

# **CONSOLIDATED FUNDING APPLICATION (CFA)**

**Fiscal Year 2017  
July 1, 2016 – June 30, 2017**

**APPLICATION DEADLINE**  
4:00pm, February 12, 2016



**Mayor's Office of Human Services  
Homeless Services Program**



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## **CONSOLIDATED FUNDING APPLICATION OVERVIEW**

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**THE MAYOR'S OFFICE OF HUMAN SERVICES** is requesting new and renewal project proposals from qualified organizations to provide services to individuals and families who are experiencing homelessness and/or at at-risk of becoming homeless in Baltimore City to be funded through the City Fiscal Year 2017 Consolidated Funding Application (CFA). The 2017 City Fiscal Year runs July 1, 2016 – June 30, 2017. The CFA draws its financial resources from seven grants that operate with similar funding guidelines. These seven grants include two federal grants, the Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA), and four grants from the State of Maryland, the Emergency and Transitional Housing and Services (ETHS) grant, the Homeless Prevention Program, the Homeless Women Crisis Shelter Program (HWCS), the Services Linked Housing (SLH) program, and Department of Social Services Shelter Bed Funding.

### **Funding Priorities**

The FY2017 CFA prioritizes projects that meet the identified needs of those experiencing homelessness and those at-risk of becoming homeless, and those projects that address goals and mandates set forth by:

- *The Journey Home*, Baltimore City's Plan to End Homelessness, which sets the vision of making homelessness rare and brief in Baltimore
- *Opening Doors*, The Federal Strategic Plan to Prevent and End Homelessness
- *The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and the Emergency Solutions Grant (ESG)*, which together focus on a community-wide commitment to ending homelessness through prevention and rapid transition from homelessness to stable living environments

The CFA will continue to fund a full spectrum of housing and services to address and prevent homelessness, which includes eviction prevention, drop-in centers, emergency shelter, transitional housing, street outreach, rapid rehousing, permanent housing stability support services, and housing and services for people living with HIV or AIDS.

**The following program funding priorities have been established for new projects during the CFY 2017 CFA:**

- Increase the housing opportunities available to *individuals and families* experiencing homelessness through rapid re-housing programs
- Increase the number of shelter beds available for *unaccompanied youth* experiencing homelessness
- Increase outreach, housing assessment, and navigator staffing capacity for Coordinated Access

## Funding Sources

The Consolidated Funding Application (CFA) draws its financial resources from seven grants that operate with separate funding guidelines and restrictions on eligible activities. Project grants from the CFA typically fall between \$25,000 and \$150,000. The median grant awarded in the FY2016 funding cycle was \$55,000.

- **Emergency Solutions Grant Program (ESG)** – Of the estimated \$1,500,000 available ESG funds, MOHS will set aside 7.5% for the program’s administrative costs. Approximately \$1,387,500 will be available to fund projects with eligible street outreach activities, the operation of emergency shelters, essential services for people in emergency shelters and day resource center programs, homelessness prevention grants and services, and rapid re-housing programs. MOHS may utilize some ESG funds to build capacity for HMIS and Coordinated Access. Grantees will be expected to spend the full amount of their award by the end of the city fiscal year. Activities must conform to the [ESG Program Interim Rule](#).
- **Emergency and Transitional Housing and Services Program (ETHS)** – approximately \$1,127,000 is available for sheltering and supportive services for emergency shelter and transitional housing programs. Activities must conform to [ETHS COMAR Regulations](#)
- **Homelessness Prevention Program (HPP)** – approximately \$367,000 is available to assist households experiencing a housing crisis and provides funding for eviction prevention counseling and rental assistance grants, as they conform to [HPP COMAR Regulations](#)
- **Homeless Women Crisis Shelter Program (HWCSPP)** – approximately \$432,000 will be available to provide shelter, meals, counseling, and referral services to homeless women and children, as such activities conform to the [HWCSPP COMAR Regulations](#)
- **Housing Opportunities for Persons With AIDS Program (HOPWA)** – approximately \$2,800,000 is available for supportive services, eviction prevention & utility preservation, outreach, and permanent supportive housing for activities which serve persons living with AIDS, as they conform with the [HOPWA Program Regulations](#)
- **Service Linked Housing program (SLH)** – approximately \$172,000 is available to provide supportive services by Resident Advocates for individuals and families who were formerly homeless and are now living in permanent supportive housing programs, as it conforms to [SLH COMAR Regulations](#)
- **Department of Social Services (DSS)** – approximately \$314,000 is available to provide nightly emergency shelter and supportive services for up to 25 persons in individual and family households.

If your project is approved for funding, MOHS-HSP will assign the project to the most appropriate funding source. All awards made under the CFA allocation process will be conditional awards until the full grants are received by MOHS from the State of Maryland and the U.S. Department of Housing and Urban Development (HUD). Allocations are made based on the assumption that funding stream allocations will remain steady; however, these programs have experienced significant reductions in funding during the past several years. City general funds will not be available to close any funding gaps.

## Eligible Projects, Activities, and Costs

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To determine if your project and/or activities are eligible for funding through the Consolidated Funding Application, please use the chart below. Start by identifying the type of project you are planning to operate in the first column. Please note that some project types have several potential eligible funding sources. If the project is approved for funding, MOHS-HSP will assign the most appropriate funding source according to the project's proposed activities.

Project Type	Grant	Eligible Activities and Costs
<p><b>Street Outreach</b></p>	<p>Emergency Solutions Grant (ESG)</p>	<p>Outreach services provided in a strictly street or unsheltered setting.</p> <ol style="list-style-type: none"> <li data-bbox="621 583 1365 785">1. <b>Engagement:</b> Activities to locate, identify, and build relationships with <i>unsheltered</i> homeless persons in an <i>unsheltered environment</i> to provide immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.</li> <li data-bbox="621 827 1430 961">2. <b>Case Management:</b> Services to assess the housing and service needs of <i>unsheltered individuals</i>, and arranging/coordinating/monitoring the delivery of individualized services in an <i>unsheltered environment</i>.</li> <li data-bbox="621 1003 1425 1205">3. <b>Emergency Health Services:</b> Outpatient treatment of urgent medical conditions by licensed medical professionals in <i>community-based settings</i> (e.g., streets, parks, and campgrounds) to those eligible participants who are unwilling or unable to access services in an emergency shelter or an appropriate medical facility.</li> <li data-bbox="621 1247 1442 1449">4. <b>Emergency Mental Health Services:</b> Outpatient treatment of urgent mental health conditions by licensed professionals in <i>community-based settings</i> (e.g., streets, parks, and campgrounds) to those eligible participants unable or unwilling to access services in an emergency shelter or an appropriate medical facility.</li> <li data-bbox="621 1491 1438 1625">5. <b>Transportation:</b> Travel by outreach workers, social workers, medical professionals or other service providers to provide the eligible street outreach services described previously; and/or costs to cover client transportation for services.</li> <li data-bbox="621 1667 1446 1835">6. <b>Services to Special Populations:</b> Otherwise eligible essential services that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless, in unsheltered settings.</li> </ol>

