utilizing the Family Development Matrix Assessment as a way of viewing survivors as resourceful and resilient in the face of adversity. We also use a resiliency assessment to recognize personal strengths and aids in recovery and empowerment. All case management and case plans focus on this asset-based approach in order to promote positive growth and goal achievement. (e)ABW is inclusive in nature and offers equal access to all programs and services. Some survivors are easier to work with than others, but that ease does not place one survivor ahead of another in receipt of housing or any other opportunities. We do not discriminate and all staff are required to document their understanding of this. Inclusivity is part of orientation; we annually require each staff person attend at least one training on cultural

diversity and nondiscrimination. ABW's general environment is one that encourages love and understanding toward all we meet, and we work to make certain all who enter feel welcomed. (f)ABW offers two support groups on a weekly basis for survivors of domestic violence, one group for survivors of sexual assault and one on parenting. We provide activities for children of survivors. We provide referral and transportation to other groups within the community that may benefit those we serve, such as AA and NA. Those seeking religious connection opportunities are provided local options, and are offered transportation if needed. (g)ABW offers a weekly parenting class. All survivors are welcome to attend. We provide child care and transportation when needed. Staff are supportive of parents, and offer ideas to help with behavioral issues to assist parents during stressful times. When necessary, staff care for children while survivors attend necessary appointments. We have connections with local childcare providers and can help clients find appropriate providers for their children.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

After housing assessment is completed and safety needs are identified, we work on the following: Issues of shared child custody are referred to IN Legal Services (ILS), or the Attorney Satellite Program through ICADV, to appoint an attorney. Beyond referring to ILS and the Attorney Satellite Program, we seek services from local law offices willing to provide legal support Pro Bono or at a reduced rate. We refer survivors with criminal records to landlords or property groups who are willing to serve those with felonies and misdemeanors. Criminal history can also be an employment barrier. We have developed an employer list that welcomes those with these issues. In some cases, we refer survivors to legal services for assistance with reduction in charge class. We offer a personal finance class, teach budgeting, and help them understand and improve their credit score. We have relationships with landlords who are willing to work with tenants with bad or no credit history. We refer to the Excel Center, Muncie Area Career Center, and Ivy Tech Community College to assist with educational and employment barriers, job training, and assistance with job search, resume building, and transportation. We refer survivors in need of physical/mental benefits to FSSA navigators to assist in applying for benefits internally and have

in-house licensed mental health providers for emergent needs and referrals and connection to other mental health agencies. Survivors are referred to CleanSlate Outpatient Addiction Medicine, IN University Ball Addiction Treatment & Recovery, and Delaware County Coordinating. Referrals can be made to various recovery groups such as AA, NA, Celebrate Recovery and A Better Life: Brianna's Hope Groups. We help survivors obtain CCDF vouchers, TANF, and childcare vouchers and have a partnership with the YMCA Appletree Daycare Center for drop-in childcare in emergency situations. We refer to the Boys and Girls Club for childcare before and after school.

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	60-995-2940
Applicant Name:	Family Service Associaiton RRH DV Bonus
Rate of Housing Placement of DV Survivors–Percentage:	100.00%
Rate of Housing Retention of DV Survivors–Percentage:	90.00%

DUNS number cannot contain a hyphen '-'.

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

The agency will use the data source collected from Client Track.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.
(limit 2,000 characters)

The project applicant ensures DV survivors experiencing homelessness obtain permanent housing by utilizing the coordinated entry process and the VI-SPDAT assessment. Using the assessment screening tool and coordinated entry process project applicants are able to quickly move into permanent housing.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:
1. ensured the safety of DV survivors experiencing homelessness by:
(a) training staff on safety planning;
(b) adjusting intake space to better ensure a private conversation;
(c) conducting separate interviews/intake with each member of a couple;
(d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
(e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
(f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project served.
(limit 2,000 characters)

1(a)Staff are required to complete VAT Online, a web-based victim assistance training program for service providers to learn essential skills & knowledge they need to effectively assist victims of crime. There are 4 sections: Basics (info everyone must know, including victims' rights, justice systems), Core Competencies & Skills (modules on basic communication skills, confidentiality, & advocacy), Crimes (characteristics, prevalence, other info on sexual assault, elder abuse, & child abuse), & Specific Considerations for Victim Services (info/skills to serve populations such as LGBTQ populations, campus victims, & victims of military sexual assault). (b)We have updated the Advocate office to feel more warm & inviting with a round table to facilitate better discussions & a couch. We have laptops to allow staff & client to complete intake anywhere to ensure private conversation. (c)Because clients are individuals fleeing DV there is only one head of household. If there is a situation involving a couple, separate interviews/intakes would be completed. (d)We have a general safety plan with a series of questions that might pertain to clients fleeing DV that we work through with each client upon intake. When it comes to housing, we ask what environment they feel safest in (private homes, apartments) & what aspects in a home make them feel safe (multiple exits, alarms, having neighbors) If the client allows, we alert the landlord of their concerns & provide a copy of emergency contacts or abuser info in case of extreme circumstances. (e)Not applicable; the landlord's responsibility. We encourage tenant clients to communicate concerns to landlords. We intervene if necessary. (f)Locations remain confidential; it is scattered site housing. Landlords are educated on Rapid ReHousing guidelines/requirements. Release of info is required before any confidential info is given to the landlord. 2. We utilize the checklist to ensure the housing unit meets HUD requirements for safety.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:
1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and
2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:
(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures

program participant staff interactions are based on equality and minimize power differentials;
(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
(g) offering support for parenting, e.g., parenting classes, childcare.
(limit 4,000 characters)

Through VAT online training staff are trained regarding the following (but not limited to): Advocacy, Assessing Victims' Needs, Basic Communication Skills, Collaboration, Confidentiality, Conflict Management and Negotiation, Crisis Intervention, Culture, Diversity, and Inclusivity, Documentation, Problem Solving, Referrals, Self-Care, Ethics, and Trauma-Informed Care. We ensure that the program is client driven based on client needs as expressed by the client. Program participation is optional with positive reinforcement and motivational techniques implemented to engage clients. Understanding the clients strengths and goals (as determined by the client) help to ensure client goals and aspirations are achieved. Opportunities for connection are provided for clients through the peer-to-peer support group (twice weekly), life skills (weekly), transportation to church, assist with grocery shopping (weekly), and positive parenting support.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

Our Client Track intake process is the primary way we assess needs of clients in the Rapid Re-Housing Program. Our intake process involves documenting legal issues, criminal history, education, employment, health status/disabilities, and family. We also complete a self- sufficiency matrix to get a more detailed

understanding of what they are experiencing and how this is effecting their ability to live independently. Every month the Rapid Re-Housing case manager meets with the clients in the program to create SMART goals that they feel is important to sustain permanent housing. The Rapid Re-Housing case manager is always available to provide them resources to help complete these goals before their rental assistance has ended. The case manager also follows up with clients after they have completed their rental assistance to assure they are transitioning on their own successfully.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
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https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2A-1. HMIS Vendor Identification. Eccovia ClientTrack

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	3,310	883	1,451	59.79%
Safe Haven (SH) beds	25	0	25	100.00%
Transitional Housing (TH) beds	1,141	327	462	56.76%
Rapid Re-Housing (RRH) beds	690	47	643	100.00%
Permanent Supportive Housing (PSH) beds	2,598	0	1,934	74.44%
Other Permanent Housing (OPH) beds	41	0	41	100.00%

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

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

1. steps the 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 the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)

With an IHCDA Community Services staff member dedicated to HMIS training and outreach, the CoC will continue to work with all project applicants and regional members to continue to increase participation in HMIS. the Community Services team is in the process of identifying two additional staff members to assist with CoC priorities. One position is dedicated to data analysis and the other will focus on grants management and technical assistance. Both new positions will allow the staff to expand its efforts to increase effectiveness in its services. In addition, the CoC Board and IHCDA staff are committed to providing increased strategy. The CoC will also work to bring onto HMIS both the shelter and transitional housing partners that are not HUD funded to participate in Coordinated Entry (CE), which is part of phase two of CE starting in 2018. PSH beds are low due to the fact that total beds includes the HUD VASH beds. HUD VASH does not currently use the HMIS, but the CoC will work with HUD VASH to improve their utilization of HMIS. The CoC will provide ongoing training on the benefits of the HMIS and work to find additional partners to help encourage buy in to utilizing HMIS through existing partners with organizations such as the Indiana Association of United Ways or faith-based emergency shelters.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.	Yes

***2A-4. HIC HDX Submission Date.**

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)	04/30/2019

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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Resources:
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The FY 2019 CoC Program Competition Notice of Funding Availability at: https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).	01/23/2019
2B-2. PIT Count Data–HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).	04/30/2019

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:
1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's sheltered PIT count results; or
3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)

The IN BOS made significant changes to the implementation and methodology process of the 2019 PIT count. The IN BoS hired a part time staff member to facilitate the HIC and PIT counts. This PT staff did extensive outreach to regional chairs and volunteers, training, and evaluation of past systems to conduct a more accurate count and provide a better picture of homelessness in the Indian Balance of State. Subsequently, the data quality and process was greatly improved, which led to a 9% increase in the overall count. IN BOS saw a 21% increase in the unsheltered count and 7.5% increase in the sheltered count. In fall 2019, IHCDA, the Collaborative Applicant and HMIS lead agency,

will hire a full-time data quality analyst who will oversee the HIC and PIT counts and further improve methodology and data quality.

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC's 2019 sheltered PIT count.	No

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:
1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's unsheltered PIT count results; or
3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)

1)In 2019, the BoS CoS increased its coordination and partnerships across the state. Regions are charged with developing additional partnerships and increasing awareness about the count, including, working with shelters, which has meant a greater outreach effort. With the addition of providing care packages for those experiencing homelessness who participate, more individuals can be engaged and accurately accounted for. In addition, three training sessions plus a webinar were used to provide more training for participating volunteers who are required to take part in both state and local PIT Count training. This effort has made outreach to individuals facing homelessness much more effective. 2)These changes affected the CoC's unsheltered PIT count results by increasing the number of those individuals experiencing.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.	Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

1. plan the 2019 PIT count;
2. select locations where youth experiencing homelessness are most likely to be identified; and
3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)

The Indiana BoS CoC Youth & Family committee works to implement a coordinated community response to prevent and end youth homelessness. In January 2018, the BoS CoC approved the creation of a Youth Action Board as a subcommittee of the Youth & Family committee. It currently has 5 youth members who meet monthly to provide feedback and input to the committee's work, which also helps these youth and young adults develop leadership skills and include their voice in the CoC discussion around preventing and ending youth homelessness. As an outcome of its creation, the group presented at the April 2019 CoC Development Day as well as other external youth-focused events, to build awareness to the full continuum of care so that the needs of youth will be considered in programming, outreach, and services. The YAB is contributing to outreach by offering suggestions on how to engage youth during the annual PIT count. In addition, it is exploring the possibility of coordinating a separate PIT count, focused specifically on youth and is assisting the development of the coordinated community plan to prevent and end youth homelessness by reviewing the mandatory structural components of this plan.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:
1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness.
(limit 2,000 characters)

1)The PATH teams state-wide reached out to those individuals and families who were in encampments to reach those chronically homeless. In Muncie, the region worked diligently to connect with and house those individuals and families who are chronically homeless by utilizing RRH funds. In Evansville the street outreach team reaches out to person in many places not meant for human habitation to connect with those experiencing chronic homelessness. In Ft. Wayne, the PIT workers have special incentives to reach all those experiencing chronic homelessness on the PIT date in January. 2)The CoC worked statewide with the Indiana Department of Education (DOE) and shelters to ensure a robust outreach to families with children. In addition, the State Legislature passed HEA 1314-2018, requiring the State Board of Education (SBOE) to publish an annual report on homeless youth in collaboration with DOE and the Dept of Child Services (DCS). The first report was presented to the IHCDA and the Legislative Council in June 2019, with follow up discussions to develop a plan concerning youth and family homelessness. Many regions also visited libraries and schools to reach families most in need of housing during the Point-in-Time County. 3)In Ft. Wayne, volunteers attended two community meal sites that homeless individuals usually attend, particularly veterans to increase successful direct contact. The CoC works with the VA to make sure homeless veterans are identified and then housed. The board coordinates a Veterans Committee made up of regional members, VA representatives, and experts on veterans' issues to discuss and determine

strategies to assist with addressing homelessness in the veterans' population. The CoC has a by name list that works in tandem with coordinated entry that ensures that veterans are counted during PIT, prioritized and housed. Additionally, VA staff participates in PIT, providing peer support workers to help identify locations to visit.

3A. Continuum of Care (CoC) System Performance

Instructions

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	7,163

3A-1a. First Time Homeless Risk Factors.

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

1)The CoC works with IHCDA, the state recipient of ESG funds, to assess data around persons utilizing these prevention funds. The data assessment and anecdotal experience of clients shows that people who have rental arrears or need rental and utility deposits and other prevention support are often those who become homeless if a support system breaks down or a job is lost. The CoC works with the state to determine where and how much should be put into prevention funds each year. In 2019 the CoC is working to train more individuals and find additional funding opportunities that can be used for prevention and diversion needs. 2)The CoC Board and the IHCDA Community Services oversee CoC's strategy to reduce the number of individuals and

families experiencing homelessness for the first time. That strategy focuses on coordinating prevention efforts with both city and state ESG funders to make sure funds are targeted to those most at risk of homelessness to keep persons from entering the system. The BOS continue to partner with Township Trustees who also provide prevention funds to those in need who would otherwise be homeless. It works to build on the diversion work being done in the CoC statewide and provide training to projects to help them better understand diversion. The CoC is creating a partnership with the Dept of Education and their McKinney Vento staff at schools to support efforts in working with youth experiencing homelessness in order to make sure they are able to get to and from school and have the supplies they need. Using Diversion, “creative conversation” strategies, online training, and staff development, all regional partners can then reduce the length of time for clients by identifying individuals/families at risk and offer possible alternate housing options. 3) The CoC Board and the IHCDA Community Services are responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.

*3A-2. Length of Time Homeless as Reported in HDX.

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	90

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:
1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;
2. describe how the 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 the CoC’s strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1)The CoC has implemented Coordinated Entry (CE) in all regions around the state. Each region has developed a more centralized system and individuals are being permanently housed relatively quickly. However, the CoC recognizes that there may be a larger demand for units in particular areas. So, it is exploring ways to bridge the need for housing and the availability of units more effectively and efficiently. The CoC will increase CE funds in the regions to assist with staffing and housing search and placement services. In addition, training and process improvement are being planned to continue to developing strategies that increase housing stock to reduce the time individuals remain homeless so that the CoC is meeting all the needs of individuals especially those most vulnerable, including chronic homelessness, families, youth and domestic violence are prioritized. 2) The CoC uses the VI-SPDAT assessment tool to help determine the person with the longest length of time homeless and greatest vulnerability. Those with scores in the VI SPDAT of 8 or above are prioritized first. The CoC additionally utilizes HMIS to help identify the episodes

and lengths of homelessness. The CoC is also working hard to look at factors impacting persons prior to entering the homeless services system. The CoC is looking at data from other federal programs accessed by vulnerable persons to see what prevention steps can be taken to coordinate services at a broader level. We are also working with partners to build diversion options in local regions. We have two areas piloting community initiatives that utilize a diverse network of partners to meet the needs of individuals and families at risk of homelessness. 3)The Indiana Balance of State Continuum of Care board and the Community Services Unit of IHCDA as the collaborative applicant is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.

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

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	45%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	94%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:
1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1) The CoC is continuing to work to improve the coordinated entry (CE) system. As a large BOS, the overall system is working and the CoC will continue to work on increasing the rate at which individuals and persons in families in shelters, transitional housing and rapid rehousing exit to permanent housing destination. The CoC will do this by making sure more case managers utilize referrals to CE and help clients make connections to resources and referrals needed for them

to exit to permanent housing. This may include other funding sources like trustees more equipped to assist with rental arrears and utility assistance. The CoC has brought more RRH into the system through the CoC competition and reallocation of funds. Finally, IHCDA's annual Permanent Supportive Housing Institute provides an opportunity for teams that completed the Institute and develop a project that is 100% supportive housing (services and rental assistance) to access a tax credit. 2) The CoC strategy is to ensure case managers continue to work with clients in permanent housing projects to make sure needs are being addressed, and that persons in shelters are given access to RRH as a bridge to more permanent housing options. The CoC will work with projects to make referrals to the mental health system to ensure mental health needs are being addressed and met. Through partnerships with the PHAs, the CoC will help develop a systemic move on strategy and make referrals to Section 8 and housing choice vouchers as clients stabilize and are ready for less support in housing. The CoC will work to provide SOAR training for as many case managers as possible as the CoC works with the department of mental health and addiction who oversees this initiative. A continuity policy was developed for projects to ensure if a provider no longer wishes to continue with a project that they are required to work with the CoC to transition clients to a new provider ensuring continuity of care and housing.

*3A-4. Returns to Homelessness as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	7%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	12%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:
1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
2. describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.
(limit 2,000 characters)

1) The CoC utilizes recidivism rates in the regions, and regularly looking at data to see if returns to homelessness are due to lack of adequate case management or limits on funding that the CoC has implemented. Evaluation of policies occur by looking at data to verify that the CoC doesn't contribute to recidivism. The CoC also looks at data from 211 (state-wide call in system for referrals) to identify common reasons of individuals and persons in families who return to homelessness. This data is limited but does provide a snapshot of contributing factors. The CoC asks individuals and families what they need to

stay housed as a part of the coordinated entry process. Finally, the CoC also looks at data from the criminal justice system to coordinate housing for those leaving the local and state criminal justice system. 2)The CoC has implemented several strategies to reduce returns to homelessness. All ESG funded shelters are required to use the CE assessment to ensure discharge to stable permanent housing options. All PSH projects are required to have implemented eviction prevention plans. PH projects use IN Certified Peer Specialist to maintain continued engagement after individuals leave CoC funded programs. Additionally, the CoC works with PHAs and HUD housing choice voucher partners to make sure that limited support is available to clients who have exited CoC housing who might need limited case management on an as needed basis. 3)The Indiana Balance of State Continuum of Care Board and the Community Services Unit at IHCDA are responsible for overseeing the CoC's efforts to reduce the rate of returns to homelessness.

*3A-5. Cash Income Changes as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	6%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	27%

3A-5a. Increasing Employment Income.

Applicants must:
1. describe the CoC's strategy to increase employment income;
2. describe the CoC's strategy to increase access to employment;
3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.
(limit 2,000 characters)

The CoC has several ways to increase employment income, increase access to employment, and increase cash income. Two new state wide partnerships focused around these goals are with the IN Department of Workforce Development (DWD) and IN Commission for Higher Education (ICHE). Cross training and connection to resources are key strategies here. Resources that DWD provides directly to clients are training for the high school equivalency, enrollment in JAG to encourage high school diplomas and post-employment, the Next Level Jobs program, and Work One centers. Work One centers are located throughout the state and provide local access to job opportunities, training, and connection to the unemployment services. The Next Level jobs program provides vocational training for 50 certificate programs free of cost to the student. These certificate programs are in five high-value sectors that align

with Indiana's econ including advanced manufacturing, building and construction, health sciences, information technology and business technology, and transportation and logistics. ICHE offers educational resources like 21st Century Scholars program which provides free college tuition to low-income families. Enrolled foster youth are auto-enrolled into this benefit and homelessness can be considered a barrier that waives some enrollment steps. These partnerships are further strengthened by the Director's involvement on the Governor's Workforce Cabinet Youth Committee. Lastly, the CoC continues previous strategies. These include funding veteran's employment service programs & employment first programs through the State's mental health centers and access to job placement services for individuals on Indiana Medicaid through the MCO. The INBOS CoC Board and the Community Services Unit at IHCDA are responsible for overseeing the CoC's strategy to increase job and income growth from employment.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:
1. describe the CoC's strategy to increase non-employment cash income;
2. describe the CoC's strategy to increase access to non-employment cash sources;
3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.

The CoC works with the state department of mental health and addictions to ensure case managers have SOAR training. This allows for case managers to make appropriate referrals to mainstream benefits. The state will soon roll out Medicaid requirements to work and the CoC will work with the managed care entities to connect clients to additional resources as these become available. The CoC also works with SOAR, TANF, WIC and state insurance providers to assist clients with accessing mainstream benefits. CoC programs funded projects to assist in implementation of strategies by devoting time and resources as project match helping clients obtain employment and cash income. This work may be done by a case manager or housing navigator. The vast majority of CoC funded programs are connecting their participants to these organizations. The Indiana Balance of State Continuum of Care Board and the Community Services Unit at IHCDA are responsible for overseeing the CoC's strategy to increase job and income growth from employment.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:
1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.
(limit 2,000 characters)

The CoC promotes partnerships and access to employment opportunities with private employers. The CoC has created a partnership with the statewide staffing agencies called Work Ones. These organizations are located in each DWD region and connect individuals to employment opportunities at private employers. Regional chairs are trained on the availability of this resource and encouraged to connect with Work Ones. Local organizations funded by the CoC also make their own partnerships. This may include outreach to local employers and connecting individuals with local job fairs. To provide meaningful on the job training and employment opportunities to residents of permanent supportive housing the CoC has several strategies. First, it encourages the use of supportive service dollars to cover such necessary items for clients. Second, the CoC makes statewide connections to resources for local use. Resources that clients can access include, but are not limited to, high school equivalency training, use of Work Ones, the 21st Century Scholar Program, Next Level Jobs, and the JAG program. These partnerships are further strengthened by the Director's involvement on the Governor's Workforce Cabinet Youth Committee. Lastly, the CoC continues previous strategies. These include funding veteran's employment service programs & employment first programs through the State's mental health centers and access to job placement services for individuals on Indiana Medicaid through the MCO.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	☐
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	☐
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	☐
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	☐
5. The CoC works with organizations to create volunteer opportunities for program participants.	☐
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	☐
7. Provider organizations within the CoC have incentives for employment.	☐
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	☐

3A-6. System Performance Measures Data–HDX Submission Date

05/31/2019

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

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3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
2. Number of previous homeless episodes	
3. Unsheltered homelessness	X
4. Criminal History	
5. Bad credit or rental history	
6. Head of Household with Mental/Physical Disability	X

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:
1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;
2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.
(limit 2,000 characters)

1)The CoC prioritizes households of families with children as part of the coordinated entry prioritization process. The goal is to house households rapidly. The CoC Board and CSH developed a systems map in 2016 to analyze the use of public and private resource compared with need. The study found the BOS system significantly bias toward shelters and transitional housing. This analysis led the board to continue to increase funds in 2017 for CoC RRH through reallocation & collaborate with ESG entitlement cities to increase the annual allocation ESG funds to RRH for families. The CoC also brought onto line more rapid rehousing units in 2017. With this increase in RRH unit production, the CE system triage families that are vulnerable to victimization, unsheltered, have a bad credit or leasehold histories, and/or have disabilities. Shelters have MOUs with RRH providers for rapid transition into housing. 2)The CoC adopted a progressive engagement policy with regards to rapid rehousing resources. The project providers make sure that clients and families who need the most support receive the longest duration of subsidy while tapering off those who are stabilized. All the while the families and clients receive case management and referrals to services that may be needed. The CoC works with McKinney Vento liaisons to make sure the educational needs of the children are met. The CoC polices around rapid rehousing that require the families and clients to receive case management for two full years - a full year beyond the subsidy. 3)The CoC Board and the Community Services unit at IHCDA are responsible for the strategy and timelines of this plan and have found it has decreased family homelessness state wide.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	X
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	X
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	X

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
2. Number of Previous Homeless Episodes	
3. Unsheltered Homelessness	X
4. Criminal History	
5. Bad Credit or Rental History	

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:
1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.
(limit 3,000 characters)

1)The Collaborative applicant, IHCDA, annually hosts a permanent housing institute. Each year the institute focuses on assisting new providers with learning about how to develop, build and fund a housing project. In 2018, based

on the youth needs around the state, the focus was on youth providers and assisting them with building housing for some youth experiencing homelessness. Several new projects are underway and will most likely be a part of the CoC application in the future. Also, the CoC is working to secure funding for youth experiencing homelessness by applying for the Youth Homelessness Demonstration Program (YHDP) NOFA. In 2018 the board Youth & Families committee has been making connections with youth and learning more about their needs. Several youth are on the committee and providing direction to the committee on strategies to connect with and serve the unique needs of the youth state-wide. The CoC is working with other federal and state partners (RHY & Department of Education) who serve youth to partner with them on providing housing and services. The CoC also works with DCS and the foster care system to make sure that youth aging out of the program do not become homeless. 2)The CoC strategy to provide new resources and utilize existing resources is first to identify the true need in the state for youth housing and services. The CoC has two youth projects that provide permanent housing for youth but we need more new housing. The point in time count data is not adequate to formulate a clear need. The CoC is working with the local runaway homeless youth providers and those currently serving youth to identify youth who are unsheltered. The CoC is also working with the Indiana Coalition Against Domestic Violence to identify the locations of youth who are unsheltered and being trafficked. As part of the domestic violence coordinated entry processes the CoC will work to develop and implement a plan to outreach unsheltered youth who are being victimized. The CoC has an active youth and families board committee that is working to partner with DCS, DOE and other youth partners to be prepared to apply for youth funding of various sorts down the road. The CoC has two projects that serve youth and these projects remain prioritized in the CoC portfolio. The CoC is also investigating using a joint TH/RRH model for youth in future competitions.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

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

1)The evidence of the strategies to increase housing and services for youth experiencing homelessness are that 3 youth projects were a part of the Permanent Housing Institute in 2018, one of them was from within the BOS. These projects will apply for CoC funding in FY2019. Also the CoC board made it a priority to have the youth & families board committee focus on being positioned to apply for youth funding through HUD or other funding sources.The committee is focusing on getting youth on the committee and connecting with youth who are homeless to understand their needs. The coordinated entry system is also being updated to work with youth experiencing homelessness in a more comprehensive way. 2)The CoC obtains evaluations from youth aging

out of foster care to identify their needs. The CoC also looks to measure the effectiveness of the strategies by looking at evaluations and data gathered by runaway homeless youth partners, and those who are working with youth coming out of sex trafficking. As the Coc identify the needs, the services change and the housing options increase. 3)Two of the biggest populations of youth experiencing homelessness come from youth aging out of foster care and those being trafficked. Identifying the needs from these populations helps the CoC develop and respond with appropriate and effective CoC strategies.

3B-1e. Collaboration–Education Services.

Applicants must describe:

1. the formal partnerships with:
a. youth education providers;
b. McKinney-Vento LEA or SEA; and
c. school districts; and

2. how the CoC collaborates with:
a. youth education providers;
b. McKinney-Vento Local LEA or SEA; and
c. school districts.
(limit 2,000 characters)

Education for Children and Youth is implemented state-wide. Specifically the CoC Program grantees that serve households with children, including unaccompanied youth must ensure collaboration with local education agencies to assist in the identification of homeless families as well as informing these homeless families and youth of their eligibility for McKinney-Vento education services. This collaboration includes youth education providers. 2)The CoC projects collaborate with state education agencies and local education agencies to ensure eligible families and youth experiencing homelessness have transportation to school. Also the CoC works with educational agencies at the state, and local levels to train both educators and homeless service case managers on the needs and services available to those families experiencing homelessness. 3)Members of local Regional Planning Councils across the CoC include local McKinney-Vento (MV) school liaisons. According to the CoC policies, CoC grantees must also designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney- Vento education services. 4)The CoC has informal partnerships with youth education providers, state and local educational agencies. The CoC also works with local DV providers who help children stay at their original school, but need bus transportation to do so when they flee violence in the home.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility

**for education services.
(limit 2,000 characters)**

Through Coordinated Entry (CE) programs, the CoC supports efforts to inform individuals and families who become homeless of their eligibility for education services. The CE process is lead through client choice, households will be given information about the services and programs available to them and be given the right to choose which services and programs in which they want to participate. Additionally, the CoC has a policy for Education for Children and Youth to ensure that households with children, including unaccompanied youth, are identified, informed of available educational rights and resources, and supported to access educational services available to them.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Department of Child Services	Yes	Yes

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.	Yes

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
1. select all that apply to indicate the findings from the CoC's Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	X
2. People of different races or ethnicities are less likely to receive homeless assistance.	
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	
7. The CoC did not conduct a racial disparity assessment.	

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	
3. The CoC has identified strategies to reduce disparities in their homeless system.	X
4. The CoC has implemented strategies to reduce disparities in their homeless system.	
5. The CoC has identified resources available to reduce disparities in their homeless system.	X
6: The CoC did not conduct a racial disparity assessment.	

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources
The FY 2019 CoC Program Competition Notice of Funding Availability at: https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

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

4A-1a. Mainstream Benefits.

Applicants must:
1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.
(limit 2,000 characters)

1)Through permanent supportive housing programs including PSH and RRH, the CoC assists persons experiencing homelessness to apply for and receive mainstream benefits. Many CoC projects have staff who are SOAR trained to be able to connect clients with mainstream benefits. Each CoC project must have the skills and experience working with homeless persons who are disabled to provide the support necessary to keep participants housed. It is a requirement that all projects offer intensive case management, ongoing supportive services and assist in locating appropriate housing. Through projects and other service providers, the CoC provides participants health care, mental health treatment, alcohol and other substance abuse services, childcare services, case management, counseling, education and/or job training, and other services essential for achieving and maintaining independent living, such as courses on household budgeting. 2)Each sub-recipient or CoC Project must conduct an ongoing assessment of the supportive services needed by the participants of the project, the availability of such services, and the coordination of services needed to ensure long-term housing stability and must make adjustments, as appropriate. The CoC and collaborative applicant make training available at least quarterly on various topics including up-to-date information on mainstream resources. The CoC has semi-annual training days for case managers and those utilizing coordinated entry to assist with education and communication about substance abuse programs, Medicaid & TANF changes and other critical topics in the Continuum of Care. 3) The CoC is responsible for overseeing this strategy, however, as the collaborative applicant, the Community Services Unit of IHCDA will provide support and work with the CoC.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	73
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	73
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:
1. describe the CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. state whether the CoC's Street Outreach covers 100 percent of the

CoC's geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1)All 16 regions in the Balance of State CoC geographic area provide street outreach. All regions participate in the PIT count annually, which provides insight on areas that should be targeted. The CoC also leverages efforts through the Emergency Solutions Grant (ESG) program to engage homeless individuals and families who are unsheltered. Street outreach is conducted throughout the CoC by partner service providers, nonprofit agencies, and local government working both independently and collaboratively. Their common objective is to find and engage persons experiencing homelessness who have not yet obtained the assistance they need to exit homelessness. Outreach personnel work to build trusting relationships with individuals and families, meet immediate needs, and link to programs and resources needed to become housed and move toward self-sufficiency. 2)With ESG street outreach, VA Outreach workers, and PATH Outreach, and other agencies involved in street outreach collectively, the CoC covers 100% of the geographic regions within its jurisdiction, 3)Street outreach is done daily throughout all 16 regions. The CoC partners regularly go to places not meant for habitation and works with PATH workers to expand coverage. 4)Outreach is tailored to physically find locations not meant for human habitation. The outreach teams go into parks, woods, abandoned buildings and other locations to reach those least likely to request assistance. Additional or more frequent target areas are discovered through annual PIT count. Law enforcement personnel also provide an extension to outreach workers, assisting the CoC in locating and helping those most in need but least likely to request assistance. The CoC Youth Action Board also provides insight on locating youth experiencing homelessness and formulating strategies for targeted outreach to this demographic. Materials have also been designed to assist individuals who have difficulty reading or individuals who are non-English speaking.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	725	690	-35

4A-5. Rehabilitation/Construction Costs–New Projects.

No

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting $200,000 or more in funding for housing

rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. **Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.**	No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
_FY 2019 CoC Competition Report (HDX Report)	Yes	FY2019 IN-502 CoC...	09/23/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.	No	1C-4 IN-502 Admin...	09/24/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	IC-4 IN-502 Housi...	09/23/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	1C-7 IN-502 Centr...	09/23/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	1E-1 IN-502 Publi...	09/24/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	1E-1 IN-502 Publi...	09/24/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	1E-1 IN-502 30Day...	09/24/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	1E-1 IN-502 Local...	09/24/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	IE-4 IN-502 Publi...	09/26/2019
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No		
3B-3. Summary of Racial Disparity Assessment.	Yes	IN BoS 2019 Racia...	09/25/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Other	No		

Attachment Details

Document Description: FY2019 IN-502 CoC Competition Report-HDX Report

Attachment Details

Document Description: 1C-4 IN-502 Admin Plan-Moving On

Attachment Details

Document Description: IC-4 IN-502 Housing Preference Admin Plan

Attachment Details

Document Description: 1C-7 IN-502 Centralized or Coordinated Assessment System

Attachment Details

Document Description: 1E-1 IN-502 Public Posting 15Day Accepted

Attachment Details

Document Description: 1E-1 IN-502 Public Posting 15Day Rejected or Reduced

Attachment Details

Document Description: 1E-1 IN-502 30Day Local Competition

Attachment Details

Document Description: 1E-1 IN-502 Local Competition Announcement

Attachment Details

Document Description: IE-4 IN-502 Public Posting CoC Approved CA

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: IN BoS 2019 Racial Disparities Analysis

Attachment Details

Document Description:

Attachment Details

Document Description:

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Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/13/2019
1B. Engagement	09/25/2019
1C. Coordination	09/25/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/23/2019
1F. DV Bonus	09/25/2019
2A. HMIS Implementation	09/20/2019
2B. PIT Count	09/20/2019
3A. System Performance	09/24/2019
3B. Performance and Strategic Planning	09/23/2019
4A. Mainstream Benefits and Additional Policies	09/20/2019
4B. Attachments	09/26/2019

Submission Summary	No Input Required

2019 HDX Competition Report

PIT Count Data for IN-502 - Indiana Balance of State CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	**3711**	**3655**	**3576**	**3904**
Emergency Shelter Total	2064	2,237	2,288	2571
Safe Haven Total	22	23	23	20
Transitional Housing Total	1075	952	822	776
Total Sheltered Count	**3161**	**3212**	**3133**	**3367**
Total Unsheltered Count	**550**	**443**	**443**	**537**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**373**	**330**	**244**	**241**
Sheltered Count of Chronically Homeless Persons	215	318	243	241
Unsheltered Count of Chronically Homeless Persons	158	12	1	0

2019 HDX Competition Report

PIT Count Data for IN-502 - Indiana Balance of State CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**419**	**418**	**353**	**423**
Sheltered Count of Homeless Households with Children	414	409	350	417
Unsheltered Count of Homeless Households with Children	5	9	3	6

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**406**	**283**	**287**	**278**	**303**
Sheltered Count of Homeless Veterans	352	243	256	242	268
Unsheltered Count of Homeless Veterans	54	40	31	36	35

2019 HDX Competition Report

HIC Data for IN-502 - Indiana Balance of State CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	**3310**	**883**	**1451**	**59.79%**
Safe Haven (SH) Beds	**25**	**0**	**25**	**100.00%**
Transitional Housing (TH) Beds	**1141**	**327**	**462**	**56.76%**
Rapid Re-Housing (RRH) Beds	**690**	**47**	**638**	**99.22%**
Permanent Supportive Housing (PSH) Beds	**2598**	**0**	**1934**	**74.44%**
Other Permanent Housing (OPH) Beds	**41**	**0**	**41**	**100.00%**
Total Beds	7,805	1,257	4551	69.50%

2019 HDX Competition Report

HIC Data for IN-502 - Indiana Balance of State CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	372	427	475	518

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

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	99	154	168	157

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	464	635	725	690

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for IN-502 - Indiana Balance of State CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more "metrics" used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2018 DATA: If you provided revised FY2018 data, the original FY2018 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and "save" before closing.

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.

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	7145	7196	7032	58	66	67	1	31	31	34	3
1.2 Persons in ES, SH, and TH	8427	8298	7971	87	97	90	-7	41	41	41	0

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added 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.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	8054	8473	8502	148	217	258	41	58	67	84	17
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	9031	9557	9406	172	242	279	37	70	82	94	12

2019 HDX Competition Report

FY2018 - 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.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	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	
	Revised FY 2017	FY 2018	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	335	510	16	37	7%	12	29	6%	19	31	6%	97	19%
Exit was from ES	2003	2015	246	218	11%	108	97	5%	115	109	5%	424	21%
Exit was from TH	541	787	39	28	4%	26	18	2%	22	35	4%	81	10%
Exit was from SH	40	33	7	4	12%	3	4	12%	4	5	15%	13	39%
Exit was from PH	1295	1633	93	82	5%	50	72	4%	69	66	4%	220	13%
TOTAL Returns to Homelessness	4214	4978	401	369	7%	199	220	4%	229	246	5%	835	17%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - 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 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	3655	3576	-79
Emergency Shelter Total	2237	2288	51
Safe Haven Total	23	23	0
Transitional Housing Total	952	822	-130
Total Sheltered Count	3212	3133	-79
Unsheltered Count	443	443	0

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	8427	8309	8144	-165
Emergency Shelter Total	6813	7191	7106	-85
Safe Haven Total	87	87	87	0
Transitional Housing Total	1527	1463	1175	-288

2019 HDX Competition Report

FY2018 - 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	1048	992	1233	241
Number of adults with increased earned income	74	69	72	3
Percentage of adults who increased earned income	7%	7%	6%	-1%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	1048	992	1233	241
Number of adults with increased non-employment cash income	261	253	339	86
Percentage of adults who increased non-employment cash income	25%	26%	27%	1%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	1048	992	1233	241
Number of adults with increased total income	318	306	389	83
Percentage of adults who increased total income	30%	31%	32%	1%

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	941	770	817	47
Number of adults who exited with increased earned income	173	156	144	-12
Percentage of adults who increased earned income	18%	20%	18%	-2%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	941	770	817	47
Number of adults who exited with increased non-employment cash income	166	112	157	45
Percentage of adults who increased non-employment cash income	18%	15%	19%	4%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	941	770	817	47
Number of adults who exited with increased total income	318	252	286	34
Percentage of adults who increased total income	34%	33%	35%	2%

2019 HDX Competition Report

FY2018 - 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	6925	6011	7026	1015
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.	1540	1314	1531	217
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)	5385	4697	5495	798

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	9303	8288	9075	787
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.	2053	1962	1912	-50
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.)	7250	6326	7163	837

FY2018 - 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	1649	1854	2001	147
Of persons above, those who exited to temporary & some institutional destinations	420	289	267	-22
Of the persons above, those who exited to permanent housing destinations	286	530	456	-74
% Successful exits	43%	44%	36%	-8%

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

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	7515	6363	7788	1425
Of the persons above, those who exited to permanent housing destinations	3332	2620	3537	917
% Successful exits	44%	41%	45%	4%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	2574	2567	2700	133
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2404	2396	2550	154
% Successful exits/retention	93%	93%	94%	1%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

IN-502 - Indiana Balance of State CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	2032	2208	2175	2006	1616	1444	1127	959	2065	2420	2418	2481	925	433	618	664				
2. Number of HMIS Beds	1216	1263	1252	1230	1259	1119	796	645	1563	1723	1763	1806	925	408	598	659				
3. HMIS Participation Rate from HIC (%)	59.84	57.20	57.56	61.32	77.91	77.49	70.63	67.26	75.69	71.20	72.91	72.79	100.00	94.23	96.76	99.25				
4. Unduplicated Persons Served (HMIS)	7050	7410	6273	7498	1799	2204	1474	1194	1830	2319	2389	2574	2391	2743	2927	2888	1251	1494	1962	1810
5. Total Leavers (HMIS)	6288	6634	5437	6432	1207	1157	1028	802	423	618	474	541	1738	1975	1938	2029	525	899	896	1219
6. Destination of Don't Know, Refused, or Missing (HMIS)	2751	2188	1249	1776	430	331	131	90	85	18	30	12	684	90	102	51	119	320	421	417
7. Destination Error Rate (%)	43.75	32.98	22.97	27.61	35.63	28.61	12.74	11.22	20.09	2.91	6.33	2.22	39.36	4.56	5.26	2.51	22.67	35.60	46.99	34.21

2019 HDX Competition Report

Submission and Count Dates for IN-502 - Indiana Balance of State CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/23/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/29/2019	Yes
2019 HIC Count Submittal Date	4/29/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

IHCDA Homeless Preference Policy & State of Indiana 2018-2019 Qualified Allocation Plan

4-III.C. SELECTION METHOD

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

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

PHAs are 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.

IHCDA Policy

IHCDA will offer preferences to any families that qualify as listed below.

PREFERENCE	DEFINITION	POINTS
Insufficient Funding	Former participant terminated due to insufficient funding	900
Money Follows the Person	Referred through Money Follows the Person Program	500
Residency	Applicant is a legal resident of the state of Indiana	200
Homelessness	Applicant is currently homeless	50
Working Families	*Applicants (head, spouse, cohead, or sole member) are employed (or enrolled in an educational or approved training program) at least 20 hours per week.	50
Elderly	Applicant is age 62 or older	50
Non-Elderly Disabled Family	Non-elderly (61 years or younger) family head of household, spouse, or sole member meets HUD's definition disabled	50
Person at risk of Institutionalization	Institutionalized, or at risk of institutionalization, is living in or at risk of being placed in a nursing facility, long term rehabilitation center or hospital	50
Disabled Family Member	Member of the family meets HUD's definition of being disabled	50

Information on verifying preferences along with expanded definitions are included in Chapter 7.

*As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the "working families" preference [24 CFR 960.206(b)(2)].

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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 the PHA'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, a 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)].

IHCDA Policy

The PHA 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 Selection

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 (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it 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)].

IHCDA 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 the PHA'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 complete application is received by the PHA. Documentation will be maintained by the PHA 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 the PHA does not have to ask higher placed families each time targeted selections are made.

State of Indiana 2018-2019 Qualified Allocation Plan

Contents

A. Role of the Authority

B. Authority's Housing Goals

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I. Detailed Table of Contents

This plan constitutes the Qualified Allocation Plan ("QAP") for the State of Indiana (the "State"), and is intended to comply with the requirements set forth in Section 42 of the Internal Revenue Code of 1986, as amended, including all applicable rules and regulations promulgated thereunder (collectively, the "Code"). As used herein, "Applicant" shall include any owner, principal and participant, including any affiliates.

This QAP applies to all allocations of rental housing tax credits ("RHTCs") pursuant to Section 42 of the Code, multifamily private activity tax-exempt bonds ("Bonds"), Indiana Affordable Housing and Community Development Fund ("Development Fund"), and HOME Investment Partnership funds ("HOME") in conjunction with RHTCs (collectively "Rental Housing Financing Programs") made in calendar year 2018 or 2019 and sets forth: (A) the role of the Indiana Housing and Community Development Authority ("Authority" or "IHCDA") in administering the Rental Housing Financing Programs; (B) housing goals of the Authority based on the perceived needs throughout the State; (C) Guidelines for Developments receiving RHTCs in conjunction with Private Activity Tax-Exempt Bond Financing; (D) "set aside" categories established by the Authority pursuant to the Code and Indiana law to further the accomplishment of the State's housing goals; (E) minimum threshold requirements which all Applicants and housing Developments must satisfy in order to be considered by the Authority for Rental Housing Financing; and (F) evaluation factors which the Authority will consider in analyzing each application that satisfies all applicable minimum requirements.

A. Role of the Authority

The Authority is empowered to act as the housing credit agency for the State of Indiana to administer, operate and manage the allocation of RHTCs, also known as the Low-Income Housing Tax Credit program, pursuant to Section 42 of the Code and this Allocation Plan.

The actions, determinations, decisions or other rulings made by the Authority pursuant to this Allocation Plan shall not be construed to be a representation or warranty by the Authority as to a Development's compliance with applicable legal requirements, the feasibility or viability of any Development or of any other matter whatsoever, and no action of the Authority shall be relied upon by any person as a representation or warranty by the Authority in connection therewith.

The Authority reserves the right to resolve all conflicts, inconsistencies or ambiguities, if any, in this Allocation Plan or which may arise in administering, operating or managing the allocation of Rental Housing Financing Programs. The Authority in its sole discretion reserves the right to, and may from time to time, amend this Allocation Plan, pursuant to the Code, for any reason, including to assure compliance with applicable federal, State or local law and regulations thereunder which may be amended and/or enacted and promulgated, to reflect changes in market conditions from time to time, and/or to terminate the Program.

The Authority reserves the right to allocate resources to lower ranked proposals to achieve a better mix of resource usage or better geographical distribution of resources as described above, or for any other reason judged by the Authority to be meritorious. Such actions will be made at the Authority's sole and absolute discretion. Any decision the Authority makes, and any action or inaction by the Authority in administering, managing, and operating the system, shall be final and conclusive and shall not be subject to any review, whether judicial, administrative or otherwise.

B. Authority's Housing Goals

The selection criteria set forth in this Allocation Plan include, in part, consideration of: (1) Development location; (2) housing needs characteristics; (3) Development characteristics, including whether the Development uses existing housing as part of a community revitalization plan; (4) sponsor characteristics; (5) tenant population with special housing needs; (6) the existence of a public housing waiting list; (7) tenant populations of individuals with children; (8) Developments intended for eventual tenant ownership; and (9) Permanent Supportive Housing.

This Allocation Plan:

1. Has been established by the Authority utilizing the selection criteria required by the Code in determining housing priorities of the Authority, which are appropriate to local conditions;

2. Gives preference in allocating Rental Housing Financing among selected Developments that meet the Authority's Housing Goals.

3. Provides procedures that the Authority (or an agent or other private contractor of the Authority) will follow in monitoring for compliance with the provisions of the Code notifying the Internal Revenue Service of any noncompliance of which the Authority becomes aware, and in monitoring for compliance with habitability standards through regular site visits.

