

**Prince George's County Continuum of Care 2021 Competition
Applicant Addendum and Submission Checklist**

APPLICATION ADDENDUM

**All applicants are required to respond to the following questions regarding their organizations and projects.
Applications received without completed addendums will be considered non-responsive.**

Exceptions: CoC CEP, HMIS and Planning projects

Access

1. How do you determine who is eligible for your program? Who is not eligible?
2. Do you conduct interviews prior to placement? If so, describe your process.
3. Do you have documentation requirements for your project? If so, what are they?
4. Are credit scores and background checks required? If so how do they impact housing placement/lease up?

Housing

1. How do you address requests for reasonable accommodations?
2. How long does it take for a referral to be accepted and housed?
3. How do you take into account client preferences in location, size and amenity of their housing?
4. If a tenant is evicted or removed from a unit, what is your commitment to re-house?

Stabilization

1. What happens when a tenant presents with behavioral health concerns such as excessive traffic in the unit, substance use, and/or other unusual behaviors?
2. What happens when a tenant is hospitalized or incarcerated?
3. What steps do you take when a tenant violates the lease?
4. What are the factors that would lead to termination from the program?

Lived Expertise

1. How are people with lived experience involved in programming, planning, policy development, and service delivery?
2. What mechanisms are in place for receiving and incorporating feedback from program participants?

Equity

1. Does the organization have under-represented people (BIPOC, LGBTQ+, etc) in managerial and leadership positions?
2. Does the organization's Board of Directors include people with lived experience?
3. Do program participants reasonably mirror the homeless population demographics? If not, provide an explanation for the discrepancy and a plan to address the disparity

COVID Response * *Current providers only*

1. Describe how the program ensures continuity of services including home visits and face-to-face services while maintaining the health and safety of clients and staff.
2. Describe the program's approach to testing for both clients and staff.
3. Describe the program's efforts to promote and facilitate vaccinations for both clients and staff.
4. How has the program addressed COVID-19 education?

SUBMISSION CHECKLIST

The following is provided by the CoC as a *guide* to potential applicants for successful submission of an application for consideration by the CoC review and ranking committee for funding under the FY 2021 HUD NOFO.

APPLICANTS MUST SUBMIT THE FOLLOWING **IN ESNAPS** FOR EACH PROJECT:

- Applicant Profile
- Project Application

A. APPLICANTS MUST SUBMIT THE FOLLOWING **BY EMAIL** IN PDF FORMAT FOR THEIR ORGANIZATION:

- Active SAM registration documentation
- Valid DUNS number documentation
- Nonprofit or Government IRS documentation
- Most recent 990
- Most recent independent audit
- Copy of the Applicant Profile

B. APPLICANTS MUST SUBMIT THE FOLLOWING **BY EMAIL** IN PDF FORMAT FOR EACH PROJECT:

- Copy of the Project Application
- CoC Application Addendum
- eLOCCS snapshot showing draws * *Renewal applications only*
- Most recent SAGE APR * *Renewal applications only*
- Partnership documentation
- Match documentation

ESNAPS: [e-snaps : CoC Program Applications and Grants Management System - HUD Exchange](#)

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