Project Type	Grant	Eligible Activities and Costs
Emergency Shelter	Emergency Solutions Grant (ESG)	<ol style="list-style-type: none"> <li>1. <b>Daytime or Overnight Shelter Operations</b> provisions cover costs associated with operating and maintaining shelters and to provide other emergency lodging when appropriate.</li> <li>2. <b>Essential Services</b> include services such as case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, and services for special populations.</li> <li>3. <b>Rehabilitation and Renovation</b> of a building to be used as emergency shelter for homeless families and individuals.</li> </ol>
	State Emergency and Transitional Housing and Services Grant (ETHS)	<ol style="list-style-type: none"> <li>1. <b>Sheltering:</b> Maintenance and operation of existing beds in emergency shelters; Program expansion to create new beds in shelter facilities; the purchases of bed-nights in shelters.</li> <li>2. <b>Supplies for Shelters:</b> Cost of sheets, blankets, cots, pillows, other supplies.</li> <li>3. <b>Vouchers/checks for lodging:</b> Funds given to clients (or paid to providers on behalf of clients) to purchase shelter in motels, hotels, boarding houses, private homes, or apartments.</li> <li>4. <b>Day Shelter:</b> Shelter provided to homeless individuals or families during the day when nighttime-specific shelters are closed.</li> <li>5. <b>Food:</b> Covers the cost of food service at shelters; vouchers for groceries or restaurants, services which provide referrals to food banks, pantries or other similar services to assist clients meet their nutritional needs.</li> <li>6. <b>Transportation:</b> Cost of client transport to and from shelters, meal programs, or other service providers. This may include vehicle lease or purchase.</li> </ol>
	Homeless Women’s Crisis Shelter Program (HWCS)	<p>Funds eligible to be used only for services to women and children:</p> <ol style="list-style-type: none"> <li>1. <b>Safe Accommodations:</b> shelter, room and board, and meals.</li> <li>2. <b>Supportive Services:</b> counseling services, direct resource referral for housing, health care and mental health care, education and training programs, employment services and case management, or direct referrals to other homeless service providers for women and children.</li> <li>3. <b>24-hour Crisis Hotline Service</b> (required service)</li> </ol>

Project Type	Grant	Eligible Activities and Costs
<b>Transitional Housing</b>	State Emergency and Transitional Housing and Services Grant (ETHS)	<ol style="list-style-type: none"> <li>1. <b>Sheltering:</b> Maintenance and operation of existing beds in transitional housing; Program expansion to create new beds.</li> <li>2. <b>Supplies for Facility:</b> Cost of sheets, blankets, cots, pillows, other supplies.</li> <li>3. <b>Food:</b> Covers the cost of food service at program; vouchers for groceries or restaurants, services which provide referrals to food banks, pantries or other similar services to assist clients meet their nutritional needs.</li> <li>4. <b>Transportation:</b> Cost of client transport to and from facility, meal programs, or other service providers. This may include vehicle lease or purchase.</li> </ol>
<b>Rapid Re-Housing</b>	Emergency Solutions Grant (ESG)	<ol style="list-style-type: none"> <li>1. The purpose of these funds are to help individuals and families living in emergency shelter or unsheltered/street situations transition as quickly as possible into permanent housing; and then to provide the necessary supportive services for clients to <b><u>achieve and maintain stability</u></b> in their housing;</li> <li>2. <b>Eligible activities</b> under ESG’s rapid re-housing program include housing relocation and stabilization services and short- and medium-term rental assistance.   <b>Financial Assistance</b> under ESG is limited to the following costs: moving costs, rental application fees, security deposits, last month’s rent, utility deposits, and utility payments; and   <b>Services</b> are defined as: housing search and placement, housing stability case management, mediation, legal services, and credit repair.   <b>The terms of Rental Assistance</b> is defined as: <ul style="list-style-type: none"> <li>• <b>Short- Term Rental Assistance:</b> up to 3 months</li> <li>• <b>Medium-Term Rental Assistance:</b> 4 to 24 months</li> <li>• <b>Payment of Rental Arrears:</b> A one-time payment for up to 6 months of rental arrears and which may include any late fees applied to those arrears.</li> <li>• <b>Restrictions on the Total Receipt of Rental Assistance:</b> ESG regulations state that any individual or family may not exceed 24 months of any type rental assistance (short-, medium- term assistance, and rental arrears) during any 3-year period.</li> </ul> </li> </ol>

Project Type	Grant	Eligible Activities and Costs
<b>Housing Stability &amp; Eviction Prevention</b>	Service-Linked Housing (SLH)	<p>The SLH program provides linkages for low-income persons living in <b>permanent supportive housing</b> with supportive services in the community such as job training, health care, budget counseling, parenting skills, substance abuse treatment, etc.</p> <p>Service Linked Housing funds may <b>only</b> cover the costs associated with Salary, FICA, Unemployment Insurance, and other benefits (health, vacation etc.) for Resident Advocates and for limited client assistance expenses. Resident Advocates work with formerly homeless and at-risk residents in low-income housing.</p>
	Emergency Solutions Grant (ESG)	<p>The purpose of this funding is, a) To prevent individuals and households from becoming homeless by entering a shelter or an unsheltered situation; and b) to assist such individuals and households to regain stability in their current housing or other permanent housing.</p> <ol style="list-style-type: none"> <li>1. <b>Eligible clients</b> include extremely low-income families and individuals (those whose household income is <b>below</b> 30% of Area Median Income (AMI)), are at imminent risk, or are at-risk, of becoming homeless and moving into an emergency shelter or place not meant for human habitation.</li> <li>2. <b>Eligible activities</b> under ESG’s homelessness prevention program include housing relocation and stabilization services; short- and medium-term rental assistance.</li> </ol> <p><b>Financial Assistance</b> under ESG is limited to the following costs: moving costs, rental application fees, security deposits, last month’s rent, utility deposits, and utility payments; and</p> <p><b>Services</b> are defined as: housing search and placement, housing stability case management, mediation, legal services, and credit repair.</p> <p><b>The terms of Rental Assistance</b> is defined as:</p> <ul style="list-style-type: none"> <li>• <b>Short- Term Rental Assistance:</b> up to 3 months</li> <li>• <b>Medium-Term Rental Assistance:</b> 4 to 24 months</li> <li>• <b>Payment of Rental Arrears:</b> A one-time payment for up to 6 months of rental arrears and which may include any late fees applied to those arrears.</li> <li>• <b>Restrictions on the Total Receipt of Rental Assistance:</b> ESG regulations state that any individual or family may not exceed 24 months of any type rental assistance (short-, medium- term assistance, and rental arrears) during any 3-year period.</li> </ul>

Project Type	Grant	Eligible Activities and Costs
<b>Housing Stability &amp; Eviction Prevention</b>	Homeless Prevention Program (HPP)	<ol style="list-style-type: none"> <li data-bbox="613 191 1430 436">1. <b>Direct Grants to Families or Individuals to Prevent Eviction:</b> HPP direct grants may be used for rent arrearages after tenant receives a court-ordered eviction notice. Clients may receive assistance up to once per year. Eligible recipients must be families or individuals living in rental housing with proof of pending eviction. Funds <u>may not</u> be used for utility turnoff or other emergency situations involving energy payments.</li> <li data-bbox="613 457 1382 520">2. <b>Eviction Prevention Counseling:</b> Eligible costs include Salary, FICA, and Unemployment Insurance only.</li> <li data-bbox="613 541 1382 604">3. <b>Landlord Tenant Mediators:</b> Eligible staff costs include Salary, FICA, and Unemployment Insurance only.</li> <li data-bbox="613 625 1430 688">4. <b>Early Intervention Services for At-Risk Households:</b> Eligible staff costs include Salary, FICA, and Unemployment Insurance only.</li> </ol> <p data-bbox="613 716 1333 747"><b>**Note: HPP funds may not be used for mortgage payments.</b></p>