The Authority's goals are to support and encourage Developments that:

- Serve the lowest income tenants, with set-aside units for tenants at or below 30% of the area median income rent levels, and provide documentation of financial and supportive capacity, in the opinion of the Authority, to make the Development financially viable for the compliance period;
- Minimize displacement of existing tenants;
- Are an important part of a broader or comprehensive neighborhood improvement, and which have the capability of fundamentally changing the character of a neighborhood through measurable community impact;
- Substantially upgrade and preserve existing low income housing and are a part of a published community revitalization plan;
- Are obligated to serve tenant populations with special housing needs;
- Minimize possible negative impact on existing affordable housing units in an area;
- Increase the supply of Supportive Housing for persons experiencing homelessness and of integrated housing options for persons with disabilities through community-based partnerships.

C. Housing Priorities

After considering the housing needs identified, the Authority has established certain housing priorities for the allocation of RHTCs to better enable the Authority to achieve its housing goals. In connection therewith, and in accordance with the agency mission, the Authority seeks to encourage and promote:

Housing for Vulnerable Populations

IHCDA strives to create housing opportunities for vulnerable populations, including those individuals considered as a "special needs population" under Indiana Code (IC 5-20-1-4.5) as well as households with extremely low-incomes. Categories of special needs populations are discussed in the threshold section.

Part of this effort is to support activities that promote "aging in place." Aging in place refers to creating a living environment that is safe, adaptable and comfortable for persons of all ages and abilities. While the primary target populations for aging in place strategies are seniors and persons with disabilities, everyone benefits from buildings and communities that are accessible, visitable, and livable.

Another important aspect of IHCDA's work to provide housing opportunities for vulnerable populations is our commitment to permanent supportive housing. Merely managing homelessness is not a long term solution. IHCDA and its partners are focused on systematically preventing and ending homelessness for those most vulnerable in our communities. By identifying barriers to self-sufficiency and targeting the most appropriate housing solution, we can help to minimize the number of people that enter the homelessness delivery system and the duration of time they spend in it. For the chronically homeless--those who cycle through health care institutions and correctional facilities seeking services and shelter--we can link services with housing to provide stability for them and reduce the burden on other community systems. Ultimately, our collective goal is to ensure that everyone has a place to call home.

Enhance Self-Sufficiency in Existing Programs

Good affordable housing development focuses not only on the physical building, but also on enriching the lives of the future residents. IHCDA believes that the RHTC program can be a catalyst to enhance the self-sufficiency of individuals and families with low incomes. To that end, the QAP promotes developments that focus on tenant investment and enrichment through services, unique development features, and access to neighborhood amenities and opportunities, including but not limited to, jobs, education, and healthcare.

Promote Place-Based Initiatives

IHCDA seeks to promote developments that build upon a community's existing assets, take advantage of its available resources, promote quality of life, and fit into the community's overall plan.

While the opportunities and challenges may vary, every community should strive to be a place where people choose to live, work, and play. A thriving community is a community with job opportunities, strong schools, safe neighborhoods, a full range of housing choices, and a vibrant culture. A community's potential lies in the identification and creation of a shared vision, planned by local leadership, and carried out by an array of partners. The demolition of blighted structures, the rehabilitation of long-vacant housing and the creation of new community amenities and retail opportunities serve as a tipping point for future development through market forces.

D. Private Activity Tax-Exempt Bond Financing

Pursuant to the Code, Developments that do not receive a direct allocation from the Authority because such Developments qualify for the four (4%) percent RHTCs under the Code, must nevertheless satisfy and comply with all requirements for an allocation under this Allocation Plan and the Code. See Schedule D - Private Activity Tax-Exempt Bond Requirements.

Applicants requesting to have the Authority act as the Issuer for the Tax-Exempt Bond Financing must meet all requirements under the Allocation Plan, Code and Schedule D.

E. Set Aside Categories

The Authority believes it can best achieve its housing goals by establishing set aside categories based on: (i) development by qualified not-for-profit organizations; (ii) Stellar Community Designation; (iii) Developments that serve persons with intellectual and developmental disabilities in an integrated housing setting; (iv) Development location; (v) Preservation; (vi) Developments that address the need for workforce housing; and (vii) Developments that utilize the Housing First model of supportive housing to end homelessness.

More than one (1) set aside category may be addressed by a Development, depending upon the location, characteristics and whether the owner is a qualified not-for-profit organization. However, a Development may only compete in one (1) Development Location set aside.

Note: There are no set aside categories for Bond financed Developments.

The Authority's "housing tax credit ceiling" for allocation in any one year is determined by the sum of the following components:

1. Per Capita Credits – determined by the State's population.
2. Carry Forward Credits – unused credits in any one year will be carried forward for allocation in the succeeding year.
3. Returned Credits – credits that are returned from developments that received an allocation in previous years will be re-allocated.
4. National Pool - if the Authority is able to allocate the tax credits to a de minimus amount in any one year, the State is then eligible to receive additional credits from a pool of credits returned unused by other states.

The set aside categories, their respective requirements and amount of the annual RHTCs allocated are described below. The Authority may exceed the amount of credits reserved per set-aside as identified below in order to completely fund a development request.

% of Available RHTCs	Set Aside Category
10%	Qualified Not-for-profit
10%	Stellar Community Designation
10%	Community Integration
10%	Large City
10%	Small City
10%	Rural

10%	Preservation
10%	Workforce Housing
10%	Housing First
10%	General

1. Qualified Not-for-profit

10% of available annual RHTCs will be set aside for Developments in which the "qualified not-for-profit organization" owns 100% of the general partner interest, receives at least 25% of the developer fee (if any developer fee is deferred, the for-profit's and not-for-profit's deferral must be proportionate to the amount of developer fee they are to receive), and materially participates in its operations, as such terms are defined in and pursuant to Section 42 of the Code and this Allocation Plan. [Note: 100% general partner ownership interest is only required by a qualified not-for profit for consideration in this set-aside and does not preclude joint ventures in any other set-aside].

Qualified Not-for-profit Organization Requirements:

A not-for-profit organization shall not constitute a "qualified not-for-profit organization" if the not-for-profit organization is affiliated with or is controlled by a for profit organization. To constitute a qualified not-for-profit organization throughout the compliance period: (i) one of the not-for-profit organization's exempt purposes must include the fostering of low-income housing, (ii) the not-for-profit organization must own 100% of the general partner interest in the Development, (iii) the not-for-profit organization must materially participate* in the development and operation of the Development, (iv) the not-for-profit organization must comply with all other Sections of the Code applicable to not-for-profit organizations, and (v) has no part of its net earnings to the benefit of any member, founder, contributor, or individual. The not-for-profit must have been in existence at least one year prior to the date of application, with affordable housing as one of its primary goals.

*A nonprofit entity is considered to be materially participating "where it is regularly, continuously, and substantially involved in providing services integral to the development and operation of a project." For more information, see Internal Revenue Code Section 469(h), Chapter 6 of the IRS *Low-Income Housing Credit Audit Technique Guide*, and Part 2.3B of the Compliance Manual.

Projects competing in this set-aside but funded under a different set-aside will still be subject to the set-aside requirements. This will be reflected on the Reservation Letter and Form 8609, and the development will be subject to the material participation requirements.

Required Documentation: At the time of application, Articles of Incorporation or its formation documents for the not-for-profit, IRS documentation of tax-exempt status (e.g. §501(c)(3)), and a

complete signed original Not-for-Profit Questionnaire (Form B) with required attachments must be submitted by the Applicant and placed in Tab C.

2. Stellar Community Designation

10% of available annual RHTCs will be set aside for Developments that, through their formation, are part of a designated Indiana Stellar Community. Indiana's Stellar Communities Program is a collaborative effort of multiple State partners seeking to engage two communities to achieve a three-year revitalization strategy. In the revitalization strategy communities identify areas of interest and types of projects, produce a schedule to complete projects, produce cost estimates, identify local match amounts, sources, and additional funding resources, indicate the level of community impact, and describe the significance each project will have on the overall comprehensive revitalization of the community.

In order to compete under this set-aside, the following conditions must be met:

- The community must have an active Stellar Community Designation. Communities that were named finalists but not chosen are not eligible under this set aside.
- The proposed Development must be specifically identified as part of their three-year Stellar Community Strategic Investment Plan, which will identify capital and quality of life projects to be completed during that period.

3. Community Integration

10% of available annual RHTCs will be set aside for Developments that commit to serving individuals with intellectual or developmental disabilities by providing affordable housing in an integrated setting.

To be eligible for the Community Integration set-aside, Developments must reserve 20-25% of the total development units for households in which at least one member is a person with an intellectual or developmental disability. In order to create integrated housing settings and discourage segregation based on disability, the amount of units reserved for this population cannot exceed 25% of the total development units. In addition, the units must be spread throughout the property and cannot be clustered into a separate designated area.

All units set aside for persons with intellectual or developmental disabilities under the Community Integration set-aside must be rent-restricted at the applicable 30% rent limit. The 30% requirement applies specifically to the rent limits, not necessarily to the income limits. All income limits for the development may still be set at the federal minimum set-aside level (50% or 60% AMI) if elected on the application.

The following documentation must be submitted to be considered under this set-aside:

- Form A must identify the percent of units designated for occupancy by the target population (minimum 20%, maximum 25%); and

- Narrative must describe how the development will seek input from persons with disabilities and provide a housing setting that assists in integrating persons with intellectual and developmental disabilities into the community. Narrative must include a description of how residents will access necessary supportive services, which may include transportation options; and

- Copy of an executed Memorandum of Understanding with appropriate state or local entities which may include a disability organization or non-profit service provider that serves persons with intellectual or developmental disabilities. The identified entity must agree to refer clients to the housing units and to help connect residents with appropriate supportive services. A referral from the identified entity will serve as documentation that the individual has a qualifying disability and property management will not inquire further into the nature of the disability during the application process and tenant screening. In addition to these referrals, individuals with a Home and Community Based Service Waiver through the Indiana Division of Disability and Rehabilitative Services are also eligible for the units and waiver status shall be deemed proof of eligibility. Applicants who were not referred by the identified entity and who do not have a Home and Community Based Service Waiver may still qualify for a designated unit if they provide third-party verification demonstrating an intellectual or developmental disability. This verification must follow the Fair Housing Act requirements for verification of disability and cannot inquire into the nature of the disability. For additional information, see the RHTC Compliance Manual or talk to an IHCDA Compliance Auditor.

4. Development Location

All Applications for RHTCs will compete in only one Development Location set aside defined below. If the application consists of sites in multiple locations that encompass different set-asides, the development will compete in the set-aside that has the most units (or residential square footage if unit counts are equal).

a. 10% of available annual RHTCs will be set aside for Developments located within a Large City. For purposes of this set aside Large City is defined as a city with a population of 75,000 or more (See Appendix C). The Development must be located within one mile of the zoning jurisdiction and/or use city utility services (water and sewer).

b. 10% of available annual RHTCs will be set aside for Developments located within a Small City. For purposes of this set aside Small City is defined as a city with a population of 15,000 – 74,999 (See Appendix D). The Development must be located within one mile of the zoning jurisdiction and/or use city utility services (water and sewer).

c. 10% of available annual RHTCs will be set aside for Developments located in areas designated as "Rural," where the Development's location meets one of the following:

1. The Development is located within the corporate limits of a City or Town with a population of 14,999 or less; or

2. The Development is located in an unincorporated area of a county that does not contain a City or Town that meets the definition of Large City or Small City as set forth in the QAP; or

3. The Development is located in an unincorporated area of a county whereas;

i. The Development is outside the 2-mile jurisdiction of either a Large City or Small City as defined in the QAP; and

ii. The Development does not have access to public water or public sewer from either the Large City or Small City as defined in the QAP.

If any part of the State of Indiana is officially declared a disaster area by the Governor, the Authority may give preference to Developments in this area which will assist in providing affordable housing to people affected by the disaster. In order to be considered for this priority the Development must provide the following information in Tab A:

1) Documentation that the Development has been officially declared a disaster area by the Governor.

2) A narrative description of how the proposed Development will help the area and the individuals affected by the disaster.

5. Preservation of Existing Federally Assisted Affordable Housing

10% of available annual RHTCs will be set aside for Developments which involve the substantial rehabilitation (as outlined in the property's Capital Needs Assessment – See Schedule F) of existing federally assisted affordable housing, and/or the demolition and decentralization of federally assisted affordable housing units utilizing the same site (over 50% of the units must be replaced in the Development/Application).

This includes:

a. Developments that propose the preservation of HUD or USDA affordable housing; Rental Housing RHTC Developments with Compliance Periods that have expired or are expiring in the current year and the extended use agreement is still in place;
b. Federally assisted developments which entail demolition and decentralization of units with replacement of units on the same site as described above.

c. Rehabilitation hard costs must be in excess of $30,000 per unit to be considered in this category.
d. For Developments competing in all other set-asides, rehabilitation hard costs must be in excess of $20,000 per unit.

To be eligible for the set-aside when a project contains multiple building and construction types, at least 50% of the units must qualify as preservation units.

The cost of furniture, construction of community buildings and common area amenities are not included in the minimum per unit amount. The applicant must provide a hard cost budget separating out the cost for furniture, construction of community buildings and common area amenities. USDA Rural Development Section 515 properties may include the cost of construction for community buildings and common area amenities in the minimum per unit amount. Place in Tab L.

6. Workforce Housing

10% of available annual RHTCs will be set aside for Developments that address the need for workforce housing. To qualify, the development must be located in a county that has a combined ranking in the top 10% of the State for 1) Economic Well-Being and 2) Employment and Productivity, as reported on Stats America Innovation 2.0 (www.statsamerica.org/ii2).

Below is the list of the nine (9) qualifying counties for 2018 allocations, listed in alphabetical order. IHCDA will issue a RED Notice identifying the qualifications for the 2019 Workforce Housing set-aside and reserves the right to utilize a different dataset if deemed appropriate:

- Bartholomew
- Daviess
- Gibson
- Hamilton
- Hancock
- Hendricks
- Warren
- Warrick
- Whitley

Developments competing in this set-aside cannot be age-restricted and must be comprised solely of units with 60% rents and income limits or a combination of 60% and market rate units.

7. Housing First – Supportive Housing

10% of available annual RHTCs will be set aside for Supportive Housing Developments that further the creation of community-based housing that targets persons experiencing homelessness with intensive service programs that have a direct impact on reducing homelessness through the Housing First model. Housing First is an innovative approach to engage and rapidly house individuals who are homeless into supportive housing and to provide intensive and flexible services to stabilize and

support housing tenure. Eligible applicants must properly demonstrate participation in the Indiana Supportive Housing Institute ("The Institute") as described in Part (h) below.

Key principles of the Housing First model of supportive housing which must be addressed in the Development include:

- Changing the system, not the person: the major shift of this model is how services are provided. In many cases, services are offered on-site rather than expecting individuals to show up at an agency for services. Staff are constantly working to engage residents and are trained in evidence based practices, such as assertive community treatment, that have been shown to be effective for hard to serve populations.
- Tenant choice on accepting services: Services need to be readily available with staff continually working to engage and build relationships with the tenants. Participation in services is not required in order to remain housed. A harm reduction approach is used in addressing chronic substance addiction and motivational interviewing techniques are used to engage tenants.
- Focus is on being a good tenant: The main emphasis is on safety with interventions on behaviors that negatively impact an individual or the community. Skills such as managing finances, handling conflicts with other tenants, and managing the day-to-day responsibilities in apartments are essential for long-term tenancy.
- Eviction is a last resort: Property management staff work collaboratively with supportive service providers and the tenant to implement eviction prevention practices. This process should involve service rich interventions to attempt to exhaust all other solutions prior to serving a tenant an eviction notice.
- Strength-based model with emphasis on building community: A strength based approach emphasizes a person's strengths and the role of self-determination. This is a tenant led process with a focus on future outcomes and the many talents and strengths that a person can employ to achieve desired outcomes.

Developments using a Housing First model of Supportive Housing must submit plans that provide the following:

a. Minimum Units – To compete in the Housing First set-aside, 100% of the units in the development must be committed as supportive housing. Developments proposing to have only a portion of the units as supportive housing (i.e. "integrated supportive housing") are not eligible in the set-aside but are given special consideration during scoring evaluation. See Evaluation Factors Part 5(e).

b. Target Population –The development must serve persons experiencing homelessness who are identified as most vulnerable, are using costly public systems, and are most in need of supportive housing. The identification and assessment of the target population must be data

driven. The Institute RFP released each year will define the target populations that participating teams may choose to target. Each team participating in the Institute must develop a concept that serves one of the allowable target populations.

c. Site Suitability – How the development will meet the needs of the targeted population including accessibility features, access to transportation, and proximity to community amenities.

d. Affordability – How the development will make units affordable to the targeted populations.

e. Access to Services – How an array of services, including those aimed at tenant retention, will be made available both on and off-site for tenants to access according to their needs, including a budget for services and funding sources that have been secured or will be sought.

f. Referral, Screening, and Communication

1) Tenant referral must be based on the local Continuum of Care Coordinated Entry system.

2) Property management must adopt a screening process that ensures supportive housing is accessible to the target population. The tenant selection plan must be written specific to supportive housing principles, may not screen out individuals based on credit history or previous landlord history, and must implement criminal background screening procedures that reduce barriers to obtaining housing.

3) How the property management and the agency providing the on-site or 24/7 accessible support coordination will communicate, accommodate staff turnover and assure continuing linkages between the Development and the agency providing the on-site support coordination for the duration of the compliance period.

g. Agreement Among All Parties

1) Demonstrate collaboration between property management and supportive service staff to ensure the housing stability of all tenants. The roles of property management and supportive service staff should be properly delineated to define the different role of each organization/staff.

h. Demonstration of Participation

Developments that compete under the Housing First set-aside must demonstrate meaningful and successful participation in the Institute. The Institute provides training and support to organizations applying for RHTC under this set-aside. Initial drafts of tenant outreach and engagement strategies, tenant selection policies, property management plans, and service plans must be completed as part of the Institute process and prior to submission of an RHTC

application under the Housing First Set-aside. Participation in the Institute is based on a competitive RFP selection process. Applicants for credits must successfully fulfill all requirements of the Institute for the specific development for which they are applying.

*NOTE: If a development team is accepted into an Institute (1) under an Institute RFP that is designated for non-RHTC funded projects or (2) under a proposal for a non-RHTC funded project, then that team's development is not eligible under the Housing First Set-aside of the QAP.

i. Special Threshold Considerations

Developments that compete under the Housing First set-aside are subject to additional threshold requirements. See Section F 4(2)(q)(12) of the QAP.

8. IHCDA General

a. 10% of available annual RHTCs will be set aside for Developments that further the Authority's mission, goals, initiatives, and priorities irrespective of the ranking by the evaluation factors. The Authority will exercise its sole discretion in the allocation of the IHCDA General set-aside. A notice will be released each year with the timeline and requirements for competing in the set aside.

The Authority intends to make every effort to satisfy the requirements of such set-aside categories in one (1) application and reservation cycle. If such set-aside categories are not completed through one (1) application and reservation cycle for the applicable year, the Authority may allocate any RHTCs remaining available for allocation without regard to these set aside categories, so long as such allocation is made in accordance with the Code and the applicable requirements of the law of the State and the goals of this Allocation Plan; notwithstanding the foregoing to the contrary, upon completion of the scheduled reservation cycle (i.e., at such time as all or substantially all RHTCs available for allocation in a calendar year have been allocated, other than de minimus amounts of RHTCs not reasonably susceptible to allocation to a Development) the Authority, in its discretion, may hold another application and reservation cycle. If another application and reservation cycle will be held, the Authority will provide an announcement thereof. Provided, that: (i) the Authority may, in its sole discretion, elect in any reservation cycle not to allocate RHTCs to a Development that might otherwise qualify for an allocation.

Notwithstanding the point ranking system set forth in this Plan, the Authority reserves the right and shall have the power to allocate Rental Housing Financing to a Development irrespective of its point ranking, if such intended allocation is: (1) in compliance with Section 42 of the Code; (2) in furtherance of the Housing Goals stated herein; and (3) determined to be in the interests of the citizens of the State of Indiana. Additionally, the Authority will provide a written explanation to the general public for

any allocation of RHTCs, which is not made in accordance with the established goals, priorities, and selection criteria in this Allocation Plan.

F. Threshold Requirements

Each Development applying for an allocation of Rental Housing Financing must satisfy the requirements of the Code, such additional requirements established by the Authority as set forth in this Allocation Plan, and any additional requirements relating to the continued compliance of the Development after an allocation of RHTC by the Authority. All material used in the Development must be new and of high quality, and all work must be performed in a good and workmanlike manner.

1. Federal Threshold Requirements

Each Development shall satisfy all requirements of Section 42 of the Code and such additional provisions of the Code and other federal laws applicable to each Development throughout the required compliance period and/or other applicable period. These requirements include, without limitation:

a. Development Feasibility

Amounts allocated pursuant to this Allocation Plan may not exceed an amount, which the Authority, in its sole discretion, determines is necessary for the financial feasibility of a Development and its viability as a qualified low-income housing Development throughout the Compliance Period. In making this determination, the Authority shall consider: (i) the sources and uses of funds and the total financing planned for the Development; (ii) any proceeds or receipts expected to be generated by reason of tax benefits; (iii) the percentage of the RHTCs used or to be used for Development costs other than the cost of intermediaries, unless such consideration would impede the process of developing in hard-to-develop areas; (iv) the reasonableness of the developmental and operational costs of the Development; (v) the developmental and/or operational costs of the Development as compared to similar costs of other Applicants; and (vi) such other factors it may consider applicable.

The Authority may establish such criteria and assumptions it deems reasonable for the purposes of its determination, including, without limitation, criteria as to the reasonableness of fees, profits, and assumptions as to projected occupancy, the amount of net syndication proceeds to be received, and increases in operating expenses and rental income. Any determination and/or allocation of Rental Housing Financing by the Authority shall not be construed to be a representation or warranty by the Authority as to the feasibility or viability of any Development.

Pursuant to the Code, the foregoing determination shall be made at: (a) the time of application for the Rental Housing Financing; (b) the time of allocation of the RHTC equity amount; (c) anytime there is a material change to the application and/or Development; and (d) the date the

building is placed in service or at time of final application (but prior to the issuance of IRS Form 8609).

Required Documentation: The Application (Form A) and any additional documentation regarding the financial feasibility of the Development. Additional documentation may include third-party documentation of sources, costs, and uses of funds that the Applicant may find necessary to include with the Application will be considered along with other such documentation the Authority may consider applicable. Additionally, if the Development is proposing commercial space as part of the tax credit ownership, the following proformas must be submitted: (i) a 15-year proforma showing only the commercial portion of the Development; (ii) a 15-year proforma showing only the housing portion of the Development; and (iii) a 15-year proforma showing the housing portion and the commercial portion of the Development combined. Place in Tab A.

b. IHCDA Notification

At least 30 days, but no more than 60 days, prior to application submittal, the Applicant must submit Form C to notify IHCDA of their intent to submit an application. The Applicant must electronically submit Form C to IHCDA via: RHTC@ihcda.in.gov.

c. Not-For-Profit Participation

A not-for-profit competing for Rental Housing Tax Credits that has an ownership interest in the proposed Development (even if not competing in the Not-for-profit set-aside) must submit to IHCDA at the time of application a resolution from its Board of Directors that includes language that approves: 1) the application being made for specific Rental Housing Funding (i.e. private activity tax-exempt bonds, RHTC, HOME, Development Fund, etc.); 2) the amount of ownership interest the not-for-profit has in the venture; 3) the anticipated amount of Developer Fee the not-for-profit will receive; and 4) if applicable, acknowledgment of a deferred developer fee.

Required Documentation:

1. Resolution signed by the not-for-profit's Board of Directors must be placed in Tab C. If the document is approved during a Board of Directors meeting, a quorum should pass and sign the resolution and such resolution shall be incorporated into the Minutes of the meeting.

2. All not-for-profits with 100% ownership of the General Partner that wish to compete in the Not-for-profit set-aside must submit a signed Not-for-profit Questionnaire with required attachments (Form B) and be placed in Tab C.

d. Market Study

See Schedule C - Market Study Requirements. A Comprehensive market study must be prepared at the developer's expense by a disinterested third-party from the approved Indiana Market

Study Analyst list (The approved list of market study analysts can be found under "Schedules" on IHCDA's website). Sufficient demand in the market area of the Development must exist and, based on reasonable predictions, will continue to exist during the term of the Compliance Period or other applicable period, for the number of units to be developed.

IHCDA reserves the right to accept or decline the corresponding tax credit application from further review based on the market analysis.

Required Documentation: A comprehensive market study of the housing needs of low-income individuals in the area to be served by the Development, satisfactory to the Authority, must be performed and submitted to IHCDA with the application submittal. The market study must be no more than six (6) months old at the time of submission to IHCDA. Place in Tab N.

2. Additional Threshold Requirements of the Authority

All information submitted to the Authority pursuant to this Allocation Plan must be satisfactory to the Authority in its sole and absolute discretion. If the Authority requests additional information from an Applicant, such information must promptly be submitted within timeline(s) determined by the Authority. **Additionally, all documentation (e.g. certifications, letters, etc.) must be issued/dated within six (6) months prior to the Application deadline date, unless otherwise noted.** This does not apply to site control documentation as long as the expiration date is after the anticipated reservation date.

IHCDA, in its sole discretion, will consider a waiver request from any Applicant, Owner and/or Developer in regards to any of the Additional Threshold Requirements, User Eligibility and Limitations, and Minimum Development Standards of the Authority (IHCDA does not accept waiver requests for scoring items). The Authority must receive the waiver request no later than 30 days prior to the application deadline. The waiver request must include 1) the details of the specific Threshold requirement for which the Development is requesting a waiver, 2) a detailed description as to why the Development cannot meet the Threshold requirement, 3) any additional information the Applicant would like IHCDA to consider with the request, and 4) payment of the $500 waiver request fee for each Threshold item requested to be waived. IHCDA will provide a written response to the request within 20 days of receiving the waiver request.

For a Development to be evaluated for an allocation of RHTCs, each of the following requirements must also be satisfied:

a. The Authority will not consider or review more than one Application for the same Development or for substantially the same or similar costs submitted by a related Applicant with respect to a particular reservation and application cycle. Submission of more than one Application shall cause the cancellation of any pending Application earlier awarded. Requests for supplemental RHTCs will only be permitted after all qualified Developments have been funded. The Authority

will notify the public if RHTCs are available for supplemental funding. However, supplemental RHTCs will only be considered for allocations made in the same year.

b. An Applicant, Owner and/or Developer must be issued IRS Form 8609 for a Development within the State of Indiana prior to submitting a second application request for RHTCs.

IHCDA, in its sole discretion, will consider a waiver for an Applicant, Owner and/or Developer that has materially participated in a successfully completed (i.e. has been issued IRS Form 8609) Development in Indiana while associated/working for a different organization/company. The Authority must receive the waiver request no later than 30 days prior to the application deadline. The waiver request must include 1) the Name and BIN of the Development(s) in which the Applicant materially participated, 2) the role the Applicant played in each Development, and 3) any additional information the Applicant would like IHCDA to consider with the request. IHCDA will provide a written response to the request within 20 days of receiving the waiver request.

IHCDA will not consider a waiver request for a third application requesting RHTCs before the Developer is issued IRS Form 8609 for its first development in Indiana.

Required Documentation: The Applicant, Owner, and Developer must submit the name and BIN Number of the most recent RHTC Development where they have participated with an ownership interest or been part of the Development team (including on a consulting basis). Completed Form A (Application).

c. At the time an Applicant files an Application with the Authority, eligible development costs expended or incurred towards the Development and/or acquisition shall not exceed fifty percent (50%) of the total estimated eligible development costs, unless the Authority determines that:

1) Rental Housing Financing is necessary for the Development to be completed; and
2) The Development is located in either (a) a "qualified census tract" or (b) "Difficult Development area", as designated by the U.S. Secretary of Housing and Urban Development ("HUD"); and
3) The Development will contribute to the accomplishment of the Authority's housing goals and priorities.

Required Documentation: Completed Application. See Form A. Place in Tab A.

d. The Development Applicant/Owner, Developer, Management Agent and other members of the Development team as provided in the Rental Housing Finance Application must demonstrate sufficient financial, development and managerial capabilities to complete the Development and maintain it for the Compliance Period and other applicable period.

Required Documentation: The Applicant must provide documentation to demonstrate sufficient financial, development and managerial capabilities. Documentation must include

most recent financial statements and the current year-to-date balance sheet, income statements, and cash flow statements from:

1) The Applicant; and

2) The Owner (if formed) or its principals (must include all principals of the general partner interest) or from the individual(s)/entity providing guarantees for the Development; and

3) The Developer (under the Applicant's, Owner's, and/or Developer's own affidavit respectively); and

4) Management Company, if requested by IHCDA as part of threshold review.

Resumes showing adequate experience of the developer and the management company must be placed in Tab D.

The Authority, in its discretion, may require audited or CPA reviewed financial statements and/or copies of tax returns or additional documentation. If needed, the Authority will request this information from the Applicant.

The applicant, owner, developer, management company, or any other member of the development team must be in good standing with IHCDA. If the application includes an entity currently on IHCDA's suspension or debarment list, the application will not pass threshold.

e. The Development team must show their readiness to proceed as demonstrated by:

1) The Authority's receipt of a completed "Application" in the form required by the Authority and within the time period established and set forth in this Allocation Plan. Each Application must be accompanied by the appropriate application fee and all exhibits. Additionally, the Applicant must provide a Narrative Summary of the Development. See Schedule G for Application Package Submission Guidelines.

Required Documentation: The most current Application (See Form A) completed, Narrative Summary of the Development, and a check made payable to IHCDA for the appropriate Application Fee. The check should be attached to the application and placed in Tab A with the Narrative Summary.

2) Submitting satisfactory evidence of site control.

Required Documentation: The Applicant must submit documentation evidencing site control including verification of current ownership, by submitting one of the following:

a) Purchase Agreement or Option that does not expire until after the reservation date for RHTCs, and evidence of title either with title insurance commitment, title search documentation, or attorney's opinion; OR

b) Executed and Recorded Deed; OR

c) Long-term lease option (term of lease must be for a minimum term specified in the Lien and Restrictive Covenant Agreement) and evidence of title either with title insurance commitment, title search documentation, or attorney's opinion; OR

d) When an Applicant intends to acquire a site and/or building through a government body, in the Authority's sole discretion exercised on a case-by-case basis, the Applicant must submit all of the following documentation as sufficient evidence of site control:

i. duly adopted resolutions of the applicable governmental agency or commission designating the subject area; and
ii. duly adopted resolutions of the applicable governmental agency or commission authorizing the acquisition of the land to comprise the Development; and
iii. a letter from the applicable governmental agency or development commission setting forth the acquisition schedule for such land on a time table consistent with the Applicant's readiness to proceed without undue risk of Rental Housing Financing being returned to or rescinded by the Authority; and
iv. evidence of title either with title insurance commitment, title search documentation, or attorney opinion

The site control documentation submitted must be in the name of the development ownership or the applicant. Site control documentation submitted in the name of the General Partner of the ownership, or in the name of the Limited Partner of the General Partnership will not be accepted as evidence of proper site control. However, the General Partner of the ownership, or the Limited Partner of the General Partnership may be listed as the "seller" on site control documentation. This documentation must be placed in Tab E.

3) Development Site Information

Required Documentation: The applicant must submit preliminary architectural plans electronically and must include:

a) Unit plan(s) that include the square footage for each type of unit

b) Dimensioned floor plans for all unit types showing the location of units, including exact placement of all accessible units, and common areas

c) Elevations for all building types (these must be scaled drawings; rehabilitation projects may submit renderings and photographs only if they are accompanied by a certification from an architect that elevations will not change).

d) Provide basic site plan for any existing buildings, while also denoting any significant demolition (i.e. demolition of a wing, major interior spaces). The site plan must show how the development is to be built, including rehabilitation projects.

   i. This plan must indicate the placement and orientation of buildings, parking areas, planned and existing public sidewalks, landscaping, easements, trash dumpsters, buffers, etc. The plan must indicate the number of parking spaces.
   ii. If not listed on the floor plans, the site plan must indicate the exact placement and number of accessible units.
   iii. The site plan must indicate if any portion of the site is located in a flood plain or contains wetlands. If a flood plain or wetlands exist on the site, the site plan must indicate the buildings, common areas, and any land improvements located in relation to the flood plain/wetlands – see Section F.2(g)(1-2) of the QAP.
   iv. The plan must also indicate the location of planned site amenities including playground(s), gazebo(s), walking trails, etc.
   v. The site plan must show the site boundaries and include the location of any streams, ravines, gullies, drainage problems, or other construction deterrents.

e) Current aerial photograph with the location of the site clearly marked and the surrounding uses and access points to the site clearly visible. Scattered site projects must submit a map indicating the location of each site with either the parcel number or address labeled for each property.

f) Current photographs of the project site (images obtained from a website are not acceptable); include images looking out toward each of the cardinal directions. If this is a rehabilitation project include images of each façade of the existing structure(s) as well.

All development site documentation submitted should be dated no more than 12 months prior to the application date. Rehabilitation projects, where there are no structural changes to the development, will be allowed to submit the "most current" architectural plans (which may be dated more than 12 months prior to the application date); along with an affidavit from the architect certifying that there will be no structural changes to the development floor plans. The Authority reserves the right to perform (through its own representatives or its agents) site visits

and evaluations of the Development to determine the satisfaction of these requirements. Place this documentation in Tab F.

4) The Applicant must demonstrate an ability to obtain financing (i.e. syndication proceeds, grants, other funds available for the Development).

   Required Documentation: All sources of financing must be supported with appropriate documentation satisfactory to the Authority including the following documentation which must be submitted:

   a) Lender letter of interest submitted to the Applicant in support of the Applicant's application must contain a representation and acknowledgment from the lender that:

      i. such lender has reviewed the same application submitted or to be submitted by the Applicant to the Authority in support of the Rental Housing Financing for the Development to which such letter of interest relates;

      ii. lender expressly acknowledges that the Development will be subject specifically to the "40-60" or "20-50" set-aside, and extended use restriction elections made by the Applicant;

      iii. the lender has reviewed the Minimum Underwriting Criteria set forth in this Allocation Plan;

      iv. any other special use restriction elections made by the Applicant, which give rise to additional points in this Allocation Plan; and

      v. the anticipated terms of the loan including loan amount and interest rate . Place in Tab G;

   b) For financing not yet applied for, the Applicant must submit evidence of eligibility for the source of funding (e.g. a certification from the Applicant stating how the Development is eligible for the funding source). Developments applying for the Federal Home Loan Bank's (FHLB) Affordable Housing Program must identify their Member Bank and their regional FHLB. For this financing, the Applicant must provide a narrative identifying their plan to fill the gap if this funding is not awarded. Place this documentation in Tab G;

   c) If any additional funding/financing of any kind has already been awarded for the Development, a copy of the award letter that includes the expiration date for the award must be submitted and placed in Tab G.

d) The Development team must provide documentation to the sole satisfaction of the Authority that shows the real estate upon which the Development will be located is currently properly zoned to allow for the proposed Development.

Required Documentation: The Applicant must provide: 1) a letter from the appropriate authorized government official (e.g. zoning commission) that describes the Development location and certifies that the current zoning allows for construction and operation of the proposed Development without the need for additional variance; AND 2) a copy of all approved variances on the property, if any; AND 3) If a Planned Unit Development (PUD) a copy of the appropriate documentation (i.e. organization & requirements). This documentation must be placed in Tab H.

IHCDA in its sole discretion may accept an attorney's opinion with appropriate supporting documentation documenting that the proposed site's current zoning allows for the construction and operation of the proposed Development without the need for additional variance. This will only be accepted with documentation of failed attempts to obtain the information from the appropriate authorized government official.

e) At the time of application, there will be access to water, sewer, electric and/or gas to the site with sufficient capacity to satisfy the requirements of the Development.

Required Documentation: Completed Form A (Application).

f) Evidence of Compliance

Every Applicant, Principal, Affiliate(s) and/or Development Team member (collectively, "Development Team") with any ownership interest in a rental housing Development which has received an allocation of RHTCs by the Authority since the inception of the RHTC program (January 1, 1987), must cooperate and comply with the Authority's compliance monitoring procedures. The Authority's monitoring procedures and requirements are set forth in the RHTC Compliance Manual (http://www.in.gov/myihcda/2490.htm), a copy of which is attached as Schedule A to this Allocation Plan and made a part hereof. If, in the sole discretion of the Authority, any Development Team member has materially failed to comply with the procedures and requirements of the Authority or any of its programs, the Code or any other governmental program, including, but not limited to, HUD and/or HUD funded programs: (i) the Authority may withhold or reduce, in whole or in part, Rental Housing Financing for which application is made, irrespective of whether the withheld or reduced funding relates to the Development to which the noncompliance relates as determined by the Authority in its sole discretion; and (ii) if the Applicant's noncompliance is chronic and/or egregious in nature, the

Authority may refuse to accept for filing and/or otherwise refuse to consider all or any part of the Applicant's pending or future applications for funding until such time as the Authority decides otherwise.

Any entity currently on IHCDA's suspension or debarment list or in default with any lender or partner is ineligible to apply for RHTCs.

All Development team members with an ownership interest in any RHTC Development must satisfactorily demonstrate that all prior findings and assessments against all Applicants and its principals, participants and affiliates have been satisfied.

Any Development found to be in violation of this Allocation Plan will be subject to a reduction or rescission in Rental Housing Financing, and all Development Team members may be subject to debarment from participating in all Authority programs for up to five (5) years.

Required Documentation: The following documentation must be submitted and placed in Tab J:

1) All of the Development Team members with an ownership interest or material participation in any affordable housing Development must disclose any outstanding non-compliance issue(s) and/or loan defaults with any state or federal affordable housing program (including private activity tax-exempt bonds) in which it has participated in or received from including those issues that have been corrected since RHTC program inception. Failure to disclose may result in the loss of funding.

2) All principals or material participants of the General Partner interest or managing member (if an LLC) and each member of the Development Team (as identified in Form A) must submit a written affidavit accurately disclosing his/her complete interest in and affiliations with the proposed Development and any outstanding noncompliance issues on any affordable housing program. Additionally, the Development Team must include in the affidavit all other RHTC funded Developments located in Indiana where they own(ed) an interest. A management company is required to be identified in the application and the management company named in the initial application must add language to its affidavit certifying that: a) they have reviewed the application for Rental Housing Financing; and b) they can effectively manage the property according to the requirements of Section 42, the Qualified Allocation Plan, and the elections made by the owner/applicant in the application for Rental Housing Financing. If at any

time during the Compliance Period the management company changes, the new management company must also sign a similar certification.

g) Phase I Environmental Site Assessment

A full Phase I Environmental Assessment must be completed prior to Application submission for 9% or 4% funding from the Authority.

Required Documentation:

1. Environmental Phase I completed by an experienced and qualified disinterested third-party hired by the Applicant. The Environmental Phase I must address wetlands and flood plains. Wetland Delineation and USGS maps are required to document the existence of wetlands areas on the site, and must be included in the Environmental Phase I. If there are no wetlands areas on the site, a wetlands delineation is not required but in all cases USGS maps must be included in the Environmental Phase I AND

2. A FEMA flood plain map with the proposed Development site identified must be submitted and placed in Tab K. If a flood plain and/or wetlands are located anywhere on the site, the site plan must show where the buildings, commons areas, and any land improvements will be located in relation to the flood plain and/or wetlands.

   100-year Flood Plains (Zone A1-30, AE, A, AH, AO, AR, or A99 as defined by HUD): Applications that propose the placement of buildings in a 100-year flood plain must submit the following documentation:

   a) All areas of the 100-year flood plain must be documented by the FEMA map for the areas in which the site is located. The proposed site for development must be located on that map.

   b) A qualified licensed surveyor or civil engineer must document mitigation for impacts to existing floodplains planned for the Development. A FEMA Conditional Letter of reclassification must be obtained for the property that shows that the property is eligible for reclassification out of the flood plain area.

   c) A financing plan and costs for the site work involved in the reclassification.

   For all properties that receive an award of RHTCs and are located in a 100-year flood plain at the time of initial application, a final letter of reclassification from FEMA along with an elevation certification must be provided to IHCDA at the

completion of the Development. If wetlands or hazardous substances exist on the site, the Applicant must submit: 1) evidence that the wetlands or hazardous substances can be mitigated; and 2) a plan, that includes financing, of how the Applicant anticipates mitigating the wetlands or hazardous substances.

Developments in a 100 year flood plain (Zone A) are not eligible for HOME funding.

Regarding the date of the Phase I, one of the following will be acceptable to IHCDA:

1. A Phase I ESA report dated within six months of the application submission date; or
2. If the Phase I ESA report is dated between six months and one year prior to the application submission date, the applicant must submit an update to the report dated prior to closing if required by the investor.

h) All applicable conditions and requirements of State and local laws, statutes, regulations, ordinances and other proper authorities in the State, including, without limitation, the requirements specified in the Application, the Indiana Handicapped Accessibility Code as amended, and such additional items which may be required by the Authority (collectively, "State Laws"), shall be satisfied.

Additionally, the Development has been designed to comply with the requirements of all applicable local, state and federal fair housing and disability-related laws. The Development design should consider at a minimum, the applicability of the local building codes, Federal Fair Housing Act, as amended, the Americans with Disabilities Act, and the Rehabilitation Act of 1973, as amended.

Required Documentation: Completed Form A (Application).

i) Applicants who perform rehabilitation work on pre-1978 Developments (i.e. buildings) are required to comply with the Lead Based Paint Pre-Renovation Rule ("Lead PRE") and the State of Indiana's Lead Based Paint Rules where applicable. (For more information visit www.epa.gov/lead or contact your local Environmental Protection Agency (EPA) Regional Office and www.ikecoalition.org for Indiana's rules.)

Required Documentation: The Applicant must certify that the Development will comply with these laws and rules. Completed Form A (Application).

j) Developments proposing commercial areas within the building or on the property utilizing Rental Housing Financing will be given consideration.

Required Documentation: The Application must include the following additional information and documentation: (i) a detailed, square footage layout of the building and/or property identifying all residential and commercial areas; and (ii) a time-line for complete construction showing that all commercial areas will be complete prior to the residential areas being occupied. Place this documentation in Tab F.

k) If any portion of the RHTCs or any other IHCDA resources are being used to acquire the Development, RHTCs and/or acquisition eligible basis will be calculated based on the lesser of the actual amount paid for the building or the appraised fair market value.

Required Documentation: The Applicant must submit the Development's fair market appraisal (completed by a qualified appraiser), which must be completed no earlier than six (6) months from the Application deadline. The fair market appraisal must be at a minimum an "As Is" appraisal and must adhere to the Uniform Standards of Professional Appraisal Practice ("USPAP"). A statement to this effect must be included in the report. USPAP standards can be found at www.appraisalfoundation.org. Place in Tab L.

l) If any portion of the RHTCs are used to acquire the Development, it must be either exempt from or meet the requirements of IRC Section 42(d)(2)(B)(ii) as to the 10-year placed-in-service rule.

Required Documentation: The Applicant must submit at a least one (1) of the following items:(A) a chain of title report from a title company; or(B) a tax professional's opinion from an unrelated party stating that the acquisition is either exempt from or meets the requirements of IRC Section 42(d)(2)(B)(ii) as to the 10-year placed-in-service rule; or, (C) if a waiver of the 10-year ownership rule is necessary, a letter from the appropriate Federal official that states that the proposed project qualifies for a waiver under IRC Section 42(d)(6). Place in Tab L.

m) If any portion of the RHTCs is used to acquire the Development, the Applicant must disclose all Related Parties and the proceeds from the sale to each Related Party. See Schedule H, "Glossary" for the definition of Related Parties. .

Required Documentation: (i) An attorney opinion that the acquisition meets the related party limitation; and (ii) completed Related Party Form. Place in Tab L.

n) For Developments proposing rehabilitation, the rehabilitation hard costs must be in excess of $20,000 per unit. However, if the Development is competing in the Preservation set aside the rehabilitation hard costs must be in excess of $30,000 per unit. The cost of furniture, construction of community buildings and common area

amenities are not included in the minimum per unit amount. USDA Rural Development Section 515 properties may include the cost of construction for community buildings and common area amenities in the minimum per unit amount.

Required Documentation: All Applicants applying for rehabilitation Developments requesting Rental Housing Financing must submit a capital needs assessment performed by an independent, Indiana licensed qualified professional (engineer/architect) in the format required by the Authority at least 30 days prior to the application submission. The complete Capital Needs Assessment Report must be submitted in an electronic PDF version. See Schedule F - Capital Needs Assessment. Applicants applying for adaptive reuse Developments are not required to complete the Capital Needs Assessment, but are required to submit a structural conditions report by an independent, Indiana licensed qualified professional (architect/engineer) to the Authority at least 30 days prior to the application submission. The structural conditions report must contain an assessment for any physical aspects that will be retained to verify their current condition and any repairs that will be necessary for use in the development. Place in Tab L.

o) For all Developments that will impact existing tenants, provide a displacement/relocation plan.

Required Documentation: A detailed displacement/relocation plan must be submitted detailing 1) any potential permanent, temporary or economic displacement/relocation issues, 2) the number of current tenants to be relocated, 3) where the tenants will be relocated during the rehabilitation and for the length of time, 4) how displacement/relocation will be minimized and how relocation expenses will be paid for if they are incurred and 5) displacement/relocation assistance plan (e.g. Who will get assistance? How much assistance will they receive? When and how will they receive their assistance? Who will provide advisory services to those displaced?) Place in Tab L and include relocation expenses on the development budget on Form A.

p) Upon request, the Applicant shall provide a completed IRS Form 8821, Tax Information Authorization, for each owner/general partner. The form must be signed by an individual authorized to sign on behalf of the Owner.

q) Underwriting Guidelines

The following are underwriting guidelines for all Developments. However, all applicants should be aware that these are averages and the numbers submitted should reflect the nature and true cost of the Development proposed. IHCDA will consider any underwriting outside of these guidelines if supporting documentation

is provided. If an explanation and supporting documentation is not provided for being outside of the guidelines, a technical correction will be issued.

