



## 2023 INTERNAL RENEWAL PROJECT APPLICATION

### Instructions:

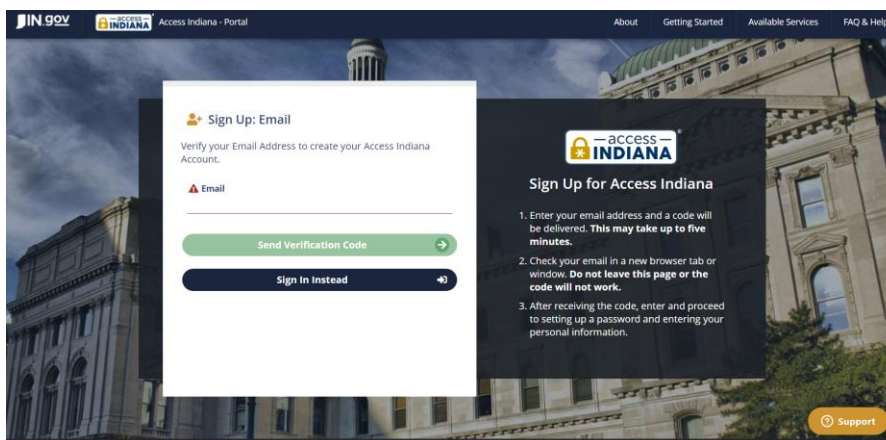
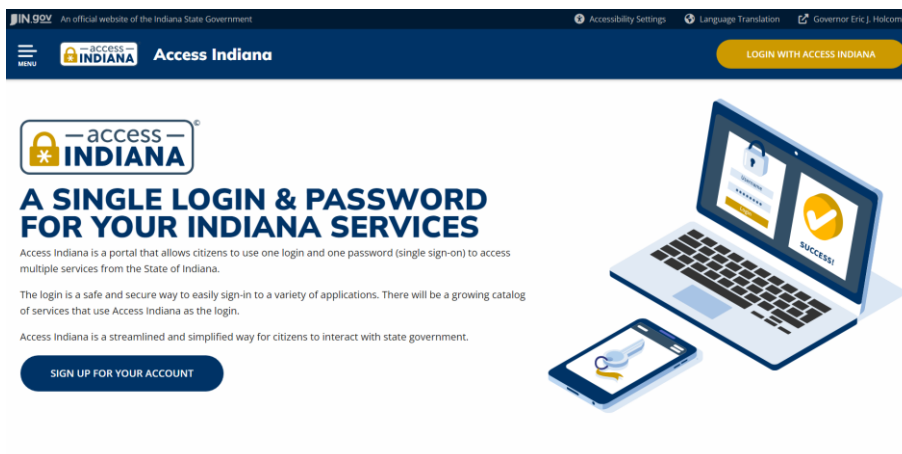
The 2023 Internal Renewal Project Application (IRPA) will be used to renew Continuum of Care (COC) funding for the FY2023 HUD COC Competition (expenditure year 2024-2025) for the Indiana Balance of State (IN-502). CoC program application requirements change periodically, and annual NOFOs may provide more detailed guidance. Additional information or application modifications may be necessary based on information provided in the 2023 NOFO when it is released by HUD.

### 2023 IRPA

This year's IRPA will be completed online. Please click on the following URL to be taken to the Access Indiana login page.