Project Type	Grant	Eligible Activities and Costs
<p><b>Housing and Services for People with HIV/AIDS</b></p>	<p>Housing Opportunities for People with AIDS/HIV (HOPWA)</p>	<p>Funds can be used to assist low-income persons living with HIV/AIDS and their families, who are homeless or at imminent-risk of homelessness by providing the following services:</p> <ul style="list-style-type: none"> <li>a. <b>Eviction Prevention:</b> Short-term rent, mortgage and utility payments to prevent homelessness.</li> <li>b. <b>Supportive Services</b> that assist persons in obtaining or maintaining housing, including, but not limited to the following, which may only be provided to individuals with HIV/AIDS and not to their family members: <ul style="list-style-type: none"> <li>• Assistance in gaining access to city, state, and federal benefits and services.</li> <li>• Health care</li> <li>• Mental health services</li> <li>• Drug and alcohol abuse treatment and counseling</li> <li>• Day care services</li> <li>• Personal assistance</li> <li>• Nutritional services</li> <li>• Intensive care, when required</li> </ul> </li> <li>c. <b>Permanent Housing Placement Services</b> may help eligible persons establish a new residence where ongoing occupancy is expected to continue. Costs may include fees for housing services or activities, such as: <ol style="list-style-type: none"> <li>1. Tenant counseling;</li> <li>2. Assisting individuals and families to understand leases, secure utilities, and make moving arrangements;</li> <li>3. Paying for representative payee services for persons who utilize them to better manage their own finances,</li> <li>4. Mediation services related to neighbor/landlord issues that may arise.</li> <li>5. Costs may also include application fees, credit checks, and security deposits, of which are not considered rental assistance and should be accounted for as permanent housing placement costs. Permanent housing placement costs cannot exceed the value of two (2) months' rent in the new unit.</li> </ol> </li> <li>d. <b>Operating Costs</b> for facility-based housing including maintenance, security, operation, insurance, utilities, furnishing, equipment, supplies, and other incidental costs.</li> </ul>

## Program Participant Eligibility

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Eligible program participants to be served through CFA-funded projects for homelessness assistance or eviction prevention assistance must qualify under the HEARTH Homeless Definition’s Final Rule. The federal definition of homelessness corresponds to the definition of homelessness under COMAR regulations, and will, thus, be cross applied to any program that is awarded State of Maryland program dollars through the CFA.

The following definition of homelessness and at-risk of homelessness will apply to all eligible program participants who participate in CFA-funded programs ([Full HEARTH Act Homeless Definition](#)).

Program Participant Eligibility by Project Type	
<b>Street Outreach</b>	<p>Category 1 – Literally Homeless            Category 4 – Fleeing/Attempting to flee DV (where the individual or family also meets the criteria for Category 1)</p> <p><b>Other Limitations:</b> Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling to access services in emergency shelter.</p>
<b>Emergency Shelter &amp; Transitional Housing</b>	<p>Category 1 – Literally Homeless            Category 2 – Imminent Risk of Homelessness            Category 3 – Homeless Under Other Federal Statutes            Category 4 – Fleeing/Attempting to flee DV</p>
<b>Rapid Rehousing</b>	<p>Category 1 – Literally Homeless            Category 4 – Fleeing/Attempting to flee DV (where the individual or family also meets the criteria for Category 1)</p>
<b>Homeless Prevention</b>	<p>Category 2 – Imminent Risk of Homelessness (see at-risk eligibility chart for more info)            Category 3 – Homeless Under Other Federal Statutes            Category 4 – Fleeing/Attempting to flee DV</p> <p><b>Other Limitations:</b> May only serve individuals and families that have annual income below 30% of AMI</p>

<b>Homeless Status Eligibility</b>	
<b>Category 1 – Literally Homeless</b>	<p>(1) An individual or family who lacks a fixed, regular and adequate nighttime residence;</p> <ul style="list-style-type: none"> <li>i. An individual or family with a primary nighttime residence that is a public or private place not meant for human habitation.</li> <li>ii. Is living in a publically or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <b>or</b></li> <li>iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>
<b>Category 2 – Imminent Risk of Homelessness</b>	<p>(2) An individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>i. Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>ii. No subsequent residence has been identified; <b>and</b></li> <li>iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>
<b>Category 3 – Homeless under other Federal statutes</b>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>i. Are defined as homeless under the other listed federal statutes;</li> <li>ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>iii. Have experienced persistent instability as measured by two moves or more during the preceding 60 days; <b>and</b></li> <li>iv. Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>
<b>Category 4 – Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>i. Is fleeing, or is attempting to flee, domestic violence;</li> <li>ii. Has no other residence; <b>and</b></li> <li>iii. Lacks the resources or support networks to obtain other permanent housing.</li> </ul>

<b>At-Risk of Homelessness Status Eligibility</b>	
<b>Category 1 – Individuals and Families</b>	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>i. Has income below 30% of median family income for the area; <b>and</b></li> <li>ii. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <b>and</b></li> <li>iii. Meets one of the following conditions: <ul style="list-style-type: none"> <li>A. Has moved because of an economic reason two or more times during the 60 days immediately preceding the application for assistance; <b>or</b></li> <li>B. Is living in the home of another because of economic hardship; <b>or</b></li> <li>C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <b>or</b></li> <li>D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <b>or</b></li> <li>E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <b>or</b></li> <li>F. Is exiting a publicly funded institution or system of care; <b>or</b></li> <li>G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the Consolidated Plan</li> </ul> </li> </ul>
<b>Category 2 – Unaccompanied Children and Youth</b>	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.
<b>Category 3 – Families with Children and Youth</b>	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

**\*NOTE: HOPWA and SLH are not required to meet the above Definition of Homelessness as HOPWA is NOT strictly a homeless program and SLH is a program to benefit formerly homeless persons and to prevent a recurrence of homelessness.**

# Continuum of Care Priorities

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## Housing First

The Journey Home has identified housing first as a core component of ending chronic homelessness in Baltimore. Housing first is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness. Housing provides a foundation from which a person or family can access the services and supports they need to achieve stability, begin the recovery process, and pursue personal goals.

More recently, HUD has asked Continuums of Care to view housing first as not just a program model, but as a system-wide orientation and response to homelessness. When employed system-wide, housing first aims to match the right level of housing assistance and services to people's needs and strengths. It recognizes that some individuals and families will need minimal financial assistance and help with finding housing; others may need a long-term rental assistance subsidy and support with their housing search, but not ongoing case management; and some people need permanent supportive housing, including long-term rental assistance or affordable housing coupled with case management supports.

The housing first approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion

Emergency shelters, transitional housing programs, and permanent housing programs applying for CFA funding are expected to utilize a housing first approach in their program design by incorporating the above principles, reducing barriers to client eligibility and program admission (especially as it relates to mental health, substance use, and "housing readiness" requirements), and to the extent possible, providing and documenting assertive service engagement with clients instead of implementing a program discharge.

## Coordinated Access and Assessment

In the *2012 CoC Program Interim Rule*, HUD mandated every Continuum of Care to develop a Coordinated Entry system, with a primary purpose of making rapid, effective, and consistent client-to-housing and service matches. The Interim Rule mandated that as part of Coordinated Entry, CoCs must implement:

- Entry points into the CoC system of care that are clearly defined, easily accessible, and well-advertised
- A standardized and comprehensive assessment protocol and tool that is used to identify and document the needs of all individuals and families seeking housing or services
- A standardized referral process for all programs receiving funding through the CoC that consistently refers individuals and families to the most appropriate housing and service interventions and ensures that limited resources are used most effectively

All projects receiving funding through the Continuum of Care and/or MOHS-HSP are required to participate in Coordinated Access, Baltimore's system for coordinating housing referral and placement, as appropriate for their program type. Renewal projects applying for CFA funding should indicate in their application materials how they currently participate, and to what extent, in Baltimore's Coordinated Access system, and how they plan to increase or maintain their role (ex: program integration, staff training and involvement, etc.). New projects should describe how they plan to incorporate Coordinated Access into their program design.

## Journey Home Performance Metrics

The Journey Home adopted performance metrics in early 2015 to measure progress towards making homelessness rare and brief at both the system level and project level. The metrics align with the [performance metrics released by HUD](#) and other common performance indicators used by Continuums of Care. The project-level metrics allow the Continuum of Care to ensure the highest-performing projects are funded to provide housing and services, identify areas of strength and areas for improvement. The performance metrics will be used in all funding competitions for the Continuum of Care going forward. More information regarding the specific performance metrics used in this RFP is in the scoring criteria section of this RFP.

