

**Prince George's County Continuum of Care 2022 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*

**Program 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 are clients matched to units, or roommates where applicable?
4. How do you take into account client preferences in location, size and amenity of their housing?

**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?
5. If a tenant is evicted or removed from a unit, what is your commitment to re-house?

**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, Diversity and Inclusion**

1. Does the organization have under-represented people (BIPOC, LGBTQ+, etc) in managerial and leadership positions? What percentage of staff represent racial and ethnic minorities in each of the following categories: agency leadership, board, and frontline staff.
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
4. Describe how the program provides culturally appropriate services (facility accommodations and policies that specifically address the unique needs) to disadvantaged or underserved communities including LGBTQ+.
5. Does the program partner with other non-profit or faith-based organizations led by or focused on serving BIPOC and/or LGBTQ+ households? If yes, describe the partnership.

## **Partnerships**

1. Describe your current partnerships with health service providers – somatic and behavioral.
2. Describe how you assist residents in accessing needed services, including health care and behavioral health services. Are services provided in-house? Do you assist with transportation to outside services?
3. What other groups, nonprofits, and faith-based organizations do you partner with to meet the social, economic, and health needs of program participants?
4. Describe your procedures to ensure you are prepared to prevent and respond to future infectious disease outbreaks amongst people experiencing homelessness.

## 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 UEI 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](#)

**EMAIL:** [coc.princegeorges@maryland.gov](mailto:coc.princegeorges@maryland.gov)