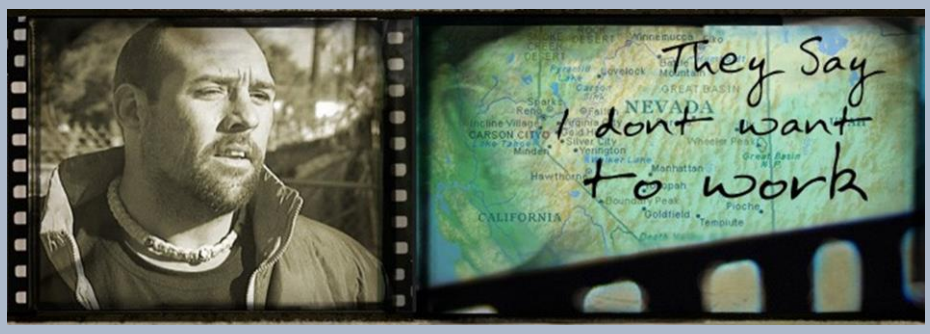
Southern Nevada Continuum of Care (CoC) Evaluation Working Group (EWG)

2018 LOCAL COC APPLICATION REVIEWER'S GUIDE

Help Hope Home

Ending Homelessness in Southern Nevada



Local CoC Application – Scoring & Ranking Process

NOTES

1. **Agencies may duplicate their "Agency Application" so that all projects from an agency will all have the same Agency Application score. This score will be provided. Reviewers will be scoring the "Project Application, Tables and Documents."**

2. **Please put aside any potential bias for any of the applicants. You are to score each application based on the content of the application and not on your experience with or knowledge of the agency, project history or proposal.**

3. **Any feedback you can provide to the applicant on why they were given a specific score will help to strengthen their future applications as well as strengthen the work we do as a community. Please provide suggestions to applicants so they can make future improvements on their project design and/or application submission.**

4. **Please be consistent in your scoring throughout all of the applications you review. Some reviewers prefer to review an entire application, while other reviewers prefer to review specific questions across all applications. Whichever method provides the most consistent results is the method you should choose.**

5. **Please review the guidelines of what applicants are instructed to cover in their responses when formulating your scores.**

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SCORING OF APPLICATION

QUESTION	TOPIC	MAX POINTS
AGENCY APPLICATION TAB		
2	Experience serving population	3
3 – Part 1 3 – Part 2	Experience utilizing federal funds Experience leveraging funding streams	2 2
4	Collaborations with other providers	5
5	Management structure; Financial accounting system	3
6	Participation in regional efforts	2
7	Level of participation in regional efforts	6
12, 13	Level of SOAR assistance	2
PROJECT APPLICATION		
9	Under agreement by 9/30/2020	1
10	Population of focus	Possible bonus points
12	Description of project	8
13	Description of staffing, schedule, management plan	4
14	Alignment with local plans and goals	5
15	Compliance with federal policy	3
16	Participation in CE or DV CE	4
17, 18, 19, 20	Housing First Strategy	5
21	Develop, operate, and maintain property	2
22	Client choice	1
25, 26	Compliance with educational policy	Based on population
27	Obtain and remain in PH	5
28	Increase employment or income; Live independently	5
29	Outreach plan	4
31	Discharge plan	3
45	Voluntary Reallocation	Possible bonus points
TABLES		
	Supportive Services	6
	Housing Types	4
DOCUMENTS		
	Budget Forms	14
	Cash Match Forms and Letter	1

*Please note that the remaining questions are used for Project Threshold Reviews and Administrative Scoring. Therefore, the remaining questions are mandatory.

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AGENCY APPLICATION TAB

Q1. Intention to Apply

Q2. Agency experience providing assistance to individuals experiencing homelessness (3 points) *Provide a brief description of how long your organization has been providing assistance to homeless clients and the type of experience your organization has in working with the target population. Include any populations of focus, types of services provided, and any outcomes from your experience.*

- *Did they provide a description that includes how long the organization has been providing assistance to homeless clients?*
- *Did they describe the type of experience the organization has worked with individuals experiencing homelessness?*
- *Do they describe population of focus, types of services & positive outcomes?*

➢ Scoring: 1 point for each component described as outlined above.

Q3. Part 1a. Describe agency's experience in utilizing federal funds (1 point) Describe agency's experience in: a) effectively utilizing federal funds and performing the activities proposed in your project application(s) given funding & time limitations.