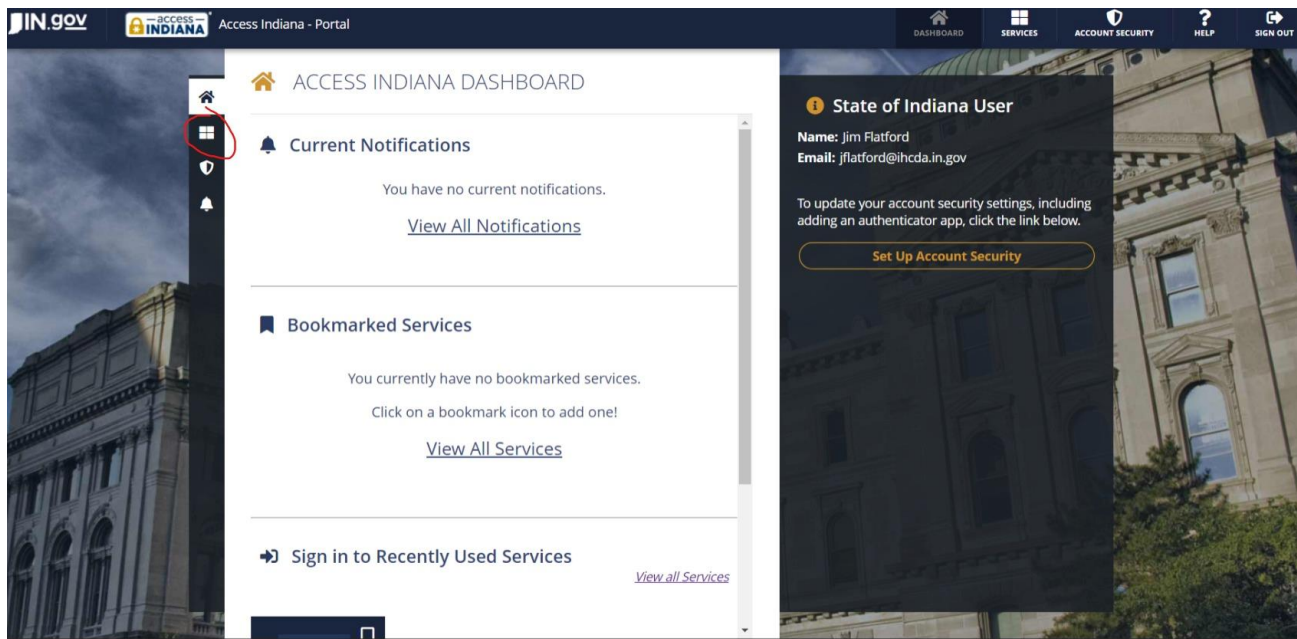
<https://www.in.gov/access/>

You will be required to create an Access Indiana user profile, unless you have already created one.

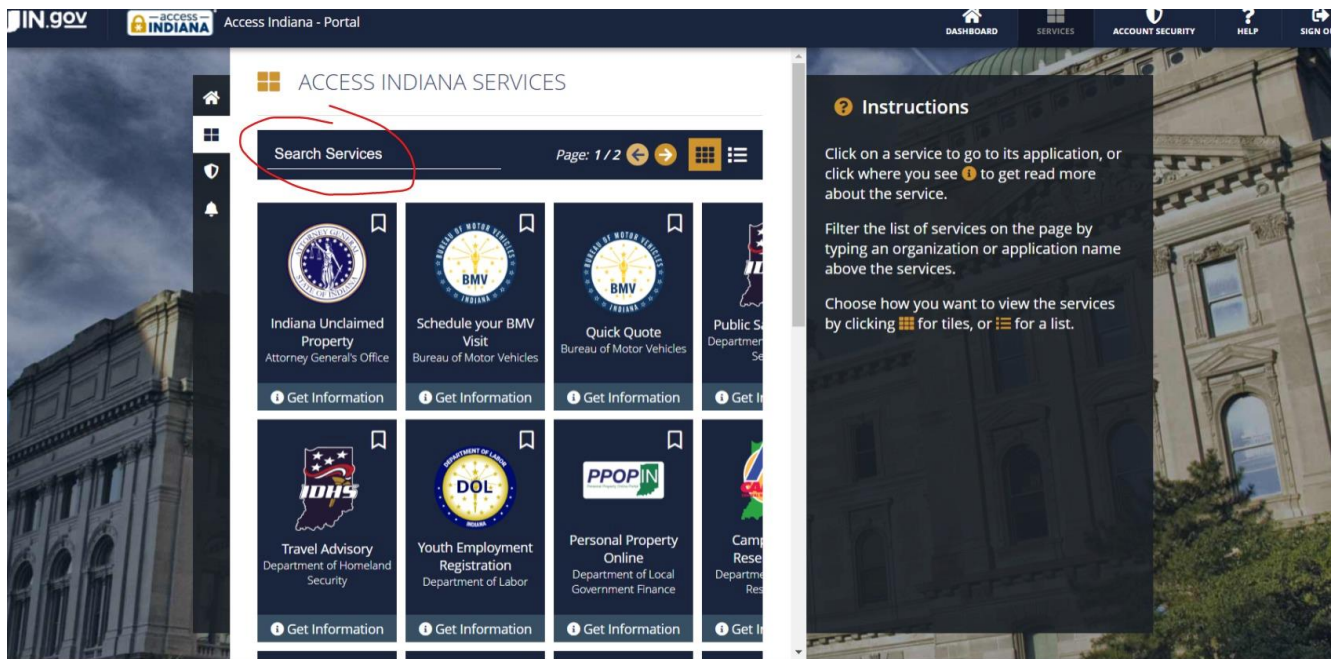


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Once you have signed in through Access Indiana, click on the *Services* tab from your dashboard.