## Standards of Care

The Continuum of Care convened several workgroups in the fall of 2015 to establish the CoC Standards of Care, a document that establishes policies and procedures for programs providing assistance to individuals and families experiencing homelessness. The Standards of Care are currently being finalized and are anticipated to be released in February or March of 2016. All providers receiving funding through the Continuum of Care and/or MOHS-HSP will be contractually required to comply with the Standards of Care starting July 1, 2016.

## **Legal Requirements**

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### **Fair Housing Compliance**

All shelter and housing programs funded through the CFY 2016 CFA must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Each project must also sign the included "Fair Housing Policy & Statement of Agreement." Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds.

### **Local Hiring Regulations**

Awards made under the CFY2017 CFA will be subject to the provisions established by the City Council's Local Hiring Bill passed on June 5, 2012. Under this Bill, all City contracts over \$300,000 will be required to comply with the hiring provisions in the Bill, which include:

- Working with the Mayor's Office of Employment Development (MOED) to determine if any new hires are required under the award,
- Working with MOED to make a good faith effort to fill at least 51% of the new positions with Baltimore City Residents, and
- Complete paperwork and reports to demonstrate adherence to all provisions under the bill

# APPLICATION SUBMISSION INSTRUCTIONS

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## CFA Tentative Timeline

MOHS has developed the following tentative timeline to guide the expected milestones in the FY2017 CFA process:

CFA Fiscal Year 2017 Tentative Timeline	
January 11, 2016	Consolidated Funding Application RFP Released
January 22, 2016	Bidder's Conference Webinar – 10am (recording will be made available) <a href="#">Registration Link</a>
January 25, 2016	Renewal Projects Receive 2015 Performance Report for Review
February 12, 2016	Consolidated Funding Application <b>Proposals Due</b>
March 21, 2016	Conditional Award Notification
July 1, 2016	Contracts Begin

\* Contracts begin July 1, 2016, but are contingent upon grant funds being available and approval of contracts by the City's Board of Estimates.

## Guidelines for Submitting Applications

### a) Eligible Applicants:

- A Non-Profit 501(c)(3) tax-exempt organization or another city agency,
- In Good Standing with the State of Maryland (certification of Good Standing can be obtained through the [Department of Taxation](#) website.)
- Must have two years' of most recent A-133 financial audits (renewal projects that do not have audits may submit two most recent years of accountant-prepared financial statements)
- Must be participants in bi-monthly Continuum of Care (CoC) meetings if applying as a renewal project. New applicants must commit to participating in the Continuum of Care (CoC) meetings and to be a part of the collaborative body if awarded funds

### b) Submission Requirements:

- **Electronically submit the following files via email to [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov):**
  - Application (Two Versions: 1 PDF with signature and 1 Word)
  - Project budget workbook (excel format) – Renewal projects should utilize the budget template that corresponds to their current funding source. New projects should use the new project budget template.
  - Supporting documents (listed in application checklists)

**Must be received by 4:00 PM on Friday, February 12<sup>th</sup>, 2016.  
Late applications will not be accepted.**

Applicant agencies may submit **one or multiple** project proposals; however, **each project must be submitted as a separate proposal.**

**\*\*Failure to adhere to these instructions may result in the proposal not being reviewed / considered for funding.**

Questions regarding the CFA application can be directed to [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov).

A Frequently Asked Questions document will be issued no later January 30, 2016, compiling the relevant questions posed by prospective applicants, and will be posted on the [Mayor's Office of Human Services' website](#).

## **Application Components**

Please note that the components in the new and renewal project applications are slightly different and reflect the different information and narrative content necessary to evaluate a project. Please select the correct application forms (new or renewal) and use the checklists in the application packets to ensure that your proposal is complete and includes all the supporting documents.

## Application Review and Scoring

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Project proposals received through the Consolidated Funding Application (CFA) process undergo a two-step threshold review to assess eligibility and completeness prior to being scored on the project's design and performance outcomes.

### *Notification and Appeals*

Project proposals that do not meet the requirements of the threshold review (steps 1 and 2) will receive notification via email, with additional instructions as necessary. Projects that do not pass the threshold review, either partially or fully, and would like to appeal for reconsideration, may contact [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov). The project applicant should detail the specific item they are appealing, and include any supporting documentation necessary. Applicants will be notified of a final decision as soon as possible.

### **Step 1: Application Completeness Review**

1. *Timeliness:* The application must be received by 4pm on February 12<sup>th</sup>, 2016, the deadline stated in the CFA. Applications received after that time will be ineligible for funding.
2. *Thoroughness:* All required documents and attachments must be included in the application submission. Each submission is reviewed for completeness. If an item is missing, MOHS-HSP reserves the right to notify the project applicant by February 19<sup>th</sup>, 2016. The project applicant must submit the missing document by 4pm on February 26<sup>th</sup>, 2016, or the entire application will be determined ineligible for funding. MOHS-HSP will not permit project applicants to submit any revised materials for issues related to project eligibility, content, writing, or any other errors.

### **Step 2: Eligibility Review**

1. *Eligible Activities and Costs:* The application's proposed activities and costs are evaluated for eligibility according to the rules, regulations, and guidance established by the seven funding sources for the CFA (ESG, HPP, HOPWA, SLH, ETHS, HWCS, DSS). Proposed activities and costs must fit into at least one of the funding sources (in some cases projects may be eligible for more than one source of funding). Only eligible activities and costs will be considered for CFA funding.
2. *Financial Health Risk Assessment:* The project's financial audits submitted with the application are evaluated on several factors, including, but not limited to:
  - Fiscal health; financial statements; expenditures
  - Material weaknesses or deficiencies
  - Findings and disclosures

Project proposals that have insufficient financial health or significant findings in their audit may be deemed ineligible for CFA funding or asked to submit additional documentation.

### Step 3: Project Scoring

After passing the threshold review, each new and renewal project application is evaluated according to the following measures approved by the Resource Allocation Workgroup of The Journey Home Board.

#### **New Project, Eviction Prevention, and HOPWA Project Scoring Criteria**

##### *Need*

- Seeks to fill what would otherwise be a gap in homeless services for the specific population or area.
- Demonstrates a clear need for the requested funding, and the level of funding is appropriate for the work to be accomplished with CFA dollars.
- The description and evidence to support the need for the program for services is deemed credible by reviewers.

##### *Approach*

- Includes proven methods and/or innovative practices to enhance the organization's ability to address the stated needs.
- Goals and outcomes seem reasonable for the scope of services to be provided and the one-year timeframe of the funding.
- Able to demonstrate reliable and positive outcomes for clients for having participated in the program.
- Project approach is contributing to the Journey Home's strategic priorities and the HEARTH Act's key objectives of reducing 1) first time homelessness, 2) length of stay in the homelessness system, and/or 3) the rate of returns to homelessness.
- Program costs are reasonable and appropriate based on the information provided in the application.

##### *Capacity*

- Applicant is experienced in providing services to persons experiencing homelessness.
- Applicant organization has the experience and wherewithal to provide appropriate leadership and management for the specific project.
- Applicant demonstrates the necessary administrative capacity to provide program oversight and meet regulatory requirements of the funding stream.
- Project funding is diversified so that in the case that federal and state funding continues to be diminished the project will remain sustainable.

##### *Collaboration*

- Project compliments other activities in this area of homelessness assistance/prevention.
- Applicant participates in local coordinated efforts with other providers to minimize duplication of services, maximize resources available, and is responding collectively to system/community needs.