- *Did they describe why the project applicant is an appropriate entity to receive funding?*
- *Did they provide concrete examples regarding their experience and expertise on:*
  - *Working with and addressing the target population(s) identified in housing and supportive service needs;*
  - *Developing and implementing relevant program systems, services and/or residential property construction and rehabilitation;*
  - *Identifying and securing matching funds from a variety of sources; and*
  - *Managing basic organization operations including financial accounting systems.*

Q3. Part 1b. Describe agency's experience in leveraging <u>other</u> funds (1 point)

- *Did they describe other federal, state, local or private sector funds that they have been awarded or are part of their budget?*

Q3. Part 2. Does the agency bill for services? (2 points)

- *Did they describe how they determine fees required by participants?*
- *Did they describe any billing or accounting practices that ensure there are no double-billing or other similar types of accounting issues?*
- *If they bill Medicaid for services, did they describe their policies and procedures?*

NOTE: It is preferable that the agency does not charge a program fee. (If the agency does charge a program fee, they need to have it indicated in their program budget. Also, program fees result in program income; that income can only be used for eligible costs.

➢ Scoring: If the agency does not bill for services, score Part 1a and Part 1b as 2 points each.

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Q4. Describe agency collaborations. (5 points) Provide a description of how the agency partners with other homeless and non-homeless service providers.

- *Did the response describe collaborations with:*
  - *Specific homeless service providers?*
  - *Service providers that are not specifically homeless service providers?*
- *Did the response include strategies to:*
  - *Address individuals and families at risk of becoming homeless?*
  - *Reduce the length of time individuals and families remain homeless?*
  - *Reduce the rate of returns to homelessness?*

➢ Scoring: 1 point for each component described as outlined above.

Q5. Describe agency organizational and management structure (3 points) Provide a description that includes organizational, management and fiscal systems.

- *Did the response:*
  - *Describe the organizational and management structure for the agency and any potential subrecipients?*
  - *Include evidence of internal and external coordination?*
  - *Include evidence of an adequate financial accounting system?*
  - *Describe the coordination and accounting system that will be used to administer HUD / CoC grants?*

➢ Scoring: 1 point for each component described regarding organizational, management and fiscal systems.

Q6. Participation in regional efforts (2 points) Select which of the eight (8) regional efforts the agency participated in. A valid write-in response may count towards the regional efforts.

➢ Scoring: 1/4 point for each item selected; up to 2 points

Q7. Description of participation in regional efforts (6 points) Describe the agency's commitments and level of effort given to each event.

- *Did the response describe the efforts and details in depth including role they took before, during and/or after the event?*
- *Did the response include a description of leadership roles they engaged in?*

➢ *Scoring*: 2 points for basic-level participation in at least four (4) events as a participant; 4 points for taking at least 1 leadership role in an event plus basic-level participation in the majority of events; 6 points for active participation in the planning and implementation of most programs and activities. This may include being a chairperson, serving as a lead for a project, providing a site for meetings or events, full agency participation and support of SNH CoC and community efforts etc.

Q8. HMIS Participation (admin review) All CoC projects must participate in HMIS. If DV, a look-alike HMIS system is acceptable.

Q9. Have they submitted all APRs on time? (admin review) All CoC projects must participate in HUDs annual reporting requirements.

Q10. Are there any unresolved monitoring or audit findings for any programs? (admin review) It is expected that all CoC projects have resolved any monitoring or audit findings prior to applying for new or renewal projects.

Q11. Total local agency budget? (admin review) Does the agency have a budget that includes a variety of funding options and not just CoC projects?

Q12. Do project participants have access to SSI/SSDI technical assistance (SOAR process)? (1 point) This work may be conducted by the applicant or partner agency.

- Scoring: 1 point for "Yes" response.

Q13. How does the applicant support the SOAR process? (1 point) Select up to 3 responses (Transportation, Single Application, Regular Follow-up)

- *S*coring: 1 point for selecting 2 or more responses.

PROJECT APPLICATION TAB

Q1-8. These are all admin review questions

Q9. Under grant agreement by September 30, 2020 (1 point) HUD requires programs to be under grant agreement by this deadline.

- *Scoring*: 1 point for "Yes" response.

Q10. Project special population of focus (Bonus points) Select all that apply.

- *The Performance and Data Collection Team has identified the following populations and housing types to be prioritized in our community. If the project meets these priorities, bonus points may be assigned to the project.*

Q11. Any sub-recipients? (admin review) Describe any subrecipients, sub-awards and/or any contractors if applicable.

Q12. Describe the entire scope of the proposed project (8 points) This description should address the entire scope of the project.