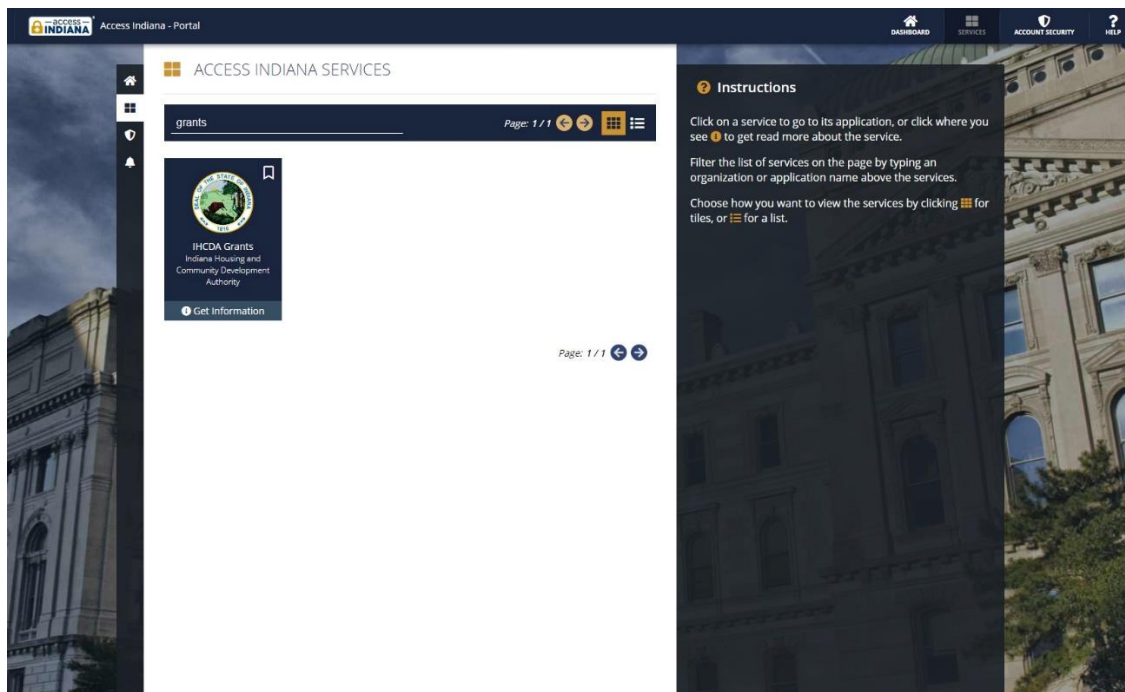


Type “Grants” into the search field.



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Click on the *IHCDA Grants* tile.



## Application Workspace

The screenshot shows the 'Application Workspace' for application number 000040. The header includes the IHCDA logo and navigation links for 'Home' and 'COC Renewals'. Below the header, the application number '000040' is displayed, along with 'Application Number: 000040', 'Application Status: Draft - Not Submitted', and 'Applying Organization: IHCDA'. The main section is titled 'Complete Your Renewal Application' and contains a list of sections to be completed. Each section has a 'Get Started' button.

Section	Section Status	Action
Applicant and Project Information <small>In this section, verify that SAM.gov data about you and your organization is accurate and current.</small>	Not Started	<a href="#">Get Started</a>
Eligibility-General questions	Not Started	<a href="#">Get Started</a>
Project Detail and Funding	Not Started	<a href="#">Get Started</a>
Housing First- Low Barrier Access	Not Started	<a href="#">Get Started</a>
Housing First- Housing Retention	Not Started	<a href="#">Get Started</a>
Performance	Not Started	<a href="#">Get Started</a>
Equity and Representation	Not Started	<a href="#">Get Started</a>
Bonus and Deductions	Not Started	<a href="#">Get Started</a>
Upload Documents & Files <small>In this section, upload any documents and files that are required to evaluate your request.</small>	Not Started	<a href="#">Get Started</a>

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Section 1 is needed to collect and reconfirm critical information about your project. Section 2 is required to determine eligibility, confirm federal requirements, and determine threshold items. Each of these items is required by HUD for an agency to receive federal funding.