##### *Quality of Proposal*

- Applicant provides narratives that are well constructed and easy to read and understand.
- Applicant pays close attention to the details requested in each section of the application.
- Reviewers find narratives and components to be accurate and true accounts of the work the applicant does as well as the needs addressed through their work.

## Renewal Project Scoring Criteria

### *Application Narrative (25%)*

The scoring criteria for the narrative, budget, and supporting documentation parts of the application are the same as the criteria listed above in “New Project, Eviction Prevention, and HOPWA Project Scoring Criteria.”

### *Performance Outcomes (75%)*

Each renewal project will receive a Journey Home performance metrics report in mid-January 2016 to review and identify any metrics which do not appear to be calculating correctly. Projects will have an opportunity to review and correct their HMIS data entries until the final performance report is run on Monday, February 22<sup>nd</sup>. The data for the report will be pulled directly from HMIS entry and exit assessments for all clients that were enrolled in the project during calendar year 2015.

During this transition year to a more competitive, performance-based scoring system, renewal projects will also have an opportunity to self-report historical data for 2013 and 2014 to supplement the performance report produced from HMIS for 2015. Renewal projects will submit this additional information when reviewing their performance reports. Each project will be scored on the following metrics, as appropriate for the project type:

<b>Performance Metric</b>	Drop-In/Services Only	Street Outreach	Emergency Shelter	Transitional Housing	Rapid Re-Housing	Service-Linked Housing
Length of stay			✓	✓		
Percent of exits to permanent housing			✓	✓	✓	
Housing placements from services-only project <i>(into shelter, safe haven, transitional, permanent)</i>	✓	✓				
Percent of clients that retain permanent housing						✓
Percent of clients that gained employment	✓	✓	✓	✓	✓	✓
Percent of clients that gained mainstream benefits	✓	✓	✓	✓	✓	✓
Percent of clients that increased non-employment cash income	✓	✓	✓	✓	✓	✓
Utilization rate			✓	✓	✓	

## Scoring Thresholds for Funding

**New projects** must score a **minimum of 75%** to be considered for funding. Due to the number of applications received each year and funding constraints, not all new projects that achieve the minimum score may receive funding.

**Renewal projects** must score a **minimum of 75%** to be recommended to receive full funding. However, due to funding constraints, renewal projects that meet the scoring requirement for full funding and have requested a funding increase may be subject to flat funding. Renewal applications that score **below 75% may have a reduction or elimination of their funding.**

## Project Allocations

After all project applications have been scored, MOHS-HSP will also incorporate feedback and recommendations on a project's timeliness in reporting, data quality, fidelity of proposal with monitoring, observations, and knowledge of operations by MOHS staff, participation in CoC meetings and workgroups, community presence, and collaboration in the spectrum of homelessness assistance and services. These components will be used in addition to reviewers' scores to determine the funding sources and funding levels for successful CFA proposals. Allocations for renewal projects may also be impacted by the project's demonstrated ability to fully spend previous awards.

The final allocations will be reviewed and approved by the Resource Allocation Workgroup of the Journey Home Board. Once approved, all applicants will receive either a Conditional Award Notification (all allocations are conditional until MOHS receives the final funding amounts) or a Non-Award letter if their project has not been allocated CFA funds.

# APPENDIX

# **CFA Application Materials**

## New Project

**FY 2017 Consolidated Funding Application  
NEW Project Checklist**

**Application Narrative Components**

- Cover Sheet
- Project Description (Max. 5 pages)
- Work Plan
- Staffing Plan
- Organizational Experience and Capacity Narrative
- HEARTH Act and Journey Home Narrative
- Budget Narrative
- Community Partnerships and Leveraging Narrative

**Supporting Documents**

- Project Budget (Excel workbook)
- Documentation of Leveraged Resources (project leveraging list; letters of support; MOUs, or other documentation)
- Conflict of Interest Questionnaire and Limits to Primary Religious Organizations
- Signed Fair Housing Policy Agreement
- Articles of Incorporation and Bylaws
- Federal Tax Exemption Determination Letters
- Certificate of Good Standing from State of Maryland
- List of Board of Directors
- Project Organizational Chart (must include name, title, email, and phone for each staff position at project – this is a requirement for the grantors)
- Copies of Project's Termination, Non-Discrimination, and Grievance Policies Provided to Clients
- Copy of Zoning Document for the Program Facility Site
- Proof of Ownership or Lease Agreement
- Letter(s) of support from the community where the project is or will be located
- Two Most Recent Years of A-133 Financial Audits (renewal projects that do not have A-133 audits may submit financial statements prepared by an accountant)

**Mayor's Office of Human Services – Homeless Services Program  
 City Fiscal Year 2017 – Consolidated Funding Application  
 NEW PROJECT COVER SHEET**

**Organization Information**

**Agency/Organization:**

**Administrative Address:**

**City:**

**State:**

**Zip:**

**Contact Information**

**Application Prepared By:**

**Executive Director:**

**Title:**

**Email:**

**Email:**

**Phone:**

**Phone:**

**Project Information**

**Project Name:**

**Project Address:**

**Project Type:**

**Funding Amount Requested: \$**

**Project Abstract (150 word maximum)**

Provide a brief overview of the program describing the population to be served, the number of people to be served, the services to be provided, and the proposed outcomes.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, information provided in this proposal reflects accurate data and estimates of planned/delivered services.

Signature - Executive Director (or designee)

Date

Printed Name

Title



## **Project Description (no more than 5 pages)**

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In narrative form, provide a detailed description so that someone who is not familiar with the project will understand the scope of work and services your project will provide to clients. Your response must include the following components:

- Describe the need in Baltimore City for the kind of project/service you will be providing.
- A description of the target population the project will serve and a description of the assets and challenges that individuals/households bring to the program. Also, describe the expected unduplicated number of individuals/households to be served by the project, and cite your sources and/or reasoning for the projection.
- Describe the client recruitment and engagement process your project will utilize and a brief description of program eligibility requirements under which your program will operate.
- Provide a detailed description of the services to be provided to clients who participate in the project, including the frequency with which services will be provided and the location where services will take place.
- Note any evidence-based, best, or promising practices, or otherwise innovative practices your organization uses to ensure the best quality and targeted services are available to clients in a cost effective way. Discuss why the service delivery model you describe will help individuals/ families maintain or regain housing stability.

## Project Work Plan

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Please use the Work Plan Template below to organize the components of your project in to a modified logic model. There is no page minimum or maximum for this section, so please provide sufficient technical detail for reviewers to gain a clear understanding how the project is modeled and operates. For an abbreviated example that illustrates the difference between activities, outputs, and outcomes, please [click here](#).

<b>CFA 2017 Project Work Plan</b>
<b>PROJECT GOALS:</b> Provide an appropriate set of goals to be accomplished through the implementation and operation of your project during CFY 2017. These goals should address individual level, agency level and community level goals resulting from your project's operation. Please ensure that goals are SMART ( <i>Specific, Measurable, Achievable, Realistic, and Timely</i> ) goals. [What is the result you will achieve through this project?]

**ACTIVITIES:** Outline the components of the project and the services provided on a day-to-day basis, or other reasonable timeline for the project. Using quantifiable language, provide a detailed account and description of activities, including locations, responsible parties, key action steps, inputs (such as materials, time, money, equipment, etc.), partnerships, community resources, etc. that factor into the service delivery model. [What is the level of services provided? How much?]

**OUTPUTS AND OUTCOMES:** Present quantifiable measures and indicators for program operation to evaluate the level (appropriate quantity) of services provided to client/s and to assess the quality of services provided to clients. Indicate how individual clients are better off for having participated in your particular program.

[How much did we do? How well did we do it? Is anyone better off as a result of this program?]

## **Project Staffing Plan**

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Provide an overview of the staffing plan for the project accounting for the requested components detailed below.