- *Was the response clear and concise?*
- *Did the description include:*
  - *A description of the community needs?*
  - *A description of the target population to be served?*
  - *A plan for addressing the housing and supportive service needs?*
  - *Projected project outcomes?*
  - *Coordination with other sources or partners?*
  - *A reason why CoC program support is required?*
  - *Description of the places where services and housing are provided?*

➢ Scoring: 1 point for each component described as outlined above; 1 additional point for response being clearly written.

Q13. Staffing, Schedule for activities, Management plan, Oversight (4 points) Provide a complete and concise response that describes how effective and timely completion of all work will be managed.

- *Did the description include:*
  - *The staffing ratio of staff to clients? (Note best practice is a ratio of 1:20)*
  - *An implementation plan including how full capacity will be achieved over the grant term?*
  - *How management will review the project?*
  - *What oversight is provide dot ensure effective and timely completion of work?*

➢ Scoring: 1 point for each component described as outlined above.

Q14. Regional alignment with goals and priorities (5 points) Specify how this project meets one or more of the action steps in the HELP HOPE HOME Regional Plan to End Homelessness as well as identify how your project will help to fill one or more of the gaps identified in the 2015 Gaps Analysis.

- *The answers should be how the project meets the action step or gap. NOT the agency.*
- *Did they identify the action step or the actual gap as identified in the documents and did they tell how the project will help us meet that action step or fill the gap?*

➢ Scoring: 1 point for identifying the action step or gap in the documents; 5 points for describing how the project meets the action step or gap.

Q15. Compliance with federal policy (3 points) Describe how the project complies with federal laws.

- *Did the description include reference to compliance with:*
  - *Gender Identity Equal Access to Housing*
  - *Final Rule*
  - *Anti-discrimination policies*

➢ Scoring: 1 point for each component described as outlined above.

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Q16. Compliance with CoC Coordinated Entry System (4 points) Participation in CE is a mandatory component of HUD-funded programs.

- Scoring: 4 points for "Yes" response.

Q17. Does the project ensure that clients are quickly moved into PH? (1 point) This is a component of Housing First.

- Scoring: 1 point for "Yes" response.

Q18. Does the project ensure that clients are not screened out based on specific barriers to housing? (1 point) This is a component of Housing First.

- Scoring: 1 point for selecting all options.

Q19. Does the project ensure that clients are not terminated from programs based on specific barriers to housing? (1 point) This is a component of Housing First.

- Scoring: 1 point for selecting all options.

Q20. Does the project follow a Housing First strategy? (2 points) A Housing First strategy does not drug test clients, require abstinence from alcohol or drugs, or require compliance with services or program requirements.

  - *Applicants who describe these components (drug testing, abstinence, or compliance) are not operating their project utilizing a Housing First strategy. HUD expects CoC programs to operate using Housing First strategies.*

- Scoring: 2 points for accurately describing the components of Housing First strategy. DV and some youth-only programs may utilize a Safety First strategy and may receive full points for an accurate description of why they practice this strategy rather than Housing First.

Q21. What is proposed for the development, operation and maintenance of the property? (2 points)

This question is only applicable if a project is requesting property development capital costs (acquisition, new construction, and or rehabilitation). If this question is not applicable; place N/A in the textbox. If this question is applicable, provide a narrative that specifically describes the property development activities.

- Scoring: 2 points for accurately describing the components required above for property development or describing a process that ensures ER/HQS certification is maintained.

Q22. Does the project require participants to live in a particular structure? (1 point) This is a component of client choice.

  - *Scattered site projects should select No.*
  - *DV, Youth, and TH projects, including TH of RRH, may have master leases and therefore client choice is limited. These are eligible options and may still receive full points.*

Q23. Will more than 16 persons live in one structure? (admin review) This is a component of group homes.

Q24. Will the project use an existing facility? (admin review) This is a component of expansion projects.

Q25. Are the project policies and procedures consistent with laws providing education services? This is a required component of projects requesting funds to provide housing for children and youth, with or without families.

- Scoring: If Project Participant Chart in Housing Type Table (in Tables Tab) indicates children and/or families, this is a required component. If they selected the "No" response for Q25 and indicated the program serves children and/or families, deduct 1 point from the score for Housing Types.

Q26. Is there a designated staff person to ensure that the children are enrolled in school? This is a required component of projects requesting funds to provide housing for children and youth, with or without families.

- Scoring: If Project Participant Chart in Housing Type Table (in Tables Tab) indicates children and/or families, this is a required component. If they selected the "No" response for Q26 and indicated the program serves children and/or families, deduct 1 point from the score for Housing Types.