Sections 3-8 comprise the competitively scored portion of your application. Most of the requested information is the same or like what has been collected in the past. We have also allowed for explanatory narratives if applicable. Please follow the instructions in each section. The purpose of these sections is to ensure that IHCD and HUD understand the strength of your project and what impact you are making in your community. Scoring of these sections will impact final ranking decisions when the Balance of State Consolidated Application is submitted.

Section 9 includes bonus questions that outline expectations around equity, reducing disparity and lived experience representation. Projects that voluntarily reallocate funding can receive additional bonus points.

Section 10 is where you will upload the required documents.

If you have multiple projects funded through the Indiana Balance of State's CoC, please complete one application for each. Please submit your application(s) by the deadline below. Failure to submit on-time can result in a reduction in application score.

Please complete the online application no **later than June 26th, 2023**. Please contact IHCD's Community Services at [communityservices@ihcda.IN.gov](mailto:communityservices@ihcda.IN.gov) with any questions or concerns regarding this application.

A video walkthrough of the Access Indiana process can be found here: [2023 Access Indiana Instructions](#)

A video walkthrough of the IRPA process can be found here: [2023 IRPA Instructions](#)

Additional information on the CoC application process can be found here: [IHCD: Internal Competition](#)

Please contact IHCD's HMIS Team at [HMIShelpdesk@ihcda.IN.gov](mailto:HMIShelpdesk@ihcda.IN.gov) or [DVhelpdesk@ihcda.in.gov](mailto:DVhelpdesk@ihcda.in.gov) (DV partners only) for data or ClientTrack report questions. Please note that applications not submitted on time or substantially incomplete or noncompliant are subject to a reduction in score for late or incomplete submission.

*Thank you, and we look forward to your submission!*

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## List of Sections

Follow these instructions to complete your application:

- Section 1: Applicant and Project Information **(required, no points)**
  - Answer each question regarding your project.
- Section 2: Eligibility—General Questions **(required, 3 points)**
  - Answer each question regarding your project.
- Section 3: Project Detail and Funding **(required, 12 points)**
  - Answer each question regarding your project.
- Section 4: Housing First—Low Barrier Access **(required, 11 points)**
  - Answer each question regarding your project.
  - Refer to the Housing First Checklist from USICH for more information and references.  
[https://www.usich.gov/resources/uploads/asset\\_library/Housing\\_First\\_Checklist\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)
- Section 5: Housing First—Housing Retention **(required, 5 points)**
  - Answer each question regarding your project.
- Section 6: Housing First—Participant Engagement **(required, 4 points)**
  - Answer each question regarding your project.
- Section 7: Performance Questions **(required, 45 points)**
  - Generate the CoC APR for your participating project for 2022 **(1/1/2022 - 12/31/2022)** and **utilize the APR review tool for data analysis.**
  - Follow the instructions on the form and enter the appropriate data.  
<https://www.in.gov/ihcda/files/APR-CAPER-Review-Tool-Jan-2023.pdf>
- Section 8: Equity and Representation **(required, 20 points)**
  - Respond to each question regarding your project.
- Section 9: Bonus and Deductions **(required, up to +/-25 points)**
  - Bonus (up to 25 points)
    - Lived Experience, Equity and Representation
    - Voluntary reallocation
  - Penalty for Late or Deficient Submission (up to -25 points)
    - Applied by IHCDA to applications received after the posted deadline.
- Section 10: Upload Documents & Files **(required)**
  - **Attachment List:**
    - Screen shot of your organization's active Indiana Secretary of State registration.
    - Screen shot of your organizations active SAM.gov registration.
    - Copy of your APR for 2022 (1/1/2022-12/31/2022).
    - Copy of your organizations Housing First or programmatic policies.
    - For Direct-HUD funded only:
      - Copy of your organizations most recent close-out report.
- Resources
  - How to guides for the CoC APR review tool for calendar year 2022  
<https://www.in.gov/ihcda/files/APR-CAPER-Review-Tool-Jan-2023.pdf>
  - [IHCDA: Internal Competition Webpage](#)
  - [2023 Access Indiana Instructions - YouTube](#)
  - [2023 IRPA Instructions - YouTube](#)