- For each of the staff positions involved in the project: state the name of the staff person or indicate a vacancy, the position title, a brief description of their tasks and responsibilities, indicate their percent of time on the project, and indicate any education, training, and/or credentials and experience required of this position (social work, mental health, medical, etc.).
- Include a description of any non-paid or volunteer work that supports this project.

## **Organizational Experience and Capacity**

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Respond to the points below in a concise narrative form to provide an overview of the organization's experience and capacity in providing leadership, oversight and support to the project. Applicants are encouraged to use a sub-heading format to organize the narrative and make information more concise and clear. The narrative must:

- Describe the organization's mission, as well as a brief overview of the primary programs and services offered by your organization.
- Provide evidence of the applicant's experience and capacity to implement the project.
- Discuss the organization's operation of the specific project and/or other programs providing services to persons experiencing homelessness.
- Describe the organization's leadership and management, their ability to supervise the project and staff, and the organization's history in ensuring program effectiveness and fidelity to funding agreements.
- Describe how you will engage clients in organizational and program planning, policy and decision making.
- Describe your agency's internal systems, including your fiscal management system, case/client record management system and recordkeeping procedures.
- Describe any auditing findings or concerns during the last 24 months as well as the resolution of each.

## **HEARTH and Journey Home Narrative (no more than 3 pages)**

The HEARTH Act has called on communities to work together to solve the issue of homelessness. HEARTH recognizes that homelessness is not a problem that exists in isolation and that the response to homelessness cannot be unilateral. The provisions of the HEARTH Act have codified the membership requirements and function of the Continuum of Care body, including the establishment of a directive body to guide the work of homelessness and housing assistance in each community, mandate a coordinated entry system to better target resources and ensure clients receive the most appropriate services and housing options, and sets the expectation that each individual program will be evaluated on their contribution toward achieving system-level outcomes to reduce the incidence/duration of homelessness.

The HEARTH Act shifts the focus from looking at each individual program's work to separately examine the collective impact of all the services in a given area. From this broader view of a systems approach to homelessness, local leadership can plan and tailor homeless services in a way that leads to improved service coordination, better use of resources, and better outcomes for clients. The HEARTH Act asks communities, specifically local units of government and each individual service provider, to see themselves as active players in ending homelessness. The objectives of the HEARTH Act go hand-in-hand with The Journey Home – Baltimore City's Plan to End Homeless' vision of making homelessness rare and brief in Baltimore through the achievement of four key goals: Affordable Housing, Comprehensive Healthcare, Sufficient Incomes, and Comprehensive Preventative and Emergency Services.

The three guiding objectives of the HEARTH Act and the Journey Home measures of progress are to:

1. Reduce the rate of first time homelessness;
2. Reduce the time individuals and households remain homeless; and to
3. Reduce returns to homelessness.

The Journey Home Board groups strategic planning and action together and is led by leaders in Baltimore City committed to ending homelessness. The Board is responsible for ensuring that the mandates of the HEARTH Act and subsequent regulations become part of a sound, strategic, and unified policy for ending homelessness in Baltimore City. However, for these policies and subsequent changes to affect the way the Baltimore City homeless assistance system operates, there must also be a commitment by all of our service partners to support such shifts and participate in emerging systems changes. In the coming months and years it will be the expectation that programs receiving federal and state dollars through MOHS contracts must align with and dynamically respond to the changing needs of our homeless population.

We are asking that service providers reflect on the work that they do as it relates to the objectives of the HEARTH Act and Journey Home strategic priorities in a single narrative. In this narrative, reviewers will be looking to see that providers assess:

- their current strengths and weaknesses in contributing to the HEARTH objectives and Journey Home priorities, and
- the extent to which the project utilizes principles of housing first by reducing barriers for clients at program entry and during enrollment
- at least one way in which they can improve their collaborative focus to service planning and delivery, and

- how the program will participate in the Coordinated Access system

Applicants must frame this response with regard to one of the four narratives, each of which addresses one of the objectives of the HEARTH Act. The narrative should correspond to the type of project for which they are applying for funds. That is, while an organization may provide emergency shelter and transitional housing, for example, if this CFA proposal corresponds to emergency shelter services, the applicant would respond to the prompt for emergency shelter programs.

**Permanent Housing and Rapid Re-housing Programs:**

Reducing returns to homelessness (recidivism) is a key objective of the HEARTH Act, describe how your program's operation and the assistance that clients receive when moving into housing prepares them to manage a potential future episode of housing crisis; what steps and tools are imparted upon clients to prevent them from returning to homelessness.

**Emergency Shelters and Transitional Housing Programs:**

Reducing the length of stay in our homeless services continuum is a key objective of the HEARTH Act, describe your average length of stay during the past two funding years and ways that you can reduce the time spent by clients in emergency shelter and transitional housing without reducing positive housing exits. Describe how your program is making adjustments to meet the HUD requirement of reducing length of stay for clients.

**For Prevention Services and Drop-in:**

Preventing first time homelessness is a key outcome of the HEARTH Act; describe how your program is identifying clients who may potentially become homeless and targeting services to meet their needs.

**Outreach/Resource Centers Programs**

The HEARTH Act expects that CoCs have a comprehensive outreach plan, including specific steps for identifying homeless persons and referring them to appropriate housing and services in that geographic area; describe how your program participates with Hands-In-Partnership and works collaboratively to further this goal.

## **Project Budget and Budget Narrative**

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### **Budget Workbook:**

- Projects will submit a **detailed project budget**, using the Excel forms provided with the RFP. The budget must detail the total operations costs (regardless of funding source) for the project and denote the itemized costs which are being requested from the CFA. New projects should use the workbook for new projects. In the workbook, there is an instruction sheet, and two budget sheets—one for program costs and one for personnel costs.

### **Budget Narrative:**

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities and/or components of CFA funded line items. This narrative should be presented in an organized, concise format that includes:

- A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- Provide a list of all committed and pending funding for this program, which identifies the funder, the amount, any restrictions, and the payout period for each source or contribution.

## **Community Partnerships and Leveraging**

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While no formal amount of leveraging is required for the CFA, leveraging is a means to measure established relationships and the extent to which community resources are pooled to provide more effective and efficient services to clients across the Continuum's partners.

- Please describe your commitment to and participation in the Continuum of Care.
- Describe how your agency is collaborating with other homeless service providers and mainstream service providers. How do these collaborative efforts help minimize or avoid the duplication of service and effort?
- How do you include leveraged services and resources available in Baltimore City in your service plan?
- Documentation of leveraged resources: a project leveraging list (form on next page); letters of support; MOUs; or other documentation of shared or leveraged resources.

## Project Leveraging List

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Use the following template to summarize the leveraged and in-kind funds committed for the project. As part of this form indicate the type, source (government or private), and total amount of contributions for which the project. Add pages as required:

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

## **CONFLICT OF INTEREST AND LIMITS TO PRIMARY RELIGIOUS ORGANIZATIONS**

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### *Conflict of Interest*

Applicants must avoid any conflict of interest in carrying out activities funded by City, State, and Federal grant dollars, such as the Consolidated Funding Application. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the grantee or recipient) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services using Federal funding (such as ESG), organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees, board members and volunteers are required to sign a statement indicating that they have read the policy and will comply.

### *Limits on Funding to Primary Religious Organizations*

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of CFA funding to organizations that are primarily religious in nature. These provisions generally require that when funded under the CFA program, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity permissible under the CFA program on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible ESG activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, separate from the CFA-funded activities provided, is allowable.

**CONFLICT OF INTEREST QUESTIONNAIRE**

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1. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is/are or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council?

Yes  No  If yes, please list the names(s) below:

\_\_\_\_\_  
\_\_\_\_\_

2. Will the CFA funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is/are or has/have been within one year of the date of this application a City employee, consultant, or a member of the City Council?

