

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-503 - Sacramento City & County CoC

1A-2. Collaborative Applicant Name: Sacramento Steps Forward

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Sacramento Steps Forward

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	No
Hospital(s)	Yes	No
EMT/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	No
Disability Advocates	Yes	No
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Business Community	Yes	Yes
Job and Employment Development	Yes	Yes
Faith-Based communities	Yes	No

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The CoC Advisory Board utilizes an inclusive process to ensure exhaustive public & provider input is taken prior to formal decisions. Although not subject to public meeting law, Adv Brd meetings are open & well-attended by non-member stakeholders. Interested parties receive monthly meeting announcements & distribution of materials. Meetings are facilitated to allow public comment on every agenda item prior to voting. For example, in May 2017, the Brd considered approval of NOFA competition review criteria but postponed the decision until June 2017 to allow staff to follow up on concerns raised by members & public stakeholders; staff & Performance Review Comm examined Brd & public input, made improvements to criteria & the Brd approved revised materials in June. The Brd convenes a Leadership Comm comprised of its Executive Comm, standing comm Co-Chairs & local govt representatives at least quarterly to ensure a comprehensive, strategic approach to existing & emerging issues.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

The CoC Advisory Board issues a public call for member applications annually. Applications are reviewed by a Nominating Comm & qualified applicants are considered in relation to existing board compensation. When certain area(s) of representation are lacking, Executive Comm & full membership assistance is sought in seeking target applications. CoC Adv Brd is fully or nearly fully seated, with 25 members regularly attending. The meeting is also attended by 15+ regular guests, which serves as an excellent opportunity for future members to observe & contribute to meetings prior to joining the Brd. A similar process occurs at Adv Brd comm meetings, where interested parties can begin to engage with the CoC prior to seeking membership on or being recruited for the Brd. Special outreach is conducted to ensure persons with lived experience are members of the Brd; currently, 2 members represent this background.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals.

(limit 1000 characters)

A mandatory conference for new & renewing proposers marks the launch of the NOFA competition & provides an overview of the funding opportunity & local process. Collaborative Applicant SSF contracts with HomeBase to facilitate the competition & provide all proposers with independent, expert guidance on preparing application materials. SSF widely promotes the conference. Specifics are as follows: on 7/25/17, SSF announced mandatory conference on its website, distributed notice to 4000-member listserv & asked municipal partners (City & Co. of Sacramento, Citrus Heights, Elk Grove, Rancho Cordova, SHRA) to post notice to their websites & share with networks; from 7/27/17 to 8/5/17, a NOFA solicitation ad ran on Sacramento Bee online. 3 new organizations attended the 2017 Conference, none chose to submit an application but 1 intends to do so in 2018. New & renewal projects are scored on comparable objective criteria & ranked solely on performance.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

CoC Lead Agency SSF & ESG Recipient SHRA meet at least quarterly to coordinate. SHRA & ESG Subrecipient have seats on the Adv Brd and both participate in Coordinated Entry & Crisis Response Comms & RRH

Collaborative. ESG, CoC & other RRH funders collaborated to create a RRH Policy Manual to ensure standardization across programs. SHRA serves as a non-voting expert on the CoC Adv Brd's Performance Review Comm, responsible for setting review criteria for the CoC NOFA. SSF conducts & publishes PIT & HIC data used by Sacramento's 5 Con Plan jurisdictions; the 2017 PIT provided unsheltered data at the city level, covering all Con Plan jurisdictions for the first time. SSF participates directly in SHRA's annual Con Plan updates, reviewing homeless content & providing updates. Elk Grove & Citrus Heights are Adv Brd members & Rancho Cordova coordinates with CoC on outreach; periodic meetings between SSF & these jurisdictions ensure communication & coordination occurs.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

7 providers serve victims of DV; While none of the programs receive CoC or ESG funds, most (5/7) actively collaborate with the CoC. Largest DV provider CEO serves as Vice Chair on CoC Adv Brd. Majority of funding comes from local government & philanthropy. All programs/services available to victims are entirely voluntary, service providers do not require participation in other services as a condition of receiving services or housing. For housing, victims choose location. No mandate to participate in counseling/legal/other programs & the rules are specific to health & safety only. Legal staff advise clients of the pros and cons of filing police reports, DVROs, but do not require participation in criminal investigations. Client confidentiality is well protected. Data sharing requires consent & disclosure of entities receiving shared information; data sharing agreements stipulate that information is shared for the purpose of providing assistance in obtaining housing.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