# 2023 COC Internal Renewal Project Application Instructions

Eligibility- General Questions- 3 points	Scoring Criteria
1. CoC Engagement: (3 points total, 1 per question) <ul style="list-style-type: none"> <li>Did your agency participate in a Regional Planning Council between 7/1/22-6/30/23?</li> <li>Did your agency send a representative to a Development Day event between 7/1/22-6/30/2023?</li> <li>Did your agency attend an HMIS Coffee Talks, CoC training, office hours, or IRPA training between 7/1/22-6/30/23?</li> </ul>	Yes = 1 point No = 0 points

Project Detail and Funding- 15 points	Scoring Criteria
1. Coordinated Entry: (5 points) <ul style="list-style-type: none"> <li>Did 100% of new clients enrolled in the project from 1/1/2022-12/31/2022 come from a coordinated entry referral?</li> </ul>	Yes = 5 points No = 0 points
2. Funding Draw down (4 points total, for either option) <ul style="list-style-type: none"> <li>For direct-HUD funded projects: Did you make a draw at least quarterly in ELOCCS in your last closed-out project year? (FY2020) OR</li> <li>For IHCD sub-recipients: Did you make a monthly draw by the 20<sup>th</sup> of each month in your last closed out project year? (FY2020)               <ul style="list-style-type: none"> <li>For projects that started late due to contracting delays, you can indicate "yes" for this question.</li> </ul> </li> </ul>	Yes = 4 points No = 0 points
3. Report and Grant Agreement Submission (3 points total, 1 per question) <ul style="list-style-type: none"> <li>Submit signed agreements in a timely manner?</li> <li>Submit required documentation (match letter, homeless representation, board resolutions) in a timely manner?</li> <li>Submit required close-out reports by the deadline?</li> </ul>	Yes= 1 point No= 0 points

Housing First-Low Barrier Access- 11 points	Scoring Criteria
Refer to the Housing First Checklist from USICH for more information and references. <a href="https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf">https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf</a> . Attach a copy of your organizations Housing First policies. Please provide a copy of your <u>organization's Housing First policies, or policies and procedures for your program.</u>	Policies Attached= 5 points
a. Will/Does the project require clients to pass a background screening prior to project entry (excluding sexual offender/predator check)?	Yes = 0 points No = 1 points
b. Will/Does the project require all persons with specified criminal convictions on a blanket basis to be excluded from admission (excluding registered sexual offender/predator, and background screening imposed by other funders)?	Yes = 0 points No = 1 points
c. Will/Does the project require participants to be clean and sober for a specified period prior to project entry as a condition for admission?	Yes = 0 points No = 1 points
d. Will/Does the project serve individuals and families regardless of sexual orientation, family composition, or marital status and are transgendered persons served according to the gender with which they identify?	Yes = 1 points No = 0 points

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e. Will/Does the project expedite the admission process including assisting in assembling necessary documents to support the application for admission?	Yes = 1 points No = 0 points
f. Does the project actively participate in coordinated entry including attendance at meetings and case conferencing and, if applicable, are all new project entrants being referred through coordinated entry?	Yes = 1 points No = 0 points

<b>Housing First-Housing Retention- 5 points</b> Refer to the Housing First Checklist from USICH for more information and references. <a href="https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf">https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf</a> .	<b>Scoring Criteria</b>
a. Will/Does the project terminate participants for failure to participate in treatment or support services including case management?	Yes = 0 points No = 1 points
b. Will/Does the project terminate participants solely for engaging in substance use?	Yes = 0 points No = 1 points
c. Will/Does the project require participants to obtain earned or benefit income as a condition of remaining in the project?	Yes = 0 points No = 1 points
d. Will/Does the project make all efforts to avoid discharging participants into homelessness including referral back to coordinated entry for those who cannot remain in the project.	Yes = 1 points No = 0 points
e. Will/Does project require participants be held to standards/behaviors not found in mainstream leases (such as not being allowed visitors, curfews, required to do chores, or not be allowed to have alcoholic beverages in their unit)?	Yes = 0 points No = 1 points

<b>Housing First-Participant Engagement- 4 points</b> Refer to the Housing First Checklist from USICH for more information and references. <a href="https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf">https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf</a> .	<b>Scoring Criteria</b>
a. Will/Does the project provide participant choice in accessing services and are efforts made to connect participants to community-based services?	Yes = 1 points No = 0 points
b. Will/Does the project provide regular opportunities for program participants to provide input on project policies and operations?	Yes = 1 points No = 0 points
c. Will/Does the project employ Person Centered Planning as a guiding principle of the service planning process? (Person Centered Planning focuses on the individual; what they would like to accomplish in terms of relationships, community participation, achieving control over their lives, and developing the skills and resources needed to accomplish those goals.)	Yes = 1 points No = 0 points
d. Are/Will the project staffed be trained in clinical and non-clinical strategies to support participant engagement including harm reduction, motivational interviewing, trauma informed approaches, and strength based?	Yes = 1 points No = 0 points