1) Total Operating Expenses - IHCDA will consider the reasonableness of operating expenses for each Development based on information submitted by the Applicant. All Developments must be able to underwrite with a minimum operating expense of $3,500 per unit per year.

2) Management Fee– 5-7% of "effective gross income" (gross income for all units less Vacancy Rate).

# of Units	Maximum Management Fee Percentage
1 to 50 units	7%
51 to 100 units	6%
101 or more units	5%

3) Vacancy Rate – 6% - 8%

4) Rental Income Growth – 0-2%/year

5) Operating Reserves – four (4) to six (6) months of projected operating expenses, excluding annual replacement reserve payments, plus debt service payments or $1,500 per unit (whichever is greater)

6) Replacement Reserve is required for all developments and must be included in the operating budget. Contributions must be made to the reserve account, starting at or before the conversion date of the construction loan to permanent loan and must be funded for the term of the loan. The following minimum contributions must be used:

   a) Rehabilitation: $350 per unit per year
   b) New Construction (if age-restricted): $250 per unit per year
   c) New Construction (if non age-restricted): $300 per unit per year
   d) Single Family Units: $420 per unit per year
   e) Historic Rehabilitation: $420 per unit per year

   For multiple construction types, each unit must meet the minimum contributions stated above based on the construction type of that unit. For example, if a development contains 30 age-restricted new construction units and 20 rehabilitation units, the calculation would be 30 units at $250 per unit per year and 20 units at $350 per unit per year.

Replacement Reserve funds must only be used for Capital Improvements (substantial improvements to the real estate such as re-roofing, structural repairs, or major projects to replace or upgrade existing furnishings, but not including replacement of individual appliances or minor repairs) and must **not** be used for general maintenance expenses. Less restrictive provisions required by Lenders must be approved by IHCDA.

Replacement Reserves must escalate at a rate of 3% per year. IHCDA will at its discretion, adjust the Replacement Reserve to reflect reasonable and customary capital and replacement expenditures.

For Rehabilitation developments, the capital needs assessment will also be reviewed in determining whether sufficient reserves have been established.

7) Service Reserve- all developments competing in the Housing First set-aside or for the integrated supportive housing points must establish a capitalized service reserve to help ensure that supportive services can be provided to tenants throughout the compliance period. The amount of the service reserve must be based on development size and service budget. The application must include a copy of the anticipated service budget and a narrative describing the methodology used to determine the size of the proposed service reserve. Place in Tab M.

   IHCDA will, at its discretion, issue additional guidance via a Real Estate Department Notice to set a more standardized requirement on the allowable size (minimum and maximum) of the capitalized service reserve to reflect reasonable and customary expenditures and industry best practices.

8) Operating Expense Growth – 1-3%/year
   IHCDA requires operating expense growth to be at least 1% higher than rental income growth.

9) Stabilized debt coverage ratio (stabilization usually occurs in year 2)

   a. Large and Small City Developments: 1.15 – 1.40

   b. Rural Developments: 1.15 – 1.50

   (Although stabilization occurs generally in year two, the debt coverage ratio projection for a Development should not go below 1.10 during the complete 15 year Compliance Period to be considered financially feasible.)

   IHCDA recognizes that some deals may have higher debt coverage at the beginning of the compliance period in order to remain feasible over the fifteen years. Documentation to support these higher debt coverage ratios must be provided.

Developments without hard debt are allowed but will be subject to additional scrutiny from IHCDA. Developments submitted with no debt will not have a debt coverage ratio but will be required to have a cash flow without having an undue profit. This will be determined by a ratio of Effective Gross Income to Total Annual Expenses (including reserve for replacement). A ratio of 1.10 shall be the minimum required to be considered feasible by IHCDA in Years 1-15.

NOTE: Tax abatement may cause the debt coverage ratio to be higher than these guidelines.

10) A project that depends on commercial income to meet the minimum underwriting guidelines will not be considered financially feasible.

Required Documentation: 1) Documentation of estimated property taxes and insurance for the proposed Development (i.e. a statement of how the Applicant determined the estimated taxes and insurance for the Development); AND 2) If the underwriting is outside these guidelines, the Applicant must provide a written detailed explanation with documentation (if applicable) supporting the explanation (approval of underwriting from other financing institutions/funding sources may not constitute acceptable supporting documentation). This documentation must be placed in Tab M.

11) Grants/Federal Subsidies

Those RHTC Developments that include "soft" loans (e.g. HOME funds loaned to the Development with payments through available cash flow) must demonstrate a reasonable expectation (as determined by the Authority in its sole and absolute discretion) that the loan will be repaid at a date certain (usually eight (8) to fifteen (15) years). If the loan and any outstanding interest is not expected to be paid until the end of the Initial Compliance Period, there must be reasonable expectation that the fair market value of the Development will be sufficient at that time to pay the accrued interest and debt and that the net income of the Development will be sufficient to sustain debt service.

Required Documentation: Completed Form A (Application). Place additional information documentation in Tab G.

12) Developments located in a Qualified Census Tract (QCT) or Difficult to Develop Area (DDA) are eligible to increase or "boost" the eligible basis of their Development by up to 30% to determine the maximum credit amount. See Appendix E for a complete listing of QCTs and DDAs.

The Authority may also increase or "boost" the eligible basis up to 30% for 9% projects to determine the maximum credit amount for Developments whose buildings are placed in service after July 30, 2008 if the eligible basis otherwise would be a low percentage of the total development costs due to any of the following:

1) Officially declared disaster area by the State of Indiana after January 1, 2008 which will assist in providing affordable housing to people affected by the disaster.
2) Competing under the Community Integration set-aside, Housing First set-aside or eligible for the Integrated Supportive Housing points under evaluation factors.
3) Competing under the Preservation set-aside.
4) Necessity of extensive site preparation and/or off-site costs. All such work must be reasonable based on the circumstances.
5) Demolition and new construction, rehabilitation of historic structures, and/or conversion of existing structures.
6) Commit to rent levels that maximize total points under Section G.1, “Rents Charged” scoring category.

Buildings located in areas already qualifying for additional credits, will not qualify for an additional increase if they have already received the eligible basis boost.

Required Documentation: Developments located in a declared disaster area must include: (i) Documentation that the Development has been officially declared a disaster area by the Governor, and (ii) A narrative description of how the proposed Development will help the area and the individuals affected by the disaster. All other Developments must provide a narrative explanation justifying the need to increase the eligible basis. Place documentation in Tab A.

r) Threshold Requirements for Supportive Housing

Developments competing in the Housing First set-aside must meet the following criteria:

1) Applicant must successfully fulfill all requirements of the Indiana Supportive Housing Institute for the specific development for which they are applying. In order to demonstrate that all Institute requirements have been met, the applicant must obtain a letter from CSH certifying that:

i. The team attended all Institute sessions; and

ii. CSH has reviewed the proposed development, operating, and service budget, tenant selection plan, operation plan, and supportive service plan. The development team must submit their draft budgets and plans to CSH 45-90 days prior to the tax credit application submission deadline in order to allow time for review and comments; and

iii. Project concept is aligned with Institute goals, including target population to be served and use of the Housing First model.

2) Applicant must enter into an MOU with CSH for ongoing technical assistance (to be provided from completion of Institute until at least the end of the first year of occupancy). A copy of the MOU must be provided with the RHTC application.

3) Applicant must enter into an MOU with each applicable supportive service provider. A copy of the MOU(s) must be provided with the RHTC application.

4) Applicant must identify all subsidy sources. Funding commitments must be provided with the RHTC application. If the funding has not yet been committed, applicant must provide proof of application, a narrative describing the selection process, and a narrative plan on how the development will move forward if the application is denied. If applicant is applying for Project Based Section 8 through IHCDA, Form O must be submitted.

Required Documentation: Application must include the following items placed in Tab O:

i. CSH letter certifying completion of the Institute, review of applicable plans, and conformance with Institute goals / the Housing First model; and

ii. Copy of executed CSH MOU; and

iii. Copies of all applicable service provider MOUs; and

iv. Documentation of subsidy sources commitments or narratives as described in item #4 above; and

v. If applicable, Form O to apply for IHCDA Project Based Section 8.

3. User Eligibility and Limitations

a. Development Limitations:

The amount of RHTCs which may be reserved for an allocation of 9% credits to any project may not exceed $1,200,000. The Authority will not accept requests for a waiver of the credit cap for 9% developments.

For developments requesting tax exempt bond financing, the credit request may exceed $1,200,000 if the project has sufficient basis.

b. Developer Fee Limitations:

   i. New Construction: Developer fees for new construction developments must be the lesser of total per unit amount listed below or $1,200,000 (the maximum for developments with tax-exempt bonds is 15% of eligible basis, but any amount over $2,500,000 must be deferred and paid out of cash flow.).

      1. $20,000 per unit for the first 20 units;
      2. $15,500 per unit for the next 35 units;
      3. $12,000 per unit for the next 35 units;
      4. $8,000 per unit for any unit above 90.

   ii. Rehabilitation or Adaptive Reuse: Developer fees for rehabilitation and adaptive reuse must be the lesser of total per unit amount listed below or $1,200,000 (the maximum for developments with tax-exempt bonds is 15% of eligible basis, but any amount over $2,500,000 must be deferred and paid out of cash flow.).

      1. $22,000 per unit for the first 20 units;
      2. $17,000 per unit for the next 35 units;
      3. $14,500 per unit for the for the next 35 units;
      4. $8,000 per unit for any unit above 90.

For 9% credit projects with multiple construction types, each type must follow the limits above. For example, a project with 20 units of new construction and 20 units of adaptive reuse would have a limit of $840,000 ($20,000x20 + 22,000x20).

The Authority will monitor both hard and soft costs of the Development compared to Developments of similar size and location and in its sole discretion reduce the total Developer Fee, which may reduce the amount of any RHTC allocation.

NOTE: Consultant Fees, Guaranty Fees (between related parties), or any similar fees, charges or reimbursement for services customarily performed or provided by an affordable housing developer will be considered part of the Developer Fee.

When determining the amount of Credit necessary to make a Development financially feasible, the Authority will include the deferred Developer Fee as a source of funding.

To be included in RHTC basis, deferred Developer Fee must be due and payable at a date certain. Fees may be paid as a cash flow loan if it can be demonstrated that the fee can and will be paid in a reasonable amount of time (generally considered to be eight (8) to fifteen (15) years). If fees are permanently contributed to the Development, they must be paid to the developer and then contributed to the Development if the fees are to be included in RHTC basis.

Additionally, at the time of initial Application, no more than 60% of the developer fee may be deferred for 9% RHTC Developments and no more than 80% of the developer fee may be deferred for bond volume 4% RHTC Developments. However, the Authority may, on a case by case basis with convincing documentation acceptable to the Authority and for the financial feasibility of the Development allow a larger percentage of the developer fee to be deferred.

Required Documentation: Applicant must include a statement 1) disclosing each entity/individual receiving a portion of the Development Fee along with the percentage of the fee the entity/individual will receive and 2) describing the terms of the deferred repayment obligation to the Development including any interest rate charged and the source of repayment with the application. Non-profit organizations shall include a resolution from the Board of Directors allowing such a deferred payment and interest obligation to the Development. The Authority will require a Deferred Development Fee Agreement, satisfactory to the Authority in its sole discretion evidencing the principal amount and terms of interest and repayment of any deferred repayment obligation be submitted at the time of final cost certification. Place this documentation in Tab M.

c. Contractor Fee Limitations

Contractor fees shall also be limited, for purposes of determining the RHTC amount to be allocated, based on the amount of total costs incurred toward the construction or rehabilitation of the Development (including site work not included in the construction contract), excluding Developer and Contractor Fees. The Contractor Fee limitations are as follows:

Contractor Fees	Contractor Fee % Limitations
General Requirements	6% of Total Construction/Rehabilitation Cost

General Overhead	2% of Total Construction/Rehabilitation Cost
Builders Profit	6% of Total Construction/Rehabilitation Cost
Total	**14% of Total Construction/Rehabilitation Cost**

The Authority will permit savings in a particular Contractor Fee line item to offset overruns in other Contractor Fee line items; provided, however, that in any event the total Contractor Fees shall not exceed 14%.

No increase will be permitted higher than the above stated limitations.

d. Architect Fee Limitations
The architects' fees, including design and supervision fees must be limited to four percent (4%) of the total hard costs plus site work, general requirements, overhead, profit and construction contingency.

Applicants that propose an architect fee exceeding four percent (4%) must follow a Competitive Negotiation Procedure. The guidelines for a Competitive Negotiation Procedure are located in the Glossary, Schedule H.

Architect design fees may be reduced further when the same design has been used in previous developments.

Required Documentation: If following a Competitive Negotiation Procedure, place a description in Tab M.

e. Consultant Fee Limitations
The total amount of all consulting and developer fees must be no more than the maximum developer fee allowed to the Development.

f. Reasonableness of Project Costs
Any line item costs, square footage costs or total unit costs exceeding a range of reasonableness may be disallowed solely at the discretion of IHCDA. Additional information and documentation (verified by IHCDA and/or IHCDA's designee) may be required to substantiate the reasonableness of the cost. Any allocation made will be determined using IHCDA's assessment of cost.

g. Related Party Fees
The Applicant, Owner, Developer, and Consultant must disclose all Related Party fees submitted within the initial application budget. Fees may include, but not limited to developer fee, consultant fee, architect fee, guaranty fee, owner's representative fee, broker fee, document review fee, supervision fee, syndicator fee, engineer fee, attorney

fee, accountant fee, management fee, contractor fee, etc. "Related Parties" is defined in the Glossary, Schedule H.

Projects without related parties must still sign and submit Form N.

Required Documentation: Complete Form N and place in Tab J.

4. Minimum Development Standards

a. In addition to meeting all new construction and rehabilitation standards required by IRC Section 42 and local and State building codes, each unit must provide in good working order:

1) Stove or in the case of SRO's access to a communal stove.
2) All developments are required to install either both or combination smoke and CO detectors in accordance with Indiana Building Codes and NFPA 72. Smoke detectors, in all existing buildings and rehabilitations, shall be installed in all locations per current Indiana Code requirements that are applicable for new construction. The smoke detectors shall be hard wired with the primary power source, have battery back-up, and be interconnected as required by Indiana Building Codes and NFPA 72 for new construction. Where the rehabilitation does not include removal of existing wall or ceiling finishes exposing the structure, and the wall, ceiling, and/or floor structures are not exposed, battery operated smoke detectors shall be installed in all locations required by Indiana Codes for new construction **unless** there is access to ceiling areas through attics, and access to walls from crawl spaces or basements. Ceilings with attic areas, and floors with crawl space/basement areas shall have smoke detectors installed in all locations, be hard wired, have battery back-up, and interconnected per current Indiana Code requirements for new construction.
3) All developments must replace all smoke detectors after they have been in service for 10-years, as per the requirements in NFPA 72.
4) Fire Suppressors above stoves/ranges.

b. Minimum design requirements for all new construction and rehabilitation (where the following items are proposed as part of the rehabilitation): NOTE: For rehabilitation, new components, systems, appliances, etc. that will be utilized in one or more units will be required to be utilized in every unit of the site

1) The use of low maintenance exterior building finishes including brick, stone, hardy board, fiber cement siding or vinyl siding. If vinyl siding is used it must be at least Residential Grade (**.044"**) in thickness and carry a lifetime warranty.

2) Minimum HVAC standards: gas heating system with a minimum 90% AFUE rating; air conditioning system with a minimum 14 SEER rating; and a minimum 8.0 HSPF electric heat pump system that is properly sized for the unit. Electric furnaces must have a primary heating system that includes a heat pump. All space heating/cooling systems must be sized using ACCA Manual J, GAMA H-22, equivalent, or an accredited design professional's and Manufacturer's recommendations.
3) Thermal insulated windows and entry doors with a minimum U value of 0.35 or below.
4) All buildings to have attic insulation of R-38 or better – New Constructions and Rehabilitation. This standard does not apply to buildings entitled to claim Federal historic rehabilitation tax credits.
5) All new construction building(s), energy efficiency must be demonstrated by meeting the minimum standards established by:
    i. LEED rating system;
    ii. Bronze rating under the National Green Building Standards;
    iii. Enterprise Green Communities;
    iv. Equivalent under a system rating that is accredited by the American National Standards Institute. Any development wishing to use an alternative rating system to those listed is advised to consult with IHCDA prior to application to determine if that rating system will be considered acceptable.
6) Roofing products with anti-fungal shingles and a minimum 30 year warranty.
7) Buildings and units must be identified using clearly visible signage and/or numbers, where unit and building identification signage must be well lit from dusk until dawn.
8) Exterior railings shall be of heavy duty steel, aluminum, composite, or wood, materials capable of supporting all vertical and horizontal loads per Indiana Code.
9) Where trees and large bushes/shrubs are closer than 40-feet to foundation walls, quality gutter guards must be installed on all storm drainage gutters for the affected buildings.
10) Exterior stairways, including the landings and approaches, shall be designed so that water will not accumulate on the walking surfaces.
11) All primary unit entry doors must have roof covering a minimum of 3-feet deep by 5 feet wide and contain a landing of the same minimum dimensions.
12) Fire places are prohibited in residential units.
13) Residential demising floors and walls separating units must be framed and insulated to prevent sound transmission of STC 50.
14) New cabinets must include dual slide tracks on drawers. Door fronts, styles, and drawer fronts must be made with quality materials other than particle board.

15) Clothes dryer vent transition duct from flex to hard duct shall be made through recessed clothes dryer boxes.
16) If a Development is going to utilize or store flammables, gasoline, and/or gasoline powered equipment, the gasoline, flammables, and/or gasoline powered equipment must not be stored in the same structure housing residential units unless separated by a 4- hour fire wall and the storage space is not accessible from inside the residential structure. Exception: may be a 2 hour wall if the storage facility is equipped with fire sprinkler system compliant with NFPA13R.
17) Water heater installations must have heat traps in the piping connection design.
18) All new construction developments must be built in accordance with the accessibility requirements of the Fair Housing Amendments Act of 1988. In addition, rehabilitation developments must also meet the design and construction standards of the Fair Housing Amendments Act of 1988 if the first use of the building was after March 13, 1991. Section 100.205 of the United States Department of Housing and Urban Development (HUD) regulation at 24 CFR part 100 implements the Fair Housing Act's design and construction requirements. These specific design and construction standards can also be found in the appropriate requirements of the International Building Code (IBC) with the ICC A117.1 Accessible and Usable Building and Facilities, Fair Housing Accessibility Guidelines (FHAG), and in HUD's Fair Housing Act Design Manual. If a Development will receive federal funds or HUD Program funding, the Development must be designed and built in accordance with appropriate accessibility requirements of Section 504. These specific design and construction standards can be found in the Uniform Federal Accessibility Standards (UFAS) and at 24 CFR Part 8.
19) For rehabilitation of buildings constructed of a masonry shell, all exterior walls must contain an air barrier between the masonry and partition walls with properly aligned thermal and pressure boundaries , or be coated with materials that prevent air movement while allowing vapor transmission to escape the interior of the buildings shells. Additionally, there must be a 1" air space between the masonry and air barrier on the partition walls that are within the building shell. This standard does not apply to buildings entitled to claim Federal historic rehabilitation tax credits.
20) For developments using fluorescent, high pressure sodium, mercury vapor, and/or metal halide lamps/lighting, a proper collection and recycling program must be in place and the EPAs' Resource Conservation & Recovery Act must be followed for the proper disposal of the luminaries.

c. Minimum amenities for Age-Restricted developments:

i) For New Construction:

- All common areas must be accessible and 100% of the units must be Accessible units, Type A units, or Type B units in accordance with Chapter 10 of the ICC A117.1 and elevators must be installed for access to all units above the ground floor.

ii) For Rehabilitations & Adaptive Reuse:

- All common areas on the main floor must be accessible and 100% of the ground floor units must be Accessible units, Type A units or Type B units in accordance with Chapter 10 of the ICC A117.1 If the building(s) contain elevator(s)/lift(s) prior to rehabilitation, the elevators/lifts must be maintained and all common areas must be accessible and 100% of the units above the ground floor must be Accessible units, Type A units or Type B units in accordance with Chapter 10 of the ICC A117.1.

Required Documentation: The Applicant must certify that the Development will comply with these requirements. Completed Form A (Application).

d. Minimum Unit Sizes

As provided in the Rental Housing Finance Application, the net square footage is the total livable space within the interior walls of the unit (this excludes garages, balconies, exterior storage and Development common areas).

Development Type	Eff./0 BR Units minimum net sq. ft.	One BR units minimum net sq. ft. (minimum 1 bath required)	Two BR units minimum net sq. ft. (minimum 1 bath required)	Three BR units minimum net sq. ft. (minimum 1 ½ baths required for all new construction)	Four + BR units minimum net sq. ft. (minimum 2 baths required for all new construction)
*New Construction	375 sq. ft.	675 sq. ft.	875 sq. ft.	1075 sq. ft.	1275 sq. ft.
Adaptive Reuse & Rehab/existing housing	350 sq. ft.	500sq. ft.	680 sq. ft.	900 sq. ft.	1075 sq. ft.

*New construction of permanent supportive housing or assisted living units will be subject to the minimum square footage for rehabilitation.

Required Documentation: Complete Form A (Application) and floor plans with exact total net square footages printed clearly. Place in Tab F.

e. Universal Design Features

1) Applicants must adopt a minimum of four (4) universal design features from ***each*** Universal Design Column.

2) IHCDA encourages the adoption of universal design features best suited to the applicant's proposed development. To that end, IHCDA will accept proposed universal design features beyond the provided list relevant and necessary to the applicant's development. In submitting universal design proposals, the applicant must clearly describe the additional feature, provide justification for the necessity of its inclusion, and provide justification for the desired column classification. The evaluation, acceptance, and classification of universal design proposals is the sole discretion of IHCDA.

3) Column Classification of Universal Design Features:

- Features found in Column A are regarded as being of high cost and/or high burden of inclusion to the development. Features found in Column B are regarded as being of moderate cost and/or moderate burden of inclusion to the development. Features found in Column C are regarded as being of low cost and/or low burden of inclusion to the development. By columnizing such features, IHCDA encourages applicants to diversify their universal design portfolio to the greatest extent possible.

Column A	Column B	Column C
Front loading washer and dryer with front controls, raised on platforms or drawers in each unit or all laundry facilities	At least one entrance to the ground floor of a unit shall be on a circulation path from a public street or sidewalk, a dwelling unit driveway, or a garage. That circulation path shall be a ramp or sloped walking surface. Changes in elevation shall not exceed ½" (All one & two family dwellings only)	Audible and visible smoke detectors in each unit

Walk-in Bathtub or shower with a folding or permanent seat (Senior Living Facilities 10% of the units, and 5% of the units for non-senior)	In kitchens, provide pull out shelves or Lazy Susan storage systems in base corner cabinets	Light switches located 48" maximum above the finished floor in each unit
Range/oven with controls located to not require reaching over burners in 10% of the units	All interior doors shall have a minimum clear width opening of 31-3/4"	Lighting controls are rocker, or touch sensitive control
Wall oven with 27" minimum knee clearance under the door in the open position and controls 48" maximum above the floor in 10% of the units	Adjustable height shelves in kitchen wall cabinets in each unit	Over bathroom lavatories, mirrors with the bottom edge of the reflecting surface 40 inches maximum above the floor or a tilt mirror that provides a similar view in each unit
Toilets that meet the provisions for location, clearance, height and grab bars in 2009 ICC A117.1 Section 604.5 in one bathroom in each unit	Where provided, telephone entry systems shall comply with ANSI.SASMA 303.-2006, Performance Criteria for Accessible Communication Entry Systems	Lever handle faucets on lavatories and sinks in each unit
Provide an accessible route from the garage into the dwelling in 10% of the units with attached private garages	Provide one of the following in one bathroom within each unit: 1. Adjustable height shower head that allows for a shower head to be located below 48" above the tub or shower floor; or 2. Hand-held showerhead with a flexible hose 59" minimum in length	Full length mirrors with the bottom of the reflecting surface lower than 36" and top to be at least 72" above the floor in each unit
Curb cuts along an accessible route throughout the development in accordance	Remote control heating and cooling in each unit	Where provided, signage identifying unit numbers shall be visual characters, raised

with 2009 ICC A117.1 Section 406.13		characters and braille
Side by side refrigerators in each unit	In the kitchen, provide a 30" x 48" clear floor space adjacent to the sink, dishwasher, cooktop, oven, refrigerator/freezer and trash compactor	Where room lighting is provided, provide remote controls or motion sensor controls
Where private garages are provided, automatic garage door openers on the garage doors	At least one section of the counter or a pull out surface shall provide a work surface with knee and toe clearances in accordance with ICC A117.1 Section 1003.12.3	Bathtub/shower controls located 48" maximum above the tub floor in each unit
Provide in the kitchen a sink and a work surface in accordance with ICC A117.1 Sections 1003.12.3.2 and 1003.12.4.2 in 10% of the units	Built in microwave with an adjacent clear floor space and controls located 48" maximum above the floor in each of the units	Pulls on drawers & cabinets in each unit
Provide Motion detector controls for the outside lights at least on entrance in each unit	For kitchen and bathroom countertops, provide a visual contrast at the front edge of the counter or between the counter and the cabinet in all units	At least one garden area raised to a minimum of 15" above the adjacent grade
A removable base cabinet in kitchens at the sink and one work surface and at the lavatory in at least one bathroom in accordance with ICC A117.1 Sections 1003.12.3.1, 1003.12.4.1 and 1003.11.2 in all bottom level units	Provide a 30" x 48" clear floor space in each bathroom. Where bathroom doors swing in, the clear floor space must be beyond the swing of the door	Provide 10 fc lighting for at least one work surface in each unit
In kitchens, provide pull out shelving for all standard base cabinets in each unit	All hallways 42" or wider in each unit	Controls for bathtubs or showers located between the centerline of the bathtub or shower stall and the front edge of the opening in at least one

		bathroom in each unit
Provide a roll-in shower in at least one bathroom in accordance with ICC A117.1 Section 608.2.2 or 608.2.3 in each unit	All wall reinforcements for a second handrail at stairways in each unit	All closet rods adjustable or provide a portion of each closet with two clothes rods at different heights in each unit
In 10% of the units, provide cook top with toe & knee clearance underneath in accordance with ICC A117.1 Section 1003.12.5.4.2. The underside of the cook top shall be insulated or otherwise configured to protect from burns, abrasions or electric shock	Where walls are provided adjacent to toilets, bathtubs or showers, provide blocking for a future installation of grab bars in accordance with ICC A117.1 Section 1004.11.1	Slide or bi-folding closet doors for reach-in closets in all units
Dishwasher unit with all operable parts and shelving between 15" and 48" above the flooring 10% of the units	All doors intended for user passage shall have a minimum clear width opening of 31-3/4"	Levered hardware doors intended for user passage in each unit
A fixed or fold down seat in the shower or a bathtub with a seat in at least one bathroom of 10% of the units	Kitchen Faucet with pull out spout in lieu of side mount sprayer in each unit	Electric outlets raised 15" minimum above the finished floor in each unit. Dedicated outlets and floor outlets are not required to comply with this section
Grab bars in bathroom and shower in 10% of the units (1st bathroom only for two bathroom units)	Provide a means of identifying visitors without opening the door in accordance with ICC A117.1 Section 1006.5.2	Provide a lighted doorbell at the outside of the primary entrance door to each unit in accordance with ICC A117.1 Section 1006.5.1
Remote controlled drape, blinds and/or curtains in 5% of the units	Significant color contrast between floor surfaces and trim in each unit	Countertop lavatories with lavatories located as close to the front edge as possible in

		10% of the units
Carpet complying with ICC A117.1 Section 302.2 or slip resistant flooring	Visual contrast between stair risers and stair treads in each unit that contains stairways	Self-closing drawers on kitchen cabinets
		Mailboxes located between 24”-48” above the ground

Required Documentation: Completed Form A (Application)

f. Smart Use Training

Smart Use Training must be provided to onsite property staff (management and maintenance) and tenants during the compliance period. Training and manuals should be separate (i.e. one manual for staff and one for tenants) and oriented toward the end user

Required Documentation: Completed Form A (Application). The Smart Use Training curriculum for both onsite staff and tenants must be available for review at all times after the placed in service date and supporting documentation demonstrating participation by all tenants and onsite staff.

g. Visitability Mandate

Any development involving the new construction of single family homes, duplexes, triplexes, or townhomes must meet the following visitability mandate.

Visitability is defined as design concepts that allow persons with mobility impairments to enter and stay, but not necessarily live, in a residence. Visitable units must comply with one of the following definitions:

1. There are three (3) specific design elements that must be incorporated to satisfy the visitability mandate:

    - Each unit must contain at least one (1) zero-step entrance on an accessible route. This can be any entrance to the unit;
    - All main floor interior doors (including bathroom doors and walk-in closets) in each unit must provide at least at least 31 ¾ inches of clear opening width; and

- Each unit must contain at least one (1) half or full bathroom on the main level that is accessible per ICC A117.1.Section 1004.11.

OR

2. Units must comply with the Type C unit criteria in ICC A117.1 Section 1005.

h. Threshold Requirements for Affordable Assisted Living

Developers and management companies of affordable assisted living must follow the Indiana Division of Aging's "Aging Rule" for providers of home and community based services. See Indiana Code 12-10-15 and Indiana Administrative Code 455IAC2.

5. Special Housing Needs

All developments must commit to setting aside 10% of the total units to qualified tenants who meet the State's definition of "special needs populations", pursuant to Indiana Code ("IC") 5-20-1-4.5. Special needs populations include the following:

1) Persons with physical or developmental disabilities
2) Persons with mental impairments
3) Single parent households
4) Victims of domestic violence
5) Abused children
6) Persons with chemical addictions
7) Homeless persons
8) The elderly

Additional information on this requirement can be found in Section 5 of the Rental Housing Tax Credit Compliance Manual.

Required Documentation: Completed and executed Form K. Place Form K in Tab O.

6. Affordable Housing Database

All applicants that receive an allocation of credits must list their property in the Affordable Housing Database. www.indianahousingnow.org

7. Indiana Housing Online Management System - https://ihcdaonline.com/

All IHCDA assisted multi-family developments are required to enter tenant events using IHCDA's Indiana Housing Online Management rental reporting system within thirty (30) days of the tenant's event date. Tenant events include move-ins, move-outs, annual recertifications, unit transfers, rent and utility allowance changes, and student status updates. Annual Owner Certification Rental Reports must be submitted electronically using the Indiana Housing Online Management System.

8. Receipt of Rental Housing Financing

Applicant(s) receiving Rental Housing Financing must satisfy at time of Final Application all scoring criteria they received points for unless otherwise approved by the Authority in writing.

9. Application Disqualification

Applications for 9% credits reviewed during the Threshold period and found to have five (5) or more Technical Corrections will fail threshold and will not be eligible for credits.

10. Performance Violation

The Authority in its sole and absolute discretion shall have the right to impose the following sanctions upon applicants, developers, owners, consultants, management agents, contractors, and any other applicable development team member and/or entity for failure to perform or comply in accordance with the certified initial or final application or the policies and procedures of the Qualified Allocation Plan.

- **Fines:** Failure to comply or perform in accordance with the certified initial or final application or the policies and procedures of the Qualified Allocation Plan may result in a monetary fine.
- **Reduction of Credits:** Failure to comply or perform in accordance with the certified initial or final application or policies and procedures of the Qualified Allocation Plan may result in the reduction of credits.
- **Suspension and/or Debarment:** The Authority may suspend a development team member who is suspected of misusing, abusing, or otherwise failing to use IHCDA resources properly, pending completion of an investigation. The Authority may debar a development team member on reasonable evidence that the development team member has behaved or is behaving improperly with regard to IHCDA resources, whether intentionally or unintentionally. The difference between suspension and debarment is that a suspension is used to allow the Authority to determine whether a debarment or other action is warranted pending completion of an investigation. Therefore, a suspension is intended to be an indefinite and temporary measure until the Authority determines whether debarment is appropriate. Upon determination that a development team member will be suspended, IHCDA will issue a written notice of the suspension. Following completion of the investigation, the Authority will send the development team member a written notice of its final decision.

G. Evaluation Factors

The Authority has developed five (5) categories of criteria, based on the needs assessment conducted and the housing goals established by the Authority. If an Application satisfies all applicable requirements, then it will be evaluated and scored based on:

Scoring Section	Total Number of Eligible Points
1. Rents Charged	16 Points
2. Development Characteristics	63 Points
3. Sustainable Development Characteristics	14 Points
4. Financing & Market	17 Points
5. Other	33 Points
Total Number of Points Possible	143 Points

Applicants seeking an RHTC allocation under Indiana's RHTC cap must score a total of 80 or more points under this Allocation Plan. Additionally, Applicants seeking Private Activity Tax Exempt Bonds, either in conjunction with 4% RHTCs or alone, will be subject to a minimum score established by the Authority on a case-by-case basis. **To qualify for points, all required documentation (e.g. certifications, letters, etc.) must be issued/dated within six (6) months prior to the Application deadline date.**

The Authority reserves the right not to allocate funding to a Development that scores ten (10) or more points less than the nearest Development receiving Rental Housing Financing. A written explanation will be made available to the general public for any funding of a housing credit dollar amount, which is not made in accordance with established priorities and selection criteria in this Allocation Plan.

If two or more developments receive an equal total score, the following tie breakers will be used to determine the reservation:

a. First Tie Breaker: priority will be given to the development located in a community that has not received tax credits within the past three years. If a tie still remains;
b. Second Tie Breaker: priority will be given to the development that requests the lowest number of tax credits per unit. If a tie still remains;
c. Third Tie Breaker: priority will be given to the development that competes under the highest number of set-asides.

1. Rents Charged

All Developments must meet the minimum set-aside requirement for Section 42 with election of the "40-60" or the "20-50" set-aside.

If the Development intends to charge rents lower than the maximum allowable for the area median income (AMI) required by Section 42 of the Code and maintain rents for units at a level not to exceed the maximums as published in Appendix A and B, points will be awarded as follows:

Points	% of units at 30% AMI Rent	TOTAL% of units at or below 50% AMI Rent (including 30% units)
16	25%	50%
12	25%	40%
8	25%	25%
4	Less than 25%	33.33%

Based on Area Median Income Rents charged, the Authority will award sixteen (16) points for developments with at least 50% of total units at or below 50% AMI Rents with at least 25% of total units at 30% AMI Rents; twelve (12) points for developments with at least 40% of total units at or below 50% AMI Rents with at least 25% of total units at 30% AMI Rents; eight (8) points for developments with fewer than 40% of total units at or below 50% AMI Rents with at least 25% of total units at 30% AMI Rents; or four (4) points for developments with at least 33.33% of units at or below 50% AMI Rents, but less than 25% of total units at 30% AMI Rents.

Projects competing in the Work Force Housing set-aside will automatically qualify for 16 points by designating 100% of the units at 60% rent and income limit or a combination of 60% and market rate units.

For projects competing in the Community Integration set-aside, units reserved for the target population of persons with intellectual or developmental disabilities must be rent-restricted at 30% rents.

The Authority encourages owners to disperse all low-income units evenly among buildings and units in a mixed income, multi-building Development.

Per Section 42(g)(7), scattered site Developments that contain market rate units will not qualify to receive points for their market rate units.

Maximum Number of Points	**16**

2. Development Characteristics

a. Development Amenities

Based on the Development schematics, as set forth in the site plan, the Authority will award two (2) points for ten or more (10) amenities in Chart 1: Common Areas with a minimum of two (2) amenities required in each of the three (3) sub-categories A,B, & C , two (2) points for five or more (5) amenities in Chart 2: Apartment Units with a minimum of two (2) amenities required in each of the two (2) sub-categories A & B , and two (2) points for three or more (3) amenities in Chart 3: Safety & Security with a minimum of one (1) amenity required in each of the two (2)sub-categories A & B. Up to a total of six (6) points can be awarded in this category. All amenities chosen by the Applicant should conform to the needs of the Development and its residents. Design Amenities will be viewed as interchangeable within a column, provided the total number of design amenities selected in each column remains the same and the minimum number of amenities required for each subcategory in each column is met.

NOTE: Specific requirements may apply for each amenity (See definitions in Appendix G).

Chart 1: Common Area Total of 10 Amenities		
A	**B**	**C**
Tenant Entertainment: Minimum of 2 Amenities	**Common Area Convenience Minimum of 2 Amenities**	**Common Area Architectural Minimum of 2 Amenities**
1. Playground	1. One Parking Spot Per Unit	1. Multiple Building Designs
2. Bike Racks or Bike Storage Lockers	2. Designated Car Wash Facility	2. Multiple Floor Plans
3. Designated Garden Area	3. Garage	3. Steel Frame
4. Fenced dog walking area	4. Carport	4. Architectural Roofing Shingles
5. Community Room	5. Enclosed Bus Stop Shelter	5. 100% Brick, stone or cement board exterior
6. Community TV	6. Comfort Conditioned Common Areas	6. Metal Roof Covering
7. Designated Walking/Jogging Path	7. Daycare Center	7. Slate Roof Covering
8. Billiards Table	8. Beauty Salon/Barber Shop	8. Sound-Proof Unit Separation Assemblies
9. Basketball Court	9. Laundry Facilities	
10. Swimming Pool	10. Manager On-Site	
11. Fenced in Tennis Court	11. On-Site Recycling Service	
12. Gazebo		
13. Picnic Area with Permanent Grill		
14. Sand Volley Ball Court		
15. Hot Tub/Jacuzzi		
16. Computer Center		
17. Exercise Room		
18. Theater Room		

Chart 2: Apartment Unit Total of 5 Amenities	
A	**B**
Unit Interior Architectural: Minimum of 2 Amenities	**Unit Convenience: Minimum of 2 Amenities**
1. Window Blinds or Curtains	1. Garbage Disposal
2. Hardwood or Tile Floors	2. Door Bells
3. Individual Porch/Patio/Balcony	3. Cable Hook-Ups
4. Walk-In Closets or closets with high/low closet organizers	4. Motion Detector Lights for Each Unit
5. External Individual Attached Storage	5. LED lighting
6. Pressure relief vents for all bedrooms, unless all bedrooms contain return air vents	6. Clothes Washer/Dryer
7. Kitchen Pantry	7. Built-In Dishwasher
8. At least 5% of the units are 3 bedrooms	8. Whirlpool Tub
9. At least 5% of the units are 4 bedrooms or larger	9. Ceiling Fan
10. Attached garage	10. Access to High Speed Internet
11. Ceiling lights in each bedroom	11. Charging outlets with USB ports
12. Coat or linen closet	
13. Kitchen cabinets with pull shelves in lower cabinets and lazy-susans in corner cabinets	

Chart 3: Safety & Security Total of 3 Amenities	
A	**B**
Security: Minimum of 1 Amenity	**Life Safety Minimum of 1 Amenity**
1. Restricted Access to Property/Gated Community	1. Emergency Pull Cord/Call Button
2. Security Camera at all Entrances	2. Fire Extinguishers
3. Site/Parking Area Lighting	3. Fire Sprinkler System (only if not required by code; see definition in Appendix G)
4. Security Cameras at On-Site Bus Stops	4. Documented Fire Extinguisher Training for Tenants conducted by a Professional in Fire Fighting
5. Intercom System/Installed Call System	5. Kitchen Fire Blanket
6. Peep Hole on Exterior Doors	6. Emergency Escape Ladders
7. Keyless door locks (ex: proximity sensor or fingerprint scanner)	7. Tenant Fire Safety Education/Training
8. Bump-Proof Entry Door Locks	8. Posted Speed Limit & “Caution Children Playing” Signs
9. Steel Entry Doors & Frames	9. Fenced-In Retaining Ponds
10. Security Alarm (Doors)	10. Emergency Lighting
11. Security Alarm (Windows)	11. Showers with a minimum area of 9 sq. ft.

Required Documentation: Completed Form A (Application)

Maximum Number of Points	6

b. Accessible or Adaptable Units

IHCDA encourages the adoption of additional accessible or adaptable units. Applicants achieving greater than minimum threshold requirements in 5% of total units in rehabilitation/adaptive reuse projects and 6% of total units in new construction projects shall be eligible for additional application points.

For purposes of this scoring category, the terms "accessible" and "adaptable" are defined as follows:

- An accessible unit must be constructed as an "Accessible" unit as defined in the International Code Council's Accessible and Usable Buildings and Facilities Standard (ICC A117.1-2009 Section 1002).
- An adaptable unit must be constructed as a "Type A" unit as defined in the International Code Council's Accessible and Usable Buildings and Facilities Standard (ICC A117.1-2009 Section 1003).

The allocation of such application points will be designated as follows:

Accessible/Adaptable Unit Point Designation	1 Point	2 Points	3 Points	5 Points
Family Developments				
Rehabilitation/Adaptive Reuse	6.0 % - 6.9%	7.0 % - 7.9%	8.0 % - 8.9%	9.0 % or greater
New Construction	7.0 % - 7.9%	8.0 % - 8.9%	9.0 % - 9.9%	10.0 % or greater
Age-Restricted Developments				
Rehabilitation/Adaptive Reuse (without existing elevator)	7.0 % - 7.9%	8.0 % - 8.9%	9.0% - 9.9%	10.0 % or greater
New Construction or Rehabilitation/Adaptive Reuse (with existing				100%

elevator)				

(Percentages are represented as the percentage of total proposed units classified as "accessible" or adaptable)

In formulating Accessible/Adaptable Unit percentages applied to the "Accessible/Adaptable Unit Point Designation" table, applicants must calculate accessible unit percentages as follows:

$$\frac{\textit{Total Accessible or Adaptable Units in Proposed Development (In Whole Number Form)}}{\textit{Total Units in Proposed Development (In Whole Number Form)}} = \%$$

Example: Rehabilitation, Age-Restricted Development:

$$\frac{\textit{17 Accessible and Adaptable Units}}{\textit{212 Total Units}} = 8.019\% \Rightarrow \text{2 points}$$

Applicants are not permitted to add decimal points or apply a partial or non-whole unit metric when formulating total "accessible and adaptable units" in the fraction's numerator nor in formulating "total units" in the fraction's denominator. Applicants not using whole unit numbers are ineligible to receive points.

Limitations for Developments of 16 Units or Less: Applicants proposing developments of 16 units or less must implement at least 2 accessible units to be eligible for points. For proposed developments of 16 units or less, 4 application points will be awarded only if total accessible units meet or exceed 2.

Maximum Number of Points 5

c. Universal Design Features

Applicants are encouraged to adopt universal design features to the greatest extent possible beyond the minimum threshold requirement. Based on the Development schematics, as set forth in the site plan of such amenities, the applicant will be awarded points as follows:

Three (3) points will be awarded to applicants proposing to adopt a minimum of 8 universal design features from ***each*** Universal Design Column.

Four (4) points will be awarded to applicants proposing to adopt a minimum of 9 universal design features from ***each*** Universal Design Column.

Five (5) points will be awarded to applicants proposing to adopt a minimum of 10 universal design features from ***each*** Universal Design Column.

Please refer to the Threshold Section for a listing of univerals design features.

Required Documentation: Completed Form A (Application)

Maximum Number of Points	5

d. Vacant Structure

Development converts a percentage of total square footage in a 100% vacant structure (s) into rental housing or a portion for commercial use. The building must be vacant at the time of application submission. Up to 6 points will be awarded based on the percentage of the structure that is converted to affordable housing, commercial, and/or common areas as follows:

50% of the vacant structure square footage	2 point
75% of the vacant structure square footage	4 points
100% of the vacant structure square footage	6 points

If any space in the existing structure will be used for a purpose other than housing, the applicant must state what the intended use of the remainder of the vacant structure will be. Eligible structures must contain a rental housing tax credit unit in a qualified rental housing tax credit building.

For projects located in multi-story buildings, all of the floors under the ownership of the tax credit development will constitute the development total.

*NOTE: Developments eligible for points in this category are NOT also eligible for points under category g. Infill New Construction and category f. Preservation

Required Documentation: Completed Form A (Application).

Maximum Number of Points	6

e. Development is Historic in Nature

At least 50% of the total units must be located in a building that falls into one of the categories below in order for a Development to received points in this category. Developments with one of the following will receive two points:

- A building that is listed on the National Register of Historic Places; or

- A building that is classified as a contributing resource to a district that is listed on the National Register of Historic Places, or
- A building that is individually listed on the Indiana Register of Historic Sites and Structures; or
- A building that is classified as a contributing resource to a district that is listed on the Indiana Register of historic Sites and Structures; or
- A building that received a local landmark designation by a local historic preservation commission through an ordinance; or
- A building that is classified as a contributing resource to a district that received a local landmark designation by a local historic preservation commission through an ordinance.
- A building that is not already listed on the National Register of Historic Places but that has an approved Part 1 application for Federal Historic Tax Credits and received a recommendation for approval by the Indiana Department of National Resources Division of Historic Preservation and Archaeology.

Required Documentation: Evidence for one of the above options must be provided in Tab P. In all options for points, documentation from a county interim report/sites and structures survey is not sufficient documentation of historic designation status and will not be accepted. Only one option will be accepted for points, for example, a building individually listed on the Register and is contributing to a district listed on the Register will not receive more than two points for this question in this scoring category.