Q27. Describe how participants will be assisted to obtain and remain in permanent housing (5 points). The response should include how performance is measured and evaluated.

- *Does the response:*
  - *Include how program participants will be moved quickly into PH-PSH and ensure stabilization?*
    - *Transitional housing projects should speak to how they will work with the client to obtain permanent housing upon discharge from the transitional program.*
    - *Permanent supportive housing projects should speak to how they will assist the client to stay in their program or exit to permanency when no longer in need of their assistance.*
    - *Rapid Rehousing projects should speak to how they will work with the clients to assist them in exiting their program with the ability to sustain their housing.*
  - *Acknowledge the needs of the target population and address the needs through case management activities?*
  - *Address needs through supportive services?*
  - *Ensure housing units with reasonable rents are identified?*
    - *Ensure housing is secured by agency or agency engages in landlord engagement activities and strategies?*

- *Explain how they will measure performance and evaluate project goals using HMIS or other strategy?*

➢ Scoring: 1 point for each component described as outlined above.

Q28. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. (5 points)

The response should include how the project will increase the number of clients employed at project exit.

- *Does the response:*
  - *Address the needs of the target population?*
  - *Address the required supportive services?*
  - *Address the availability and accessibility of supportive services and coordination with other providers or systems?*
  - *Describe how service deliver directly leads to program participant employment or accessing mainstream services?*
  - *Describe how the requested funds contribute to participants becoming more independent?*

➢ Scoring: 1 point for each component described as outlined above.

Q29. Describe the project's outreach plan. (4 points)

The response should include how program participants will be identified and connected with housing and services.

- *The response must include a connection to at least one of the Coordinated Entry Systems (Adults without Children; Families; Youth; DV)*
  - *Use of the CE system is a mandatory requirement of HUD funded programs.*

➢ Scoring: 4 points for including the appropriate Coordinated Entry System and appropriately describing how the project will utilize the CE system.

Q30. Indicate the percentage of persons coming from each location. (admin review)

The total should equal 100%.

Q31. Describe the project's discharge plan. (3 points)

Explain how the project ensures clients are not exiting to homelessness.

- *Did the response include after care services?*

➢ Scoring: 3 points for describing a plan that ensures clients do not exit to homelessness.

Q32-44. Branching Questions (admin review)

These questions are branched questions relating to SSO-CE and expansion projects. There are no points assigned to these questions as projects should be fully explained in the questions included above in the scoring matrix.

Q45. Voluntary Reallocation (Bonus Points)

Describe the justification for voluntarily reallocating your project.

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- *The response should include:*
  - *Information about the previous project including program design flaws that made it undesirable to continue;*
  - *Changes that are being made to this project to ensure better outcomes; and*
  - *Why this project will be more successful.*

TABLES TAB

Supportive Services Table (6 points)

Each project must indicate the frequency at which these basic supportive services are/will be provided to project participants. Options include daily, weekly, bi-weekly, monthly, quarterly, or does not apply. A description of services for each applicable service should be included.

- *Projects with budget line items that include supportive services must indicate them here.*
- *Determine if supportive services are appropriate for project and goals identified in narratives.*

Housing Type Table (4 points)

This table summarizes the housing site(s) of the project. The number of units and beds for each housing type will be listed. If these are dedicated beds for chronically homeless individuals, it will be indicated in the last column.

- *Determine if housing types are appropriate for project and goals identified in narratives.*
- *Determine if project participant breakdown is appropriate for project and goals identified in narratives.*
- *Are subpopulations described in narratives accounted for in these tables?*

DOCUMENTS TAB

Budget Forms *(14 points)*

- *Are the amounts requested per line item appropriate for the project goals and objectives? (4 points)*
- *Are all costs eligible? Do descriptions match project narrative? (4 points)*
- *Are all supportive services identified in the table fully explained in the budget form? (4 points)*
- *Are admin costs less than 10 percent of total budget? (2 points)*

Cash Match Forms and Letters *(1 point)*

- *Is the cash match letter dated?*
- *Does the cash match equal 25 percent of the rental, supportive services and admin categories?*

THRESHOLD AND ADMINISTRATIVE REVIEW

1. Is the agency on the HUD Code of Conduct List?

All agencies applying for funds need to have a current entry on this list, and thus the answer should be "yes."

- *This can be verified by looking up the Nevada list at:* https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants

2. Is there a valid DUNS number in the application?

A DUNS number is a unique nine-character number used to identify an organization. The federal government uses this number to track how federal money is allocated.