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<p align="center"><b>Performance Questions- 45 points</b></p> <p>The following performance questions are based on calculations from the Annual Performance Report (APR) data. <b>Please provide a copy of your APR from 1/1/2022-12/31/2022 with your submission.</b> Note that some questions refer to participants/individuals and others are for households. Please check that you have selected the data from the APR that correctly refers to households or individuals.</p>	<p align="center"><b>Scoring Criteria</b></p>
<p><b>HMIS- 10 points</b></p> <p>Based on the APR review tool, review the categories below and if the project can answer “yes” then it meets threshold:</p> <p>Q6a- Data Quality: Personally Identifiable Information</p> <ul style="list-style-type: none"> <li>Are all errors rates below 5%?</li> </ul> <p>Q6b- Data Quality: Universal Data Elements</p> <ul style="list-style-type: none"> <li>Are all errors rates below 5%?</li> </ul> <p>Q6c- Data Quality: Income and Housing Data Quality</p> <ul style="list-style-type: none"> <li>Are all errors rates below 15%?</li> </ul> <p>Q6e- Data Quality: Timeliness</p> <ul style="list-style-type: none"> <li>Are all project start records and project exit records completed in fewer than 7 days?</li> </ul> <p><i>Rationale: missing or null data indicate non-existent or poor data, which negatively impacts project and system performance. Timeliness of data entry is a key measure from the HMIS Data Quality Plan, and a benchmark of quality HMIS administration in accordance with HUD standards.</i></p> <p><i>Q6a, Q6b, Q6c, and Q6e for the information. Information is found in the last column of the table, except for Q6e which requires information from both columns of the table.</i></p>	<p><b>For all project types:</b></p> <p>All 4 categories meet threshold= 10 points  3 categories meet threshold= 5 points  2 or fewer categories meet threshold= 0 points</p>
<p><b>Maintain or Exit to Permanent Housing- 10 points</b></p> <p>What is the percentage of <b>individual</b> exits to positive housing destination or individuals remaining in permanent housing?</p> <p><i>Rationale: individuals exiting to a positive housing destination or retaining their permanent housing indicate connection to community and project services that create positive outcomes for project participants.</i></p> <p><i>Refer to the APR review tool for the information.</i></p> <p align="center"><u>Q5A, line 8 Total Number of stayers)+Q23C, line 43 Total persons exiting to positive housing destinations)</u>  Q5A, line 1 (total number of persons served)</p>	<p><b>For RRH/TH-RRH:</b></p> <p>&gt;90% exiting to PH = 10 points  85-89% = 5 points  &lt;85% = 0 points</p> <p><b>For PSH:</b></p> <p>&gt;95%: 10 points  90-94.99%= 5 points  &lt;89.99%= 0 points</p>
<p><b>Exits to Homelessness- 8 points</b></p> <p>What is the percentage of <b>households</b> that exited to homelessness or an unknown destination?</p> <p><i>Rationale: households returning to homelessness at project exit or exiting to an unknown destination indicate challenges in provision of services to support retention or successful project exit.</i></p>	<p><b>For all projects:</b></p> <p>&lt;5%= 8 points  ≥5%= 0 points</p>