1) For the National Register of Historic Places provide a PDF printout from the National Park Service's searchable online database verifying the building is listed on the Register https://npgallery.nps.gov/nrhp; or
2) For the National Register of Historic Places provide a PDF printout from the National Park Service's searchable online database verifying the building contributes to a district that is listed on the Register https://npgallery.nps.gov/nrhp; or
3) For the Indiana Division of Historic Preservation and Archaeology provide a PDF printout from the Indiana Department of Natural Resources' Indiana State Historic Architectural and Archaeological Research Database (SHAARD) searchable online database verifying the building is listed on the State Register https://secure.in.gov/apps/dnr/shaard/welcome.html; or
4) For the Indiana Division of Historic Preservation and Archaeology provide a PDF printout from the Indiana Department of Natural Resources' Indiana State Historic Architectural and Archaeological Research Database (SHAARD) searchable online database verifying the building contributes to a district that is listed on the State Register https://secure.in.gov/apps/dnr/shaard/welcome.html; or

5) For a building designated as a local landmark provide a copy of the local designation ordinance passed by the local historic preservation commission/board of a Certified Local Government as designated by the Indiana Division of Historic Preservation and Archaeology.
6) For a building contributing as a resource in a district designated as a local landmark, provide (1) a copy of a local designation ordinance passed by the local historic preservation commission/board of a Certified Local Government as designated by the Indiana Division of Historic Preservation and Archaeology and (2) include a copy of the district map from the nomination clearly identifying the property as a contributing structure or a letter from the Indiana Division of Historic Preservation and Archaeology or local historic preservation commission stating that the property is contributing to the district.
7) For buildings not listed on the National Register but have received an approved Part 1 application, provide a copy of the historic application and the approved Part 1 application signed by the Indiana Department of National Resources Division of Historic Preservation and Archaeology.

Developments that will utilize Federal or State historic tax credits on the residential portion of the building and have received a preliminary acceptance of a Part 2 application will receive an additional one (1) point.

Required Documentation: Submit the preliminary acceptance of the Part 2 historic tax credit application by the Indiana Department of Natural Resources Division of Historic Preservation and Archaeology or from the National Park Service's National Register of Historic Places. Place it Tab P.

Maximum Number of Points	**3**

f. Preservation of Existing Affordable Housing

Points will be awarded for up to the maximum of six (6) points in this category as follows:

a. Six (6) points will be awarded for an Application that proposes the preservation of an existing affordable housing Development assisted with Rental Housing Tax Credits where the 15 year compliance period will/has expire(d) in the current year or earlier (the extended use agreement must still be in effect) IHCDA will review the owner's past noncompliance, if any.

Required Documentation: A statement from the Applicant that provides the following information: a) All current Building Identification Numbers (BIN) for the Development; b) The name of the Development during the time it was a RHTC Development; and c) The address of all buildings in the Development. Place in Tab P.

OR

b. Up to Six (6) points will be awarded for an Application that proposes the preservation of HUD or USDA affordable housing (such as project based Section 8 or other forms of HUD funding or RD 515 properties). Developments receiving a preservation priority designation from HUD or USDA will be awarded points as follows:

Developments receiving a designation of high priority	6 points
Developments receiving a designation of medium priority	5 points
Developments receiving a designation of low priority	4 points

Required Documentation: A letter from HUD or USDA that states the priority designations (high, medium, or low priority) for projects that are the subject of an Application pursuant to this Plan.

The documentation from HUD or USDA of the Development's preservation priority designation must be placed in Tab P.

OR

c. Four (4) points will be awarded for an Application that proposes the preservation of any other affordable housing Development.

*NOTE: Developments eligible for points in this category are NOT also eligible for points under category d. vacant structure or g. infill/new construction

Required Documentation: Third-party documentation from the entity enforcing affordable housing requirements evidencing the rent and income restrictions applicable to such property including the term of such restrictions must be submitted and placed in Tab P.

Maximum Number of Points	**6**

g. Infill New Construction

Up to 6 points will be awarded to applications that meet IHCDA's criteria for Infill. IHCDA defines infill housing as the process of developing on vacant or underused parcels of land within existing areas that are already largely developed or previously developed. This category includes demolition and new construction projects that meet the attributes below.

For purposes of this category, the following will **not** qualify as infill housing:

- Existing agricultural land; or
- Land where agriculture was the last use and it was within the last 5 years; or
- Undeveloped Master Planned Communities; or
- Existing structures that will be rehabilitated.

To receive 6 points, the development must meet each of the following infill attributes:

Infill Attributes
The site must be surrounded on at least two sides with adjacent established development. Parks and green space area may qualify as established development, provided that they are part of a master plan or recorded instrument. IHCDA will look at the entire development site for phased developments.
The site must maximize the use of existing utilities and infrastructure.
At least one side of the development must be adjacent to occupied residential development, operating commercial development, active public space, or another active community activity.

*NOTE: Developments eligible for points in this category are NOT also eligible for points under category d. vacant structure, or f. preservation of existing affordable housing.

For scattered site projects, at least 50% of the total project units must qualify as infill in order to receive points in this category.

Required Documentation: Place all documentation in Tab P.

i. Aerial photos of the proposed site.
ii. If an established park or green space area, documentation of such must be submitted in the application.
iii. Documentation of zoning classification and any special uses granted/restricted over the past 5 years or tax records for the last 5 years.

Maximum Number of Points 6

h. Promotes Neighborhood Stabilization

4 points will be awarded to a proposed development that assists in the stabilization of a neighborhood by demolishing or redeveloping property that has been foreclosed, abandoned, affected by a disaster, or greyfield redevelopment.

A property will be considered "foreclosed upon" at the point that the mortgage or tax foreclosure is complete. The title for the property must be transferred from the former property owner under some type of foreclosure proceeding or transfer in lieu of foreclosure in accordance to state or local law.

A property will be considered "abandoned" when mortgage or tax foreclosure proceedings have been initiated for the property, no mortgage or tax payments have been made by the property owner for at least 90 days and the property has been vacant for at least 90 days.

A property that was affected by a disaster, such as a fire or severe storm, within the last 5 years from the time of application submission will be considered an eligible property.

Properties that were acquired for redevelopment purposes by a government entity or community organization that were foreclosed or abandoned when acquired will be considered eligible properties.

A property will be considered "greyfield redevelopment" if it was a previously developed retail or other commercial (where the primary use was non-residential) center that suffers from a lack of reinvestment due to abandonment of tenants but that has underlying utilities and paved infrastructure that allow a developer to more efficiently improve the site. To qualify as greyfield, the site must meet the following criteria:

- Must be at least 90% vacant
- Previous use must have been commercial or retail
- Site must have underlying utilities
- Site to be redeveloped must include paved infrastructure / parking area

Roads, driveways, entry access, and public rights of way do not qualify as greyfield.

Required Documentation: Place all documentation in Tab P.

i. If "foreclosed", copy of applicable foreclosure documents.
ii. If "abandoned," evidence from the mortgage lender and/or tax authority that payments have been delinquent for at least 90 days and that foreclosure proceedings have been initiated.
iii. If affected by a disaster, documentation from a third-party confirming the event and impact on the site. The site must have been condemned or

deemed unsafe for occupancy as a result of the disaster by the appropriate authority.

iv. For greyfield, an engineer or architect's assessment that the site was formerly commercial or retail use, that the site has underlying utilities, and that the site contains paved infrastructure that will be redeveloped.

Maximum Number of Points 4

i. Local Redevelopment Plan

4 points will be awarded if there is an adopted redevelopment or community revitalization plan that clearly targets the specific neighborhood in which the project is located. A redevelopment or community revitalization plan may include, but is not limited to, a comprehensive plan, downtown master plan, neighborhood plan, economic development plan, etc.

The applicant may only submit one Community Redevelopment/Revitalization Plan per community. If more than one plan is submitted for the same community, the application is not eligible for points in this category. The submitted plan must include each of the following:

i. A clearly delineated target area that includes the proposed project site;
ii. Detailed policy goals, which must include the rehabilitation or production of rental housing;
iii. Implementation measures along with specific, current, and ongoing time frames for the achievement of such policies and housing activities;
iv. The proposed development project must support at least one of the goals of the redevelopment or revitalization plan; and
v. An assessment of the existing conditions of the community.

The following are not eligible:

i. Short-term work plans, including Stellar Strategic Investment Plans;
ii. Consolidated plans, municipal zoning plans, or land use plans; or
iii. Plans that do not reflect the current neighborhood conditions;
iv. PUDs.

For scattered site projects, if not every community has a qualifying plan, points will be determined by taking the average by unit.

Required Documentation: Place all documentation in Tab P.

i. Documentation of the process used to develop and adopt the plan;

ii. Details regarding community input and public meetings held during the creation of the plan must be included in the application;
iii. A copy of the entire plan must be submitted;
iv. A map of area targeted by plan identifying location of project.
v. A narrative listing the location and page number of all required items within the plan.

Maximum Number of Points 4

If the plan has been adopted by a local unit of government and meets above items i. through v., an additional 1 point will be awarded.

Per Section 42(m) and IRS Notice 16-77, allocating agencies must give preference to a proposed development located within a Qualified Census Tract if that development is part of a concerted community revitalization plan. Therefore, If the plan meets all of the requirements of items i. through v. above and has been adopted by a local unit of government, an additional 1 point will be awarded for a maximum of 2 additional points (1 point for adoption and 1 point for location in a QCT). If the plan does not meet the requirements above or has not been adopted, then the bonus QCT point will not be awarded. To be considered a development located within a QCT, at least 50% of the total development units must be located within a QCT.

Required Documentation: Place all documentation in Tab P.

vi. Documentation of the process the local unit of government used to develop and adopt the plan; and
vii. Written approval from the local unit of government verifying the adoption of the plan.

Maximum Number of Points 2

j. Federally Assisted Revitalization Award

Up to 4 points will be awarded if the proposed project is a phase or component of a:

1. Choice Neighborhoods revitalization initiative; OR
2. HUD designated Promise Zone or a Department of Education designated Promise Neighborhood; OR
3. New Market Tax Credit Development.; OR
4. Blight Elimination Program, where at least 50% of the development units or square footage is located on a site(s) that was assisted through the program; OR 2 points if

at least 25% of the development units or square footage is located on a site(s) that was assisted through the program; OR

5. Similar Federal Program that has the following components (Rental Assistance Demonstration (RAD), HOME, and CDBG do not qualify):

    i. Be part of a mixed income or mixed use phased community with a significant market component;
    ii. Facilitate the de-concentration of poverty; and
    iii. Provide for community improvements or amenities, which may include but are not limited to, new or improved public infrastructure, green-space, improved transportation, quality of life enhancements, or other improvements benefiting the community.

Required Documentation: Place all documentation in Tab P.

i. A copy of the Grant/Award Agreement, which identifies the entity receiving the grant and the amount of the grant, and additional documentation reflecting the time limits for use of the grant;
ii. A letter from the Executive Director of the identified entity certifying that:
    a) The housing units are an essential element of that Plan; and
    b) The Tax Credits for the development proposed in the application are an essential component of the financing plan for the grant.
iii. For BEP awards, evidence that the City received the award and that the proposed land was part of it.
iv. For Promise Zone, a copy of the Certification of Consistency with Promise Zone Goals and Implementation.
v. A copy of the HUD approved Revitalization Plan (if applicable).

Maximum Number of Points 4

k. Off Site Improvement, Amenity and Facility Investment

4 points will be awarded if an investment of resources is provided that will result in off-site infrastructure improvements within a ¼ mile of the project site(s), and/or the development of parks, green space and shared amenities, recreational facilities and improvements within a ¼ mile of the proposed project site(s) that will serve the tenant base for the subject project. The proposed improvements, amenities, and/or facilities must be completed prior to the proposed placed in service date for the project but no more than two years before the application submission date. The development cost and source of funding associated with the development of the improvements, amenities and/or facilities must be mutually exclusive of the development cost and sources of funding for the subject property. If the

development cannot move forward without the improvement, the improvement will not qualify.

For the purposes of this scoring category, improvements must be outside the footprint of the building and outside the boundary of the development parcel to qualify.

For scattered site projects, each site must have improvements within a ¼ mile to qualify.

Examples of improvements, amenities, and facility investment of resources include, but are not limited to, the following:

i. Reconstruction of existing roads and streetscapes,
ii. Reconstruction of vacant or blighted land with new infrastructure that promotes comprehensive revitalization such as new residential blocks and streets,
iii. Development of parks, green space or walking trails on a master plan development site,
iv. Development of community centers or similar facilities that promote cultural, educational, recreational, or supportive services for a community,
v. Construction of sidewalks or streetscape adjacent to the property,
vi. Construction of shopping or retail center adjacent to the property.

To qualify for points, the minimum cost for the improvement must meet or exceed the amount listed below based on the "Development Location" set-aside requirements defined in Section E.4 of the QAP:

Development Location Set-aside	Minimum Cost for the Improvement
Large City	$100,000
Small City	$50,000
Rural	$25,000

Required Documentation: Place all documentation in Tab P.

i. Conditional commitment of funds describing the improvements, including sources and uses and estimated timeline for completion.
ii. Map showing a ¼ mile radius and the location and description of improvements to the site. For scattered site properties, applicant must ensure that IHCDA can determine a ¼ mile radius from each site.
iii. A narrative, which includes how the investment will benefit the tenants.
iv. Any improvements within a public right of way must demonstrate approval from local jurisdiction.

Maximum Number of Points 4

l. Tax Credit Per Unit

Up to 4 points will be awarded for developments that implement cost containment measures. Developments will be divided into three categories and compete against each other based on tax credit per program assisted unit.

i. New construction

ii. Rehabilitation

iii. Adaptive reuse

Points will be awarded based on the following distribution. Projects with more than one construction type will compete in the category that represents the majority of the units or development square footage if units are equal.

Lowest Tax Credit Per Unit	80th Percentile	60th Percentile	40th Percentile	20th Percentile	Below 20th Percentile
Points	4	3	2	1	0

Maximum Number of Points 4

m. Tax Credit Per Bedroom

Up to 4 points will be awarded for developments that implement cost containment measures. Developments will be divided into three categories and compete against each other based on tax credit per bedroom (only counting bedrooms in program assisted units).

i. New construction

ii. Rehabilitation

iii. Adaptive reuse

Points will be awarded based on the following distribution. Projects with more than one construction type will compete in the category that represents the majority of the units or development square footage if units are equal.

Lowest Tax Credit Per Bedroom	80th Percentile	60th Percentile	40th Percentile	20th Percentile	Below 20th Percentile
Points	4	3	2	1	0

For the purposes of this calculation, an efficiency unit will count as a one bedroom unit.

Maximum Number of Points 4

3. Sustainable Development Characteristics

a. Building Certification

Up to 2 Points will be awarded if the Development commits to going beyond the minimum green standards and all buildings register and receive one of the following certification(s). For projects with multiple buildings, all buildings must meet one of the eligible certifications below to qualify for 2 points.

Certification	Points
LEED Silver Rating	2
Silver Rating National Green Building Standard	2
Enterprise Green Communities	2
Equivalent under a rating for systems that are accredited by the American National Standards Institute may earn equivalent points for equivalent end results of the above listed items.*	2

***applicants wishing to use an alternative to those listed must consult with IHCDA prior to application to verify if that system will be accepted**

Required Documentation: Completed Form A (Application). The Green Professional chosen for the project must be part of the design team (but a separate person from the project architect or engineer) and that person must acknowledge all building certifications that are committed to in the team member's affidavit. Place in Tab J.

Maximum Number of Points 2

b. Water Conservation

To promote sustainable water use practices, up to 1 point may be earned for the integration of the following water conservation methods.

1 point will be awarded for installing one of the following types of high efficiency toilets:

Ultra low flush (</=1 gal per flush)	1 Point
Dual Flush toilets	1 Point

Required Documentation: Completed Form A (Application). The Green Professional chosen for the project must be part of the design team (but a separate person from the project architect or engineer) and that person must sign off on all energy efficiency/water conservation items that are committed to in the application. Place in Tab J.

Maximum Number of Points 1

c. Desirable Sites

Desirable sites, which are or will be, located in close proximity and are accessible to desirable facilities tailored to the needs of the development's tenants, such as Private Service, Public Service, and/or Health Related Entities will be awarded points. For scattered site projects, points will be calculated by taking the average by unit.

Location efficient projects	3 Points
Transit oriented development	2 Points
Opportunity index	6 Points
Undesirable Sites	-1 Point per undesirable feature
Total Points Possible	11 Points

Location Efficient Projects

Promote projects that provide nearby access to healthy food options, community facilities, services, healthcare and retail centers.

Up to 3 points will be awarded to projects that are located within ½ mile walking distance of at least 3 facilities from the list below (from a minimum of 2 categories) or within 1 mile walking distance of 5 facilities from the list below (from a minimum of 2 categories). One of the facilities must be a store with fresh produce, such as a supermarket or grocery store to qualify for the maximum points in this category. Developments without access to fresh produce may receive partial points.

Stores with fresh produce must:

- **Be currently established**
- **Have a physical location**
- **Have regular business hours**

For the purposes of this scoring category, farmer's markets, produce stands, gas stations, convenience stores, and drug stores do not qualify as stores with fresh produce.

Civic or Community Facilities	Services	Retail	Healthcare
Licensed childcare Community or recreation center Entertainment venue Education facility (including K-12, university, adult education, vocational school or community college) Cultural arts facility (museum, performing arts theater, etc.) Police or Fire Station Public library Public park Post office	Bank Restaurant, café, diner Laundry or dry cleaner Gym, health club, exercise studio Licensed adult or senior care	Supermarket Other food stores with fresh produce (as defined above) Clothing retail Other retail	Pharmacy Doctor's or nurse practitioner's office Optometrist Dentist Physical therapy office Clinic Hospital

Government office that serves public onsite Social services center			

Transit Oriented Development

Award 2 points if a project is located within ½ mile of fixed transit infrastructure.

- "Fixed transit infrastructure" is defined as light rail station, commuter rail stations, ferry terminals, bus rapid transit stations, streetcar stops, bus stops or major bus transit centers.
- If the fixed transit infrastructure does not yet exist, the transit investment must be planned, approved and funded at the time of application. Transit investments that have been funded but not completed will be considered. Verification must be provided.
- Rural and small city sites may qualify for this category if applicants can show documentation of an established point to point transit service that provides pick up service to within a ¼ mile of the site.

Opportunity Index:

The proposed Development Site may earn up to 6 points (with 1 point for each feature) for proximity to growth opportunities such as quality education institutions and livable wages. Poverty rates and household income will be based on the most recent data from the US Census (http://www.census.gov/did/www/saipe/index.html).

As of the application due date, the Development is located within:

- A county at the top quartile for median household income in the state and not within a QCT.
- A county at the bottom quartile for poverty rate in the state and not within a QCT.
- A county that has an unemployment rate below the State average (http://www.stats.indiana.edu/maptools/laus.asp).
- A county with a ratio of population to primary care physicians of 2,000:1 or lower (http://www.countyhealthrankings.org/app/indiana/2017/measure/factors/4/data)

- A development that is within 1 mile of a university, college, trade school, or vocational school.
- A development that is within 1 mile of one of the 25 largest employers in a county

  http://www.hoosierdata.in.gov/buslookup/BusLookup.aspx
- 1 point will be deducted if the proposed site falls within a census tract that is defined as a Racially/Ethnically Concentrated Area of Poverty ("R/ECAP") by HUD's Affirmatively Furthering Fair Housing mapping tool at https://egis.hud.gov/affht/#.
    - This 1 point deduction will not apply to developments competing in the Preservation set-aside.
    - This 1 point deduction will not result in negative total points under the opportunity index scoring category. The lowest an application can score under opportunity index is zero.

Undesirable Locations:

When mapping the locations of community facilities and services for the above location efficiency points, all undesirable facilities must be included as well. One point may be deducted per undesirable feature present if the proposed development is found to be within ½ mile of facilities that may pose a public or environmental health risk. The following is a non-exhaustive list of facilities for which 1 point may be deducted if in close proximity.

*If the development includes the remediation of these issues (including brownfield or greyfield redevelopment) points will not be deducted.

Undesirable Locations/Facilities are defined as any location that produces objectionable noise, smells, excessive traffic, hazardous activity, etc., including but not limited to: junkyards, hazardous chemical factories, hazardous heavy manufacturing factories, power plants or stations, water/sewage treatment facilities, petroleum or other chemical storage, and railroads. The volume of daily train traffic can be determined by visiting the following websites:

- http://safetydata.fra.dot.gov/officeofsafety/publicsite/crossing/Xingqryloc.aspx
- http://safetydata.fra.dot.gov/officeofsafety/publicsite/crossing/crossing.aspx

Other undesirable conditions/facilities not on the list above but noted in the market study may also result in negative points.

Required Documentation: Completed Form A (Application). A site map indicating the specific locations of each desirable facility/activity, as well as, all undesirable facilities/activities (i.e. junkyards, hazardous, chemical or heavy manufactures, etc.) must also be submitted. The map must contain a key stating the type of facility/activity identified, and must include the following:

i. Location of site including an indication of major access roads;
ii. Indication of distances within a ¼ mile and ½ mile radius indicated on the map;
iii. Areas of residential development adjacent to or near the site;
iv. Indication of any significant industrial or commercial development; and
v. All desirable facilities or activities.

Scattered site developments must submit the required information for each location. Points will be awarded based on the average for each unit.

NOTE: If map, key and photos containing the above requirements are located within the market study, no additional map is required. Please indicate the page number(s) the information can be found within the market study on the Application's self-score sheet Notes section (Form A – Application).

Maximum Number of Points	**11**

4. Financing & Market

a. Leveraging Capital Resources

The Development has received a firm commitment that does not require any further approvals for non-IHCDA public or private funds to be used as capital funding to specifically enhance and/or create significant cost savings for the Development's capital budget. For the purposes of this category, a tax abatement will also qualify.

"Public funds" include federal, state, or local government funds, including the outstanding principal balances of prior direct federal debt or subsidized debt that has been or will be assumed in the course of an acquisition/rehabilitation transaction, funds from a local community foundation, funds already awarded under the Affordable Housing Program of the Federal Home Loan Bank (AHP)**,** or waivers resulting in quantifiable cost savings that are not required by federal or state law.

Public funds structured as soft loans must have terms of at least 15 years, and below market interest rates, interest accruals, residual receipts payments or other preferred terms for at least the first fifteen years of their terms. The amount of cost savings will be based on the difference between the actual interest rate and the applicable federal rate

Points will be awarded based on amount of funding/total development cost:

% of Total Development Cost	Point(s)
1%-2.49	1
2.5%-3.99%	1.5
4%- 5.49%	2
5.5% -6.99%	2.5
7%-8.49%	3
8.5%-9.99%	3.5
10% or greater	4

For purposes of this category, local government funding (i.e. HOME, etc.) that is loaned to a Development at the applicable federal interest rate will NOT be considered as enhancing or creating a significant cost savings for a Development and will not be considered when determining the amount of local government funding to receive points.

Required Documentation: A letter from the appropriate authorized official approving the funds. The letter must include: 1) the approved funding specifically for the proposed Development; and 2) the amount of funding (if tax abatement, the local unit of government must estimate the monetary amount).

If the principal balances of any prior publicly funded or subsidized loans are to be assumed in the course of a proposed acquisition, verification of approval of the loan assumption or other required procedure by the agency initially approving the subsidy will be required.

Land and building values must be supported by an independent, third-party appraisal.

If claiming loans at below market interest rate, documentation of the amount saved based on the difference between the actual interest rate and the applicable federal interest rate must be provided.

NOTE: An inducement resolution for bond volume will NOT be sufficient documentation to receive points. Place in Tab B.

Maximum Number of Points	**4**

b. Non-IHCDA Rental Assistance

Developments that have received a commitment of non-IHCDA funded rental assistance will receive 2 points. The commitment can be conditional based on receipt of the tax credits.

The rental assistance must meet the following criteria:

- Must be project-based rental assistance.
- The term of the rental assistance agreement must cover the 15 year compliance period or have options for annual renewals.
- The rental assistance agreement must cover at least 20% of the units.

Required Documentation: Commitment or conditional commitment letter from the funding agency. The letter must demonstrate that the rental assistance will meet all of the requirements outlined above. Place in Tab B.

Maximum Number of Points	**2**

c. Previous 9% Tax Credit funding within a Local Government

If a Development's proposed site does not fall within the boundaries of a Local Government in which there has been a 9% RHTC allocation within the last three calendar years as of the application due date, the proposed Development will receive three (3) points. If a Development's proposed site falls within the boundaries of a Local Government in which there has been a 9% RHTC allocation within the last three calendar years, the proposed development will receive points corresponding to the total number of RHTCs units financed within the boundaries of that city/town. For projects in multiple cities/towns, points will be calculated by taking the average by unit.

Total Number of RHTC Units	Points	Total Number of RHTC Units	Points
0 units	3.0 pts	126-150 units	1.50 pts
1 – 25 units	2.75 pts	151-175 units	1.25 pts
26-50 units	2.50 pts	176-200 units	1.00 pts
51-75 units	2.25 pts	201-225 units	0.75 pts
76-100 units	2.0 pts	226-250 units	0.5 pts
101-125 units	1.75 pts	251 or more units	0 pts

Maximum Number of Points	3

d. Census Tract without Active Tax Credit Developments

If the proposed project is in a Census Tract without any active RHTC developments (9% or 4%) of the same occupancy type (age-restricted, family, supportive housing, or assisted living), the project will receive three (3) points. Integrated supportive housing developments will be counted as supportive housing for purposes of this scoring category.

For purposes of this scoring category, an active tax credit development is defined as a development that is in its 15 year compliance period or that has received a reservation of credits but has not yet placed-in-service. For projects in multiple census tracts, points will be calculated by taking the average by unit.

Required Documentation: Completed Form A (application).

Maximum Number of Points	3

e. Housing Need Index

The proposed Development Site may earn up to 3 points (with 1 point for each item below) if the area to be served demonstrates a need for affordable housing units.

Points will be awarded if as of the application due date, the Development is located within:

- A county experiencing population growth from migration (excluding births and deaths), based on data from 2010-2016 American Community Surveys, as listed below. A county is included in this list if it (1) experienced positive growth between 2010 and 2016 and (2) experienced positive growth between 2015 and 2016. 1 point.

Allen	Harrison
Bartholomew	Hendricks
Boone	Johnson
Clark	Monroe
Decatur	Porter
Floyd	Tippecanoe
Hamilton	Warrick
Hancock	

- A county in which 50% or more of renter households are considered rent burdened, based on HUD's Comprehensive Housing Affordability Strategy (CHAS) data. Rent burdened will be defined as paying greater than 30% of household income on housing. 1 point.

- A county with less than 50 units for every 100 extremely low-income (30% AMI) renter households per the "Mapping America's Rental Housing Crisis" tool at http://apps.urban.org/features/rental-housing-crisis-map/. Developments competing in the Workforce Housing set-aside are not eligible for a point under this subcategory since those developments will not create units that are rent-restricted at 30% AMI. 1 point.

Maximum Number of Points	**3**

f. Lease Purchase

Developments that will offer homeownership opportunities to qualified tenants after the initial 15 year compliance period (see IRS Rev. Ruling 95-49) will be eligible for up to 2 points. These points will be available only for single family, townhouse or duplex units.

To qualify for these points, 50% or more of the units in the proposed development must be structured as lease purchase units and meet these requirements. Developments that are electing to be age-restricted or that are competing in the Housing First set-aside are not eligible for these points. In addition, developments must meet the bedroom size requirements outlined below.

1 point will be awarded to developments that meet the lease purchase requirements above in which at least 50% of the lease purchase units are three bedroom units or larger. Alternatively, an additional 1 point (for a total of 2 points in this category) will be awarded to developments in which at least 75% of the lease purchase units are three bedroom units or larger.

Applicants must have a viable homeownership strategy for residents who inhabit the units during the compliance period. Appropriate supportive services must also be provided for the residents. Please refer to the Compliance Manual Part 6.8.D (Schedule A) for additional Lease Purchase Program requirements.

Required Documentation: The following must all be placed in Tab R: 1) A detailed outline of the lease-purchase program. The plan must include a limited partnership ownership exit strategy. The strategy must incorporate an exit strategy, homeownership counseling and a minimum amount of funds set-aside by the owner to assist the resident in the purchase; and 2) the lease-purchase agreement, signed and agreed to by all parties, with the non-profit organization that will implement the lease-purchase program.

Maximum Number of Points	**2**

5. Other

a. Certified Tax Credit Compliance Specialist

1) Management: Points will be awarded if the Management Entity contact identified in the Development Contact page in Form A has been certified as a tax credit compliance specialist under the following certified trainings. Property management consultants or subcontractors do not qualify as an eligible Management Entity. The Management Entity contact identified in Development Contact page in Form A must serve in a supervisory capacity and must be a different person than the designated Owner or Developer contact.

1 point will be awarded for the first certification and 1 point will be awarded for a second certification with a maximum of 2 points. To obtain 2 points, the certifications must be held by the same person who is the designated contact per Form A.

2) Owner: 1 point will be awarded if the owner(s) has been certified as a tax credit compliance specialist under the following certified trainings. An owner is defined as a principal of each general partner identified in the owner information chart within Form A. For non-profit organizations, the executive director/president will be considered the owner.

Certification	Sponsoring Organization	Website
Certified Credit Compliance Specialist (C3P)	Spectrum	www.spectrumseminars.com
Tax Credit Compliance Specialist (TaCCs)	Quadel	www.quadel.com
Site Compliance Specialist (SCS), National Compliance Professional (NCP), or National Compliance Professional- Executive (NCP-E)	Housing Credit College	www.housingcreditcollege.com
Housing Credit Certified Professional (HCCP)	National Association of Home Builders	www.nahb.org
Specialist in Housing Credit Management® (SHCM®)	National Affordable Housing Management Association (NAHMA)	www.nahma.org
Tax Credit Specialist (TCS) or (eTCS)	National Center For Housing	www.nchm.org

	Management (NCHM)	

If a certification requires annual renewals, the certification must be in current standing at the time of application submission in order to qualify for points.

Required Documentation: Provide copies of the certification(s) in Tab S.

Maximum Number of Points	**3**

b. Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Federal Disadvantaged Business Enterprise (DBE) Participation, Veteran-Owned Small Business (VOSB), and Service Disabled Veteran Owned Small Business (SDVOSB)

Minority Business Enterprise and Women Business Enterprise, including DMBE (Disadvantaged Minority Business Enterprise), and (Disadvantaged Woman Business Enterprise) and DMWBE (Disadvantaged Minority Woman Business Enterprise), means as an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States Citizens and (b) Members of a racial minority group or female in gender as evidenced by certification from the Indiana Department of Administration Minority & Women's Business Enterprise Division or the Indiana Minority Supplier Development Council.

DBEs are for-profit small business owned or controlled by socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. The Indiana Department of Transportation (INDOT) is the sole certifying agency for the Indiana DBE Program.

The Center for Veteran Enterprise maintains the Department of Veterans Affairs (VA) database of service-disabled Veteran owned small businesses (SDVOSB) and Veteran-owned small businesses (VOSB) called the Vendor Information Pages (VIP). The VIP database is accessed via www.VetBiz.gov. CVE performs the verification process for small businesses that self-represent themselves as Veteran owned and controlled called the VA VOSB Verification Program.

"Owned and controlled" means having for: (i) owners and developers: (a) ownership of at least 51% of the enterprise (stock of a corporation; interest in a limited liability company; or general partner of a limited partnership); (b) control over the management and active in the day to day operation of the business; (c) an interest in the capital, assets and profits and losses of the business proportional to the percentage of ownership; and (d) materially participates in the Development or management of the Development; or (ii) contractors and

management entities: (a) ownership of at least 51% of the enterprise (stock of a corporation; interest in a limited liability company; or general partner of a limited partnership); (b) control over the management and active in the day to day operation of the business; and (c) an interest in the capital, assets and profits and losses of the business proportional to the percentage of ownership. Points will be awarded with one (1) point per certification submitted. Points will be awarded as follows:

*Management Entity must have control over all management activities for the Development. The management agent listed on the application must be used by the owner of the Development for at least two years after Development's completion unless the agent is guilty of material non-performance of duties. Upon notification to the Authority, a substitution of management agent prior to the 2 year period may be permitted in the sole discretion of the Authority.

A non-profit entity is eligible to receive points as an Owner/Developer, General Contractor, or Management Entity if a minimum of fifty-one percent (51%) of the members of the Board of the Directors are minorities, females, or persons with disabilities as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. Furthermore, the organization must be a 501(c)(3) tax-exempt nonprofit organization which is also serving as the applicant, sponsor, or developer for the project.

Firm/Entity	1% - 4.99% % of Total Development Cost	5% of Total Development Cost
Professional Services or General Contractor	.5 point	1 point

Firm/Entity	4% - 7.99% of Total Development Cost	>8% of Total Development Cost
Sub-contractors	.5 point	1 point

Firm/Entity	
Owner/Developer, or	1 point
Management Entity (minimum 2 year contract)	1 point

Eligible Certification Summary Table		
Certification	Certifying Agency	Website
MBE	Indiana Department of Administration	http://www.in.gov/idoa/2352.htm
	Indiana Minority Supplier Development Council	http://imsdc.org
WBE	Indiana Department of Administration	http://www.in.gov/idoa/2352.htm
DBE	Indiana Department of Transportation	http://www.in.gov/indot/2748.htm
VOSB	U.S. Department of Veterans Affairs	http://www.va.gov/osdbu/
SDVOSB	U.S. Department of Veterans Affairs	http://www.va.gov/osdbu/

Required Documentation: Completed Form A.

The owner will be required to provide all applicable contracts and certifications at the time of final application which demonstrate the commitment of percentages has been met.

Maximum Number of Points	**4**

c. Unique Features

The Development has unique features that contribute to the Development of affordable housing in the community where the Development is located. This may include the unit and common area amenities, financial structure, community support, location, and/or services offered to all residents. Points are awarded relative to other Developments being scored during each Application cycle and are awarded in IHCDA's sole and absolute discretion. The following chart sets forth the anticipated percentage of applications that will receive points using a maximum of 6 points.

% of Apps.	5%	6%	8%	10%	13%	16%	13%	10%	8%	6%	5%
Points	**6**	**5.5**	**5**	**4.5**	**4**	**3.5**	**3**	**2.5**	**2**	**1.5**	**1**

Required Documentation: IHCDA will use the Narrative Summary (which should include a unique features section) submitted for the proposed Development and other information submitted within the application to determine points awarded. Place in Tab A.

Maximum Number of Points	6

d. Tenant Investment Plan

Points in this category will be awarded based on the overall Tenant Investment Plan in regards to each level listed. Programs must have a combination of Level 1, 2 ***and*** 3 to be eligible to receive the maximum of six (6) points.

Level 1 – This level provides goods or services as a tenant incentive and awareness of programs and assistance offered in the community. Applicants are encouraged to network with local businesses and/or service agencies to offer unique but valuable incentives to current and/or future tenants.

Services within this level are 0.25 points each.

Level 2 – This category may target services for more specific tenant needs such as education, classes or services that will help tenants live a more self-sufficient and healthy lifestyle. This level requires ongoing tenant participation and/or program management.

Services within this level are 0.5 points each.

Level 3 – This category offers extensive services to provide tenants with assistance, programs and tools to maintain and/or improve their lifestyle within the community. This category requires both extensive tenant participation as well as management maintenance.

Services within this level are 1 point each.

Tenant Investment Plan Commitments		
Level One Services	**Level Two Services**	**Level Three Services**
.25 Points per Service	**.5 Points per Service**	**1 Point per Service**
Food Pantry Referral	Financial Literacy	Transportation
Clothing Pantry Referral	Computer Training	Parenting Classes/ Early Childhood Development
2-1-1/ Information & Referral	Credit Counseling	Light Housekeeping
Smoking Cessation	Nutrition Classes	Outpatient Rehab
Discount Program	Exercise Classes	Physical Therapy

Coupons to Local Public/ Private Facilities	Resume Building	Medication Delivery
Blood Pressure Screening	GED/Adult Education	Home Healthcare
Music Ministry	Art Classes	Dental Services
Writer's Group	Food Cultivation or Preparation	Assisted Living
Stress Management	Sports League	Alzheimer's Care
Quarterly Resident Meetings	Tax Preparation Assistance	Vocational Rehab Services
Smart Use Training	Medicaid Waivers	Adult Daycare/Eldercare
Holiday Events	Animal Therapy	Substance Abuse Treatment
Recycling Program	Employment Services	Case Manager
Resident Liaison	Meals on Wheels	TIP Coordinator
Residents Association	HIV Counseling, Testing & Education	Utility Assistance
Mentor Program	Family Caregiver Support Program	
Monthly Development Newsletter	Symptom Management	
Virtual Bowling/Golf League		
Monthly Activities Program		
Neighborhood Watch Program		
Neighborhood Stabilization Program		

All services chosen by the Applicant should conform to the needs of the Development and its residents. Services will be viewed as interchangeable within a column, provided the total number of services selected in each column remains the same.

Developments that planning to incorporate services not referenced above may merit consideration for scoring under unique features at IHCDA's discretion.

REQUIRED DOCUMENTATION: Completed Form A. Evidence of the specific services selected, including copies of service agreements, must be submitted with the project's request for the issuance of Form 8609.

Maximum Number of Points	6

e. Integrated Supportive Housing

Developments proposing to create Integrated Supportive Housing, defined as housing in which **no more than 25%** of the units, but no less than 7 units, are designated as supportive housing for persons experiencing homelessness, will receive up to 5 points. Developments proposing that 100% of the units will be supportive housing are eligible to compete in the Housing First Set-aside but are **not** eligible for points in this evaluation category.

To be eligible for the maximum 5 points, applicants must successfully fulfill all requirements of the Indiana Supportive Housing Institute for the specific development for which they are applying. The Indiana Supportive Housing Institute provides training and support to organizations applying for RHTC for the purpose of creating supportive housing. Initial drafts of tenant outreach and engagement strategies, tenant selection policies, property management plans and service plans must be completed as part of the Institute process and prior to submission of a RHTC application. Participation in the Institute is based on a competitive RFP selection process.

Developments must meet the following criteria to be eligible for the maximum 5 points:

1. Applicant must successfully fulfill all requirements of the Indiana Supportive Housing Institute for the specific development for which they are applying. In order to demonstrate that all Institute requirements have been met, the applicant must obtain a letter from CSH certifying that:

    i. The team attended all Institute sessions; and

    ii. CSH has reviewed the proposed development, operating, and service budget, tenant selection plan, operation plan, and supportive service plan. The development team must submit their draft budgets and plans to CSH 45-90 days prior to the tax credit application submission deadline in order to allow time for review and comments; and

    iii. Project concept is aligned with Institute goals, including target population and use of the Housing First model.

2. Applicant must enter into an MOU with CSH for ongoing technical assistance (to be provided from completion of Institute until at least the end of the first year of occupancy). A copy of the MOU must be provided with the RHTC application.

3. Applicant must enter into an MOU with each applicable supportive service provider. A copy of the MOU(s) must be provided with the RHTC application.

4. Applicant must identify all subsidy sources. Funding commitments must be provided with the RHTC application. If the funding has not yet been committed, applicant must provide proof of application, a narrative describing the selection process, and a narrative plan on how the development will move forward if the application is denied. If applicant is applying for Project Based Section 8 through IHCDA, Form O must be submitted.

IHCDA will award partial points (2 points) to developments that meet the above definition of integrated supportive housing but that were not developed through the Indiana Supportive Housing Institute. However, the supportive housing team (developer, management company, and service provider) must all have completed a previous Institute in Indiana.

Developments must meet the following criteria to be eligible for 2 points:

1. The applicant must obtain a letter from CSH certifying that:

    i. The primary team members (developer, management company, and service provider) have all completed a previous Indiana Supportive Housing Institute; and

    ii. CSH has reviewed the proposed development, operating, and service budget, tenant selection plan, operation plan, and supportive service plan. The development team must submit their draft budgets and plans to CSH 45-90 days prior to the tax credit application submission deadline in order to allow time for review and comments; and

    iii. Project concept is aligned with IHCDA supportive housing goals, including target population and use of the Housing First model.

2. Applicant must enter into an MOU with CSH for ongoing technical assistance (to be provided from reservation of credits until at least the end of the first year of occupancy). A copy of the MOU must be provided with the RHTC application.

3. Applicant must enter into an MOU with each applicable supportive service provider. A copy of the MOU(s) must be provided with the RHTC application.

4. Applicant must identify all subsidy sources. Funding commitments must be provided with the RHTC application. If the funding has not yet been committed, applicant must provide proof of application, a narrative describing the selection process, and a narrative plan on how the development will move forward if the application is denied. Applicants that have not completed the Institute for the specific project for which they are applying are NOT eligible to request IHCDA Project Based Section 8.

Required Documentation: Application must include the following items placed in Tab O:

i. CSH letter certifying completion of the Institute (if eligible for the full 5 points) or previous Institute completion (if eligible for 2 points), review of applicable plans, and conformance with Institute goals/ the Housing First model; and
ii. Copy of executed CSH MOU; and
iii. Copies of all applicable service provider MOUs; and
iv. Documentation of subsidy commitments or narratives as described in item #4 above; and
v. If applicable, Form O to apply for IHCDA Project Based Section 8. Developments eligible for partial points may not request IHCDA project based vouchers.

Maximum Number of Points	**5**

f. Smoke-Free Housing

3 points will be awarded to developments that commit to operating as smoke-free housing. In order to receive points, the application must include a smoke-free housing policy that includes (at a minimum) the following items:

- Definition of smoking; and
- Definition of who the rule applies to (not only residents but also their guests on the property, staff, etc.); and
- Explanation of where smoking is prohibited on the property. Smoking must be prohibited in individual units and all interior common space. The plan may either establish the entire property as smoke-free or identify a designated smoking area on the property. A designated smoking area must not be within 25 feet of any buildings; and
- Explanation of how smoke-free rules will be communicated and enforced; and
- If the development is the preservation of existing housing that is not currently smoke-free, then the plan must include an explanation of how the property will transition to a smoke-free environment; and
- Draft smoke-free housing lease addendum that will be signed by all households.

IHCDA recommends the American Lung Association of Indiana's "Smoke Free Housing Toolkit" as a resource for creating a smoke-free housing policy. See http://insmokefreehousing.com for more information.

Required documentation: Smoke-free housing policy that meets the requirements outlined above. Place in Tab TBD

Maximum Number of Points	**3**

g. Community Participation

Two points (2) will be awarded if the applicant, owner, or developer is a member of the Board of Directors of a 501(c)(3) nonprofit organization within the State of Indiana that has been in existence for at least one year from the time of application submission. An owner is defined as a principal of each general partner identified in the owner information chart within Form A. The applicant and developer is defined as the contact identified in the Development Contact page within Form A.

The nonprofit must have affordable housing, community development, or economic development as one of its primary purposes. To qualify, the nonprofit organization on whose Board the individual serves cannot be part of the development team for the proposed project.

Required Documentation: Completed Form A, a current list of board members, and copy of the organization's by-laws and articles of incorporation, and a copy of the IRS letter confirming 501(c)(3) status. Place in Tab C.

Maximum Number of Points	**2**

h. Technical Correction Period

During the funding round and after IHCDA's review of Threshold for each Application, IHCDA will award bonus points for applications that have 2 or less technical corrections as indicated below:

Number of Technical Corrections	Bonus Points
0-1	4
2	2

Applications that contain a technical correction will be charged a $300 resubmission fee for each technical correction. Applications reviewed during the Threshold period and found to have five

(5) or more Technical Corrections after being given the opportunity to respond will be returned and withdrawn from the funding round.

Applications that do not pass Threshold on initial review because of technical errors or incomplete information will be provided an opportunity to submit additional information through the following process. :

1) IHCDA will contact the Applicant and specify the items where the Application failed Threshold review;

2) The Applicant will be allowed no more than fourteen (14) calendar days to provide additional information to IHCDA for the Application to pass Threshold;

3) Information may be emailed or uploaded to the FTP site, unless IHCDA requests original documents;

4) Once information has been received, IHCDA will NOT respond with the status of the application or the additional information other than to verify its receipt;

5) Clarification of documentation that has already been provided in the Application will still be eligible for points in this category as long as no additional documentation is required for the Application to pass Threshold, in the Authority's sole discretion;

6) No Applicant will be allowed to submit additional documentation during the Technical Correction Period to score points in any point scoring category;

7) IHCDA, in its sole discretion, will determine if the additional documentation submitted during the Technical Correction Period is adequate for the Application to pass Threshold.

8) The Correction Period will apply to those Applications applying for HOME and Development Fund. However, they will not be subject to a four (4) point reduction if the technical correction is associated with a requirement identified in Schedule E or Schedule J.

Maximum Number of Points	**4**

i. Lack of Progress on Issuance of Form 8609

If any Applicant, Owner, and/or Developer has received an RHTC award for a different Development(s) in a previous round and this Development ("Delayed Development") was not issued IRS Form 8609 within 36 months of the date of the RHTC Carryover, any application(s) submitted during the round may be assessed a five (5) point penalty (to be

deducted from the total score), UNLESS the Applicant, Owner, and/or Developer has since received Form 8609 for the Delayed Development AND received Form 8609 on at least one (1) OTHER Development within 36 months of its date of Carryover subsequent to the Application Date of the Delayed Development.

Any Applicant, Owner, and/or Developer representing a Delayed Development may continue to receive the penalty on each subsequent round in which they have an application(s) submitted until they have fulfilled the requirements above.

H. Miscellaneous

The Authority will make all reasonable attempts to reserve all of its Rental Housing Tax Credits in one (1) scheduled Application and Reservation cycle. However, a wait list may be formed from those applications that did not receive a preliminary reservation of credits in the main round. If RHTCs become available the Authority, in its sole and absolute discretion, may make a reservation announcement for applications on the wait list being awarded a preliminary reservation of Rental Housing Tax Credits according to ranking of the wait list and funds available.

The Authority in its sole discretion may use a portion of the 10% IHCDA Set-Aside to hold an independent reservation round outside of the annual round. A "Request for Proposal" (RFP) will be released notifying the public, if the Authority decides to exercise its discretion to hold a reservation round outside of the annual rounds identified within the Qualified Allocation Plan.