- *The agency should include this in the Summary page of the local application.*
- *Verify validity of number provided at:* https://www.dandb.com/dunsnumberlookup/

3. Is there a valid SAM CAGE code in the application?

SAM stands for System for Award Management, which is the primary registrant database for the U.S. Federal Government. SAM collects, validates, stores and disseminated data in support of agency acquisition missions. Every organization receiving federal funds must be registered in SAM. The CAGE Code identified and helps verify current registration in SAM, which must be updated annually.

- *The agency should include this in the Summary page of the local application.*
- *Verify validity of number provided at:* https://www.sam.gov/
- *Search by the business name or DUNS number to verify current SAM registration. Apply the Active and Inactive filters.*
- *If the SAM registration is inactive or will expire before the NOFA is due, check No*

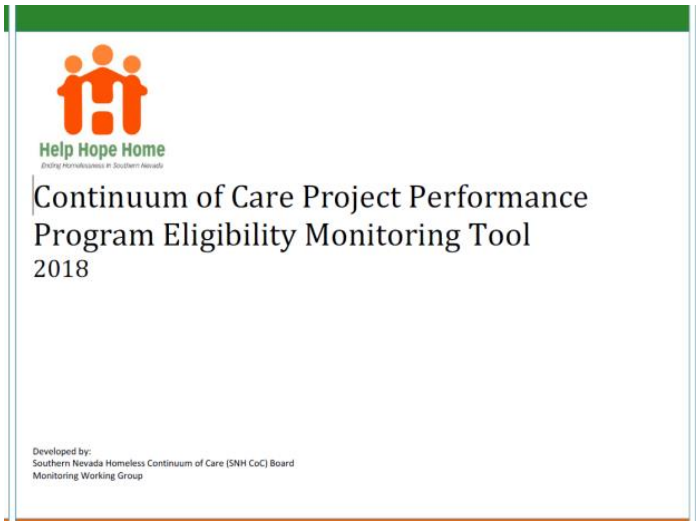
8. through 21.

- *Answer based on the information provided in the local application for the question(s) indicated.*

For Questions 22-25, refer to the most current Program Eligibility Monitoring Tool located at the following link and are organized by Agency and then by program:

P:\RAD\SNHCoC Working Groups\Monitoring\Monitoring\2018Process\Project Reports\Monitoring - Project Tools and Files

The cover of the Program Eligibility Monitoring Tool looks like this:



22. Is the project meeting HUD expectations?

- *Answer Yes only if the number in the Comments for #1 (Performance Monitoring Report) is 50 points or above. Less than 50 points indicates a program of concern.*

23. Does the bed/unit utilization rate meet or exceed 90%?

- *Answer Yes only if the number in the Score for #5 (Utilization Rates) is equal to 10.*

24. Is the project meeting HUD financial expectations?

- *Answer Yes only if the number in the Score for #6 (Drawdown Rates) is equal to 10.*

25. Have any funds been recaptured by HUD during this monitoring period?

- *Answer No only if the number in the Score for #7 (Frequency of HUD Funds Recaptured) is equal to 10.*

26. Does the project meet or exceed HMIS participation and data quality expectations?

- *Answer Yes only if the program received 25 points. This can be found on the last page under Miscellaneous HMIS Participation and Data Quality.*

APPENDIX

Please visit https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/ for information regarding the budget forms required for new and renewal projects.

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Annual Assessment of Service Needs	The costs of conducting an annual assessment of the service needs of the program participants and making adjustments as required by § 578.53(a)(2)
Assistance with Moving Costs	Reasonable one-time moving costs, including truck rental and hiring a moving company
Case Management	Costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s). Component services and costs include: • Counseling • Developing, securing, and coordinating services • Using the centralized or coordinated assessment system as required under 24 CFR part 578.23(c)(9) • Obtaining Federal, State, and local benefits • Monitoring and evaluating program participant progress • Providing information and referrals to other providers • Providing ongoing risk assessment and safety planning for victims of domestic violence, dating violence, sexual assault, and stalking • Developing an individualized housing and service plan, including a path to permanent housing stability • Conducting the required annual assessment of program participants' service needs (24 CFR part 578.53(a)(2))
Child Care	Costs of establishing and operating child care; providing child care vouchers and meals and snacks for children from families experiencing homelessness; and delivering comprehensive and coordinated developmental activities, provided that: • Children are under age 13, unless they have a disability • Disabled children are under age 18 • The child care center is licensed by the jurisdiction in which it operates in order for its costs to be eligible
Education Services	Costs of improving knowledge and basic educational skills, including: • Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED) • Component services, including screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources

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CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Employment Assistance and Job Training	Costs of establishing and operating employment assistance and job training programs, including: • Classroom, online, and/or computer instruction • On-the-job instruction • Services that assist individuals in securing employment, including: ➢ Employment screening, assessment, or testing ➢ Structured job skills and job-seeking skills ➢ Special training and tutoring, including literacy training and pre-vocational training ➢ Books and instructional material ➢ Counseling or job coaching ➢ Referral to community resources • Services that assist individuals in acquiring learning skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates • Services that assist individuals in increasing their earning potential • The cost of providing reasonable stipends to program participants in employment assistance and job training programs
Food	Cost of providing meals or groceries to program participants. Pursuant to the provisions of 24 CFR part 578.75(e), recipients and subrecipients who use CoC program funds to provide supportive housing for homeless persons with disabilities must provide residents with meals or meal preparation facilities.
Housing Search and Counseling	Costs of helping eligible program participants locate, obtain, and retain suitable housing. Component services or costs include: • Tenant counseling; helping individuals and families understand leases; securing utilities; and making moving arrangements • Mediation with property owners and landlords on behalf of eligible program participants • Credit counseling, accessing a free personal credit report, and resolving personal credit issues • Payment of rental application fees

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CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Legal Services	Costs include fees charged by licensed attorneys and by persons under the supervision of licensed attorneys for advice and representation in matters that interfere with a homeless individual's or family's ability to obtain and retain housing with respect to: • Eligible subject matters such as child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the resolution of outstanding criminal warrants • Component services or costs such as receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling • Fees based on the actual service performed (i.e., fee for service) but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs of performing the services. The following legal services are **ineligible** as supportive services: • Legal services for immigration and citizenship matters and issues related to mortgages and homeownership • Retainer fee arrangements and contingency fee arrangements
Life Skills Training	Costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness but that are necessary to assist the program participant in functioning independently in the community. Such life management skills include the budgeting of resources and money management; household management; conflict management; shopping for food and needed items; nutrition; the use of public transportation; and parent training.
Mental Health Services	Costs of direct outpatient treatment of mental health conditions provided by licensed professionals. Eligible services may include crisis intervention; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

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CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Outpatient Health Services	Costs of direct outpatient treatment of medical conditions when provided by licensed medical professionals, such as: • Providing an analysis or assessment of an individual's health problems and development of a treatment plan • Helping individuals understand their health needs • Providing medical treatment or helping individuals obtain and comply with appropriate medical treatment • Providing preventive medical care and health maintenance services, including in-home health services and emergency medical services • Providing appropriate medication • Providing follow-up services • Providing preventive and non-cosmetic dental care
Outreach Services	Costs of outreach activities, including transportation and cell phone costs for outreach workers, for the purpose of providing immediate support and intervention and identifying potential program participants. Eligible services include the following: • Initial assessment • Crisis counseling • Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries • Actively linking and providing people with information and referrals to homelessness and mainstream programs • Publicizing the availability of the housing and/or services provided within the Continuum of Care
Substance Abuse Treatment Services	Costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing. The costs of inpatient detoxification and other inpatient drug or alcohol treatment are **ineligible** under CoC program supportive services.

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Transportation	Costs include the following: • Program participants' travel on public transportation or in vehicles provided by the recipient or subrecipient to/from medical care, employment, child care, or other eligible services • Mileage allowance for service workers to visit program participants and carry out housing quality inspections • The costs associated with the purchase or lease of a vehicle (gas, insurance, taxes, maintenance0 in which staff transports program participants and/or staff serving program participants • The cost of a recipient's or subrecipient's staff assigned to accompany or assist program participants in using public transportation. If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following: ➢ Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types). ➢ Payments for car repairs or maintenance must be made by the recipient or subrecipient directly to the third party that repairs or maintains the car. ➢ Recipients or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
Utility Deposits	Costs associated with utility deposits, which must be a one-time fee, paid to utility companies. (Certain other move-in costs, including security deposits and first and last months' rent, are eligible costs under leasing and rental assistance.)

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www.HelpHopeHome.org

email: HelpHopeHome@ClarkCountyNV.gov

(P:QM Team/Grants Coordinator – CoC/CoC – Working Group/EWG/2016/2016 Local CoC Application Reviewer's Guide – FINAL)

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