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<p>Refer to the APR review tool questions Q23C (Temporary Destinations- emergency shelter, transitional housing, unsheltered homelessness, client refused, data not collected) and Q5A, line 15 for the information.</p> <p>Calculation:</p> $\frac{\text{Q23C (emergency shelter, transitional housing, unsheltered homelessness, client refused, data not collected)}}{\text{Q5A Total Number of Adult Head of Household, line 15}}$	
<p><b>Maintain or Increase Income- 7 points</b></p> <p>What is the percentage of <b>adults (over 18)</b> that maintained or increased any income from project entry to exit/or annual assessment?</p> <p><i>Rationale: households increasing their income demonstrate provision of services and connection to community that increases household financial stability.</i></p> <p>Refer to the APR review tool questions Q19A1 column D and line 5 &amp; column I and line 5, Q19A2 column I and line 5 and Q5A line 2 for the information.</p> <p>Calculation:</p> $\frac{\text{Q19A1+Q19A2 Total adults over 18 maintained or increased income stayers or exited}}{\text{Q5A Total Number of Adults (over 18)}}$	<p><b>For RRH/TH-RRH:</b></p> <p>&gt;35% gain or maintain their income (all types)= 7 points          &lt;34.99%= 0 points</p> <p><b>For PSH:</b></p> <p>&gt;25% gain or maintain their income (all types)= 7 points          &lt;24.99%= 0 points</p>
<p><b>Utilization- 3 points</b></p> <p>What was your average utilization of your <b>household capacity</b> on the four PIT dates? (APR days listed for Q1-January, Q2-April, Q3-July, Q4-October)</p> <p>Refer to APR review tool questions Q8B and Q5A for the information.</p> <p>Calculation:</p> $\frac{\text{Q8B Total Household for (January +April +July +October)}/4}{\text{Q5A, line 14 \& 15 Total Head of Households}}$	<p><b>For all projects:</b></p> <p>Average &gt;90% for the four PIT dates in APR = 3 points</p>
<p><b>Resources- 7 points</b></p> <p>What is the percentage of funding that your grant spent in the most recently closed grant term? <b>(FY2020, ex for IHCD sub-recipient, grant agreement included "-021-" in the name )</b></p> <p>Refer to your most recent HUD close-out report for FY2020</p>	<p><b>For all projects:</b></p> <p>Total spent &gt;95%= 7 points          94.99%-90%= 3 points          &lt;90%= 0 points</p>
<p><b>Reallocation Policy:</b></p> <p>If your project did not spend at least 75% of funding in FY2020 then your project is required to complete a resource utilization spending rationale. This form is not scored, but will be submitted alongside your IRPA response.</p> <p>If your project is also planning to voluntarily reallocate in the FY2023 competition, additional information will be collected later in the application to ensure your project receives the appropriate bonus points, in accordance with CoC Policy.</p>	<p><b>For all projects that did not meet 75% spending requirement.</b></p> <p>0 points</p>

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<p><b>Equity and Representation Questions- 20 points</b></p> <p>The following performance questions are based on calculations from the Annual Performance Report (APR) data and agency information. Please provide a copy of your APR from 1/1/2022-12/31/2022 with your submission.</p>	<p><b>Scoring Criteria</b></p>
<p><b>Survivors of Domestic Violence- 5 points</b> (reported at entry)</p> <p>1. <b>Households</b> served in the project have a history of domestic violence.  <i>Use data from "Yes" responses to question 14a, "Domestic Violence History" on the APR review tool</i>            Calculation: <u>14a (total persons with DV history)</u>            5a, line 1 (Total Number of Persons Served on the APR review tool)</p>	<p><b>For all projects:</b>            &gt;25% history of DV= 5 points</p>
<p><b>Severe Service Needs- 3 points</b> (reported at entry)</p> <p>1. <b>Persons</b> served in the project have at least one member that have 3+ mental or physical health conditions.  <i>Use "Yes" responses to question 13A2 and 5A, line 1</i>            Calculation: <u>13A2 (total persons with 3+ conditions)</u>            5a, line 1 (Total Number of Persons Served, on the APR review tool)</p>	<p><b>For RRH &amp; TH-RRH projects:</b>            &gt;15% households have 3+ condition= 3 points  <b>For PSH projects:</b>            &gt;85% households have 3+ condition= 3 points</p>
<p><b>Understanding Disparity and Equity Education- 4 points</b> (yes/no)</p> <p>1. Has your agency hosted or attended training on issues related to equity and inclusion between 7/1/22-6/30/23 to:</p> <ul style="list-style-type: none"> <li>• board, (1 point)</li> <li>• agency leadership (1 point) and</li> <li>• direct service staff (1 point)</li> </ul> <p>2. Does your organization track outcomes for households or individuals based on their demographics? (yes/no)</p>	<p><b>For all projects: 3 points max</b>  <b>1 point:</b> the agency has hosted or attended training on equity and inclusion for their board.  <b>1 point:</b> the agency has hosted or attended training on equity and inclusion for leadership.  <b>1 point:</b> the agency hosted or attended training on equity and inclusion for direct service staff.  <b>For all projects: 1 point</b>            If yes, an organization tracks outcomes based on demographics.</p>
<p><b>Ensuring Representation- 8 points</b> (drop down/narrative)</p> <p><b>Lived Experience of Homelessness</b></p> <p>1. How many people with lived experience are on your board or staff? (3 points)</p> <p>2. Does your agency leadership include an individual with lived experience? (3 points) <i>Agency leadership would include any supervisors or directors.</i></p> <p>3. How many of them have a recent experience of homelessness (7 years)? (2 points)</p>	<p><b>For all projects:</b>  <b>3 points:</b> agency has 1 representative with lived experience on board or staff.  <b>3 points:</b> agency leadership includes an individual with lived experience.  <b>2 points:</b> at least one (or their only one) representative has a recent experience (last 7 years).</p>