1. Application Dates

   Dates for the rounds are as follows:

2018 and 2019 Annual Rental Housing Tax Credit Round	
Application Deadline	Anticipated Reservation Date
November 6, 2017, 5:00 PM Eastern Time	February 22, 2018
July 30, 2018, 5:00 PM Eastern Time	November 15, 2018

2018 and 2019 Annual Private Activity Bond Round	
Application Deadline	Anticipated Reservation Date
N.A. – Open Application Round	90-120 days from the Application submission (this may be longer during the 9% application round)

2. Fees

All fees should be made payable to IHCDA. If a check is returned for insufficient funds, the application will be immediately denied.

a. All Applicants must submit a non-refundable Application fee with each Application as a condition of having the Development considered. Application fees for 2016 and 2017 are as follows:

RHTC Application Fee	IHCDA Supplemental Application Fee (HOME or Development Fund)
$3,000 (if the proposed project contains sites in different jurisdictions, a $500 fee will apply for each additional jurisdiction)	$750 each

b. Conditional Commitment Reservation Fee

Applicants receiving a reservation of RHTCs for a proposed Development from the Authority must pay a non-refundable reservation fee to the Authority within thirty (30) days after the date of a Conditional Commitment. This fee is payable in addition to the Application fee and equals the greater of six and half percent (6.5%) of the annual amount of RHTCs for the Development or $15,000. For example, if a Development is to receive $100,000 of RHTCs annually, then the Applicant must pay a reservation fee of $15,000.

c. Additional Fee(s)

The Authority will assess the Development and/or Applicant the reasonable costs (including any costs and fees it may incur) for additional or extraordinary services requested by or required of any Applicant, Owner or Development. All such assessments must be paid prior to any final allocation of RHTCs (i.e. the issuance of IRS Form 8609) or before any subsequent Application will be considered, whichever should first occur.

The following is a fee schedule for typical services; however, this schedule is not all inclusive:

Fee Amount	Description of Service
$300	Resubmission fee for each technical correction identified in the initial application.
$1,000	Request for changes in the characteristics of the Development, such as unit type, distribution, or targeting, or for changes to scoring criteria.
$500	Request a waiver for each Additional Threshold Requirement of the Authority. This fee must be paid at the time of request.
$1,000	Request an extension to any deadline.
$1,500	Request for issuance of amended IRS Form(s) 8609 due to an error in the submission of final Allocation documentation
	Request for an amended Carryover Allocation resulting from a change in the building identification numbers or other modification (i.e. legal description errors, etc.).
$1,500	Request for changes in the ownership structure; or for request for extensions for meeting special conditions set forth in the Reservation/Conditional Commitment Letter.
	Request to modify any IHCDA legal documents located in the QAP that require involvement of IHCDA counsel.

The fee for the above services must be included with the request and must be received before IHCDA will proceed with its review/process.

From time to time IHCDA may set deadlines for particular Developments to submit additional documentation during the IRS Form 8609 review process. A written warning will be given to the Applicant, Owner, and/or Developer once a deadline is missed with no response. However, a $10 per day fee may be assessed to the Applicant, Owner, and/or Developer for any additional deadlines missed during the IRS Form 8609 review process for that Development.

3. Use of forms

The Authority requires the use of the forms included in the Forms section of this QAP. Any deviations from or changes to the language may revoke the Rental Housing Finance application and/or award. Owners who have received an allocation in prior years must use the Final Application Form.

4. Conditional Commitments

If an Applicant receives a reservation of Rental Housing Financing, the reservation is subject to the following conditions, which must be timely completed and satisfied:

a. Payment to the Authority, in good funds, of the required nonrefundable reservation fee for the Development within 30 business days from the date of the Conditional Commitment.

b. Pursuant to the Application, the items listed below must be timely submitted to and approved by the Authority within one hundred fifty (150) days after the letter notifying the Owner of conditional reservation:

1) An ALTA (or ILTA) survey;

2) Building Permit or Documentation of Status Approval;

3) Site Plan Approval by Locality;

4) Construction Contract;

5) Documentation as to the Percent Completion of Plans and Specifications;

6) State Approval of Plans & Specifications;

7) Federal I.D. Number of Ownership Entity;

8) Development Agreement with Fee Structure;

9) IHCDA name and logo prominently displayed on signage located on the development site during construction;

10) Certification the Owner has obtained a username and password at www.ihcdaonline.com

11) Monthly Development updates will be required as a condition of the Conditional Commitment;

12) The Owner must demonstrate that an adequate amount of funds which, together with its financing, will be sufficient to complete the construction and/or rehabilitation of the Development.

    a. Equity letter of interest submitted by an Applicant in support of the Applicant's application must contain a representation and acknowledgment from the equity investor that: (i) such investor has reviewed the same application and market study submitted or to be submitted by the Applicant to the Authority in support of the Rental Housing Financing for the Development to which such letter of interest relates; (ii) such investor expressly acknowledges that the Development will be subject specifically to the "40-60" or "20-50" set-aside, and extended use restriction elections made by the Applicant; (iii) the investor has reviewed the Minimum Underwriting Criteria set forth in this Allocation Plan; (iv) any other special use restriction elections made by the Applicant, which give rise to additional points in this Allocation Plan; and (v) the estimated dollar amount of equity to be provided to the Development.

13) The Owner must demonstrate that the Development, Development Owner and all other members of the Development Team (including, without limitation, the construction contractor and management agent) are and shall continue to be in compliance with all federal, state and local laws, regulations, rules and other requirements applicable to the Development, Development Owner and the respective parties comprising the Development Team.

5. Semi-Annual Progress Reports

   All Developments must submit a Semi-Annual Progress Report to IHCDA on or before June 30th and December 31st each year until the final application has been submitted for the Development. The Semi-Annual Progress Reports are filed online at: https://ihcdaonline.com/. A late fee of $10 per day may be assessed for late reports.

6. Changes in Ownership

If a change of ownership occurs, a detailed description of the change must be provided in writing to IHCDA. Changes in ownership must be reported via IHCDA's "Property Ownership Change Form."

IHCDA must approve any change in ownership or transfer request if made prior to the issuance of IRS Form 8609 for any Development that has received an allocation of Rental Housing Financing and/or Bonds.

IHCDA must be notified of any change in ownership or transfer if made after the issuance of IRS Form 8609. IHCDA must approve the change of ownership if the development has other IHCDA financing. Failure to notify the Authority of changes in ownership for RHTCs and/or Bonds after the issuance of IRS Form 8609 could result in the allocation being rescinded and/or possible non-compliance issues.

See Schedule B for IHCDA's Ownership Change procedures.

7. Development, Financing, and/or Applicant/Owner Modifications

   Modifications to the Development that affect Threshold Requirements, scoring items, and/or IHCDA financing terms in any way without prior written approval from the Authority may result in a reduction and/or rescission of the Authority funding (including private activity tax-exempt bonds). Modification requests are subject to a $1,000 modification fee.

   To request a modification, the following documentation must be submitted to IHCDA for consideration:

   a. Formal written request from the Owner/Developer detailing the specific request and the reason the request is needed.
   b. The impact to the project in the event the modification request is not approved.
   c. Modification fee of $1,000.
   d. Updated pages from Form A (Initial application) that reflect changes to the original application based on the current closing projections and/or proposed modification.
   e. At its discretion, IHCDA may request additional supporting documentation.

Failure to maintain the project's final score from initial application to final application may result in penalties, including but not limited to a fine and/or suspension. The penalty will apply to the applicant, owner, developer, or other applicable development team members at the discretion of IHCDA.

8. Applying for RHTCs with other Rental Housing Financing

   In the event that an Application is competitive for RHTCs but either (1) the Application fails the threshold review for other funding; or (2) other funds are not available, IHCDA will allow the Applicant to identify other means of filling the Development's financing gap.

9. Carryover Allocations

If the Owner intends to request a Carryover allocation of its 2018 or 2019 RHTCs, all necessary requirements for the Carryover election must be met and all required documentation must be submitted to the Authority no later than the first Monday in July; provided that if the Owner receives a reservation of RHTCs after June 1st, the Carryover election must be met and all required documentation must be submitted to the Authority no later than 60 days after the date of the reservation (but in no event later than the first Monday in November). No later than the first Monday in June following the year of the executed Carryover, the Owner must certify to the Authority that at least 10% of the Owner's reasonably expected basis in the project has been incurred on or before such date. See Carryover Agreement, Form D and Ten Percent (10%) Letter, Form M.

The Owner may irrevocably elect to enter into a lock-in agreement, pursuant to Section 42(b)(2)(A)(ii) of the Code, to fix the applicable credit percentage for the Development as the percentage is prescribed by the Secretary of the Treasury for a month prior to the month the Development is placed-in-service. A lock-in Agreement (Form F) must be submitted to the Authority on or before the 25th day of the month in which it is desired to lock in the rate for that month. The Authority will execute complete, accurate and correct Lock-in Agreements no later than the 5th day of the following month. In the event that the Owner submits a Lock-In Agreement on or before 25th day of the month which is incorrect, incomplete or inaccurate and which requires a modification, supplementation or resubmission of the Lock-In Agreement, the Authority may, in its sole and absolute discretion, elect to not enter into such Lock-In Agreement prior to the 5th day of the following month. In such case, however, the Authority will notify the Owner of such decision and the Owner will be permitted to withdraw such Lock-In Agreement.

The Authority requires the use of the Carryover and 10% Cost Certification forms provided with this QAP. Any deviations from or changes to the language must have prior approval from the Authority.

10. Issuance of IRS Form 8609 ("8609")

IRS Form 8609(s) will only be issued once. However, in exceptional circumstances the Authority may, in its sole discretion and upon receipt of additional fees (as determined by the Authority) elect to review additional circumstances that may allow for the issuance of amended IRS Form 8609(s). All documents requested shall be submitted to the Authority in a timely manner as defined by the Authority.

The entire Final Application and Final Cost Certification package to request IRS Form 8609 in a form acceptable to the Authority must be submitted as soon as possible after the Development has been placed in service but no later than six months following the issuance of the Certificate of Occupancy/Substantial Completion for the Development and/or the placed in service date of

the last building in the Development. The Applicant may request an extension of this deadline, which will be reviewed by IHCDA on a case-by-case basis. If this deadline is missed, one warning will be given for the Development. After the first warning, a fee of $10 per day may be assessed for any additional missed deadlines associated with the Development during the IRS Form 8609 process.

Within one year prior to a request for and issuance of IRS Form 8609 the property management staff assigned to the Development and the owner of the Development must receive an IHCDA Rental Housing Tax Credit Compliance Seminar completion certificate (see item h below for more information). The Management Agreement between the owner and the management company must be for a minimum of two (2) years effective at the "placed in service date", as evidenced in the management agreement. Upon notification to the Authority, a substitution of management agent prior to the expiration of the two (2) year period is permitted if the management agent is guilty of material nonperformance of its duties. However, if replacement of the management agent is warranted and the Development received points for Minority Owner Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), the new management must also satisfy these criteria.

The owner must submit at a minimum the following documentation to the Authority within six (6) months from the time the Development is placed in service:

a. Pre-8609 Physical Inspection Request Form – this form should be submitted as soon as possible after the entire Development is placed in service, even if the other documents for the 8609 package are not available. IHCDA will then conduct a physical inspection of the property. All items from the physical inspection must be addressed before IHCDA will issue IRS Form 8609; See Form H.

b. Completed Final Rental Housing Finance Application and Cost Certification(Original and Electronic PDF Format);

c. Certificate(s) of Occupancy for each building in the Development, or Certificate(s) of Substantial Completion for all rehabilitation Developments (Electronic PDF Format);

d. All permanent (closing) financing documents (Electronic PDF Format of the recorded copy

e. All construction financing documents (Electronic PDF Format);

f. Current partnership agreement or limited liability company operating agreement, including all exhibits and schedules executed by the limited and general partners or managing member (Electronic PDF Format);

g. Original executed recorded Declaration of Extended Low Income Housing Commitment, executed by owner, lender and the Authority. Before this document is recorded, IHCDA

must review and execute it. This process may be done before the Final Application is submitted and the IRS Form 8609 review process has begun;

h. IHCDA Rental Housing Tax Credit Compliance Seminar Certificate. Prior to request for and issuance of IRS Form 8609, an agent of the property management staff must have attended an IHCDA sponsored tax credit compliance workshop or completed the online Housing Credit College course entitled "Housing Credit 300: Compliance Basics for Indiana Properties" within the last year. Additionally, an Owner who has not been issued an 8609 from IHCDA within the past three (3) years must have attended an IHCDA sponsored tax credit compliance workshop or completed the online Housing Credit College course entitled "Housing Credit 300: Compliance Basics for Indiana Properties" within the last year. Executed Development Agreement (Electronic PDF Format);

i. Copy of deed showing partnership as owner (Electronic PDF Format);

j. Executed Management Agreement (Electronic PDF Format);

k. Photographs of the completed Development (exterior and interior);

l. Documentation of MBE/WBE participants. If participants have changed since initial application, copy of the signed contract/agreement and a copy of the entity's certification from the Indiana Department of Administration must be submitted (Electronic PDF Format);

m. Owner affidavit of services being provided to the Development along with the term for services provided and cost to the tenants; and

n. Any other documents that the Authority may require in determining the final amount of RHTCs to be allocated to the Development and the Development's conformance with the requirements of Section 42 (Electronic PDF Format).

The Authority anticipates mailing out IRS Form 8609(s) up to ninety (90) working days after the requested materials have been submitted to the Authority. Incomplete or insufficient documentation will result in a delay of the 8609 issuance.

11. Dissemination of Information

Any Applications of Developments which received an allocation of Rental Housing Tax Credits or Private Activity Tax Exempt Bonds are available for dissemination and publication to the general public.

To request a copy of a funded application for Rental Housing Tax Credits or Private Activity Tax Exempt Bonds, you must:

a. Submit your request in writing to IHCDA's Legal Department.

b. The name(s) and location(s) (City) of each Development and the year the Development was funded.

No request will be processed without the above information. IHCDA will provide weekly updates on the status of your request and any associated costs.

12. Exchange of Credits

An Applicant may return previously allocated credits to the Authority in exchange for an allocation of current year credits, in an amount not to exceed the amount of the returned credits. The Applicant must establish that despite its timely and diligent efforts, it is in jeopardy of failing to meet the placed-in-service deadline for the building with respect to which the prior credits were allocated as a result of either:

a. Litigation brought by parties other than the Applicant and that the Applicant could not have anticipated;

b. Catastrophic events that the Applicant could not reasonably have anticipated or controlled.

To qualify for the exchange of credits, the Applicant must provide supporting documentation with evidence of:

1) Due diligence performed by the Applicant in attempting to meet the placed-in-service deadline;

2) The specific circumstances causing the delay that jeopardizes the Applicant's compliance with the placed-in-service deadline;

3) The attempted remedial measures taken by the Applicant in order to mitigate the delay;

4) Any other information that may be requested by the Authority.

No more than one (1) exchange of credits may be approved with respect to a given Development. To request an exchange of credits an Applicant must submit to the Authority, no later than November 1st of the year in which the Development is required to be placed in service (based on the original allocation), a letter setting forth the reason justifying the exchange and including the following:

a) An Applicant Certification for Re-application;

b) The application fee set forth in Section H.2(a);

c) Payment of a nonrefundable reservation fee of 4.0% of the annual amount of Rental Housing Tax Credits for the Development;

d) Supporting documentation of the Development's continued eligibility under the requirements of the QAP as in effect at the time of the original allocation; and

e) Supporting documentation of the development's continued financial feasibility.

Developments may apply for additional credits if necessary for the financial feasibility of the Development. Additional credits will be allocated based on the availability of credits after October 1st. Developments requesting additional credits must submit their exchange of credits application prior to September 1st. The availability of credits will be determined after all tax credit applications on the IHCDA waiting list have either been reserved or denied credits.

In order to complete the exchange, the allocation must be returned under Section 42 Treasury Regulation 1.42-14 and a new carryover allocation must be completed for the allocation.

13. Additional IHCDA Resources after a Credit Allocation

Developments that request additional IHCDA resources after a tax credit allocation is made will be subject to sanctions if the funding request is approved. Possible sanctions include, but are not limited to:

- Up to two (2) year suspension of the applicant, owner, developer, or other applicable development team members at the discretion of IHCDA.
- A fine to the applicant, owner, developer, or other applicable development team members at the discretion of IHCDA.

This does not apply to developments applying for short term construction or equity bridge loans.

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Indiana BoS CoC PHA Preference Policy

4-III.C. SELECTION METHOD

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

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

PHAs are 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.

IHCDA Policy

IHCDA will offer preferences to any families that qualify as listed below.

PREFERENCE	DEFINITION	POINTS
Insufficient Funding	Former participant terminated due to insufficient funding	900
Money Follows the Person	Referred through Money Follows the Person Program	500
Residency	Applicant is a legal resident of the state of Indiana	200
Homelessness	Applicant is currently homeless	50
Working Families	*Applicants (head, spouse, cohead, or sole member) are employed (or enrolled in an educational or approved training program) at least 20 hours per week.	50
Elderly	Applicant is age 62 or older	50
Non-Elderly Disabled Family	Non-elderly (61 years or younger) family head of household, spouse, or sole member meets HUD's definition disabled	50
Person at risk of Institutionalization	Institutionalized, or at risk of institutionalization, is living in or at risk of being placed in a nursing facility, long term rehabilitation center or hospital	50
Disabled Family Member	Member of the family meets HUD's definition of being disabled	50

Information on verifying preferences along with expanded definitions are included in Chapter 7.

*As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the "working families" preference [24 CFR 960.206(b)(2)].

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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 the PHA'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, a 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)].

IHCDA Policy

The PHA 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 Selection

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 (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it 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)].

IHCDA 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 the PHA'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 complete application is received by the PHA. Documentation will be maintained by the PHA 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 the PHA does not have to ask higher placed families each time targeted selections are made.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are 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 [24 CFR 960.206(a)].

PHA Policy

The PHA will use the following local preferences:

In order to bring higher income families into public housing, the PHA will establish a preference for "working" families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who has either been referred by a partnering service agency or consortia or who is seeking an emergency transfer under VAWA from the PHA's housing choice voucher program or other covered housing program operated by the PHA.

The PHA will work with the following partnering service agencies:

YWCA

211 – United Way

Center for Non-Violence

Any other local agency assisting victims of domestic violence

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval. The abuser will be trespassed prior to applicant leasing the PHA unit.

Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

The preference for victims of domestic violence, dating violence, sexual assault, or stalking seeking an emergency transfer will be equal to two points.

The preference for working families will be equal to one point.

Applicants qualifying for both preferences will thus be assigned a total of three points. Among applicants who qualify for two preferences, date and time of application will be

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used to determine placement on the waiting list.

A "residency" preference for a family that resides in a specified geographic area, or includes a family member who works, or has been notified that they are hired to work, in that geographic area. The use of a residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. A residency requirement is prohibited.

Veterans or surviving spouses of veterans.

Graduates of Transitional Housing: This preference is available for families whose head and/or spouse/co-head, with adult member(s) who are graduates of transitional housing programs. The PHA will require verification from the agency or institution providing the education or training.

Blood lead level of 45µg/DL or greater or if their doctor requires chelation therapy due to an elevated blood lead level in children under the age of seven. These children and their families will be given the maximum number of points possible, thereby moving them to the top of the Fort Wayne Housing Authority Public Housing waiting list. Referral basis from the Allen County Health Department.

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Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA'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 [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

PHA Policy

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

Mixed Population Developments [24 CFR 960.407]

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

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Units Designated for Elderly or Disabled Families [24 CFR 945]

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

PHA Policy

The PHA does have designated elderly housing. The PHA's developments with designated elderly housing are as follows:

- Village at Brooklyn Pointe
- Whispering Oaks
- Southside Senior Villas

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be in included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or

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developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

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Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

PHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

PHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low-income family (federal poverty level or 30 percent of median income, whichever number is higher).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR

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- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

PHA Policy

For developments outside the EIR the PHA will take the following actions to provide for deconcentration of poverty and income mixing:

It is FWHA's policy to provide for the deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

FWHA will affirmatively market our hosing to all eligible income groups. Lower income residents will not be steered toward lower income development and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families resident in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

FWHA may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

Order of Selection [24 CFR 960.206(e)]

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

PHA Policy

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Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

When selecting applicants from the waiting list, the PHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.

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4-III.C. SELECTION METHOD

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

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

PHAs are 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.

PHA Policy

The PHA will use the following local preferences:

1. Mainstream Targeted Funding (5 Points)
2. Graduates of FWHA approved Transitional Housing Programs (2 Points)
3. Resident who live and/or work in the jurisdiction (1 Point)
4. 4. The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA.

   The PHA will work with the following partnering service agencies:

   YWCA

   211-United Way

   Center for Non-Violence

   Any other local agency assisting victims of domestic violence

   The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

The PHA will first assist families that have been terminated from the HCV program due to insufficient funding and then assist families that qualify for the VAWA preference.

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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 the PHA'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, a 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)].

PHA Policy

The PHA 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 Selection

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 (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it 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)].

PHA 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 the PHA'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 complete application is received by the PHA. Documentation will be maintained by the PHA 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 the PHA does not have to ask higher placed families each time targeted selections are made.

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Transition Age Youth -

Vulnerability Index -

Service Prioritization Decision Assistance Tool

(TAY-VI-SPDAT)

"Next Step Tool for Homeless Youth"

AMERICAN VERSION 1.0

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Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0
- Family VI-SPDAT V 2.0
- Next Step Tool for Homeless Youth V 1.0

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- F-SPDAT V 2.0 for Families
- Y-SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

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SPDAT Training Series

To use the SPDAT assessment product, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/

The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

OrgCode Consulting, Inc. and Community Solutions joined forces with the Corporation for Supportive Housing (CSH) to combine the best parts of products and expertise to create one streamlined triage tool designed specifically for youth aged 24 or younger.

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Administration

Interviewer's Name	**Agency**	☐ Team ☐ Staff ☐ Volunteer
_____	_____	
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ : __ __	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**	
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes	☐ No

IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.

SCORE:

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A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

☐ Shelters ☐ **Couch surfing** ☐ **Other (specify):**
☐ Transitional Housing ☐ **Outdoors** _____
☐ Safe Haven ☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	**SCORE:**

2. How long has it been since you lived in permanent stable housing? _____ ☐ Refused

3. In the last three years, how many times have you been homeless? _____ ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	**SCORE:**

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? ____ ☐ Refused

b) Taken an ambulance to the hospital? ____ ☐ Refused

c) Been hospitalized as an inpatient? ____ ☐ Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ____ ☐ Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? ____ ☐ Refused

f) Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**	**SCORE:**

5. Have you been attacked or beaten up since you've become homeless? ☐ **Y** ☐ N ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.**	**SCORE:**

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7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	☐ **Y**	☐ N	☐ Refused	
8. Were you ever incarcerated when younger than age 18?	☐ **Y**	☐ N	☐ Refused	
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **LEGAL ISSUES.**				**SCORE:**
9. Does anybody force or trick you to do things that you do not want to do?	☐ **Y**	☐ N	☐ Refused	
10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	☐ **Y**	☐ N	☐ Refused	
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**				**SCORE:**

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?	☐ **Y**	☐ N	☐ Refused	
12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that?	☐ Y	☐ **N**	☐ Refused	
IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR **MONEY MANAGEMENT.**				**SCORE:**
13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?	☐ Y	☐ **N**	☐ Refused	
IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.**				**SCORE:**
14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	☐ Y	☐ **N**	☐ Refused	
IF "NO," THEN SCORE 1 FOR **SELF-CARE.**				**SCORE:**

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15. Is your current lack of stable housing...

a) Because you ran away from your family home, a group home or a foster home?	☐ **Y**	☐ N	☐ Refused
b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?	☐ **Y**	☐ N	☐ Refused
c) Because your family or friends caused you to become homeless?	☐ **Y**	☐ N	☐ Refused
d) Because of conflicts around gender identity or sexual orientation?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.** **SCORE:**

e) Because of violence at home between family members?	☐ **Y**	☐ N	☐ Refused
f) Because of an unhealthy or abusive relationship, either at home or elsewhere?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **ABUSE/TRAUMA.** **SCORE:**

D. Wellness

16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	☐ **Y**	☐ N	☐ Refused
17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	☐ **Y**	☐ N	☐ Refused
18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	☐ **Y**	☐ N	☐ Refused
19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ **Y**	☐ N	☐ Refused
20. When you are sick or not feeling well, do you avoid getting medical help?	☐ **Y**	☐ N	☐ Refused
21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.** **SCORE:**

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22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? ☐ **Y** ☐ N ☐ Refused

23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? ☐ **Y** ☐ N ☐ Refused

24. If you've ever used marijuana, did you ever try it at age 12 or younger? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.** **SCORE:**

25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? ☐ **Y** ☐ N ☐ Refused

b) A past head injury? ☐ **Y** ☐ N ☐ Refused

c) A learning disability, developmental disability, or other impairment? ☐ **Y** ☐ N ☐ Refused

26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.** **SCORE:**

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**. **SCORE:**

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ **Y** ☐ N ☐ Refused

28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.** **SCORE:**

Scoring Summary

DOMAIN	SUBTOTAL
PRE-SURVEY	/1
A. HISTORY OF HOUSING & HOMELESSNESS	/2
B. RISKS	/4
C. SOCIALIZATION & DAILY FUNCTIONS	/5
D. WELLNESS	/5
GRAND TOTAL:	/17

RESULTS	
Score:	**Recommendation:**
0-3:	no moderate or high intensity services be provided at this time
4-7:	assessment for time-limited supports with moderate intensity
8+:	assessment for long-term housing with high service intensity

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Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ____ or
Is there a phone number and/or email where someone can get in touch with you or leave you a message?	phone: (_____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the youth at some point in the future
- safety planning

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Appendix A: About the TAY-VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

The Youth – Transition Age Youth Tool from CSH

Released in May 2013, the Corporation for Supportive Housing (CSH) partnered with Dr. Eric Rice, Assistant Professor at the University of Southern California (USC) School of Social Work, to develop a triage tool that targets homeless Transition Age Youth (TAY) for permanent supportive housing. It consists of six items associated with long-term homelessness (five or more years) among transition-aged youth (age 18-24).

Version 2 of the VI-SPDAT

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool.

Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

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The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

One piece of feedback was the growing concern that youth tended to score lower on the VI-SPDAT, since the Vulnerability Index assesses risk of mortality which is less prevalent among younger populations. So, in version 2 of the VI-SPDAT, OrgCode Consulting, Inc. and Community Solutions joined forces with CSH to combine the best parts of the TAY, the VI, and the SPDAT to create one streamlined triage tool designed specifically for youth aged 24 or younger.

If you are familiar with the VI-SPDAT, you will notice some differences in the TAY-VI-SPDAT compared to VI-SPDAT version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

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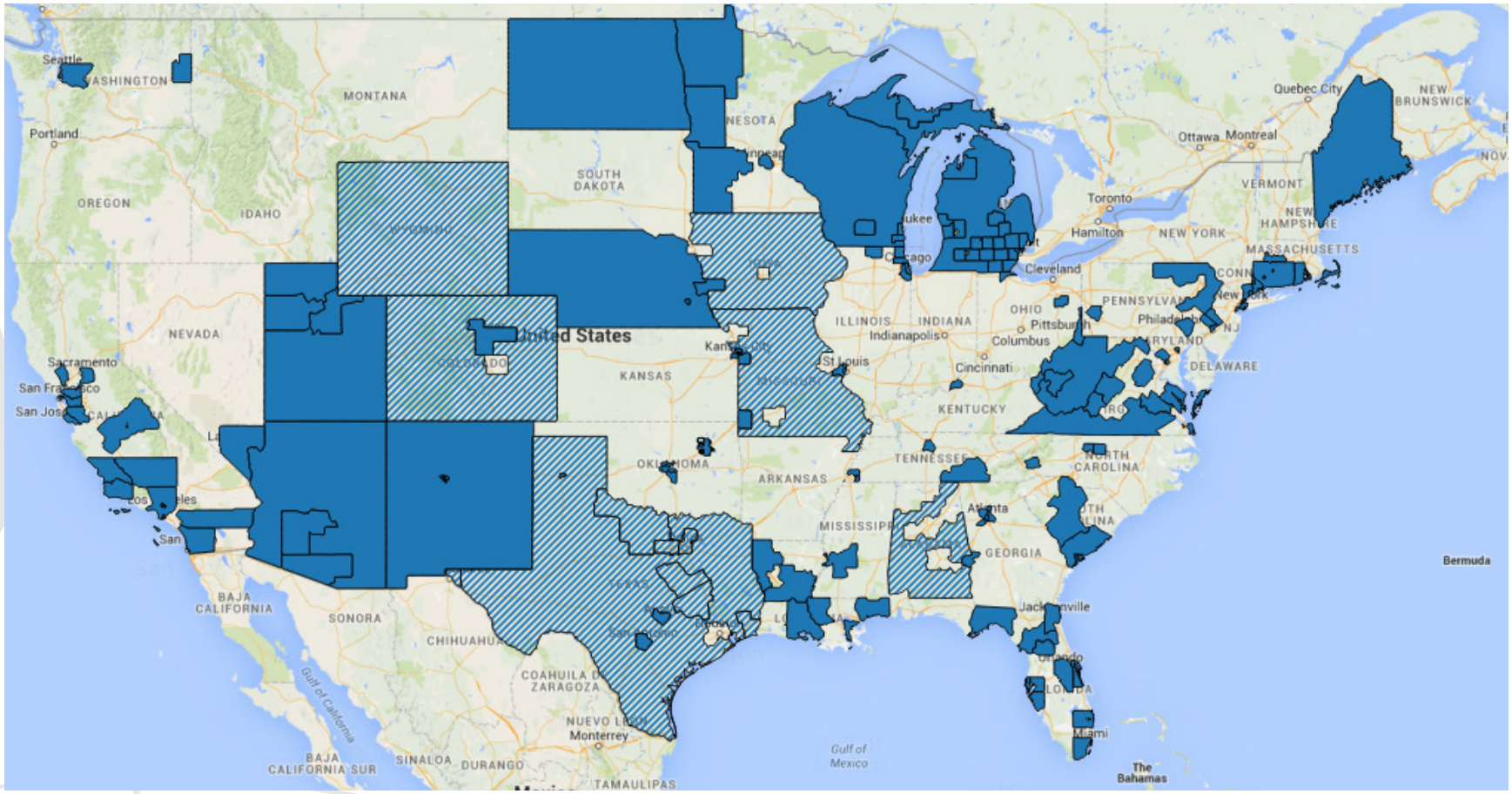
Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



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A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama
- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
- Wyoming Statewide is in the process of implementing

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Vulnerability Index -

Service Prioritization Decision Assistance Tool

(VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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COMMUNITY SOLUTIONS

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Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 2.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 4.0 for Families
- SPDAT V 4.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

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SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/

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Administration

Interviewer's Name	**Agency**	☐ Team ☐ Staff ☐ Volunteer
_____	_____	
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ : __ __	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes ☐ No

PARENT 2

☐ No second parent currently part of the household

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes ☐ No

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

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Children

1. How many children under the age of 18 are currently with you? _____ ☐ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ ☐ Refused
3. *IF HOUSEHOLD INCLUDES A FEMALE:* Is any member of the family currently pregnant? ☐ **Y** ☐ N ☐ Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

SCORE:

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)

☐ Shelters
☐ Transitional Housing
☐ Safe Haven
☐ **Outdoors**
☐ **Other (specify):** _____
☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

6. How long has it been since you and your family lived in permanent stable housing? _____ ☐ Refused
7. In the last three years, how many times have you and your family been homeless? _____ ☐ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

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B. Risks

8. In the past six months, how many times have you or anyone in your family...

   a) Received health care at an emergency department/room? ____ ☐ Refused

   b) Taken an ambulance to the hospital? ____ ☐ Refused

   c) Been hospitalized as an inpatient? ____ ☐ Refused

   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ____ ☐ Refused

   e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? ____ ☐ Refused

   f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**	**SCORE:**

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? ☐ **Y** ☐ N ☐ Refused

10. Have you or anyone in your family threatened to or tried to harm themself or anyone else in the last year? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.**	**SCORE:**

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.**	**SCORE:**

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? ☐ **Y** ☐ N ☐ Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**	**SCORE:**

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C. Socialization & Daily Functioning

14.	Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?	☐ **Y**	☐ N	☐ Refused
15.	Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	☐ Y	☐ **N**	☐ Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR **MONEY MANAGEMENT.** **SCORE:**

16.	Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?	☐ Y	☐ **N**	☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.** **SCORE:**

17.	Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	☐ Y	☐ **N**	☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE.** **SCORE:**

18.	Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?	☐ **Y**	☐ N	☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.** **SCORE:**

D. Wellness

19.	Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?	☐ **Y**	☐ N	☐ Refused
20.	Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	☐ **Y**	☐ N	☐ Refused
21.	If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?	☐ **Y**	☐ N	☐ Refused
22.	Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ **Y**	☐ N	☐ Refused
23.	When someone in your family is sick or not feeling well, does your family avoid getting medical help?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.** **SCORE:**

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24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? ☐ **Y** ☐ N ☐ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.** **SCORE:**

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? ☐ **Y** ☐ N ☐ Refused

b) A past head injury? ☐ **Y** ☐ N ☐ Refused

c) A learning disability, developmental disability, or other impairment? ☐ **Y** ☐ N ☐ Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.** **SCORE:**

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use? ☐ **Y** ☐ N ☐ N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**. **SCORE:**

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? ☐ **Y** ☐ N ☐ Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.** **SCORE:**

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? ☐ **Y** ☐ N ☐ Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.** **SCORE:**

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E. Family Unit

32.	Are there any children that have been removed from the family by a child protection service within the last 180 days?	☐ **Y**	☐ N	☐ Refused
33.	Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY LEGAL ISSUES.** **SCORE:**

34.	In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?	☐ **Y**	☐ N	☐ Refused
35.	Has any child in the family experienced abuse or trauma in the last 180 days?	☐ **Y**	☐ N	☐ Refused
36.	*IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week?	☐ Y	☐ **N**	☐ N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR **NEEDS OF CHILDREN.** **SCORE:**

37.	Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?	☐ **Y**	☐ N	☐ Refused
38.	Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY STABILITY.** **SCORE:**

39.	Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?	☐ Y	☐ **N**	☐ Refused
40.	After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...			
	a) 3 or more hours per day for children aged 13 or older?	☐ **Y**	☐ N	☐ Refused
	b) 2 or more hours per day for children aged 12 or younger?	☐ **Y**	☐ N	☐ Refused
41.	*IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:* Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?	☐ **Y**	☐ N	☐ N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR **PARENTAL ENGAGEMENT.** **SCORE:**

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Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	
A. HISTORY OF HOUSING & HOMELESSNESS	/2	**Score:** **Recommendation:**
B. RISKS	/4	0-3 no housing intervention
C. SOCIALIZATION & DAILY FUNCTIONS	/4	4-8 an assessment for Rapid Re-Housing
D. WELLNESS	/6	9+ an assessment for Permanent Supportive Housing/Housing First
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : _____ or
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

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Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

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The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

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The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
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Appendix B: Where the VI-SPDAT is being used in the United States

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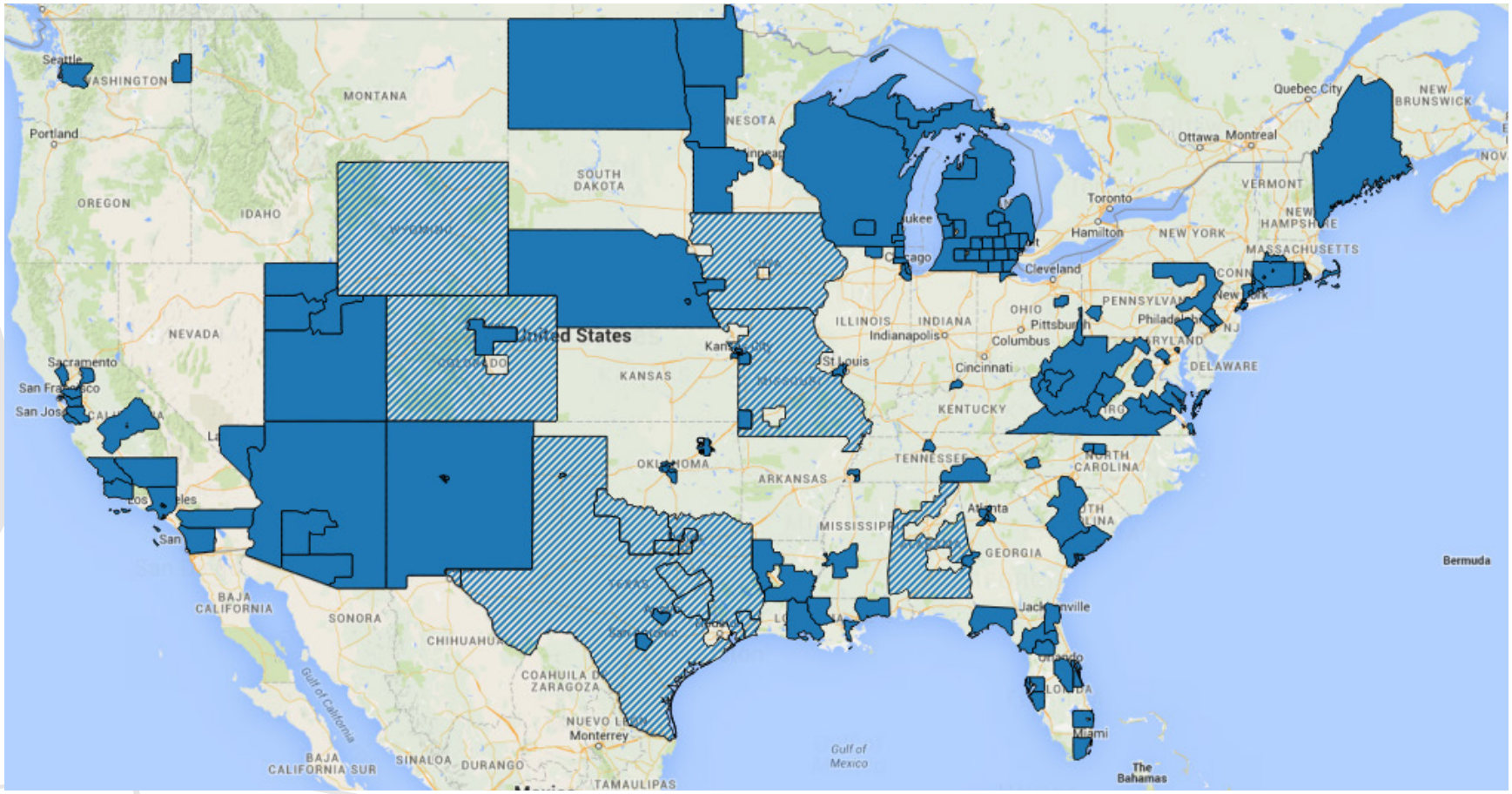

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Alabama
- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
- Wyoming Statewide is in the process of implementing

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Vulnerability Index -

Service Prioritization Decision Assistance Tool

(VI-SPDAT)

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.01

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COMMUNITY SOLUTIONS

ORG CODE

Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

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SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/

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Administration

Interviewer's Name	**Agency**	☐ Team ☐ Staff ☐ Volunteer
_____	_____	
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ __ __	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name	**Nickname**	**Last Name**
_____	_____	_____

In what language do you feel best able to express yourself? _____

Date of Birth	**Age**	**Social Security Number**	**Consent to participate**	
DD/MM/YYYY ____/____/_____	_____	_____	☐ Yes	☐ No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

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A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

☐ Shelters
☐ Transitional Housing
☐ Safe Haven
☐ **Outdoors**
☐ **Other (specify):** _____
☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	**SCORE:**

2. How long has it been since you lived in permanent stable housing? _____ ☐ Refused

3. In the last three years, how many times have you been homeless? _____ ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	**SCORE:**

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? ____ ☐ Refused

b) Taken an ambulance to the hospital? ____ ☐ Refused

c) Been hospitalized as an inpatient? ____ ☐ Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ____ ☐ Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? ____ ☐ Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**	**SCORE:**

5. Have you been attacked or beaten up since you've become homeless? ☐ **Y** ☐ N ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.**	**SCORE:**

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7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.** **SCORE:**

8. Does anybody force or trick you to do things that you do not want to do? ☐ **Y** ☐ N ☐ Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.** **SCORE:**

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? ☐ **Y** ☐ N ☐ Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? ☐ Y ☐ **N** ☐ Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT.** **SCORE:**

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.** **SCORE:**

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE.** **SCORE:**

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.** **SCORE:**

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D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	☐ **Y**	☐ N	☐ Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	☐ **Y**	☐ N	☐ Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	☐ **Y**	☐ N	☐ Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ **Y**	☐ N	☐ Refused
19. When you are sick or not feeling well, do you avoid getting help?	☐ **Y**	☐ N	☐ Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?	☐ **Y**	☐ N	☐ N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.** **SCORE:**

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	☐ **Y**	☐ N	☐ Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.** **SCORE:**

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern?	☐ **Y**	☐ N	☐ Refused
b) A past head injury?	☐ **Y**	☐ N	☐ Refused
c) A learning disability, developmental disability, or other impairment?	☐ **Y**	☐ N	☐ Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	☐ **Y**	☐ N	☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.** **SCORE:**

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**. **SCORE:**

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25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ **Y** ☐ N ☐ Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.**	**SCORE:**

27. *YES OR NO:* Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? ☐ **Y** ☐ N ☐ Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.**	**SCORE:**

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	**Score: Recommendation:**
A. HISTORY OF HOUSING & HOMELESSNESS	/2	0-3: no housing intervention
B. RISKS	/4	4-7: an assessment for Rapid Re-Housing
C. SOCIALIZATION & DAILY FUNCTIONS	/4	8+: an assessment for Permanent Supportive Housing/Housing First
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ____ or
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
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- mobility issues
- legal status in country
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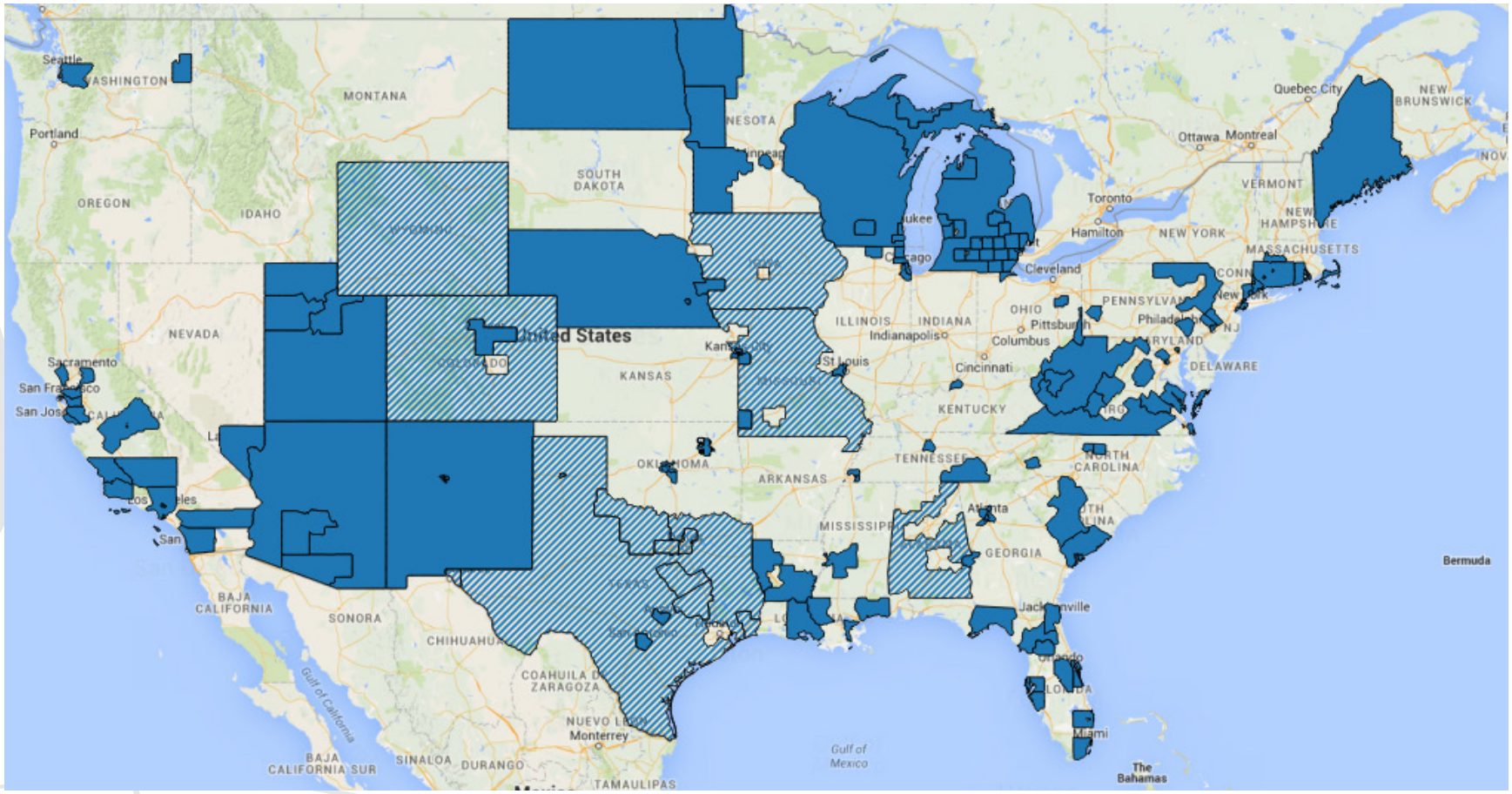

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Alabama
- Parts of Alabama Balance of State

Arizona
- Statewide

California
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia
- District of Columbia

Florida
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii
- Honolulu

Illinois
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa
- Parts of Iowa Balance of State

Kansas
- Kansas City/Wyandotte County

Kentucky
- Louisville/Jefferson County

Louisiana
- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts
- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland
- Baltimore City
- Montgomery County

Maine
- Statewide

Michigan
- Statewide

Minnesota
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota
- Statewide

Nebraska
- Statewide

New Mexico
- Statewide

Nevada
- Las Vegas/Clark County

New York
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island
- Statewide

South Carolina
- Charleston/Low Country
- Columbia/Midlands

Tennessee
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah
- Statewide

Virginia
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington
- Seattle/King County
- Spokane City & County

Wisconsin
- Statewide

West Virginia
- Statewide

Wyoming
- Wyoming Statewide is in the process of implementing

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Coordinated Entry Lethality Screening for

Domestic Violence Survivors

IHCDA and the Indiana Coalition for Domestic Violence collaborated in 2018 to create a Lethality Assessment for domestic violence survivors participating in Coordinated Entry. Safety Planning is paramount to successfully assisting survivors fleeing domestic violence. In order to accurately capture each client's lethality score, survivors are asked these three questions taken from the Lethality Assessment Protocol (LAP). The LAP is utilized by law enforcement and first responders across the state of Indiana when responding to a possible domestic violence, sexual assault, human trafficking incident. The three questions asked of survivors during the Coordinated Entry assessment are:

1. Has your partner ever used a weapon against you or your children or threatened you or your children with a weapon?
2. Do you believe your partner is capable of killing you or your children?
3. Has your partner threatened to kill you or your children?