Yes  No  If yes, please list the name(s) below:

\_\_\_\_\_  
\_\_\_\_\_

3. Is/are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes  No  If yes, please list the name(s) below:

\_\_\_\_\_  
\_\_\_\_\_

If you have answered "YES" to any of the above, a disclosure notice must be submitted to the Mayor's Office of Human Services to determine whether a real or apparent conflict of interest exists.

Name of Organization: \_\_\_\_\_

Name of Applicant's Authorized Official: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

## Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their program to comply with all federal, state and local laws dealing with Fair Housing. The Mayor's Office of Human Services (MOHS) complies with these laws as applicable, and wishes to underscore the importance of bringing all programs into compliance. All programs funded by MOHS must comply with these regulations:

**The Fair Housing Act of 1968** ensures equal access to housing and guarantees equal opportunity without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

**The City of Baltimore** ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

**The Age Discrimination Act of 1975** ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

**Section 504 of the Rehabilitation Act** prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

MOHS- HSP, in collaboration with the Housing Authority of Baltimore City, is required to maintain an ongoing Analysis of the Local Impediments to Fair Housing Choice as part of its Consolidated Plan, and must report on the progress of eliminating these impediments in the Consolidated Annual Performance and Evaluation Report (CAPER), which is submitted each spring to HUD.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

**Statement of Agreement**

By signing this policy, I \_\_\_\_\_ (Authorized Representative), as the authorized representative for \_\_\_\_\_ (Project), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, that the Mayor's Office of Human Services will take corrective action up to and including termination of funding.

**Name of Project:** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_

**Name of Applicant's Authorized Representative:** \_\_\_\_\_

**Authorized Representative's Title:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

# **CFA Application Materials**

## Renewal Project

**FY 2017 Consolidated Funding Application  
Renewal Project Checklist**

**Application Narrative Components**

- Cover Sheet
- Project Description (Max. 5 pages)
- Work Plan
- Staffing Plan
- Organizational Experience and Capacity Narrative
- HEARTH Act and Journey Home Narrative
- Budget Narrative
- Community Partnerships and Leveraging Narrative

**Supporting Documents**

- Project Budget (Excel workbook)
- Documentation of Leveraged Resources (project leveraging list; letters of support; MOUs, or other documentation)
- Conflict of Interest Questionnaire and Limits to Primary Religious Organizations
- Signed Fair Housing Policy Agreement
- Articles of Incorporation and Bylaws (only if changes since previous year)
- Certificate of Good Standing from State of Maryland
- List of Board of Directors
- Project Organizational Chart (must include name, title, email, and phone for each staff position at project – this is a requirement for the grantors)
- Copies of Project's Termination, Non-Discrimination, and Grievance Policies Provided to Clients
- Two Most Recent Years of A-133 Financial Audits (renewal projects that do not have A-133 audits may submit financial statements prepared by an accountant)

**Mayor's Office of Human Services – Homeless Services Program  
 City Fiscal Year 2017 – Consolidated Funding Application  
 RENEWAL PROJECT COVER SHEET**

**Organization Information**

**Agency/Organization:**

**Administrative Address:**

**City:**

**State:**

**Zip:**

**Contact Information**

**Application Prepared By:**

**Executive Director:**

**Title:**

**Email:**

**Email:**

**Phone:**

**Phone:**

**Project Information**

**Project Name:**

**Project Address:**

**Project Type:**

**Funding Amount Requested: \$**

**Project Abstract (150 word maximum)**

Provide a brief overview of the program describing the population to be served, the number of people to be served, the services to be provided, and the proposed outcomes.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, information provided in this proposal reflects accurate data and estimates of planned/delivered services.

\_\_\_\_\_  
 Signature - Executive Director (or designee)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title



## **Project Description (no more than 5 pages)**

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In narrative form, provide a detailed program description so that someone who is not familiar with your project will understand the scope of work and services your project provides to clients. Your response must include the following components:

- A description of the continued need in Baltimore City for the kind of project you provide.
- A description of the target population that the projects serves and the client recruitment and engagement process. Also, describe the unduplicated number of individual/households served by the project during the past year and the number of clients that you expect to participate during FY 2016.
- A detailed description of the services provided to clients who participate in the project, including the frequency and location where services take place.
- The annual successes of your project, including objectives met during the last year of operation.
- The challenges and barriers encountered during the last year of operation and explain how these were overcome or how they are being addressed on an ongoing basis.
- Any evidence-based, best, or promising practices, or otherwise innovative practices that your organization employs to ensure that the best quality and targeted services are available to clients in a cost effective way.

## Project Work Plan

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Please use the Work Plan Template below to organize the components of your project in to a modified logic model. There is no page minimum or maximum for this section, so please provide sufficient technical detail for reviewers to gain a clear understanding how the project is modeled and operates.

<b>CFA 2017 Project Work Plan</b>
<b>PROJECT GOALS:</b> Provide an appropriate set of goals to be accomplished through the operation of your project during CFY 2017. These goals should address individual level, agency level and community level goals resulting from your project's operation. Please ensure goals are SMART ( <i>Specific, Measurable, Achievable, Realistic, and Timely</i> ) goals. [What is the result you will achieve through this project?]

**ACTIVITIES:** Outline the components of the project and the services provided on a day to day basis, or other reasonable timeline for the project. Using quantifiable language, provide a detailed account and description of activities, including locations, responsible parties, key action steps, inputs (such as materials, time, money, equipment, etc.), partnerships, community resources, etc. which factors into the service delivery model. [What is the level of services provided? How much?]

**OUTPUTS AND OUTCOMES:** Present quantifiable measures and indicators for program operation to evaluate the level (appropriate quantity) of services provided to client/s and to assess the quality of services provided to clients. Indicate how individual clients are better off for having participated in your particular program.

[How much did we do? How well did we do it? Is anyone better off as a result of this program?]

## Project Staffing Plan

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Provide an overview of the staffing plan for the project accounting for the requested components detailed below.

- For each of the key staff involved in the project, state their name or indicate a vacancy, provide the position title, briefly describe their tasks and responsibilities, indicate the percent of time on the project and indicate any education, training, or experience they possess or that is required of this position (social work, mental health, medical, etc.).
- Include a description of any non-paid or volunteer work that supports this project.

## **Organizational Experience and Capacity (no more than 5 pages)**

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Respond to the points below in a concise narrative form to provide an overview of the organization's experience and capacity in providing leadership, oversight and support to the project. Applicants are encouraged to use a sub-heading format to organize the narrative and make information more concise and clear. The narrative will:

- Describe the organization's mission and a brief overview of the primary programs and services offered by your organization.
- Provide a brief history of the organization's experience in providing services to persons experiencing homelessness.
- Describe the organization's leadership and management capacity, including applicable experience and credentials, and their ability to supervise the project and staff.
- Describe how the agency engages clients in organizational and program planning, policy and decision making.
- Describe your agency's internal systems, including your fiscal management system, case/client record management system, and recordkeeping procedures.
- Describe any auditing findings or concerns during the last 24 months as well as the resolution of each.

## **HEARTH and Journey Home Narrative (no more than 3 pages)**

The HEARTH Act has called on communities to work together to solve the issue of homelessness. HEARTH recognizes that homelessness is not a problem that exists in isolation and that the response to homelessness cannot be unilateral. The provisions of the HEARTH Act have codified the membership requirements and function of the Continuum of Care body, including the establishment of a directive body to guide the work of homelessness and housing assistance in each community, mandate a coordinated entry system to better target resources and ensure clients receive the most appropriate services and housing options, and sets the expectation that each individual program will be evaluated on their contribution toward achieving system-level outcomes to reduce the incidence/duration of homelessness.