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<b>Bonus: Lived Experience, Representation, &amp; Addressing Disparities (+10 Additional Points)</b>	The following bonus points can be added to increase application points.
<p><b>BONUS: Lived Experience and Representation (4 points)- narrative</b></p> <p>Please describe how your board, agency leadership and direct service staff is reflective of the population served? (3 points)</p>  <p>Is client voice included in the operations of your organization? (1 point)</p>  <p><b>BONUS: Addressing Disparities (6 points)</b></p> <p>Does your organization have diversity and inclusion policies? (1 point)</p> <p>What policies does your organization have that support equity for staff and clients? (2 point) To score maximum points, please list/describe diversity and inclusion policies, anti-discrimination policies, anti-racism policies, etc.</p> <p>Are you gathering feedback in the areas of equity and inclusion from clients and staff? (1 point)</p> <p>What has the feedback told you about the areas of equity and inclusion within the organization or its programs? (2 point)</p>	<p><b>For all projects:</b></p> <p><i>4 points total. 1 point for each of the following as it relates to the board, agency leadership, and direct service staff:</i></p> <p><b>1 point:</b> agency board membership is representative,</p> <p><b>1 point:</b> agency leadership is representative,</p> <p><b>1 point:</b> agency direct service staff is representative of population served.</p> <p><b>1 point:</b> if yes, agency has mechanism to receive feedback from clients.</p> <p><b>For all projects:</b></p> <p><i>6 points total.</i></p> <p><b>1 point:</b> agency has diversity and inclusion policies.</p> <p><b>2 points:</b> agency can describe policies they have in place that are anti-racist, or intended to prevent discrimination, and support accountability.</p> <p><b>1 point:</b> agency is collecting feedback from clients and staff on the areas of equity and inclusion.</p> <p><b>2 points:</b> agency can describe feedback (positive or negative) they have received about the issues of equity and inclusion in the agency or its programs.</p>
<p><b>BONUS: Reallocation (+15 Bonus Points)</b></p> <p>Is your agency voluntarily reallocating funding in this competition?</p> <p>How much funding are you reallocating?</p>	<p><b>For all projects</b></p> <p>Projects reallocating funding receive 15 bonus points</p>

Deductions (-35 points, plus Deficient IRPA Points)	
The following deductions will be taken for each of the items listed below	Scoring Criteria
<b>IRPA submitted late (but complete):</b> Within 48 hours of deadline- (-5) points Later than 48 hours of deadline- (-10) points	<b>For all projects:</b> Up to 10 points for late submission.
<b>IRPA submitted incomplete:</b> IRPA submitted incomplete, resubmitted by deadline with corrections- 0 points IRPA submitted incomplete, resubmitted within 48 hours of deadline with corrections- (-5) points	<b>For all projects:</b> Up to 25 points for late or incomplete submission.

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<p>IRPA submitted incomplete, resubmitted later than 48 hours after deadline with corrections- (-10) points</p> <p>IRPA submitted incomplete, no resubmission with corrections- (-25) points</p> <p>*Incomplete IRPAs will be scored only on questions that are answered. 0 points will be awarded to blank questions. Incomplete and deficient IRPA's may receive zero or negative points.</p>	
<p><b>IRPA deficient</b></p> <p>Agencies that provide intentionally misleading or incorrect information on their IRPA will be reported to the Funding &amp; Resources Committee. Questions may be rescored with correct data and the IRPA score will be updated to reflect those correct numbers. Corrected numbers will be reported to IRPA contact person. If data is corrected on more than 1 question, then 5 points per question may be deducted from the IRPA score. Please carefully review your answers before submission.</p>	<p><b>For all projects</b></p> <p>After 1 data error, 5 points per question.</p>