1 "Yes" answer - Some level of danger

2 "Yes" answers - Great danger

3 "Yes" answers - Extreme danger

The Lethality score is then part of the prioritization process for identifying safe and rapid housing options for the survivors.

From:	IHCDA Community Services
Bcc:	"tc@abwservices.org"; "lhopper@aidsministries.org"; "tmorrisap@aol.com"; "marlena.smith@aspireindiana.org"; "sussteinkamp@auroraevansville.org"; "brhouasst@brsinc.org"; "khosmer@catholic-charities.org"; "stephanie.spagnolo@centerstone.org"; "lvivirito@cfh.net"; "mike.creech@cmhcinc.org"; "wgillespie@cocofnwi.org"; "chris.metz@echohousing.org"; "jliechty@ecommunity.com"; "rdwilliams@edgewaterhealth.org"; "kwhitaker@flco.com"; "davisonl@fsahc.org"; "angelac@fsahc.org"; "jstanfill@hoi.help"; "jstowers@iuhealth.org"; "amurphy@lafayette.in.gov"; "jessica.floyd@lifespringhealthsystems.org"; "jshapiro@lifetreatmentcenters.org"; "jlayton@lthc.net"; "Trish.Miller@meridianhs.org"; "lsmith@mhaac.com"; "mwilkey@mhavc.org"; "pambrookshire@mybrightpoint.org"; "angela.rosenbrock@oaklawn.org"; "gregg.nussbaum@oaklawn.org"; "CMATHER-GRIMES@parkcenter.org"; "tvanbuskirk@porterstarke.org"; "denise.ladowicz@regionalmentalhealth.org"; "forrest@shalomcommunitycenter.org"; "jhayes@thebeamanhome.org"; "bucklessam@yahoo.com"; Garvey, Kristin (IHCDA)
Subject:	Letter of Notice - DATED September 13, 2019
Date:	Friday, September 13, 2019 3:57:00 PM
Attachments:	2019 Ranking and Acceptance Notice v2.pdf APPROVED IN BoS Ranking 20190913.pdf

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Pursuant to NOFA requirements, please find attached a letter of notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application. It will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

Kristin Svyantek Garvey
Grants Manager, Community Services
Indiana Housing and Community Development Authority

30 South Meridian Street, Suite 900
Indianapolis, IN 46204

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FAX 317 232 7778
EMAIL krigarvey@ihcda.in.gov
CONSUMER WEB www.ihcda.in.gov
PARTNER WEB www.in.gov/myihcda

For updates from Lt. Governor Suzanne Crouch, please visit www.lg.in.gov

Please consider the environment before printing this email.

INDIANA BALANCE OF STATE CONTINUUM OF CARE
ENDING HOMELESSNESS IN INDIANA

September 13, 2019

Dear Applicant:

Pursuant to NOFA requirements, this Letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application. It will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

In addition, the attached 2019 Indiana Balance State Continuum of Care Program Priority Ranking and Reallocation was recommended for approval by the Funding & Resources Committee on September 10, 2019, and approved by the CoC Board at its September 13, 2019, board meeting. The ranking document contains your program(s) rank, final score and total Continuum of Care budget request. The ranking document will also be posted on the Indiana Balance of state Continuum of Care website: https://www.in.gov/ihcda/indianabos/.

Project applicants will have until 5:00 pm EST, **September 17, 2019,** to appeal their project ranking. An appeal must be based upon the following:

- IN-BOS did not have a transparent selection process, and/or
- The project can provide evidence that the application meets IN-BOS priorities

Appeals should be sent electronically to: communityservices@ihcda.in.gov**.** Please write APPEAL in the subject line. The Appeals Committee will respond to any appeal no later than **September 19, 2019.**

Sincerely,

Indiana BOS CoC Board

BOARD OF DIRECTORS

LAURA BERRY, PRESIDENT
CRAIG BECKLEY
JOSHUA CASE
DR. MARK FOX
GEORGE GUY
TYLER KALACHNIK, VICE PRESIDENT
PAM ISAAC
JASON KING
RAY LAY
JENNIFER LAYTON
FORREST GILMORE, SECRETARY
OWANA MILLER
WILLIAM MORENO
DANETTE ROMINES
MARY BETH WOTT

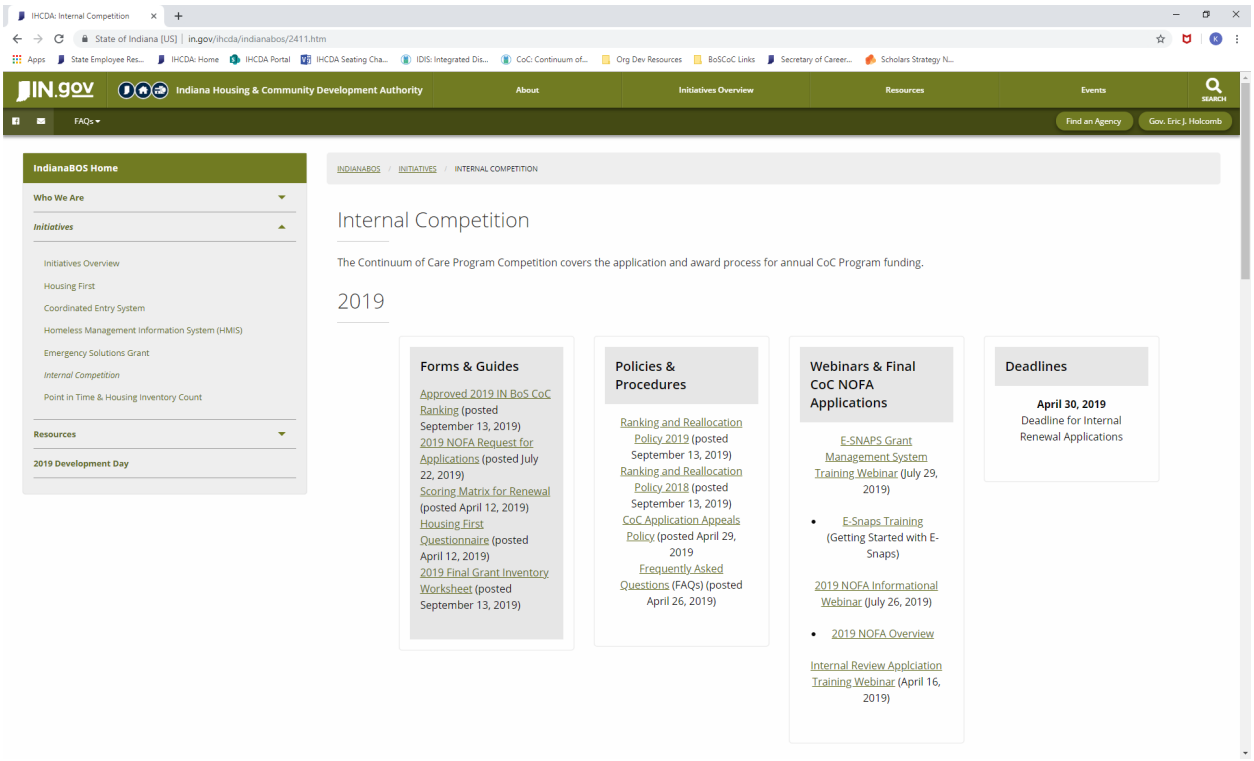
Rank	Tier	Score	Grant Agency Name	Organization Name	Project Name	Expiring Grant No.	Proj Type	Region	Renewal Demand (2019 Total Budget)	Running ARD
1	1	115	A Better Way Services, Inc.		ABW Rapid Rehousing 2019	IN0192L5H021802	RRH	6	**$ 136,988**	$ 136,988
2	1	115	Housing Opportunities, Inc.		Creekview	IN0118L5H021809	PSH	1	**$ 185,900**	$ 322,888
3	1	110	Lafayette Transitional Housing Center		LTHC Rapid Re-Housing	IN0178L5H021804	RRH	4	**$ 232,660**	$ 555,548
4	1	105	ECHO Housing Corporation		Lucas Place FY2019	IN0166L5H021805	PSH	12	**$ 106,106**	$ 661,654
5	1	105	IHCDA	Housing Opportunities, Inc.	McCord Rapid Rehousing FY2019	IN0171L5H021805	RRH	1	**$ 65,397**	$ 727,051
6	1	105	Indiana University Health Bloomington, Inc.		FY 2019 Housing Links	IN0105L5H021806	PSH	10	**$ 85,116**	$ 812,167
7	1	105	Mental Health America of West Central Indiana, Inc.		Community Younity Center	IN0023L5H021811	PSH	7	**$ 75,579**	$ 887,746
8	1	103	Housing Opportunities		Perm 4	IN0045L5H021811	PSH	1	**$ 187,315**	$ 1,075,061
9	1	103	Indiana University Health Bloomington, Inc.		FY2019 Bridges Supportive Housing	IN0124L5H021809	PSH	10	**$ 152,132**	$ 1,227,193
10	1	103	Mental Health America in Allen County, Inc.		Cedars Hope I MHANI FY2019	IN0125L5H021809	PSH	3	**$ 89,749**	$ 1,316,942
11	1	102	Blue River Services, Inc.		Blue River Stepping Stone Apartments	IN0029L5H021811	PSH	13	**$ 55,635**	$ 1,372,577
12	1	100	Aurora, Inc.		Vision 1505 CoC FY2019 Renewal Project	IN0151L5H021804	PSH	12	**$ 420,914**	$ 1,793,491
13	1	100	LifeSpring, Inc.		LifeSpring PSH FY2019	IN0162L5H021805	PSH	13	**$ 193,059**	$ 1,986,550
14	1	98	Centerstone of Indiana		Centerstone Martinsville Plaza Apartments FY2019	IN0039L5H021811	PSH	10	**$ 41,779**	$ 2,028,329
15	1	95	IHCDA / Aspire Indiana, Inc.		IHCDA CoC II FY2019 -Aspire	IN0148L5H021803	PSH	8 / 6	**$ 376,819**	$ 2,405,148
15	1	70	IHCDA / Meridian Health Services, Inc.		IHCDA CoC II FY2019 -Meridian	IN0148L5H021803	PSH	6	**$ 231,946**	$ 2,637,094
16	1	95	IHCDA	Mental Health America of West Central Indiana	MHA West Central IN YOUnity Village FY2019	IN0133L5H021803	RRH	7	**$ 231,649**	$ 2,868,743
17	1	95	IHCDA	Regional Mental Health Center	RMHC Scattered Site PSH FY2019	IN0065L5H021811	PSH	1a	**$ 114,118**	$ 2,982,861
18	1	93	IHCDA	Meridian Health Services	Integrated Permanent Supportive Housing I FY2019 -	IN0167L5H021805	PSH	6	**$ 193,827**	$ 3,176,688
18	1	80	IHCDA	Oaklawn Psychiatric Center,	Integrated Permanent Supportive Housing I FY2019 -	IN0167L5H021805	PSH	2	**$ 106,273**	$ 3,282,961
19	1	93	IHCDA	Kosciusko County Shelter for	Kosciusko County Rapid Rehousing FY2019	IN0168L5H021805	RRH	2	**$ 132,835**	$ 3,415,796
20	1	93	IHCDA	Oaklawn Psychiatric Center, Inc.	Chapman West Plains FY2019	IN0149L5H021803	PSH	2a	**$ 96,244**	$ 3,512,040
21	1	93	IHCDA	Mental Health America of West Central Indiana, Inc.	MHA West Central IN Terre Firma FY2019	IN0094L5H021810	PSH	7	**$ 56,342**	$ 3,568,382
22	1	90	IHCDA	Park Center, Inc.	Park Center PSH FY2019	IN0150L5H021803	PSH	3	**$ 301,042**	$ 3,869,424
23	1	90	IHCDA	ECHO Housing Corporation,	ECHO LP2/Ren 16 FY2019	IN0135L5H021803	PSH	12	**$ 246,108**	$ 4,115,532
24	1	90	Centerstone of Indiana, Inc.		Centerstone Stepping Stones, Inc. FY2019	IN0053L5H021811	TH	10	**$ 80,273**	$ 4,195,805
25	1	88	IHCDA	Northeast Indiana, Inc. dba Brightpoint	Brightpoint PSH FY2019	IN0019L5H021811	PSH	3	**$ 313,045**	$ 4,508,850
26	1	88	Housing Opportunities Inc.		Perm 5	IN0104L5H021806	PSH	1	**$ 248,869**	$ 4,757,719
27	1	85	IHCDA	Porter-Starke Services, Inc. (Orig. Regional Mental Health Center, Inc.	South Shore Commons FY2019	IN0109L5H021804	PSH	1a	**$ 310,221**	$ 5,067,940
28	1	83	Community Mental Health Center, Inc.		Batesville Permanent Housing II	IN0163L5H021805	PSH	14	**$ 324,870**	$ 5,392,810
29	1	83	IHCDA	Aspire Indiana, Inc.	Aspire Mainstream II FY2019	IN0093L5H021810	PSH	8	**$ 136,660**	$ 5,529,470
30	1	83	YWCA North Central Indiana		YWCA TH-RRH for DV	IN0206L5H021801	TH-RRH	2a	**$ 207,832**	$ 5,737,302
31	1	82	IHCDA	Sojourner Truth House, Inc.	Gary Pathway FY2019	IN0090L5H021810	PSH	1a	**$ 485,702**	$ 6,223,004

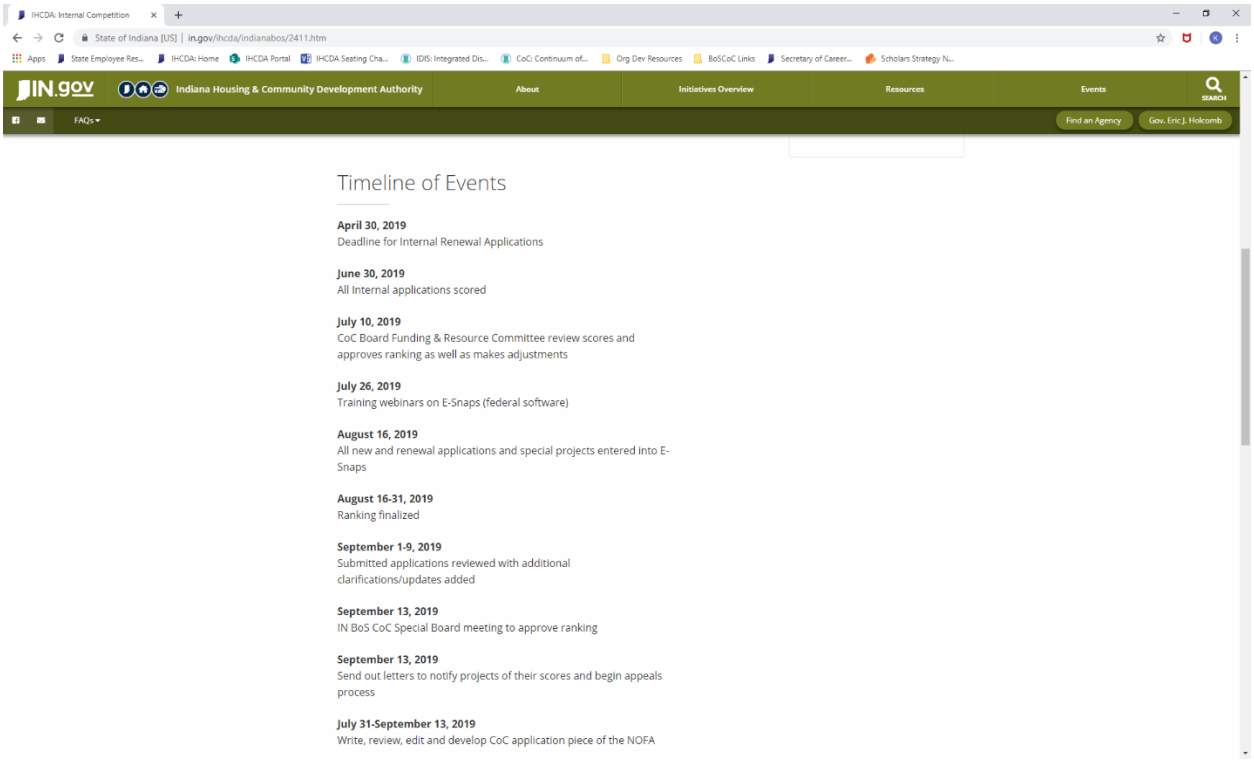
32	1	82	IHCDA	Preservation Non-Profit	NWI Veterans Village Homes for Heroes FY2019	IN0160L5H021200	PSH	1a	**$ 418,635**	$ 6,641,639
33	1	82	ECHO Housing Corporation		New Start Scattered Site Housing FY2019	IN0123L5H021809	PSH	12	**$ 261,697**	$ 6,903,336
34	1	80	IHCDA	Edgewater Systems for a	Edgewater Scattered Site PSH FY2019	IN0024L5H021811	PSH	1a	**$ 190,046**	$ 7,093,382
35	1	80	IHCDA	Porter-Starke Services, Inc.	Housing Opps Porter Starke Supportive Housing FY2019	IN0136L5H021804	PSH	1	**$ 216,932**	$ 7,310,314
36	1	80	Family Service Association of Howard County, Inc		Renewal Rapid Rehousing FY19	IN0193L5H021802	RRH	5	**$ 113,906**	$ 7,424,220
37	1	80	Centerstone of Indiana		Centerstone Limestone PSH FY2019	IN0177L5H021804	PSH	10	**$ 119,351**	$ 7,543,571
38	1	80	Centerstone of Indiana		Centerstone Caldwell house PH FY2019	IN0161L5H021806	PSH	11	**$ 45,093**	$ 7,588,664
39	1	79	IHCDA	Family Service Association of Howard County, Inc.	FSAHC Jackson Street Commons FY2019	IN0159L5H021805	PSH	5	**$ 180,393**	$ 7,769,057
40	1	78	IHCDA	Aurora, Inc.	Aurora Beacon PSH FY2019	IN0154L5H021807	PSH	12	**$ 190,164**	$ 7,959,221
41	1	77	Center for the Homeless		Center for the Homeless PSH FY2019	IN0180L5H021803	PSH	2a	**$ 307,246**	$ 8,266,467
42	1	75	IHCDA	Centerstone of Indiana, Inc.	Centerstone Dunn Supportive Housing FY2019	IN0103L5H021804	PSH	9	**$ 85,990**	$ 8,352,457
43	1	75	Community Mental Health Center, Inc.		Bastesville Permanent Housing I	IN0088L5H021810	PSH	14	**$ 114,633**	$ 8,467,090
44	1	75	Center for the Homeless		Center for the Homeless RRH FY2019	IN0189L5H021803	RRH	2a	**$ 53,875**	$ 8,520,965
45	1	75	Community Mental Health Center, Inc.		Vevay II Permanent Housing	IN0122L5H021808	PSH	14	**$ 62,778**	$ 8,583,743
46	1	2018 NEW	Aspire Indiana, Inc.		Continuum of Care Renewal	IN0215L5H021800	PSH	8	**$ 405,028**	$ 8,988,771
47	1	2018 NEW	ECHO Housing Corporation		Garvin Lofts FY2019	IN0195L5H021802	PSH	12	**$ 305,121**	$ 9,293,892
48	1	2018 NEW	Lafayette Transitional Housing Center, Inc.		LTHC Union Place PSH Apartments	IN0203L5H021801	PSH	4	**$ 394,200**	$ 9,688,092
49	1	2018 NEW	Life Treatment Centers		Life Treatment FY2019	IN0145L5H021806	PSH	2a	**$ 170,672**	$ 9,858,764
50	1	2018 NEW	Shalom Community Center, Inc.		Shalom Davis Homes FY2019	IN0214L5H021800	PSH	10	**$ 322,604**	$ 10,181,368
51	1	N/A	IHCDA		2019 HMIS BOS	IN0031L5H021811	HMIS	N/A	**$ 579,912**	$ 10,761,280
52	1	N/A	IHCDA		Coordinated Entry SSO FY2019	IN0165L5H021805		N/A	**$ 274,000**	$ 11,035,280
53	1	N/A	IHCDA		IHCDA DV Coordinated Entry FY2019	IN0212D5H021800	DV FUNDING	N/A	**$ 275,000**	$ 11,310,280
54	1	N/A	IHCDA		IHCDA DV State-Wide RRH FY2019	IN0217D5H021800	DV FUNDING	N/A	**$ 1,397,276**	$ 12,707,556
55	1	N/A	IHCDA		IHCDA State-Wide DV TH-RRH FY2019	IN0217D5H021800	DV FUNDING	N/A	**$ 549,305**	$ 13,256,861
56	1	74	Life Treatment Centers		LTC-Permanent Housing	IN0145L5H021806	PSH	2a	**$ 170,672**	$ 13,427,533
57	1	73	CoC of NWI		CoC of NWI RRH	IN0183L5H021803	RRH	1a	**$ 199,217**	$ 13,626,750
58	1	73	AIDS Ministries / AIDS Assist		PSH AMAA	IN0174L5H021804	PSH	2a	**$ 127,606**	$ 13,754,356
59	1	70	Shalom Community Center, Inc.		Shalom Crawford Homes FY2019	IN0147L5H021804	PSH	10	**$ 428,724**	$ 14,183,080
60	1	70	Bridges Community Services, Inc.		JUMPSTART RRH FY2019	IN0182L5H021803	RRH	6	**$ 219,501**	$ 14,402,581
61	1	70	IHCDA	Meridian Health Systems	IHCDA CoC III - Meridian	IN0155L5H021807	PSH	6	**$ 62,670**	$ 14,465,251
61	1	55	IHCDA	Community Howard Regional	IHCDA CoC III - Community Howard	IN0155L5H021807	PSH	2	**$ 112,796**	$ 14,578,047
61	1	47	IHCDA	City of Lafayette	IHCDA CoC III - City of Lafayette	IN0155L5H021807	PSH	4	**$ 245,399**	$ 14,823,446
62	1	70	Centerstone of Indiana		Centerstone SCCMHC S+C FY2019	IN0048L5H021811	PSH	10	**$ 50,668**	$ 14,874,114
63	1	68	IHCDA	Oaklawn Psychiatric Center, Inc.	Lincoln West Apartments FY2019	IN0137L5H021804	PSH	2	**$ 91,166**	$ 14,965,280

64	1	65	Oaklawn Psychiatric Center , Inc.		Supportive Housing Rental Assistance	IN0012L5H021811	PSH	2 / 2a	$ 396,572	$	15,361,852
65	1	65	Community Mental Health Center, Inc.	CMHC, Inc.	Lawrenceburg Permanent Housing 2019	IN0121L5H021809	PSH	14	$ 90,552	$	15,452,404
66	1	65	IHCDA	CMHC, Inc.	CMHC Lawrenceburg II FY2019	IN0107L5H021804	PSH	14	$ 191,442	$	15,643,846
67	1	61	Edgewater Systems for a Balanced Living		Phoenix 2019-2020	IN0046L5H021811	PSH	1a	$ 132,143	$	15,775,989
68	1	60	Shalom Community Center, Inc.		Shalom Johnson Homes FY2019 (Tier 1)	IN0181L5H021802	PSH	10	$ 307,173	$	16,083,162
	2		Shalom Community Center, Inc.		Shalom Johnson Homes FY2019 (Tier 2)				$ 127,922	$	16,211,084
	2	60								$	16,211,084
69	2	60	Community Mental Health Center, Inc.		Vevay I Permanent Housing	IN0067L5H021811	PSH	14	$ 125,283	$	16,336,367
70	2	57	Oaklawn Psychiatric Center, Inc.		Supportive Housing Turnock Group Home	IN0013L5H021811	PSH	2a	$ 118,425	$	16,454,792
71	2	50	Community Mental Health Center, Inc.		Ludlow Permanent Housing	IN0092L5H021810	PSH	14	$ 125,468	$	16,580,260
72	2	New	Brightpoint		Brightpoint PSH Expansion	EXPANSION	PSH	3	$ 369,078	$	16,949,338
73	2	New	Lafayette Transitional Housing Center		LTHC Rapid Rehousing Expansion	EXPANSION	RRH	4	$ 400,446	$	17,349,784
74	2	New	Family Service Assn of Howard Cty, Inc.		RRH Expansion DV Bonus 2019	EXPANSION	PSH	5	$ 45,289	$	17,395,073
75	2	New	Housing Opportunities		Creekview Expansion	EXPANSION	PSH	1	$ 104,250	$	17,499,323
76	2	New	ECHO Housing Corporation		The Promise Home	NEW	PSH	12	$ 238,500	$	17,737,823
77	2	New	A Better Way		ABW Joint TH RRH DV Bonus 2019	NEW	Joint TH & PH-RRH	6	$ 450,693	$	18,188,516
78	2	N/A	IHCDA	2019 HMIS BOS - Expansion		EXPANSION	HMIS	N/A	$ 215,347	$	18,403,863
79	2	N/A	IHCDA	IHCDA CE Expansion FY2019		EXPANSION	CE	N/A	$ 167,774	$	18,571,637
									$ 18,571,637	$	-

2018 GIW	$	16,894,778.00
Increase	$	1,180,887.00
TOTAL	$	18,075,665.00
Renewal Demand	$	(18,571,637.00)
Addl DV Bonus Request	$	(495,972.00)

Total CoC Project Request	**$18,571,637.00**
Planning Grant	**$648,550.00**
Total CoC Request	**$19,220,187.00**
Tier 1	**$16,083,162.00**
Tier 2	**$1,992,503.00**
ARD	**$18,075,665.00**
Unranked	**$0.00**
Reallocation	**$306,051.00**
Max Funding for DV Bonus Projects	**$495,972.00**
CoC Request w/out planning grant	**$18,571,637.00**
Max Planning Grant	**$648,550.00**
Max CoC Request	**$19,220,187.00**





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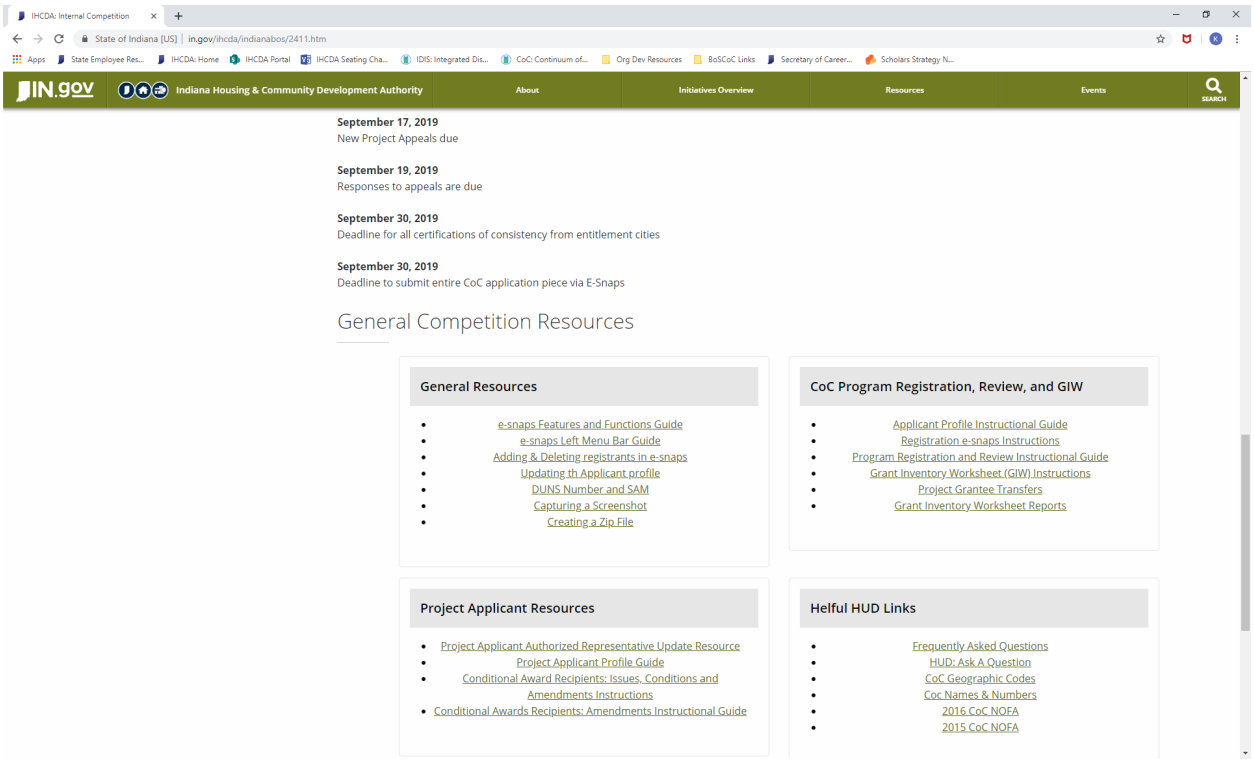


Date Created: 9/18/2019 12:48 PM

Internal Competition

The Continuum of Care Program Competition covers the application and award process for annual CoC Program funding.

2019

Forms & Guides

Approved 2019 IN BoS CoC Ranking (/ihcda/indiana (posted September 19, 2019) (**Note**: These were originally posted on September 13, 2019. Click here (/ihcda/indiana to access the original version). 2019

Policies & Procedures

Ranking and Reallocation Policy 2019 (/ihcda/indiana %20APPROVED (posted September 13, 2019)

Ranking and Reallocation Policy 2018 (/ihcda/indiana %20APPROVED (posted September 13, 2019)

CoC

Webinars & Final CoC NOFA Applications

E-SNAPS Grant Management System Training Webinar (https://www.yo v=WmruDZ6m2 29, 2019)

- E-Snaps Training (/ihcda/india (Getting Started with E-Snaps)

Deadlines

April 30, 2019 Deadline for Internal Renewal Applications

NOFA Request for Applications (/ihcda/indiana (posted July 22, 2019)
Scoring Matrix for Renewal (/ihcda/indiana 502%20standa (posted April 12, 2019)
Housing First Questionnaire (/ihcda/indiana (posted April 12, 2019)
2019 Final Grant Inventory Worksheet (https://www.h giw-reports/?filter_Year=201 502&program= (posted September 13, 2019)

Application Appeals Policy (/ihcda/indiana ReviewedFinal. (posted April 29, 2019
Frequently Asked Questions (/ihcda/indiana (FAQs) (posted April 26, 2019)

2019 NOFA Informational Webinar (https://www.y v=VSkoyRqbjd8 (July 26, 2019)

- 2019 NOFA Overview (/ihcda/india

Internal Review Applciation Training Webinar (https://www.y v=i6znr7HGgC0 16, 2019)

Timeline of Events

April 30, 2019
Deadline for Internal Renewal Applications

June 30, 2019
All Internal applications scored

July 10, 2019
CoC Board Funding & Resource Committee review scores and approves ranking as well as makes adjustments

July 26, 2019
Training webinars on E-Snaps (federal software)

August 16, 2019
All new and renewal applications and special projects entered into E-Snaps

August 16-31, 2019
Ranking finalized

September 1-9, 2019
Submitted applications reviewed with additional clarifications/updates added

September 13, 2019
IN BoS CoC Special Board meeting to approve ranking

September 13, 2019
Send out letters to notify projects of their scores and begin appeals process

July 31-September 13, 2019
Write, review, edit and develop CoC application piece of the NOFA

September 17, 2019
New Project Appeals due

September 19, 2019
Responses to appeals are due

September 30, 2019
Deadline for all certifications of consistency from entitlement cities

September 30, 2019
Deadline to submit entire CoC application piece via E-Snaps

General Competition Resources

General Resources

- e-snaps Features and Functions Guide (/ihcda/indianabos/files/esnap-feature-guide.pdf)
- e-snaps Left Menu Bar Guide (/ihcda/indianabos/files/esnap-left-menu.pdf)
- Adding & Deleting registrants in e-snaps (/ihcda/indianabos/files/adding-delete-registrants-esnap.pdf)
- Updating th Applicant profile (/ihcda/indianabos/files/updating-applicant-profile.pdf)
- DUNS Number and SAM (/ihcda/indianabos/files/duns-number-sam.pdf)
- Capturing a Screenshot (/ihcda/indianabos/files/esnaps-capture-screenshot.pdf)
- Creating a Zip File (/ihcda/indianabos/files/creating-zip-file.pdf)

CoC Program Registration, Review, and GIW

- Applicant Profile Instructional Guide (/ihcda/indianabos/files/coc-applicant-profile-instruction.pdf)
- Registration e-snaps Instructions (/ihcda/indianabos/files/coc-applicant-registration.pdf)
- Program Registration and Review Instructional Guide (/ihcda/indianabos/files/coc-program-registration.pdf)
- Grant Inventory Worksheet (GIW) Instructions (/ihcda/indianabos/files/grant-inventory-worksheet-instruction.pdf)
- Project Grantee Transfers (/ihcda/indianabos/files/project-grantee-transfers.pdf)
- Grant Inventory Worksheet Reports (https://www.hudexchange.info/prog/giw-reports/)

Project Applicant Resources

- Project Applicant Authorized Representative Update Resource (/ihcda/indianabos/files/applicant-authorized-update.pdf)
- Project Applicant Profile Guide (/ihcda/indianabos/files/esnaps-applicant-profile-guide.pdf)
- Conditional Award Recipients: Issues, Conditions and Amendments Instructions (/ihcda/indianabos/files/award-recipients-instructions.pdf)
- Conditional Awards Recipients: Amendments Instructional Guide (/ihcda/indianabos/files/award-recipients-amendments.pdf)

Helful HUD Links

- Frequently Asked Questions (https://www.hudexchange.info/e-snaps/faqs/)
- HUD: Ask A Question (https://www.hudexchange.info/pro support/my-question/)
- CoC Geographic Codes (/ihcda/indianabos/files/FY-2017-CoC-Geographic-Codes.pdf)
- Coc Names & Numbers (/ihcda/indianabos/files/fy-2017-continuums-of-care-names-and-numbers.pdf)
- 2016 CoC NOFA (https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/)
- 2015 CoC NOFA (https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/)

August 6, 2019

Via Email: mike.keevin@aspireindiana.org

Mike Keevin
Aspire Indiana, Inc.
9615 E. 148th Street
Noblesville, IN 46060

Re: Aspire Mainstream II

Dear Mr. Keevin,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $153,743.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: stephanie.spagnolo@centerstone.org

Stephanie R. Spagnolo
Grant Coordinator
Supportive Housing Services
Centerstone Indiana
817 West 1st Street
Bloomington, IN 47403

Re: Centerstone Dunn Supportive Housing

Dear Ms. Spagnolo,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $96,739.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: stephanie.spagnolo@centerstone.org

Stephanie R. Spagnolo
Grant Coordinator
Supportive Housing Services
Centerstone Indiana
817 West 1st Street
Bloomington, IN 47403

Re: Centerstone SCCMHC S+C

Dear Ms. Spagnolo,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $57,001.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: mike.creech@cmhcinc.org

Mike Creech
CMHC, Inc.
285 Bielby Road
Lawrenceburg, IN 47025

Re: CMHC Lawrenceburg II

Dear Mr. Creech,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $215,372.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: chris.metz@echohousing.org

Chris Metz, MSW
Executive Director
ECHO Housing Corporation
414 Baker Avenue
Evansville, IN 47710

Re: ECHO LP2/Ren16 Consolidation

Dear Mr. Metz,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $276,872.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: jhayes@thebeamanhome.org

Jennifer Hayes
The Beaman Home
603 Parker Street
Warsaw, IN 46581

Re: Kosciusko County Shelter for Abuse Rapid Rehousing

Dear Ms. Hayes,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $149,439.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: jessica.floyd@lifespringhealthsystems.org

Jessica Floyd
LifeSpring Health Systems
2020 Grant Line Road
New Albany, IN 47150

Re: LifeSpring PSH

Dear Ms. Floyd,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $217,192.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: trish.miller@meridianhs.org

Patricia Miller
Practice Manager, Adult Behavioral Health
Meridian Health Services
240 N. Tillotson Avenue
Muncie, IN 47304

Re: Integrated Permanent Supportive Housing I

Dear Ms. Miller,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $218,055.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: angela.rosenbrock@oaklawn.org

Angela Rosenbrock
Oaklawn Psychiatric Center, Inc.
330 Lakeview Dr.
PO Box 809
Goshen, IN 46527

Re: Oaklawn Chapman-West Plains

Dear Ms. Rosenbrock,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $108,275.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

August 6, 2019

Via Email: angela.rosenbrock@oaklawn.org

Angela Rosenbrock
Oaklawn Psychiatric Center, Inc.
330 Lakeview Dr.
PO Box 809
Goshen, IN 46527

Re: Integrated Permanent Supportive Housing I

Dear Ms. Rosenbrock,

Pursuant to NOFA requirements, this letter serves as notice that the BOS CoC Board of Directors accepted and ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application and it will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

As we indicated in our correspondence of June 20, 2019 the CoC Board in collaboration with the Resources and Funding Committee implemented a policy to reduce funding to grants that significantly under-spent HUD grant funds. Because of under-spending on prior grants, the ranked amount for the subject grant is $119,557.

Sincerely,

Laura Berry
Chair, IN BOS COC Board of Directors

From:	Garvey, Kristin (IHCDA)
To:	"Kelly Sanford"
Bcc:	Garvey, Kristin (IHCDA)
Subject:	Letter of Notice - DATED September 13, 2019
Date:	Friday, September 13, 2019 4:01:00 PM
Attachments:	2019 Ranking and Declination Notice-YWCA.PDF APPROVED IN BoS Ranking 20190913.pdf

Pursuant to NOFA requirements, please find attached a letter of notice that the BOS CoC Board of Directors has ranked your project pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application.

Kristin Svyantek Garvey
Grants Manager, Community Services
Indiana Housing and Community Development Authority

30 South Meridian Street, Suite 900
Indianapolis, IN 46204

PHONE 317 234 5600
FAX 317 232 7778
EMAIL krigarvey@ihcda.in.gov
CONSUMER WEB www.ihcda.in.gov
PARTNER WEB www.in.gov/myihcda

For updates from Lt. Governor Suzanne Crouch, please visit www.lg.in.gov

Please consider the environment before printing this email.

Indiana Balance of State Continuum of Care

Ending Homelessness in Indiana

September 13, 2019

Kelly Sanford
YWCA of North Central Indiana
132 State St
Elkhart, IN 46516

Dear Kelly

The new project review team met on August 27, 2019, to review new projects for this year's 2019 NOFA application. Their recommendations were reviewed by the Indiana Balance State Continuum of Care Funding and Resources Committee on September 10, 2019, which then made recommendations for approval the 2019 Indiana Balance State Continuum of Care Program Priority Ranking and Reallocation to the Board of Directors. The Board met September 13, 2019, to approve and finalize the allocation ranking.

Pursuant to NOFA requirements, this Letter serves as notice that the BOS CoC Board of Directors accepted and ranked your renewal project (Expiring # IN0206L5H021801) pursuant to the CoC's funding priorities and policies within the 2019 Indiana Balance of State (IN 502) Consolidated Application. It will be included in the 2019 BOS CoC Collaborative Application in the CoC priority listing.

Unfortunately, your new DV Bonus project was not accepted for inclusion in this year's 2019 BOS Collaborative Application. Between the internal review competition and the new project request for application, your organization received its HUD monitoring report, which included several findings. The review team decided these findings were substantial and disqualified your program because it did not meet the fundamental threshold criteria necessary to continue consideration.

The attached ranking document contains your renewal program's rank, final score, and total Continuum of Care budget request. The ranking document will also be posted on the Indiana Balance of state Continuum of Care website: https://www.in.gov/ihcda/indianabos/.

Should you wish to do so, you have until 5:00 pm EST, **September 17, 2019,** to appeal your project ranking. An appeal must be based upon the following:

- IN-BOS did not have a transparent selection process, and/or
- The project can provide evidence that the application meets IN-BOS priorities

Appeals should be sent electronically to: communityservices@ihcda.in.gov**.** Please write APPEAL in the subject line. The Appeals Committee will respond to any appeal no later than **September 19, 2019.**

Sincerely,

Indiana BOS CoC Board

Board of Directors

Laura Berry, President	Tyler Kalachnik, Vice president	Forrest Gilmore, Secretary
Craig Beckley	Pam Isaac	Owana Miller
Joshua Case	Jason King	William Moreno
Dr. Mark Fox	Ray Lay	Danette Romines
George Guy	Jennifer Layton	Mary Beth Wott

From: Garvey, Kristin (IHCDA)
To: "tmorrisap@aol.com"; "tmorrisap@comcast.net"
Subject: Letter of Notice - DATED September 13, 2019
Date: Friday, September 13, 2019 4:01:00 PM
Attachments: 2019 Ranking and Declination Notice-Aliveness.pdf
APPROVED IN BoS Ranking 20190913.pdf

Pursuant to NOFA requirements, please find attached a letter of acknowledgement that the BOS CoC Board of Directors has been notified that you do not wish to pursue the FY 2019 grant.

Kristin Svyantek Garvey
Grants Manager, Community Services
Indiana Housing and Community Development Authority

30 South Meridian Street, Suite 900
Indianapolis, IN 46204

PHONE 317 234 5600
FAX 317 232 7778
EMAIL krigarvey@ihcda.in.gov
CONSUMER WEB www.ihcda.in.gov
PARTNER WEB www.in.gov/myihcda

For updates from Lt. Governor Suzanne Crouch, please visit www.lg.in.gov

Please consider the environment before printing this email.

Indiana Balance of State Continuum of Care

Ending Homelessness in Indiana

September 13, 2019

Tammy Morris, Executive Director
Aliveness
5261 Hohman Ave
Hammond, IN 46320

Dear Ms. Morris:

Thank you for notifying us that you did not wish to renew your grant through email notification received on May 1, 2019, from Tammy Morris, Executive Director. This letter serves as acknowledgement that you will not be included in the FY 2019 Collaborative Application.

Sincerely,

Indiana BOS CoC Board

Board of Directors

Laura Berry, President
Craig Beckley
Joshua Case
Dr. Mark Fox
George Guy
Tyler Kalachnik, Vice president
Pam Isaac
Jason King
Ray lay
Jennifer Layton
Forrest Gilmore, Secretary
Owana Miller
William Moreno
Danette Romines
Mary Beth Wott

From:	IHCDA Community Services
Bcc:	amurphy@lafayette.in.gov; angelac@fsahc.org; bergmandona@gmail.com; brhoudir@brsinc.org; bucklessam@gmail.com; chris.metz@echohousing.org; cmather-grimes@parkcenter.org; davisonl@fsahc.org; denise.ladowicz@regionalmentalhealth.org; dhelm@cinnaire.com; forrest@shalomcommunitycenter.org; jebutler@edgewaterhealth.org; jessica.floyd@lifespringhealthsystems.org; jhayes@thebeamanhome.org; jlayton@lthc.net; jliechty@eCommunity.com; jshapiro@lifetreatmentcenters.org; jstanfill@hoi.help; jstowers@iuhealth.org; khosmer@catholic-charities.org; ksanford@ywcancin.org; lhopper@aidsministries.org; lsmith@mhanortheastindiana.org; lvivirito@cfh.net; mike.creech@cmhcinc.org; mike.keevin@aspireindiana.org; mwilkey@mhavc.org; pambrookshire@mybrightpoint.org; shirley.ganger@oaklawn.org; stephanie.spagnolo@centerstone.org; tc@abwservices.org; trish.miller@meridianhs.org; wgillespie@cocofnwi.org; Craig Beckley (hearthouse@seidata.com); Danette Romines (ozanam.dromines@gmail.com); Forrest Gilmore (forrest@shalomcommunitycenter.org); George Guy (gguy@fwha.org); Jason King (jason.king@oldnational.com); Jennifer Layton (JLayton@lthc.net); Joshua Case; Kalachnik, Tyler (tyler.kalachnik@icemiller.com); Laura Berry (lberry@icadvinc.org); Mark Fox (markfox@iu.edu); Mary Beth Wott (mwott@fhlbi.com); Owana Miller (millero@gohammond.com); Pam Isaac (Pam.isaac@howardcountyin.gov); Ray Lay (ysraal2003@yahoo.com); William Moreno (forward.thinkin@gmail.com); Elspeth Hilton (ElHilton@ihcda.IN.gov)
Subject:	2019 NOFA RFA
Date:	Thursday, July 18, 2019 4:10:00 PM
Attachments:	IN BoS CoC RFA 2019.pdf

Please find attached an advance notification of the 2019 NOFA Request for Applications (RFA). This document as well as other informational material will be uploaded to our website tomorrow. In addition, please take particular note of the upcoming webinars:

- 2019 NOFA Informational session - Friday, July 26, 2019, at 10:00 AM EDT (https://attendee.gotowebinar.com/register/8255076526611008269)
- E-SNAPS grant management system training webinar - Monday, July 29, 2019, at 3:30 PM EDT (https://attendee.gotowebinar.com/register/6907408423311417100).