The HEARTH Act shifts the focus from looking at each individual program's work to separately examine the collective impact of all the services in a given area. From this broader view of a systems approach to homelessness, local leadership can plan and tailor homeless services in a way that leads to improved service coordination, better use of resources, and better outcomes for clients. The HEARTH Act asks communities, specifically local units of government and each individual service provider, to see themselves as active players in ending homelessness. The objectives of the HEARTH Act go hand-in-hand with The Journey Home – Baltimore City's Plan to End Homeless' vision of making homelessness rare and brief in Baltimore through the achievement of four key goals: Affordable Housing, Comprehensive Healthcare, Sufficient Incomes, and Comprehensive Preventative and Emergency Services.

The three guiding objectives of the HEARTH Act and the Journey Home measures of progress are to:

4. Reduce the rate of first time homelessness;
5. Reduce the time individuals and households remain homeless; and to
6. Reduce returns to homelessness.

The Journey Home Board groups strategic planning and action together and is led by leaders in Baltimore City committed to ending homelessness. The Board is responsible for ensuring that the mandates of the HEARTH Act and subsequent regulations become part of a sound, strategic, and unified policy for ending homelessness in Baltimore City. However, for these policies and subsequent changes to affect the way the Baltimore City homeless assistance system operates, there must also be a commitment by all of our service partners to support such shifts and participate in emerging systems changes. In the coming months and years it will be the expectation that programs receiving federal and state dollars through MOHS contracts must align with and dynamically respond to the changing needs of our homeless population.

We are asking that service providers reflect on the work that they do as it relates to the objectives of the HEARTH Act and Journey Home strategic priorities in a single narrative. In this narrative, reviewers will be looking to see that providers assess:

- their current strengths and weaknesses in contributing to the HEARTH objectives and Journey Home priorities, and
- the extent to which the project utilizes principles of housing first by reducing barriers for clients at program entry and during enrollment
- at least one way in which they can improve their collaborative focus to service planning and delivery, and

- how the program will participate in the Coordinated Access system

Applicants must frame this response with regard to one of the four narratives, each of which addresses one of the objectives of the HEARTH Act. The narrative should correspond to the type of project for which they are applying for funds. That is, while an organization may provide emergency shelter and transitional housing, for example, if this CFA proposal corresponds to emergency shelter services, the applicant would respond to the prompt for emergency shelter programs.

**Permanent Housing and Rapid Re-housing Programs:**

Reducing returns to homelessness (recidivism) is a key objective of the HEARTH Act, describe how your program's operation and the assistance that clients receive when moving into housing prepares them to manage a potential future episode of housing crisis; what steps and tools are imparted upon clients to prevent them from returning to homelessness.

**Emergency Shelters and Transitional Housing Programs:**

Reducing the length of stay in our homeless services continuum is a key objective of the HEARTH Act, describe your average length of stay during the past two funding years and ways that you can reduce the time spent by clients in emergency shelter and transitional housing without reducing positive housing exits. Describe how your program is making adjustments to meet the HUD requirement of reducing length of stay for clients.

**For Prevention Services and Drop-in:**

Preventing first time homelessness is a key outcome of the HEARTH Act; describe how your program is identifying clients who may potentially become homeless and targeting services to meet their needs.

**Outreach/Resource Centers Programs**

The HEARTH Act expects that CoCs have a comprehensive outreach plan, including specific steps for identifying homeless persons and referring them to appropriate housing and services in that geographic area; describe how your program participates with Hands In Partnership and works collaboratively to further this goal.

## **Project Budget and Budget Narrative**

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### **Budget Workbook:**

- Projects will submit a **detailed project budget**, using the Excel forms provided with the RFP. The budget must detail the total operations costs (regardless of funding source) for the project and denote the itemized costs which are being requested from the CFA. New projects should use the workbook for new projects. In the workbook, there is an instruction sheet, and two budget sheets—one for program costs and one for personnel costs.

### **Budget Narrative:**

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities and/or components of CFA funded line items. This narrative should be presented in an organized, concise format that includes:

- A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- Provide a list of all committed and pending funding for this program, which identifies the funder, the amount, any restrictions, and the payout period for each source or contribution.

## **Community Partnerships and Leveraging**

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While no formal amount of leveraging is required for the CFA, leveraging is a means to measure established relationships and the extent to which community resources are pooled to provide more effective and efficient services to clients across the Continuum's partners.

- Please describe your commitment to and participation in the Continuum of Care.
- Describe how your agency is collaborating with other homeless service providers and mainstream service providers. How do these collaborative efforts help minimize or avoid the duplication of service and effort?
- How do you include leveraged services and resources available in Baltimore City in your service plan?
- Documentation of leveraged resources: a project leveraging list (form on next page); letters of support; MOUs; or other documentation of shared or leveraged resources.

## Project Leveraging List

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Use the following template to summarize the leveraged and in-kind funds committed for the project. As part of this form indicate the type, source (government or private), and total amount of contributions for which the project. Add pages as required:

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
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1) Select the type of Contribution	<input type="checkbox"/> Cash	<input type="checkbox"/> In-kind
2) Name the source of the contribution		
3) Select type of source	<input type="checkbox"/> Government	<input type="checkbox"/> Private
4) Date of commitment		
5) Value of Commitment		

## CONFLICT OF INTEREST AND LIMITS TO PRIMARY RELIGIOUS ORGANIZATIONS

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### *Conflict of Interest*

Applicants must avoid any conflict of interest in carrying out activities funded by City, State, and Federal grant dollars, such as the Consolidated Funding Application. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the grantee or recipient) may not obtain a personal or financial interest or benefit from the organizations activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services using Federal funding (such as ESG), organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees, board members and volunteers are required to sign a statement indicating that they have read the policy and will comply.

### *Limits on Funding to Primary Religious Organizations*

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of CFA funding to organizations that are primarily religious in nature. These provisions generally require that when funded under the CFA program, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity permissible under the CFA program on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible ESG activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, separate from the CFA-funded activities provided, is allowable.

**CONFLICT OF INTEREST QUESTIONNAIRE**

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1. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is/are or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council?

Yes  No  If yes, please list the names(s) below:

\_\_\_\_\_

\_\_\_\_\_

2. Will the CFA funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is/are or has/have been within one year of the date of this application a City employee, consultant, or a member of the City Council?

Yes  No  If yes, please list the name(s) below:

\_\_\_\_\_

\_\_\_\_\_

3. Is/are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes  No  If yes, please list the name(s) below:

\_\_\_\_\_

\_\_\_\_\_

If you have answered "YES" to any of the above, a disclosure notice must be submitted to the Mayor's Office of Human Services to determine whether a real or apparent conflict of interest exists.

Name of Organization: \_\_\_\_\_

Name of Applicant's Authorized Official: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

## Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their program to comply with all federal, state and local laws dealing with Fair Housing. The Mayor's Office of Human Services (MOHS) complies with these laws as applicable, and wishes to underscore the importance of bringing all programs into compliance. All programs funded by MOHS must comply with these regulations:

**The Fair Housing Act of 1968** ensures equal access to housing and guarantees equal opportunity without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

**The City of Baltimore** ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

**The Age Discrimination Act of 1975** ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

**Section 504 of the Rehabilitation Act** prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

MOHS- HSP, in collaboration with the Housing Authority of Baltimore City, is required to maintain an ongoing Analysis of the Local Impediments to Fair Housing Choice as part of its Consolidated Plan, and must report on the progress of eliminating these impediments in the Consolidated Annual Performance and Evaluation Report (CAPER), which is submitted each spring to HUD.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

**Statement of Agreement**

By signing this policy, I \_\_\_\_\_ (Authorized Representative), as the authorized representative for \_\_\_\_\_ (Project), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, that the Mayor's Office of Human Services will take corrective action up to and including termination of funding.

**Name of Project:** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_

**Name of Applicant's Authorized Representative:** \_\_\_\_\_

**Authorized Representative's Title:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_