I look forward to working with you on this year's NOFA grant. Please let me know if you have any questions.

Kristin Svyantek Garvey
Continuum of Care Manager
Indiana Housing and Community Development Authority

30 South Meridian Street, Suite 900
Indianapolis, IN 46204

PHONE 317 234 5600
FAX 317 232 7778
EMAIL krigarvey@ihcda.in.gov
CONSUMER WEB www.ihcda.in.gov
PARTNER WEB www.in.gov/myihcda

For updates from Lt. Governor Suzanne Crouch, please visit www.lg.in.gov

Please consider the environment before printing this email.

Indiana Balance of State Continuum of Care – Requests for Applications for Inclusion in the 2019 Collaborative Application for HUD Continuum of Care Funding

Date: July 17, 2019

Invitation to Apply

On behalf of the Indiana Balance of State Continuum of Care, the Indiana Housing and Community Development Authority (IHCDA)[1] invites eligible organizations[2] to submit new or renewal applications for CoC funding to be included in the 2019 Collaborative Application to HUD. In order to be eligible to submit a renewal application, organizations must either be current HUD CoC grantees with a grant with an end date in calendar year 2020 or have entered into a contract with HUD for FY 2018 funding prior to December 31, 2019. Grantees awarded DV Bonus funding in 2018 must submit renewal applications as part of this competition.

Any eligible organization may apply for new project funding. Eligible organizations include: nonprofit organizations, Public Housing Agencies (PHAs), or units of local government.

All new and renewal applications must be completed using HUD's online application platform, the E-SNAPS system. HUD has set the deadline for the CoC application at Sept. 30, 2019. HUD requires that all project applications be submitted to the CoC no later than 30 days prior to the application deadline. **Applications must be submitted in E-SNAPS by the following schedule**:

- **New and Renewal project applications** must be submitted in E-SNAPS no later than **5 pm EDT on August 16, 2019**
- Applications not submitted according to the above schedule may not be considered for funding.
- All organizations will be notified in writing whether their applications were accepted, accepted but with reduced funding, or rejected from the competition no later than September 6, 2019. Rejected applicants will be provided written explanations for the rejection.

Information and Resources

All information required for this competition will be posted on the CoC website at: (www.in.gov/ihcda/indianabos/). Information posted on the website includes:

- The NOFA published by HUD and supporting information provided by HUD.
- The CoC's policies for review and ranking of new and renewal applications
- CoC's policies regarding reallocation – including voluntary and mandatory reallocation.
- Scoring factors for the review of renewal applications
- Scoring factors for new project applications.

[1] IHCDA is the Collaborative Applicant for the Indiana Balance of State Continuum of Care.

[2] Eligible organizations include nonprofit organizations and government entities including public housing agencies. Individuals and for-profit entities are **ineligible** to apply.

- Links to resources available from the Department of Housing and Urban Development in support of the competition.

Possible application types:

Eligible organizations may submit one or more of the following application types:

- **Renewal application**. Any organization with a CoC funded grant that is expiring in calendar year 2020 may submit a renewal application. The amount requested for renewal grants may not exceed the total amount shown for the grant on the Grant Inventory Worksheet (GIW), which can be found here: https://www.hudexchange.info/programs/coc/coc-giw-reports/?filter_Year=2019&filter_State=IN&filter_CoC=IN-502&program=CoC&group=GIW.
- Renewal grants may elect to not renew or to renew at a dollar amount below that shown on the GIW. In these instances, the amounts not applied for will be added to the pool of funds made available to potential new projects through reallocation. Current grantees not intending to renew their grants or those willing to reduce the size of their grants should contact IHCDA as soon as possible so the unapplied for funds can be added to the pool available for relocation.

  All renewal projects that have at least one full year of operational experience will be ranked in the competition according to the scores received in the renewal evaluation process. Projects that do not meet the minimum threshold score for renewal must either submit and obtain approval for a Project Improvement Plan or agree not to renew the grant and to reallocate the funding. Projects that have not been operational for a sufficiently long period to have a full year's worth of operations, will not be subject to renewal evaluation until they have secured this experience. These grants will be ranked without a score in the 2019 competition.

- **New project application**. New project applications may be for any of the eligible new project categories:
  - Permanent Supportive Housing where 100% of the beds are either dedicated to individuals and families meeting the definition of chronically homeless or DedicatedPLUS[3].
  - Rapid Rehousing projects serving individuals and families who meet the HUD definition of homelessness under categories 1, 2, or 4.[4]
  - Joint TH-RRH. The TH component should consist of short-term crisis housing and the resources earmarked for the RRH component should be twice those designated for the TH component. Eligible participants are individuals and families who meet the HUD definition of homelessness under categories 1, 2 or 4.

New in 2019, new project applications may submit a new project requesting 1 year of funding but with a longer initial grant term not to exceed 18 months. This will permit the project to start-up and become fully operational.

[3] To understand who qualifies to reside in a 'DedicatedPLUS' project, please see this FAQ from HUD: https://www.hudexchange.info/faqs/3284/what-is-a-dedicatedplus-project/

[4] Information on HUD Homeless definition found here: https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

Funding for new projects will come from bonus funding and from any funds that may be available from reallocation. In the 2019 competition, the Indiana Balance of State CoC may apply for up to $1,180,887 in bonus funds and $2,161,833 in DV Bonus funds.

- **Transition application**. An existing renewal application may be submitted as a 'transition' application – this was a new option for the 2018 competition. A transition application will start the program year as one component (TH, for example) and through the course of the program year, the project will transition from that component to one of the eligible new project components. No more than 50% of the project funding may be used for the prior component and at the completion of the program year, the project will renew under the new component. A transition application may be the most effective way to accomplish a 'voluntary' reallocation where the grantee with funds to reallocate is also the planned grantee for the reallocated project. Grantees interested in the transition application process must contact and obtain approval from the CoC. Transition grants are new project applications and the grant must 'transition' to an eligible new project activity during the program year.

- **Consolidated Application**. Another new option introduced in 2018 is a consolidated application: a grantee with more than one grant with the same program component (e.g., RRH, PSH, TH) may consolidate those individual grants into a single grant. Up to four grants could be consolidated through this process. To submit a consolidated application, applicants must submit renewal applications for each project and a single new application that will include all the funding from the renewal applications. The totals of the budget line items in the individual renewal grants must match each the budget lines for the new project. If all the renewal grants are ranked so that each is funded by HUD, HUD will fund the new project in lieu of the renewal grants. Each of the individual project applications must be given its own unique rank in the project priority list and the fully consolidated application must have a duplicate rank with one of the individual project applications. Applicants interested in submitting a consolidated application must contact their HUD Field Office representative to confirm that the project is eligible for consolidation. The CoC has established a policy that requires grantees who are eligible to consolidate grants to do so.

- **Expansion Applications**. Grantees may choose to submit a new project application that expands a currently funded CoC grant to serve additional persons, provide additional units, or provide additional services to existing program participants. HMIS may also be expanded. Applicants seeking an expansion grant must submit three project applications: the renewal project application for the existing grant; a new project application identifying the expansion; and a renewal project application combining the budget lines, units and persons served of the two projects. If HUD selects the expansion, the project will take the ranked position of the renewal project.

Domestic Violence Bonus Projects

For the second consecutive year, applications may be submitted for a new type of bonus project: a **Domestic Violence Bonus Project** in which all persons served are survivors of domestic violence, dating violence or stalking. The following types of new projects may be submitted for the DV Bonus – please

note, all projects applying for the DV bonus are required to be low barrier on entry and use trauma-informed and victim-centered approaches.

- Rapid rehousing exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless.
- Joint TH-RRH projects exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless.

Unlike 2018, there is no limit on the number of projects that can be submitted for DV bonus funding; there is only a requirement that each project be for at least $25,000. The CoC was successful in getting new DV bonus projects funded in each eligible category in 2018. In order to receive this funding this year, the CoC will have to demonstrate a continuing unmet need and how the requested project(s) will address that gap.

Rating and Ranking of Projects

Renewal projects will be ranked in the Collaborative Application according to the rating score provided as part of the renewal evaluation process. New project applications will be reviewed by an independent panel with subject matter expertise but no conflicts of interest with regard to the application. The new projects will be evaluated according to criteria set by HUD in the project rating tool found here: https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/ .

The primary factors affecting the ranking of renewal projects have to do with project performance and the extent to which the project is contributing to an overall improvement in the CoC's system performance. Projects submitted by victim services providers are evaluated based on data from non-HMIS comparable systems regarding housing and income outcomes and on the extent to which the project improved the safety of participants.

Invitation to organizations that have not previously received CoC Program funding:

The CoC actively seeks applications from organizations that have not previously received HUD CoC funding. HUD places considerable requirements on grantees and the application process can be challenging. Organizations without CoC grant experience are invited to reach out to the CoC at: IHCDA Community Services <communityservices@ihcda.IN.gov> and request assistance in understanding program requirements or the application process. Requirements on eligible participants and activities are very stringent and organizations are encouraged to discuss potential projects and the application process.

Presentation and Question and Answer Session

The CoC will conduct an informational session regarding this request for applications on Friday, July 26, 2019, at 10:00 AM EDT. Interested parties can register to attend by clicking on: https://attendee.gotowebinar.com/register/8255076526611008269. To help understand and access the E-SNAPS grant management system, a webinar will be held on this topic on Monday, July 29, 2019, at 3:30 PM EDT. To register for this webinar, please click on: https://attendee.gotowebinar.com/register/6907408423311417100 .

Following the completion of these sessions, a recording of each webinar will be posted on: www.in.gov/ihcda/indianabos/.

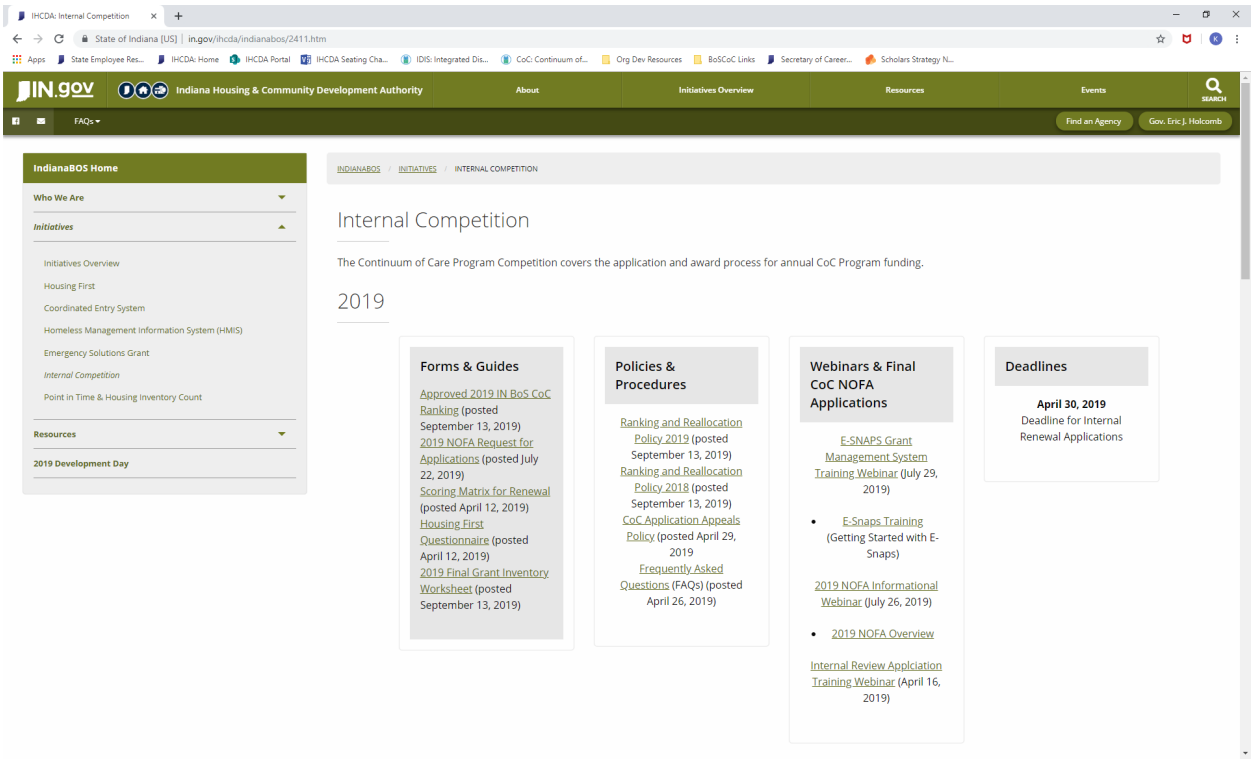
Funding Amounts

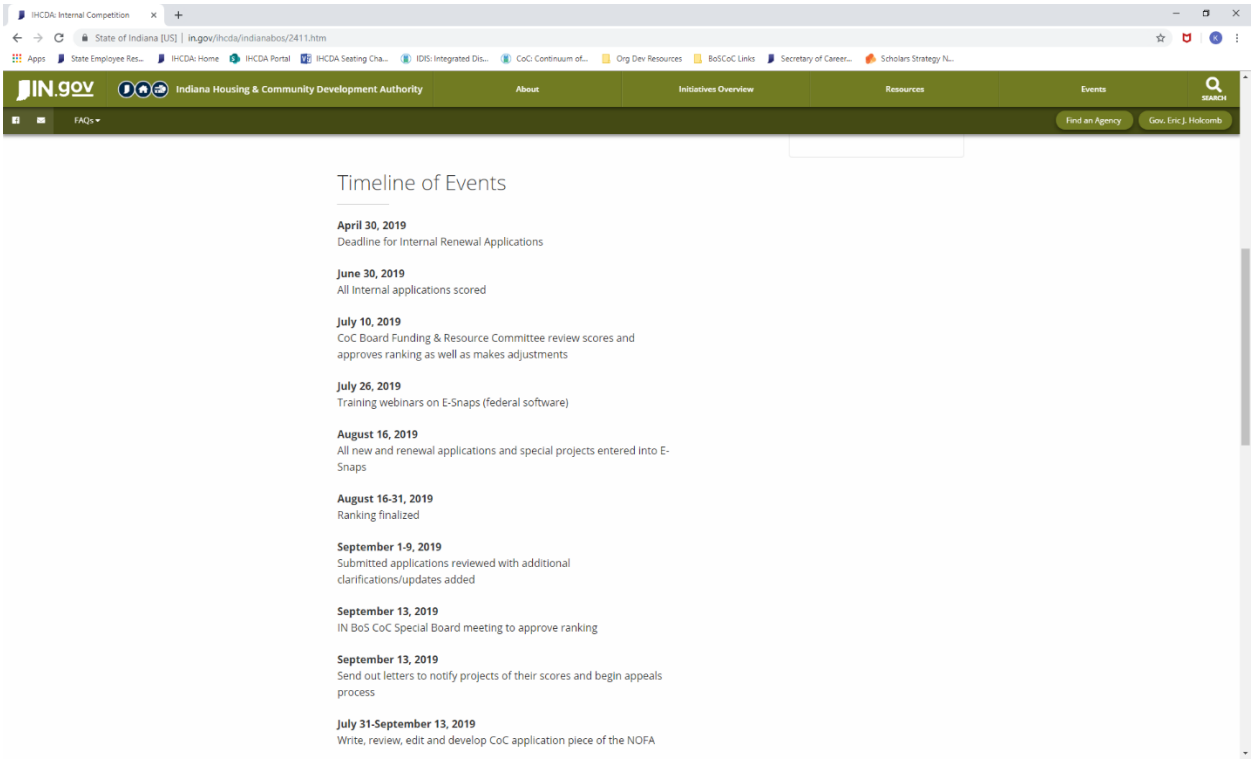
According to HUD, the Indiana Balance of State CoC can apply for bonus funding for new projects up to:

- $1,180,887 in Bonus funding for new projects is potentially available to the CoC;
- Up to $2,161,833 may be applied for by projects seeking the DV Bonus;
- Additional new projects may be created using reallocated funding – it is expected that there will be approximately $150,000 in reallocated funds available to support new projects.
- Tier 1 – the level of funding that is most assured of funding by HUD is $16,083,162; there is $811,616 in renewal funding that is in Tier 2 and is dependent on the CoC score and project ranking to determine whether the projects in Tier 2 will be funded.

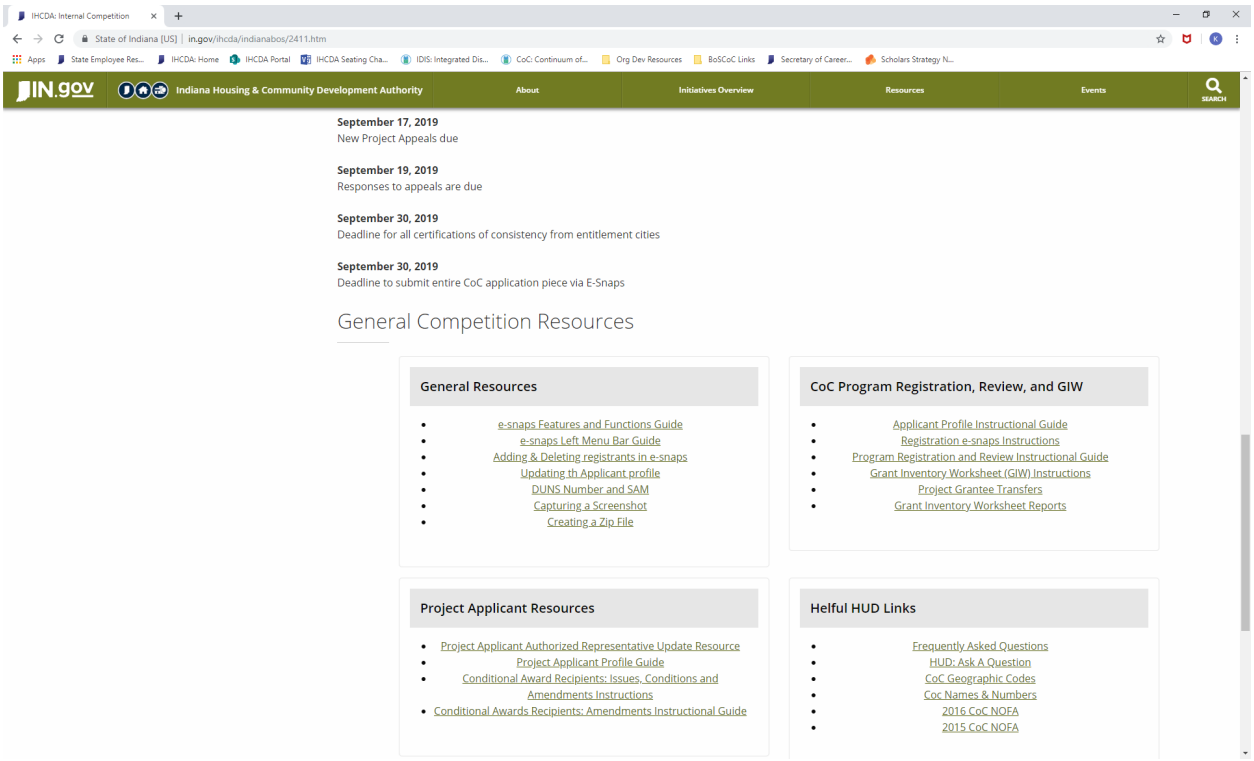
Youth Serving Providers

The appropriations act of 2019 expanded the ability of 'youth serving providers' [private non-profits with a primary mission to serve youth aged 24 and under] to serve youth. Under the 2019 NOFA any youth-serving provider can serve youth 24 and under who have an unsafe nighttime residence and no safe alternative to that residence. Additionally, youth aged 24 and under must not be required to provide third party documentation that they meet the homeless definition. Applicants meeting the definition of 'youth-serving provider' should note the expanded ability to serve youth in need.





Date Created: 9/18/2019 12:48 PM



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Internal Competition

The Continuum of Care Program Competition covers the application and award process for annual CoC Program funding.

2019

Forms & Guides

Approved 2019 IN BoS CoC Ranking (/ihcda/indiana (posted September 19, 2019) (**Note**: These were originally posted on September 13, 2019. Click here (/ihcda/indiana to access the original version). 2019

Policies & Procedures

Ranking and Reallocation Policy 2019 (/ihcda/indiana %20APPROVED (posted September 13, 2019)

Ranking and Reallocation Policy 2018 (/ihcda/indiana %20APPROVED (posted September 13, 2019)

CoC

Webinars & Final CoC NOFA Applications

E-SNAPS Grant Management System Training Webinar (https://www.yo v=WmruDZ6m2 29, 2019)

- E-Snaps Training (/ihcda/india (Getting Started with E-Snaps)

Deadlines

April 30, 2019 Deadline for Internal Renewal Applications

NOFA Request for Applications (/ihcda/indiana (posted July 22, 2019)
Scoring Matrix for Renewal (/ihcda/indiana 502%20standa (posted April 12, 2019)
Housing First Questionnaire (/ihcda/indiana (posted April 12, 2019)
2019 Final Grant Inventory Worksheet (https://www.h giw-reports/?filter_Year=201 502&program= (posted September 13, 2019)

Application Appeals Policy (/ihcda/indiana ReviewedFinal. (posted April 29, 2019
Frequently Asked Questions (/ihcda/indiana (FAQs) (posted April 26, 2019)

2019 NOFA Informational Webinar (https://www.y v=VSkoyRqbjd8 (July 26, 2019)

- 2019 NOFA Overview (/ihcda/india

Internal Review Applciation Training Webinar (https://www.y v=i6znr7HGgC0 16, 2019)

Timeline of Events

April 30, 2019
Deadline for Internal Renewal Applications

June 30, 2019
All Internal applications scored

July 10, 2019
CoC Board Funding & Resource Committee review scores and approves ranking as well as makes adjustments

July 26, 2019
Training webinars on E-Snaps (federal software)

August 16, 2019
All new and renewal applications and special projects entered into E-Snaps

August 16-31, 2019
Ranking finalized

September 1-9, 2019
Submitted applications reviewed with additional clarifications/updates added

September 13, 2019
IN BoS CoC Special Board meeting to approve ranking

September 13, 2019
Send out letters to notify projects of their scores and begin appeals process

July 31-September 13, 2019
Write, review, edit and develop CoC application piece of the NOFA

September 17, 2019
New Project Appeals due

September 19, 2019
Responses to appeals are due

September 30, 2019
Deadline for all certifications of consistency from entitlement cities

September 30, 2019
Deadline to submit entire CoC application piece via E-Snaps

General Competition Resources

General Resources

- e-snaps Features and Functions Guide (/ihcda/indianabos/files/esnap-feature-guide.pdf)
- e-snaps Left Menu Bar Guide (/ihcda/indianabos/files/esnap-left-menu.pdf)
- Adding & Deleting registrants in e-snaps (/ihcda/indianabos/files/adding-delete-registrants-esnap.pdf)
- Updating th Applicant profile (/ihcda/indianabos/files/updating-applicant-profile.pdf)
- DUNS Number and SAM (/ihcda/indianabos/files/duns-number-sam.pdf)
- Capturing a Screenshot (/ihcda/indianabos/files/esnaps-capture-screenshot.pdf)
- Creating a Zip File (/ihcda/indianabos/files/creating-zip-file.pdf)

CoC Program Registration, Review, and GIW

- Applicant Profile Instructional Guide (/ihcda/indianabos/files/coc-applicant-profile-instruction.pdf)
- Registration e-snaps Instructions (/ihcda/indianabos/files/coc-applicant-registration.pdf)
- Program Registration and Review Instructional Guide (/ihcda/indianabos/files/coc-program-registration.pdf)
- Grant Inventory Worksheet (GIW) Instructions (/ihcda/indianabos/files/grant-inventory-worksheet-instruction.pdf)
- Project Grantee Transfers (/ihcda/indianabos/files/project-grantee-transfers.pdf)
- Grant Inventory Worksheet Reports (https://www.hudexchange.info/prog/giw-reports/)

Project Applicant Resources

- Project Applicant Authorized Representative Update Resource (/ihcda/indianabos/files/applicant-authorized-update.pdf)
- Project Applicant Profile Guide (/ihcda/indianabos/files/esnaps-applicant-profile-guide.pdf)
- Conditional Award Recipients: Issues, Conditions and Amendments Instructions (/ihcda/indianabos/files/award-recipients-instructions.pdf)
- Conditional Awards Recipients: Amendments Instructional Guide (/ihcda/indianabos/files/award-recipients-amendments.pdf)

Helful HUD Links

- Frequently Asked Questions (https://www.hudexchange.info/e-snaps/faqs/)
- HUD: Ask A Question (https://www.hudexchange.info/pro support/my-question/)
- CoC Geographic Codes (/ihcda/indianabos/files/FY-2017-CoC-Geographic-Codes.pdf)
- Coc Names & Numbers (/ihcda/indianabos/files/fy-2017-continuums-of-care-names-and-numbers.pdf)
- 2016 CoC NOFA (https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/)
- 2015 CoC NOFA (https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/)

From:	Garvey, Kristin (IHCDA)
Bcc:	tc@abwservices.org; lhopper@aidsministries.org; susteinkamp@auroraevansville.org; brhouasst@brsinc.org; bucklessam@yahoo.com; lvivirito@cfh.net; stephanie.spagnolo@centerstone.org; mike.creech@cmhcinc.org; wgillespie@cocofnwi.org; chris.metz@echohousing.org; rdwilliams@edgewaterhealth.org; davisonl@fsahc.org; jstanfill@hoi.help; pambrookshire@mybrightpoint.org; denise.ladowicz@regionalmentalhealth.org; khosmer@catholic-charities.org; marlena.smith@aspireindiana.org; mwilkey@mhavc.org; tmorrisap@aol.com; tvanbuskirk@porterstarke.org; angela.rosenbrock@oaklawn.org; Trish.Miller@meridianhs.org; CMATHER-GRIMES@parkcenter.org; amurphy@lafayette.in.gov; jliechty@ecommunity.com; angelac@fsahc.org; jhayes@thebeamanhome.org; kwhitaker@flco.com; jstowers@iuhealth.org; jlayton@lthc.net; eatkins@lifetreatmentcenters.org; jessica.floyd@lifespringhealthsystems.org; lsmith@mhaac.com; gregg.nussbaum@oaklawn.org; forrest@shalomcommunitycenter.org; ksanford@ywcancin.org; brhoudir@brsinc.org; bdevitt@cfh.net; sherry.kater@cmhcinc.org; jebutler@edgewaterhealth.org; martinot@fsahc.org; mattbeer@mybrightpoint.org; cynthia.bender@regionalmentalhealth.org; mike.keevin@aspireindiana.org; rrauckmann@mhavc.org; shirley.ganger@oaklawn.org; jrobins@ecommunity.com; sheri.oglesby@meridianhs.org; ksills@hoi.help; dhelm@cinnaire.com
Subject:	CoC Internal Review Process
Date:	Monday, April 8, 2019 4:53:00 PM
Attachments:	IN 502 Renewal Instructions 2019.docx 2019 IN-502 standards survey.xlsx HF Questionnaire.docx

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Greetings,

The 2019 CoC internal review process is now open! You will find the following in order of attachment:

- Instructions for Submitting Indiana Balance of State Renewal Applications
- Indiana Balance of State Continuum of Care Renewal application FY 2019
- Indiana Balance of State Continuum of Care Housing First Self-Questionnaire

We ask that you follow the instructions to submit your completed renewal application ***no later than 5:00 PM EDT on Tuesday, April 30, 2019***. Your application with required documentation should be sent by email to communityservices@ihcda.in.gov. Applications not submitted by the deadline or that are incomplete or substantially deficient will receive a 10 point deduction in their score, which may/can affect your final ranking.

Training Webinar

In order to assist you with your application, we have scheduled a training webinar for Tuesday, April 16, at 11:00 AM EDT / 10:00 AM CDT. Please register for IN BoS CoC Internal Competition Renewal Training on Apr 16, 2019 11:00 AM EDT at: https://attendee.gotowebinar.com/register/4358596431914820365. After registering, you will receive a confirmation email containing information about joining the webinar.

Renewal Application Timeline:

April 8, 2019	Internal Renewal Application Released
April 16, 2019	Training Webinar
April 23, 2019	Development Day
April 30, 2019	DEADLINE for Internal Renewal Applications
May 1-9, 2019	IN BoS CoC Review & Scoring/Ranking
May 23, 2019	Scoring Notifications

Staffing Updates

There have been a few staffing changes at IHCDA since last year's internal renewal application

process. For your records, the following have joined and/or assumed new roles in the community services team:

- Elspeth Hilton, Director of Community Services
- Kristin Garvey, Indiana Continuum of Care Manager
- Grant Peters, HMIS Manager
- Lori Wood, Coordinated Entry Analyst
- Erika Young, Continuum of Care Analyst
- In addition, Jill Robertson and Rebecca Haven have left our agency.

Thank you for your continued partnership in the battle to end homelessness. Please direct any questions to communityservices@ihcda.in.gov.

Kristin Svyantek Garvey
Continuum of Care Manager
Indiana Housing and Community Development Authority

30 South Meridian Street, Suite 900
Indianapolis, IN 46204

PHONE 317 234 5600
FAX 317 232 7778
EMAIL krigarvey@ihcda.in.gov
CONSUMER WEB www.ihcda.in.gov
PARTNER WEB www.in.gov/myihcda

For updates from Lt. Governor Suzanne Crouch, please visit www.lg.in.gov

Please consider the environment before printing this email.

From:	IHCDA Community Services
Cc:	Hilton, Elspeth
Subject:	REMINDER: CoC Internal Review Process DEADLINE April 30, 2019
Date:	Friday, April 26, 2019 11:27:19 AM
Attachments:	IN 502 Renewal Instructions 2019.docx 2019 IN-502 standards survey.xlsx HF Questionnaire.docx APR Export Quick Reference Guide 2018.pdf CE QAG CE Enrollments - PH Report 4.25.19.docx Indiana Balance of State 2019 NOFA Internal Competition Frequently Asked Questions.docx

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This email is to remind you that the deadline for internal review packets is Tuesday, April 30, 2019. If you have already submitted your packet of information, thank you for all of your hard work to pull things together.

For those of you still working on your packets, I've included the three original documents for your reference as well as a few helpful resources based on some of the stumbling blocks you've been experiencing. They are:

- APR Export Quick Reference Guide – step-by-step guide on pulling APR Reports (***if you could, please provide a PDF file of this report with your packet as a supplemental document***)
  HELPFUL HINT: Please make sure your internet browser is not blocking pop-ups, which may cause problems as you run your reports.
- CE Quick Access Guide CE Enrollments – step-by-step guide on pulling CE enrollment reports for those agencies that have CE access
  NOTE: Not everyone will have access to these reports. If you do not have CE access, please contact Lori Wood at lwood1@ihcda.in.gov for assistance.
- Indiana Balance of State 2019 NOFA Internal Competition Frequently Asked Questions – this document has been generated by some of the other questions we have been receiving.

In addition, we know many of you are asking about questions #7 and #8, which are based on the SPM report that must be generated by our HMIS unit. We will be running that report along with the CE reports over the weekend and will review them on Monday.

Please note that the renewal instructions indicate you should submit copies of quarterly spending reports that were submitted to IHCDA. This request is only for those service providers who were required to submit them. Subsequently, the bonus question related to this component has been taken out of consideration in the scoring.

Finally, if you feel your scoring needs explanation, please feel free to submit a memo providing narrative to your numbers. We appreciate that information to help us see the bigger picture and be able to communicate your story better!

Thank you for all of your hard work and partnership! You are on the front lines and we appreciate everything you are doing to eliminate homelessness in Indiana! As we plan for the future, we will continue to look for ways to make this process more efficient and less stressful for everyone so that you can be successful and can concentrate on the important services you are providing to our most

vulnerable residents.

Have a good weekend. Please let us know if you have any questions.

Kristin Svyantek Garvey
Continuum of Care Manager
Indiana Housing and Community Development Authority

30 South Meridian Street, Suite 900
Indianapolis, IN 46204

PHONE 317 234 5600
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EMAIL krigarvey@ihcda.in.gov
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Please consider the environment before printing this email.

From: Garvey, Kristin (IHCDA)
Sent: Monday, April 8, 2019 4:55 PM
Subject: CoC Internal Review Process

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Indiana Balance of State Continuum of Care
Renewal Application FY 2019

FY2019 NOFA | Renewal Projects

	Agency Name:	
	Project Name:	
	Contact Name:	
	Phone:	
	Email Address:	
	Contract Start Date:	
	PIN (first 6 digits of grant number)	
	Program Type:	☐ (PSH) Permanent Supportive Housing ☐ (RRH) Rapid Re-Housing ☐ (TH-RRH) Joint Transitional Housing- Rapid Re-Housing
	Number of Units at Full Occupancy	

	Factor	Maximum Points	Explanation	Meet Factor Yes	Meet Factor No	Notes/Clarification	Data Source	Methodology
Threshold Requirements								
1	**Project Eligibility**	0	Project meets HUD requirements and is eligible for renewal					
2	**Participant Eligibility**	0	Participants meet HUD eligibility requirements for project type			Threshold review by IHCDA		
3	**No unresolved HUD Findings**	0	The grant was either not monitored in 2018 or was monitored and there were no reported findings or concerns*			*If there were findings and concerns, the grant may be renewed if the applicant can demonstrate that all findings and concerns have been addressed or HUD is satisfied with the progress in resolving		
4	**No unresolved IHCDA Findings**	0	The grant was either not monitored in 2018 or was monitored and there were no reported findings or concerns*			*If there were findings and concerns, the grant may be renewed if the applicant can demonstrate that all findings and concerns have been addressed or IHCDA is satisfied with the progress in resolving	As part of the application process, renewal applicants will certify compliance with each of the above threshold factors. Should information become avaialble to the CoC that calls into question any certification, the applicant will be required to document compliance. Should a false certification be provided, the project will be at risk of loss of all funding.	
5	**No outstanding Single Audit Findings**	0	The 'single audit' either had no findings or any findings in the audit have been resolved			Most recent complete audit must be attached to application - failure to attach will lead to penalty points		
6	**No outstanding obligation to HUD in arrears**	0	HUD has not determined that the grantee needs to repay any funds or the grantee is current on any required repayments to HUD			Grantee will self-certify - CoC will reach out to HUD Field Office to identify any grantees with outstanding obligations to HUD		
7	**Homeless participation on governing board**	0	Does the organization have at least one person with a lived experience of homelessness on the governing board?			Self-report by grantee. Must have waiver from HUD if not meeting this requirement		
8	**Participation in HMIS**	0	Applicant regularly submits data to HMIS including data on project participants and applicant participates in and contributes data for PIT and HIC			Report from HMIS		
	If project does not meet all of the above threshold factors, it will not be reviewed and scored. Project will not be eligible for renewal in 2019 competition.							

	Scoring Factors	Maximum Pts	Scoring Criteria	Points Awarded	Score	Data Source	Methodology
1	**Coordinated Entry/Assessment**	10	Participants are assessed using CoC adopted assessment tool prior to entering program - 100% are assessed prior to entry = 10 points; 90-99% assessed prior to entry = 5 points			Applicant self-reports - information will be confirmed by coordinated entry Unless HMIS can generate a report on percent of intake with CE assessment	
2	**Coordinated Entry/Referrals**	10	At least 90% of all households admitted into the project in 2018 were referred through coordinated entry			Applicant self-reports - information will be confirmed by coordinated entry Unless HMIS can generate a report on percent of intake with CE assessment	
3	**Meets Housing First requirement**	15	Applicant completes Housing First Self-Questionnaire - maximum of 15 possible points			Applicant completes questionnaire and self-scores; review team verifies score.	
4	**HMIS Data Quality**	5	Based on the APR, no data element is missing or null for more than 5% of participants = 5 points; no data element missing or null for more than 10% of participants = 2 points			Sage - Data Quality - Q6a, Q6b, Q6c, Q6d-	If any data element exceeds 10% - no points; if any data element is missing data between 5 and 10 percent, score 2; if all data elements are missing no more than 5% score 5 points

5	**Exits to permanent housing or remaining in permanent housing**	10	PSH: 95% or greater exiting or remaining in PH= 10 points; 90-94% = 5 points 90% or greater = 10 points; RRH/TH/Joint: 90% or greater exiting to PH = 10 points; 85-89% = 5 points			Sage Q23 - exit destination - Q23a for over 90 days; Q23b for exits in less than 90 days	For RRH/TH/Joint: total persons exiting to positive housing destinations by total for both Q23a and Q23b; for PSH - take number of stayers (Q5a) + total persons exiting to positive destinations (Q23 a and Q23b) by total persons served (Q5a) score according to formula
6	**Households who exit to homelessness or unknown**	5	5% or fewer exit to homelessness or unknown = 10 points; 8% or fewer return to homelessness or unknown, 5 points			Sage Q23 - exit destination - Q23a for over 90 days; Q23b for exits in less than 90 days	total number of exits from Q23a and Q23b, divide number of exits to homeless (shelter, place not meant for human habitation) plus exits to unknown (other, client does not know/client refused) by total exits - score according to formula
7	**Households who exit to permanent destination and return to homelessness within 12 months of program exit**	5	5% or fewer return to homelessness within 12 months of exit to PH = 5 points			Need HMIS to generate this data for each project	Sys PM data - need HMIS to run Sys PM on each project to generate returns data
8	**Households who exit to permanent destination and return to homelessness within 24 months of program exit**	5	7% or fewer return to homelessness within 24 months of exit to PH = 5 points			Need HMIS to generate this data for each project	Sys PM data - need HMIS to run Sys PM on each project to generate returns data
9	**Adult participants who increase total income**	5	at least 25% of adult participants gain or maintain their total cash income (earned and benefit) from program entry to exit or at re-verification for households continuing in program			Sage Q19a3 - total number of adult participants from Q5a	Total number of adult participants who retained, gained or increased income from entry to exit or latest annual assessment [total of three columns], divided by total number of adults served during year.
10	**Utlization rate**	10	90% and above on average for the four PIT dates in APR = 10 points; 85-89% = 5 points			Sage Q7b for projects serving single individuals; Q8b for projects serving families	Take number of persons/households served for each quarter and divide by the number of housing units served by the project entered at the top of this form. Total the four quarterly reports and divide by 4 to generate average annual occupancy.
11	**Adult participants that gain or maintain earned income**	5	PSH: 10% and above gain or maintain earned income = 5 points; RRH/TH 20% and above gain or maintain earned income = 5 points (from program entry to exit or re-verification)			Q19a3	Total those retained earned income and had same income, did not have but gained earned income, or who increased earned income at exit or at reassessment divided by the total number of adult participants
12	**Use of HUD Resources**	10	95% or more of HUD funds expended in last grant cycle = 10 points; 90% or more of HUD funds expended in last grant = 5 points			Most recent complete APR should indicate whether dollars were unspent at end of contract - additionally, HUD will provide a close out report - either must be submitted along with application	Divide total dollars unspent at the end of the program year by total dollars in grant, score as indicated
13	**Cost Effectiveness**	5	For RRH/TH, cost/permanent housing exit is within lowest 25% = 5 points; cost/permanen housing exit is within lowest 50% = 3 points; for PSH cost/permanent housing placement + retention (subtracting out deceased) is within lowest 25% = 5 points, within lowest 50% = 3 points			Each renewal applicant will total project costs and divide by the total number of permanent housing exits for Joint, RRH and TH Q23 permanent exit destination. For PSH, grantees will calculate those either remaining in PH (stayers) or moving to other PH (subtract out deceased) and divide the total project cost by that number.	Grantees will generate their costs/permanent housing exit/retention and report. IHCDA will tablulate scores and identify those in the top 25% and top 50% in terms of LOWEST costs/permanent housing exit/retention
	Bonus Points for Policy Priorities						
14	**RRH Projects: average length of time from program admission to placement in permanent housing**	10	On average participants are placed in PH within 30 days or program admission = 10 points; on average participants are placed in PH within 45 days of program admission = 5 bonus points			Residential move-in data report need input from HMIS	Track when clients enrolled and when they moved into housing. Count the number of days until housing for each participant that entered in 2018. Provide the average length of time from program enrollment to housed.
15	**Joint TH/RRH Projects: Shortest possible length of stay in TH until placement in RRH or other PH**	10	On average participants in TH will remain in TH for no longer than 3 months prior to RRH or other PH placement = 10 points; on average participants remain in TH for no longer than 5 months = 5 points			* Report on length of stay in TH component - calculate average - divide total length of stay in TH by total number of persons served in TH	
16	**TH Projects: average length of stay in TH is 9 months or less**	10	On average participants in TH will remain in TH for no longer than 7 months prior to PH placement = 10 points; on average participants remain in TH for no longer than 9 months = 5 points			Q22b,	Average the length of stay for leavers and stayers

17	**PSH Projects: creating new opportunities by moving PSH participants to other permanent housing**	10	At least 7% of program participants will move to other permanent housing during the program year = 10 points; at least 5% will move to other permanent housing = 5 points			Q23a and Q23b - exit destination	Take number reported to exit to permanent housing destinations and divide by total number of participants (Q5a)
18	**Use of HUD Resources**	10	Project has submitted Quarterly Spending Reports (for 1st and 2nd Quarters of 2018-2019) 5 points for each report submitted			points awarded for each quarterly report submitted.	
Total Points		**100 + 20 bonus**					

PENALTY POINTS - Late/incomplete/Su	**-10**				Any renewal application package not received as of the deadline time, will be debited 10 points. If upon review, the renewal package is determined to be incomplete or substantially deficient in its responses, the reviewer will recommend that points be debited,
FINAL SCORE - TOTAL MINUS PENALTY					

NEW PROJECTS RATING TOOL

Project Name: _____ Print Blank Template Print Report Card

Organization Name: _____

Project Type: _____ New Projects Rating Complete

Project Identifier: _____ 0% Instructions on Awarding Points

RATING FACTOR	POINTS AWARDED		MAX POINT VALUE
EXPERIENCE			
A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.		out of	15
B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.		out of	10
C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.		out of	5
Experience Subtotal	0	out of	**30**
DESIGN OF HOUSING & SUPPORTIVE SERVICES			
A. Extent to which the applicant 1. Demonstrate understanding of the needs of the clients to be served. 2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served 3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served. 4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits 5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.		out of	15
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.		out of	5
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.		out of	5
Design of Housing & Supportive Services Subtotal	0	out of	**25**
TIMELINESS			
A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.		out of	10
Timeliness Subtotal	0	out of	**10**
FINANCIAL			
A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.		out of	5
B. Audit			
1. Most recent audit found no exceptions to standard practices		out of	5
2. Most recent audit identified agency as 'low risk'		out of	5
3. Most recent audit indicates no findings		out of	5

NEW PROJECTS RATING TOOL

Project Name:
Organization Name:
Project Type:
Project Identifier:

Print Blank Template

Print Report Card

New Projects Rating Complete: 0%

Instructions on Awarding Points

RATING FACTOR	POINTS AWARDED		MAX POINT VALUE
C. Documented match amount		out of	5
D. Budgeted costs are reasonable, allocable, and allowable		out of	20
Financial Subtotal	0	out of	**45**
PROJECT EFFECTIVENESS			
Coordinated Entry Participation- 95% of entries to project from CE referrals		out of	5
Project Effectiveness Subtotal	0	out of	**5**
OTHER AND LOCAL CRITERIA			
Other and Local Criteria Subtotal	0	out of	**0**
TOTAL SCORE	**0**	out of	**115**
Weighted Rating Score		out of	**100**

PROJECT FINANCIAL INFORMATION

CoC funding requested	*NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab*	$ -
Amount of other public funding (federal, state, county, city)		
Amount of private funding		
TOTAL PROJECT COST		$ -

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____

Organization Name: _____

Project Type: _____

Project Identifier: _____

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete
0%

THRESHOLD REQUIREMENTS	YES/NO
Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.	☐ Yes to all
HUD THRESHOLD REQUIREMENTS	
1. Applicant has Active SAM registration with current information.	
2. Applicant has Valid DUNS number in application.	
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.	
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are,under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.	
8. Submitted the required certifications as specified in the NOFA.	
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.	
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.	
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria: (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings; (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,	

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name:

Organization Name:

Project Type:

Project Identifier:

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete
0%

THRESHOLD REQUIREMENTS	YES/NO
(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.	
12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	
Housing First and/or Low Barrier Implementation	
Documented, secured minimum match	
Project has reasonable costs per permanent housing exit, as defined locally	
Project is financially feasible	
Applicant is active CoC participant	
Application is complete and data are consistent	
Data quality at or above 90%	

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____

Organization Name: _____

Project Type: _____

Project Identifier: _____

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete

0%

THRESHOLD REQUIREMENTS	YES/NO

Indiana Balance of State CoC FY 2019 NOFA Competition Project Ranking and Reallocation Policy

Purpose

On an annual basis, the Indiana Balance of State Continuum of Care is required to rate and rank all new and renewal projects submitted to HUD for funding in an order that reflects the CoC's needs and priorities. Additionally, HUD requires CoCs to review the performance of all funded projects and seek to reallocate funding away from low performing projects or those providing services that are of a lower priority in preventing and ending homelessness.

The Indiana Balance of State is seeking to accomplish the following in the rating and ranking and of projects:

- Incentivize all providers to focus on outcomes and to seek to achieve the performance targets specified by the CoC and to improve the performance of the CoC system.
- Encourage providers to adopt evidence based practices including Housing First to more effectively employ CoC resources.
- Replace projects that are not high performing, cost-effective, or following evidence based practices with new projects that follow CoC and HUD priorities.

Policy

All new and renewal projects will be ranked by the CoC. The primary factor controlling the ranking of projects will be the scores assigned to renewal and new projects. Scoring is based on project performance, grant management, community outcomes, serving people with greatest need and highest vulnerability, and adherence to policy priorities. Renewal projects will be evaluated in terms of their performance and in fully expending grant funds.

Renewal projects that have fully expended funds and have satisfactory performance will be ranked at their existing funding level based on their renewal performance scores. Those renewal projects that have satisfactory performance but that have not adequately expended funds will be ranked according to their performance score at a reduced funding level. Projects with unsatisfactory performance and that are unable to improve performance through a performance improvement plan will not be renewed for funding.

Because the CoC has evaluated all renewal projects and only ranks those renewals with satisfactory performance and expenditures and because these projects are successfully serving people who have experienced homelessness, renewal projects will be ranked above new projects. Renewal projects that have yet to have a full years of operations and therefore cannot be evaluated for performance will be ranked below the scored renewal applications. New applications will be ranked below the renewal applications.

There are two categories of projects that will not be ranked according to performance scores:

- Projects that are essential to the operation of the CoC. This includes funding for HMIS and Coordinated Entry. These are unique projects focused on CoC operations and that cannot be readily evaluated or compared to other CoC funded projects. Failure to renew this funding would have negative consequences for the CoC and jeopardize future funding opportunities.

- First time renewal of newly funded grants. HUD requires newly funded one-year project grants to be renewed in the competition. In most instances, these projects will not be able to report on a full year's worth of operations in the APR.

The two project types identified above will not be assigned scores. These projects will be ranked by the CoC to assure – to the maximum extent possible – that they will be funded in the competition. Subject to review based on the actual NOFA, these projects will be ranked at the bottom of Tier 1, with all of their funding above the Tier 1/Tier 2 demarcation.

All other CoC projects will be ranked according to scores in the order specified above:

- Renewal projects will be ranked according to adjusted renewal project score. Renewal scores will be adjusted as follows: if the highest scoring renewal project scores less than 100 points, then all renewal scores will be adjusted upward by the difference between the highest scoring renewal project and 100.
- In the event of a tie between two renewal or new projects, the project serving the most participants will be ranked highest. In the event that does not break the tie, the final deciding factor will be the cost-effectiveness score. Those with the greater cost-effectiveness will be scored higher.

New in 2018, applicants were able to apply for projects under the Domestic Violence Bonus (DV Bonus). There are separate resources dedicated to serving those who are survivors of domestic violence, dating violence or stalking. All projects seeking funding under this bonus must follow Housing First. Eligible project types that may only serve DV survivors include:

- Rapid rehousing for families and individuals
- Joint TH-Rapid rehousing for families and individuals.

These projects are scored separately by HUD based on: the overall CoC score, need for the project, and experience of the provider. Because of how HUD funds the DV bonus projects, these projects will be ranked below other new projects. There is no limit on the number of DV bonus projects that can be submitted for Rapid Rehousing or the Joint TH-RRH model. Provided the proposed project meets threshold factors, the CoC will rank all DV bonus projects for which there is sufficient funding.

The minimum score for automatic renewal of CoC funded projects is 65% of the highest scoring project.

If the highest scoring project receives a score of 100, then all projects scoring below 65 will be reallocated unless a Project Improvement Plan has been submitted and approved by the CoC board. Should the highest scoring project receive a score of 90, then the minimum acceptable score would be 58.5.

The Project Improvement Plan must specify how the project will improve performance and meet standards in the upcoming year. If the CoC board accepts the Project Improvement Plan, the grantee will be allowed to apply for renewal funding.

Any legal applicant for CoC funds can apply for new projects from the bonus pool or the uncommitted reallocation pool. The CoC will only rank new projects for which there is sufficient funding in the bonus or reallocation pool to fully fund the project.

Policy on Expenditure of Grant Funds

Funds unexpended at the completion of the grant term are recaptured by HUD. In some instances these funds are then allocated to other CoCs or in other cases are returned to the federal treasury. The Indiana Balance of State seeks to minimize this recapture of funding and to the maximum extent possible ensure that homeless assistance funding allocated to Indiana is used to support homeless people in the state.

Underexpenditure policy

It is the policy of the Indiana Balance of State that CoC funds granted to an applicant agency will either be fully expended to assist eligible homeless people or the CoC will recapture the unspent funding and add it to the pool of resources available for reallocation.

Indiana Balance of State CoC grantees that expended less than 75% of their funding in the most recent grant year saw their grants reduced by a minimum of 10%; those who expended below 50% saw their grants reduced by 25%. This process will continue in future competitions with the thresholds for repurposing increasing until all grantees are expending at least 90% of grant funds.

The scoring criteria for new and renewal applications are attached to this document.

Rank	Tier	Score	Grant Agency Name	Organization Name	Project Name	Expiring Grant No.	Proj Type	Region	Renewal Demand (2019 Total Budget)	Running ARD
1	1	115	A Better Way Services, Inc.		ABW Rapid Rehousing 2019	IN0192L5H021802	RRH	6	**$ 136,988**	$ 136,988
2	1	115	Housing Opportunities, Inc.		Creekview	IN0118L5H021809	PSH	1	**$ 185,900**	$ 322,888
3	1	110	Lafayette Transitional Housing Center		LTHC Rapid Re-Housing	IN0178L5H021804	RRH	4	**$ 232,660**	$ 555,548
4	1	105	ECHO Housing Corporation		Lucas Place FY2019	IN0166L5H021805	PSH	12	**$ 106,106**	$ 661,654
5	1	105	IHCDA	Housing Opportunities, Inc.	McCord Rapid Rehousing FY2019	IN0171L5H021805	RRH	1	**$ 65,397**	$ 727,051
6	1	105	Indiana University Health Bloomington, Inc.		FY 2019 Housing Links	IN0105L5H021806	PSH	10	**$ 85,116**	$ 812,167
7	1	105	Mental Health America of West Central Indiana, Inc.		Community Younity Center	IN0023L5H021811	PSH	7	**$ 75,579**	$ 887,746
8	1	103	Housing Opportunities		Perm 4	IN0045L5H021811	PSH	1	**$ 187,315**	$ 1,075,061
9	1	103	Indiana University Health Bloomington, Inc.		FY2019 Bridges Supportive Housing	IN0124L5H021809	PSH	10	**$ 152,132**	$ 1,227,193
10	1	103	Mental Health America in Allen County, Inc.		Cedars Hope I MHANI FY2019	IN0125L5H021809	PSH	3	**$ 89,749**	$ 1,316,942
11	1	102	Blue River Services, Inc.		Blue River Stepping Stone Apartments	IN0029L5H021811	PSH	13	**$ 55,635**	$ 1,372,577
12	1	100	Aurora, Inc.		Vision 1505 CoC FY2019 Renewal Project	IN0151L5H021804	PSH	12	**$ 420,914**	$ 1,793,491
13	1	100	LifeSpring, Inc.		LifeSpring PSH FY2019	IN0162L5H021805	PSH	13	**$ 193,059**	$ 1,986,550
14	1	98	Centerstone of Indiana		Centerstone Martinsville Plaza Apartments FY2019	IN0039L5H021811	PSH	10	**$ 41,779**	$ 2,028,329
15	1	95	IHCDA / Aspire Indiana, Inc.		IHCDA CoC II FY2019 -Aspire	IN0148L5H021803	PSH	8 / 6	**$ 376,819**	$ 2,405,148
15	1	70	IHCDA / Meridian Health Services, Inc.		IHCDA CoC II FY2019 -Meridian	IN0148L5H021803	PSH	6	**$ 231,946**	$ 2,637,094
16	1	95	IHCDA	Mental Health America of West Central Indiana	MHA West Central IN YOUnity Village FY2019	IN0133L5H021803	RRH	7	**$ 231,649**	$ 2,868,743
17	1	95	IHCDA	Regional Mental Health Center	RMHC Scattered Site PSH FY2019	IN0065L5H021811	PSH	1a	**$ 114,118**	$ 2,982,861
18	1	93	IHCDA	Meridian Health Services	Integrated Permanent Supportive Housing I FY2019 -	IN0167L5H021805	PSH	6	**$ 193,827**	$ 3,176,688
18	1	80	IHCDA	Oaklawn Psychiatric Center,	Integrated Permanent Supportive Housing I FY2019 -	IN0167L5H021805	PSH	2	**$ 106,273**	$ 3,282,961
19	1	93	IHCDA	Kosciusko County Shelter for	Kosciusko County Rapid Rehousing FY2019	IN0168L5H021805	RRH	2	**$ 132,835**	$ 3,415,796
20	1	93	IHCDA	Oaklawn Psychiatric Center, Inc.	Chapman West Plains FY2019	IN0149L5H021803	PSH	2a	**$ 96,244**	$ 3,512,040
21	1	93	IHCDA	Mental Health America of West Central Indiana, Inc.	MHA West Central IN Terre Firma FY2019	IN0094L5H021810	PSH	7	**$ 56,342**	$ 3,568,382
22	1	90	IHCDA	Park Center, Inc.	Park Center PSH FY2019	IN0150L5H021803	PSH	3	**$ 301,042**	$ 3,869,424
23	1	90	IHCDA	ECHO Housing Corporation,	ECHO LP2/Ren 16 FY2019	IN0135L5H021803	PSH	12	**$ 246,108**	$ 4,115,532
24	1	90	Centerstone of Indiana, Inc.		Centerstone Stepping Stones, Inc. FY2019	IN0053L5H021811	TH	10	**$ 80,273**	$ 4,195,805
25	1	88	IHCDA	Northeast Indiana, Inc. dba Brightpoint	Brightpoint PSH FY2019	IN0019L5H021811	PSH	3	**$ 313,045**	$ 4,508,850
26	1	88	Housing Opportunities Inc.		Perm 5	IN0104L5H021806	PSH	1	**$ 248,869**	$ 4,757,719
27	1	85	IHCDA	Porter-Starke Services, Inc. (Orig. Regional Mental Health Center, Inc.	South Shore Commons FY2019	IN0109L5H021804	PSH	1a	**$ 310,221**	$ 5,067,940
28	1	83	Community Mental Health Center, Inc.		Batesville Permanent Housing II	IN0163L5H021805	PSH	14	**$ 324,870**	$ 5,392,810
29	1	83	IHCDA	Aspire Indiana, Inc.	Aspire Mainstream II FY2019	IN0093L5H021810	PSH	8	**$ 136,660**	$ 5,529,470
30	1	83	YWCA North Central Indiana		YWCA TH-RRH for DV	IN0206L5H021801	TH-RRH	2a	**$ 207,832**	$ 5,737,302
31	1	82	IHCDA	Sojourner Truth House, Inc.	Gary Pathway FY2019	IN0090L5H021810	PSH	1a	**$ 485,702**	$ 6,223,004

32	1	82	IHCDA	Preservation Non-Profit	NWI Veterans Village Homes for Heroes FY2019	IN0160L5H021200	PSH	1a	**$ 418,635**	$ 6,641,639
33	1	82	ECHO Housing Corporation		New Start Scattered Site Housing FY2019	IN0123L5H021809	PSH	12	**$ 261,697**	$ 6,903,336
34	1	80	IHCDA	Edgewater Systems for a	Edgewater Scattered Site PSH FY2019	IN0024L5H021811	PSH	1a	**$ 190,046**	$ 7,093,382
35	1	80	IHCDA	Porter-Starke Services, Inc.	Housing Opps Porter Starke Supportive Housing FY2019	IN0136L5H021804	PSH	1	**$ 216,932**	$ 7,310,314
36	1	80	Family Service Association of Howard County, Inc		Renewal Rapid Rehousing FY19	IN0193L5H021802	RRH	5	**$ 113,906**	$ 7,424,220
37	1	80	Centerstone of Indiana		Centerstone Limestone PSH FY2019	IN0177L5H021804	PSH	10	**$ 119,351**	$ 7,543,571
38	1	80	Centerstone of Indiana		Centerstone Caldwell house PH FY2019	IN0161L5H021806	PSH	11	**$ 45,093**	$ 7,588,664
39	1	79	IHCDA	Family Service Association of Howard County, Inc.	FSAHC Jackson Street Commons FY2019	IN0159L5H021805	PSH	5	**$ 180,393**	$ 7,769,057
40	1	78	IHCDA	Aurora, Inc.	Aurora Beacon PSH FY2019	IN0154L5H021807	PSH	12	**$ 190,164**	$ 7,959,221
41	1	77	Center for the Homeless		Center for the Homeless PSH FY2019	IN0180L5H021803	PSH	2a	**$ 307,246**	$ 8,266,467
42	1	75	IHCDA	Centerstone of Indiana, Inc.	Centerstone Dunn Supportive Housing FY2019	IN0103L5H021804	PSH	9	**$ 85,990**	$ 8,352,457
43	1	75	Community Mental Health Center, Inc.		Bastesville Permanent Housing I	IN0088L5H021810	PSH	14	**$ 114,633**	$ 8,467,090
44	1	75	Center for the Homeless		Center for the Homeless RRH FY2019	IN0189L5H021803	RRH	2a	**$ 53,875**	$ 8,520,965
45	1	75	Community Mental Health Center, Inc.		Vevay II Permanent Housing	IN0122L5H021808	PSH	14	**$ 62,778**	$ 8,583,743
46	1	2018 NEW	Aspire Indiana, Inc.		Continuum of Care Renewal	IN0215L5H021800	PSH	8	**$ 405,028**	$ 8,988,771
47	1	2018 NEW	ECHO Housing Corporation		Garvin Lofts FY2019	IN0195L5H021802	PSH	12	**$ 305,121**	$ 9,293,892
48	1	2018 NEW	Lafayette Transitional Housing Center, Inc.		LTHC Union Place PSH Apartments	IN0203L5H021801	PSH	4	**$ 394,200**	$ 9,688,092
49	1	2018 NEW	Life Treatment Centers		Life Treatment FY2019	IN0145L5H021806	PSH	2a	**$ 170,672**	$ 9,858,764
50	1	2018 NEW	Shalom Community Center, Inc.		Shalom Davis Homes FY2019	IN0214L5H021800	PSH	10	**$ 322,604**	$ 10,181,368
51	1	N/A	IHCDA		2019 HMIS BOS	IN0031L5H021811	HMIS	N/A	**$ 579,912**	$ 10,761,280
52	1	N/A	IHCDA		Coordinated Entry SSO FY2019	IN0165L5H021805		N/A	**$ 274,000**	$ 11,035,280
53	1	N/A	IHCDA		IHCDA DV Coordinated Entry FY2019	IN0212D5H021800	DV FUNDING	N/A	**$ 275,000**	$ 11,310,280
54	1	N/A	IHCDA		IHCDA DV State-Wide RRH FY2019	IN0217D5H021800	DV FUNDING	N/A	**$ 1,397,276**	$ 12,707,556
55	1	N/A	IHCDA		IHCDA State-Wide DV TH-RRH FY2019	IN0217D5H021800	DV FUNDING	N/A	**$ 549,305**	$ 13,256,861
56	1	74	Life Treatment Centers		LTC-Permanent Housing	IN0145L5H021806	PSH	2a	**$ 170,672**	$ 13,427,533
57	1	73	CoC of NWI		CoC of NWI RRH	IN0183L5H021803	RRH	1a	**$ 199,217**	$ 13,626,750
58	1	73	AIDS Ministries / AIDS Assist		PSH AMAA	IN0174L5H021804	PSH	2a	**$ 127,606**	$ 13,754,356
59	1	70	Shalom Community Center, Inc.		Shalom Crawford Homes FY2019	IN0147L5H021804	PSH	10	**$ 428,724**	$ 14,183,080
60	1	70	Bridges Community Services, Inc.		JUMPSTART RRH FY2019	IN0182L5H021803	RRH	6	**$ 219,501**	$ 14,402,581
61	1	70	IHCDA	Meridian Health Systems	IHCDA CoC III - Meridian	IN0155L5H021807	PSH	6	**$ 62,670**	$ 14,465,251
61	1	55	IHCDA	Community Howard Regional	IHCDA CoC III - Community Howard	IN0155L5H021807	PSH	2	**$ 112,796**	$ 14,578,047
61	1	47	IHCDA	City of Lafayette	IHCDA CoC III - City of Lafayette	IN0155L5H021807	PSH	4	**$ 245,399**	$ 14,823,446
62	1	70	Centerstone of Indiana		Centerstone SCCMHC S+C FY2019	IN0048L5H021811	PSH	10	**$ 50,668**	$ 14,874,114
63	1	68	IHCDA	Oaklawn Psychiatric Center, Inc.	Lincoln West Apartments FY2019	IN0137L5H021804	PSH	2	**$ 91,166**	$ 14,965,280

64	1	65	Oaklawn Psychiatric Center , Inc.		Supportive Housing Rental Assistance	IN0012L5H021811	PSH	2 / 2a	$ 396,572	$	15,361,852
65	1	65	Community Mental Health Center, Inc.	CMHC, Inc.	Lawrenceburg Permanent Housing 2019	IN0121L5H021809	PSH	14	$ 90,552	$	15,452,404
66	1	65	IHCDA	CMHC, Inc.	CMHC Lawrenceburg II FY2019	IN0107L5H021804	PSH	14	$ 191,442	$	15,643,846
67	1	61	Edgewater Systems for a Balanced Living		Phoenix 2019-2020	IN0046L5H021811	PSH	1a	$ 132,143	$	15,775,989
68	1	60	Shalom Community Center, Inc.		Shalom Johnson Homes FY2019 (Tier 1)	IN0181L5H021802	PSH	10	$ 307,173	$	16,083,162
	2		Shalom Community Center, Inc.		Shalom Johnson Homes FY2019 (Tier 2)				$ 127,922	$	16,211,084
	2	60								$	16,211,084
69	2	60	Community Mental Health Center, Inc.		Vevay I Permanent Housing	IN0067L5H021811	PSH	14	$ 125,283	$	16,336,367
70	2	57	Oaklawn Psychiatric Center, Inc.		Supportive Housing Turnock Group Home	IN0013L5H021811	PSH	2a	$ 118,425	$	16,454,792
71	2	50	Community Mental Health Center, Inc.		Ludlow Permanent Housing	IN0092L5H021810	PSH	14	$ 125,468	$	16,580,260
72	2	New	Brightpoint		Brightpoint PSH Expansion	EXPANSION	PSH	3	$ 369,078	$	16,949,338
73	2	New	Lafayette Transitional Housing Center		LTHC Rapid Rehousing Expansion	EXPANSION	RRH	4	$ 400,446	$	17,349,784
74	2	New	Family Service Assn of Howard Cty, Inc.		RRH Expansion DV Bonus 2019	EXPANSION	PSH	5	$ 45,289	$	17,395,073
75	2	New	Housing Opportunities		Creekview Expansion	EXPANSION	PSH	1	$ 104,250	$	17,499,323
76	2	New	ECHO Housing Corporation		The Promise Home	NEW	PSH	12	$ 238,500	$	17,737,823
77	2	New	A Better Way		ABW Joint TH RRH DV Bonus 2019	NEW	Joint TH & PH-RRH	6	$ 450,693	$	18,188,516
78	2	N/A	IHCDA	2019 HMIS BOS - Expansion		EXPANSION	HMIS	N/A	$ 215,347	$	18,403,863
79	2	N/A	IHCDA	IHCDA CE Expansion FY2019		EXPANSION	CE	N/A	$ 167,774	$	18,571,637
									$ 18,571,637	$	-

2018 GIW	$	16,894,778.00
Increase	$	1,180,887.00
TOTAL	$	18,075,665.00
Renewal Demand	$	(18,571,637.00)
Addl DV Bonus Request	$	(495,972.00)

Total CoC Project Request	**$18,571,637.00**
Planning Grant	**$648,550.00**
Total CoC Request	**$19,220,187.00**
Tier 1	**$16,083,162.00**
Tier 2	**$1,992,503.00**
ARD	**$18,075,665.00**
Unranked	**$0.00**
Reallocation	**$306,051.00**
Max Funding for DV Bonus Projects	**$495,972.00**
CoC Request w/out planning grant	**$18,571,637.00**
Max Planning Grant	**$648,550.00**
Max CoC Request	**$19,220,187.00**

Indiana Balance of State Continuum of Care
Renewal Application FY 2019

FY2019 NOFA | Renewal Projects

	Agency Name:	A Better Way Services, INC.
	Project Name:	ABW Rapid Rehousing
	Contact Name:	Teresa Clemmons
	Phone:	765-747-9107
	Email Address:	tc@abwservices.org
	Contract Start Date:	1-May-20
	PIN (first 6 digits of grant number)	IN0192
	Program Type:	☐ (PSH) Permanent Supportive Housing ☑ (RRH) Rapid Re-Housing ☐ (TH-RRH) Joint Transitional Housing- Rapid Re-Housing
	Number of Units at Full Occupancy 9	9

	Factor	Maximum Points	Explanation	Meet Factor Yes	Meet Factor No	Notes/Clarification	Data Source	Methodology
Threshold Requirements								
1	**Project Eligibility**	0	Project meets HUD requirements and is eligible for renewal	X				
2	**Participant Eligibility**	0	Participants meet HUD eligibility requirements for project type	X		Threshold review by IHCDA		
3	**No unresolved HUD Findings**	0	The grant was either not monitored in 2018 or was monitored and there were no reported findings or concerns*	X		*If there were findings and concerns, the grant may be renewed if the applicant can demonstrate that all findings and concerns have been addressed or HUD is satisfied with the progress in resolving		
4	**No unresolved IHCDA Findings**	0	The grant was either not monitored in 2018 or was monitored and there were no reported findings or concerns*	X		*If there were findings and concerns, the grant may be renewed if the applicant can demonstrate that all findings and concerns have been addressed or IHCDA is satisfied with the progress in resolving	As part of the application process, renewal applicants will certify compliance with each of the above threshold factors. Should information become avaialble to the CoC that calls into question any certification, the applicant will be required to document compliance. Should a false certification be provided, the project will be at risk of loss of all funding.	
5	**No outstanding Single Audit Findings**	0	The 'single audit' either had no findings or any findings in the audit have been resolved	X		Most recent complete audit must be attached to application - failure to attach will lead to penalty points		
6	**No outstanding obligation to HUD in arrears**	0	HUD has not determined that the grantee needs to repay any funds or the grantee is current on any required repayments to HUD	X		Grantee will self-certify - CoC will reach out to HUD Field Office to identify any grantees with outstanding obligations to HUD		
7	**Homeless participation on governing board**	0	Does the organization have at least one person with a lived experience of homelessness on the governing board?	X		Self-report by grantee. Must have waiver from HUD if not meeting this requirement		
8	**Participation in HMIS**	0	Applicant regularly submits data to HMIS including data on project participants and applicant participates in and contributes data for PIT and HIC	X		Report from HMIS		
	If project does not meet all of the above threshold factors, it will not be reviewed and scored. Project will not be eligible for renewal in 2019 competition.							

	Scoring Factors	Maximum Pts	Scoring Criteria	Points Awarded	Score	Data Source	Methodology
1	**Coordinated Entry/Assessment**	10	Participants are assessed using CoC adopted assessment tool prior to entering program - 100% are assessed prior to entry = 10 points; 90-99% assessed prior to entry = 5 points		10	Applicant self-reports - information will be confirmed by coordinated entry Unless HMIS can generate a report on percent of intake with CE assessment	
2	**Coordinated Entry/Referrals**	10	At least 90% of all households admitted into the project in 2018 were referred through coordinated entry		10	Applicant self-reports - information will be confirmed by coordinated entry Unless HMIS can generate a report on percent of intake with CE assessment	
3	**Meets Housing First requirement**	15	Applicant completes Housing First Self-Questionnaire - maximum of 15 possible points		15	Applicant completes questionnaire and self-scores; review team verifies score.	
4	**HMIS Data Quality**	5	Based on the APR, no data element is missing or null for more than 5% of participants = 5 points; no data element missing or null for more than 10% of participants = 2 points		5	Sage - Data Quality - Q6a, Q6b, Q6c, Q6d-	If any data element exceeds 10% - no points; if any data element is missing data between 5 and 10 percent, score 2; if all data elements are missing no more than 5% score 5 points

5	**Exits to permanent housing or remaining in permanent housing**	10	PSH: 95% or greater exiting or remaining in PH= 10 points; 90-94% = 5 points 90% or greater = 10 points; RRH/TH/Joint: 90% or greater exiting to PH = 10 points; 85-89% = 5 points		10	Sage Q23 - exit destination - Q23a for over 90 days; Q23b for exits in less than 90 days	For RRH/TH/Joint: total persons exiting to positive housing destinations by total for both Q23a and Q23b; for PSH - take number of stayers (Q5a) + total persons exiting to positive destinations (Q23 a and Q23b) by total persons served (Q5a) score according to formula
6	**Households who exit to homelessness or unknown**	10	5% or fewer exit to homelessness or unknown = 10 points; 8% or fewer return to homelessness or unknown, 5 points		10	Sage Q23 - exit destination - Q23a for over 90 days; Q23b for exits in less than 90 days	total number of exits from Q23a and Q23b, divide number of exits to homeless (shelter, place not meant for human habitation) plus exits to unknown (other, client does not know/client refused) by total exits - score according to formula
7	**Households who exit to permanent destination and return to homelessness within 12 months of program exit**	5	5% or fewer return to homelessness within 12 months of exit to PH = 5 points		5	Need HMIS to generate this data for each project	Sys PM data - need HMIS to run Sys PM on each project to generate returns data
8	**Households who exit to permanent destination and return to homelessness within 24 months of program exit**	5	7% or fewer return to homelessness within 24 months of exit to PH = 5 points		5	Need HMIS to generate this data for each project	Sys PM data - need HMIS to run Sys PM on each project to generate returns data
9	**Adult participants who increase total income**	5	at least 25% of adult participants gain or maintain their total cash income (earned and benefit) from program entry to exit or at re-verification for households continuing in program		5	Sage Q19a3 - total number of adult participants from Q5a	Total number of adult participants who retained, gained or increased income from entry to exit or latest annual assessment [total of three columns], divided by total number of adults served during year.
10	**Utlization rate**	10	90% and above on average for the four PIT dates in APR = 10 points; 85-89% = 5 points		10	Sage Q7b for projects serving single individuals; Q8b for projects serving families	Take number of persons/households served for each quarter and divide by the number of housing units served by the project entered at the top of this form. Total the four quarterly reports and divide by 4 to generate average annual occupancy.
11	**Adult participants that gain or maintain earned income**	5	PSH: 10% and above gain or maintain earned income = 5 points; RRH/TH 20% and above gain or maintain earned income = 5 points (from program entry to exit or re-verification)		5	Q19a3	Total those retained earned income and had same income, did not have but gained earned income, or who increased earned income at exit or at reassessment divided by the total number of adult participants
12	**Use of HUD Resources**	10	95% or more of HUD funds expended in last grant cycle = 10 points; 90% or more of HUD funds expended in last grant = 5 points		10	Most recent complete APR should indicate whether dollars were unspent at end of contract - additionally, HUD will provide a close out report - either must be submitted along with application	Divide total dollars unspent at the end of the program year by total dollars in grant, score as indicated
13	**Cost Effectiveness**	5	For RRH/TH, cost/permanent housing exit is within lowest 25% = 5 points; cost/permanen housing exit is within lowest 50% = 3 points; for PSH cost/permanent housing placement + retention (subtracting out deceased) is within lowest 25% = 5 points, within lowest 50% = 3 points		5	Each renewal applicant will total project costs and divide by the total number of permanent housing exits for Joint, RRH and TH Q23 permanent exit destination. For PSH, grantees will calculate those either remaining in PH (stayers) or moving to other PH (subtract out deceased) and divide the total project cost by that number.	Grantees will generate their costs/permanent housing exit/retention and report. IHCDA will tablulate scores and identify those in the top 25% and top 50% in terms of LOWEST costs/permanent housing exit/retention
	Bonus Points for Policy Priorities						
14	**RRH Projects: average length of time from program admission to placement in permanent housing**	10	On average participants are placed in PH within 30 days or program admission = 10 points; on average participants are placed in PH within 45 days of program admission = 5 bonus points		10	Residential move-in data report need input from HMIS	Track when clients enrolled and when they moved into housing. Count the number of days until housing for each participant that entered in 2018. Provide the average length of time from program enrollment to housed.
15	**Joint TH/RRH Projects: Shortest possible length of stay in TH until placement in RRH or other PH**	10	On average participants in TH will remain in TH for no longer than 3 months prior to RRH or other PH placement = 10 points; on average participants remain in TH for no longer than 5 months = 5 points			* Report on length of stay in TH component - calculate average - divide total length of stay in TH by total number of persons served in TH	
16	**TH Projects: average length of stay in TH is 9 months or less**	10	On average participants in TH will remain in TH for no longer than 7 months prior to PH placement = 10 points; on average participants remain in TH for no longer than 9 months = 5 points			Q22b,	Average the length of stay for leavers and stayers

17	**PSH Projects: creating new opportunities by moving PSH participants to other permanent housing**	10	At least 7% of program participants will move to other permanent housing during the program year = 10 points; at least 5% will move to other permanent housing = 5 points			Q23a and Q23b - exit destination	Take number reported to exit to permanent housing destinations and divide by total number of participants (Q5a)
18	**Use of HUD Resources**	10	Project has submitted Quarterly Spending Reports (for 1st and 2nd Quarters of 2018-2019) 5 points for each report submitted			points awarded for each quarterly report submitted.	
Total Points		**100 + 20 bonus**					

PENALTY POINTS - Late/incomplete/Su	**-10**				Any renewal application package not received as of the deadline time, will be debited 10 points. If upon review, the renewal package is determined to be incomplete or substantially deficient in its responses, the reviewer will recommend that points be debited,
FINAL SCORE - TOTAL MINUS PENALTY				115	

Scoring Summary Sheet

Organizational Information

Grant Agency Name:	A Better Way Services, Inc.
Organization Name:	
Project Name:	ABW Rapid Rehousing
Contact Name:	Teresa Clemmons
CoC Region:	9
Contract Start Date:	5/1/2019
PIN (first 6 digits of grant number):	IN0192
Program Type:	RRH
Number of Units at Full Occupancy:	9
Packet Date Received:	4/30/2019

Threshold Requirements

	Factor	Met / Did Not Meet
1	Project Eligibility	Y
2	Participant Eligibility	Y
3	No unresolved HUD Findings	Y
4	No unresolved IHCDA Findings	Y
5	No outstanding Single Audit Findings	Y
6	No outstanding obligation to HUD in arrears	Y
7	Homeless participation on governing board	Y
8	Participation in HMIS	Y

Reviewed Score: 115

Scoring Factors

	Criteria	Score
1	Coordinated Entry/Assessment	10
2	Coordinated Entry/Referrals	10
3	Meets Housing First requirement	15
4	HMIS Data Quality	5
5	Exits to permanent housing or remaining in permanent housing	10
6	Households who exit to homelessness or unknown	10
7	Households who exit to permanent destination and return to homelessness within 12 months of program exit	
8	Households who exit to permanent destination and return to homelessness within 24 months of program exit	
9	Adult participants who increase total income	5
10	Utilization rate	10
11	Adult participants that gain or maintain earned income	5
12	Use of HUD Resources	10
13	Cost Effectiveness	5

Bonus Points

	Criteria	Score
14	RRH Projects: average length of time from program admission to placement in permanent housing	10
15	Joint TH/RRH Projects: Shortest possible length of stay in TH until placement in RRH or other PH	0
16	TH Projects: average length of stay in TH is 9 months or less	0
17	PSH Projects: creating new opportunities by moving PSH participants to other permanent housing	0
18	Use of HUD Resources	Omitted
	Penalty Points	**0**

Additional Information provided by IHCDA during review

SPM DATA (Questions 7 and 8) extracted from HMIS*

Measure 2a and 2b: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 to 12 months (and 24 months in a separate calculation)

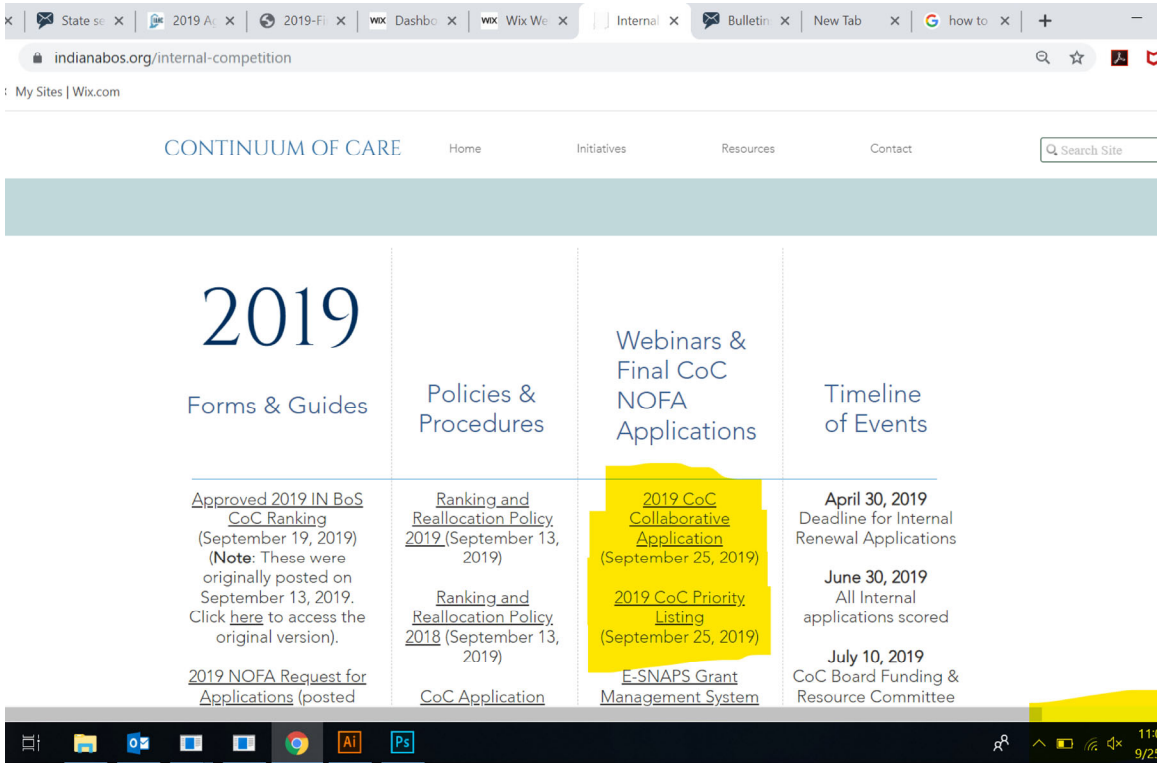
Total Number of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Number Returning to Homelessness from 6 to 12 Months (181 -365 days) & Percentage of Returns	Number Returning to Homelessness from 13-24 Months (366-730 days) & Percentage of Returns	Number of Returns in 2 Years & Percentage of Returns in 2 Years
	/ N/A	/ N/A	/

*If there is no information included in the above grid, there was not enough information to generate the report, e.g. the project has not been operating for a full two years, or the data is related to domestic violence projects, which adds additional levels of confidentiality. If no information was generated, the project's scores were pro-rated so that the organization is not penalized for the lack of information.

Cost Effectiveness Calculations (Question 13)

For RRH/TH, cost/permanent housing exit is within lowest 25% = 5 points; cost/permanent housing exit is within lowest 50% = 3 points; for PSH cost/permanent housing placement + retention (subtracting out deceased) is within lowest 25% = 5 points, within lowest 50% = 3 points

Total Project Grant Amount	Stayers	Positive Permanent Housing greater than 90 days	Positive Permanent Housing less than 90 days	Total Persons in Positive Housing	Calculated Cost Effectiveness
$133136		47	3	50	$2662.72


indianabos.org/internal-competition
My Sites | Wix.com
CONTINUUM OF CARE
Home
Initiatives
Resources
Contact
Search Site
2019
Forms & Guides
Approved 2019 IN BoS CoC Ranking (September 19, 2019) (Note: These were originally posted on September 13, 2019. Click here to access the original version).
2019 NOFA Request for Applications (posted
Policies & Procedures
Ranking and Reallocation Policy 2019 (September 13, 2019)
Ranking and Reallocation Policy 2018 (September 13, 2019)
CoC Application
Webinars & Final CoC NOFA Applications
2019 CoC Collaborative Application (September 25, 2019)
2019 CoC Priority Listing (September 25, 2019)
E-SNAPS Grant Management System
Timeline of Events
April 30, 2019
Deadline for Internal Renewal Applications
June 30, 2019
All Internal applications scored
July 10, 2019
CoC Board Funding & Resource Committee

Indiana Balance of State (IN-502)

Racial Disparities in Housing Analysis

September 2019

The State of Indiana 2015-2019 Five Year Consolidated Plan serves as a starting point for the Continuum of Care Racial Disparities analysis in housing related needs. The State Consolidated Plan is developed in collaboration with two state of Indiana agencies, Indiana Housing & Community Development Authority and Indiana Office of Community and Rural Affairs.

As a part of the data collected for the 2019 Annual Action plan, a review of impediments to Fair Housing were identified and outlined in the Con Plan.

Definitions

The terms used in this section are based on the narrative used in the Affirmatively Furthering Fair Housing (AFFH) Guidebook. Although not yet a requirement for the state, the Guidebook was used in prioritization and goal setting for its focus on improving economic opportunity for Indiana residents who are faced with fair housing challenges.

Contributing factors

According to HUD, a "fair housing contributing factor" is a factor that creates, contributes to, perpetuates or increases the severity of one or more fair housing issues.

The fair housing issues include:

- segregation,
- R/ECAPs,
- disparities in access to opportunity,
- disproportionate housing needs,
- disability and access issues, and
- Fair housing education, outreach and resources.

Priorities

Contributing factors require prioritization, and prioritization determines the fair housing goals and strategies. According to 24 C.F.R. Section 5.154(d)(4)(ii), in prioritizing contributing factors, states/counties/cities should give "highest priority to those factors that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance." The Continuum of Care will be focusing on the disparities in access to opportunity and the disproportionate housing needs. Priorities are assessed biennially based on data collected and analyzed by the CoC.

The specific data about impediments identified for certain minorities based on percentages of persons experiencing HUD defined "housing problems." "Housing problems" are defined as one of the following concerns: (1) the housing lacks complete kitchen facilities, (2) the housing lacks complete plumbing

facilities, (3) more than one person per room, and/or (4) the housing is a cost burden where housing costs are more than 30% of the household's annual income.

Households in the State's non-entitlement areas earning between 30 and 50 percent AMI have disproportionately greater housing problems according to HUD tables. In this earning bracket, all racial and ethnic groups face disproportionately greater housing problems at a rate of 15 percentage points or higher than whites. The disproportionality by race and/or ethnicity is as follows:

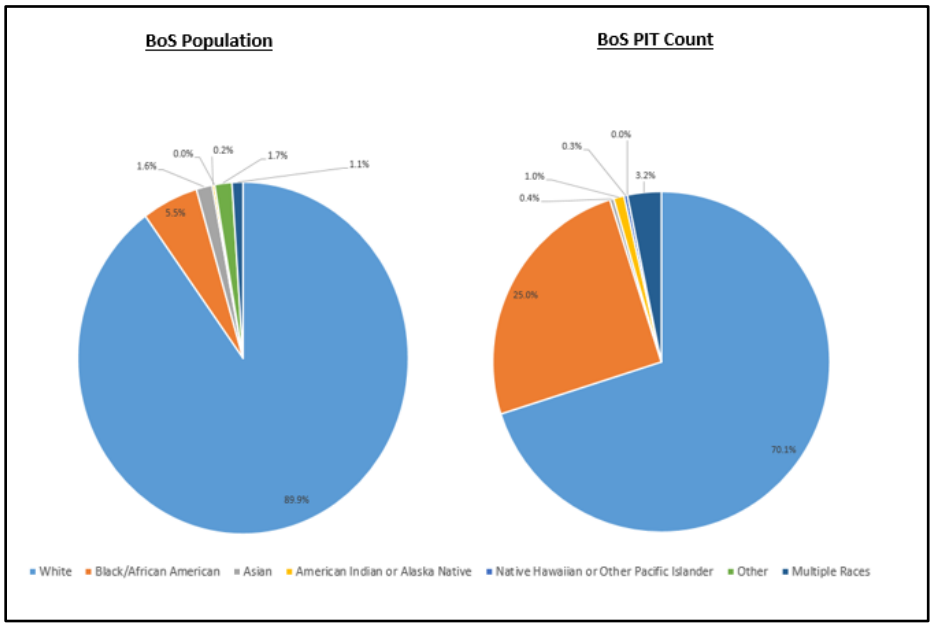
- African Americans and Hispanics: 16 percentage points higher
- Asians: 20 percentage points higher
- Native Americans: 18 percentage points higher and
- Pacific Islanders 39 percentage points higher

"Severe housing problems" are defined as the following concerns (1) the housing lacks complete kitchen facilities, (2) the housing lacks complete plumbing facilities, (3) more than 1.5 persons per room, and/or (4) the housing is a cost burden where housing costs are more than 50% of the household's annual income.

Households facing disproportionately severe housing problems include Asians earning 30 to 50 percent of AMI (24 points higher than whites) and Pacific Islanders earning 0 to 30 percent of AMI (10 percentage points higher than whites).Hispanics earning 30 to 50 percent of AMI face severe housing problems at a rate of 9 percentage points higher than whites which is close to the HUD disproportionate definition.

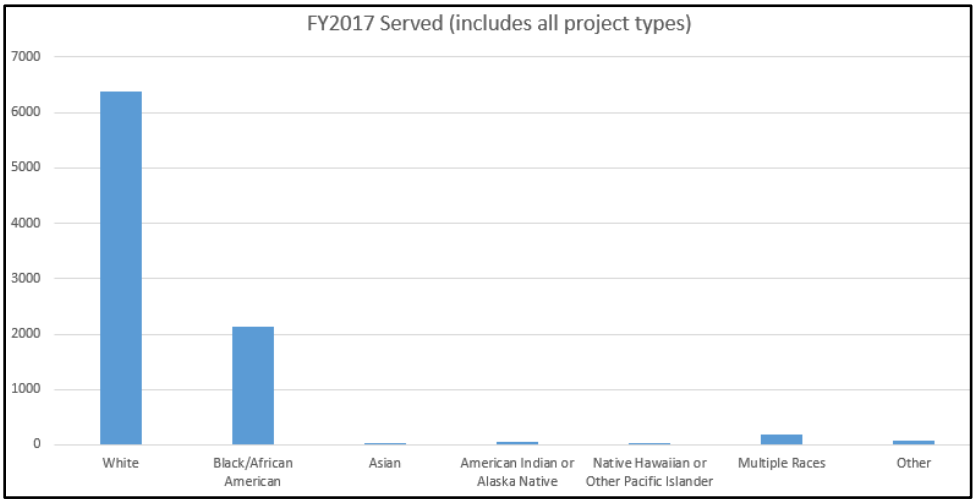
The only households in the State with disproportionately greater housing cost burden (paying over 50% of income on housing costs) are African Americans, who are severely cost burdened at a rate 13 percentage points higher than whites.

The BoS overall population data and BoS PIT count data is presented in the graphic below.



The population encompassing the BoS is primarily white, and makes up 89.9% of the total BoS population. Black or African Americans make up 5.5% of the BoS population. The PIT count conducted on January 23, 2019 represents sheltered and unsheltered individuals experiencing homelessness. In comparison to population data, while Blacks or African Americans make up only 5.5% of the total population, they represent 25% of the homeless population in the BoS.

There is consistency between the BoS PIT Count and utilization of homeless assistance in the BoS related to race. In addition to reviewing census and PIT data, the BoS CoC analyzed many data sets from the longitudinal system analysis (LSA) submission for reporting period 10/01/2017-09/30/2018. The graphic below represents head of household and adults served by any project type in the homeless system during the reporting period.



Conclusions and Strategies

The CoC analyzed current data within this report, and data from the 2018 analysis. The data supports that people of different races and ethnicities are more likely to utilize the homeless system. Data also supports that minority populations experience homelessness in the BoS at higher rates than their percentage of overall population. Black/African Americans are more than four times likely to use assistance than the portion of the population they represent within the BoS.

Data reported in the 2018 analysis confirms that both black or African Americans individuals and Native Hawaiian or Pacific Islanders also spend on average 171 additional days in the homeless system before exiting to permanent housing destinations in comparison to white individuals. In addition, the 2018 analysis confirmed that white adults exited the system quicker, but with less income than minorities.

The CoC understands this report contains only a high level overview of the disparities that are present within the system. The CoC continues to work within its sphere of expertise to address these disparities, but is also engaging other community stakeholders to influence an overall system change.

The following strategies will be used to address these disparities:

- The Indiana Housing and Community Development (IHCDA), as the Collaborative Applicant, has engaged executive level leadership, including the Lt. Governor, to further address community dynamics and tackle the issue more comprehensively.
- The CoC will continue to engage staff, committees, and community resources to analyze data and further address racial disparities related to homelessness.
- The CoC will examine past and present data to re-evaluate policies and processes to guarantee that the system is inclusive of all persons facing homelessness, specifically minorities.
- The CoC will continue to provide training to staff and community partners specifically related to implicit bias and ensuring culturally competent and equitable programs.

Sources:

American Community Survey 2017 5-year survey https://www.census.gov/programs-surveys/acs
2019 State of Indiana Action Plan https://www.in.gov/ihcda/files/IN_2019_ActionPlan_FINAL.pdf