(1) CoC conducts regular CoC provider & Coord Entry outreach provider training related to survivors of DV. In 2017, CoC providers participated in VAWA reauthorization training resulting in developing agency-specific policies & certifications & materials for distribution to all participants & partnering landlords. CoC outreach staff participate in regular DV training on types of DV, field engagement techniques & connecting clients to services. (2) The only data currently used by the CoC re. DV is the 2017 PIT where 384/3665 households (10%) reported being survivors of DV. This data suggests a need for additional ES & PH for this subpopulation. (3) There are no CoC-funded DV projects in the CoC. Non-DV provider agencies have safety & planning protocols & DV-specific

protocols will be included in coordinated assessment as part of the Policies & Procedures to be completed by Jan 2018. The HMIS has protocols for participants to opt of of HMIS entirely or in data sharing for coord entry.

1C-4. Using the chart provided, for each of the Public Housing Agency’s (PHA) in the CoC’s geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA’s that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
City of Sacramento	4.32%	No
County of Sacramento	20.58%	Yes-HCV

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

Sacramento's City and County PHAs are administered by the Sacramento Housing & Redevelopment Agency (SHRA). Based on directives from City & County & widespread stakeholder advocacy & support, SHRA is in the process of strengthening homeless preferences across City & County Public Housing & County HCVs (City has no HCVs). New PHA resources for people experiencing homelessness are as follows: (1) HCV Program increased allocations over 3 years to include 450 limited allocation HCV; 375 new Project Based Vouchers; 50 “move on” HCVs for PSH participants who no longer need services but who still require rental assistance; 100 HCVs for youth linked to services; and (2) 480 units of public housing for homeless families. Altogether, this combination of HCVs & Public Housing will provide 1755 units of subsidized housing for people experiencing homelessness. The elements of the new plan that require HUD approval of mid-year changes to the Administrative Plan are currently pending.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of

Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)

(1) The CoC Adv Brd & CoC Lead Agency Sacramento Steps Forward (SSF) have collected ES, TH, RRH & PSH program policies impacting Gender Identity Equal Access for assessment. Preliminary review has not revealed any problematic policies, however a more complete review will occur w/in next 6 mo. (2) Training on addressing the needs of LGBT individuals & their families has been incorporated into the regular CoC training cycle. OnTrak training provides training that encompasses services, cultural bias people from LGBT community experience & cultural competency when serving people in the LGBT community. Sacramento LGBT Center also provides training on local services for this subpopulation. (3) CoC Adv Brd is committed to ensuring LGBT community is treated with dignity in the homeless system of care & will pursue implementation of an anti-discrimination policy w/in next 12 mo.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
Taskforce: law enforcement, CJ, code & outreach	<input checked="" type="checkbox"/>
Outreach-Law Enforcement partnerships	<input checked="" type="checkbox"/>
Strategic Policing Initiative Study	<input checked="" type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

N/A

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

The CoC considered the severity of needs and vulnerabilities experienced by program participants by prioritizing projects dedicated to serving chronically homeless individuals and/or families in its renewal and new project scoring criteria. Applicants dedicating or prioritizing all beds to the chronically homeless were eligible for maximum points (6 points), half the points for 50%-99% (3 points), and no points for 0%. To ensure the commitment and readiness to serve this high need population, applicants were required to provide specific plans for serving this population and information demonstrating the capacity to meet the unique needs of chronically homeless individuals and/or families. The review panel carefully assessed these narrative responses when determining how to award points. Review criteria also included threshold requirements to participate in Coord Entry, which prioritizes the most vulnerable & employing a Housing First model to serve the hardest to serve.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input checked="" type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC’s may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 2

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Yes

Attachment Required: If "Yes" is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. CoC Governance Charter pages 13 & 14

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was "Yes", attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Clarity Human Services

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Single CoC

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	762	84	596	87.91%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	669	18	560	86.02%
Rapid Re-Housing (RRH) beds	661	0	661	100.00%
Permanent Supportive Housing (PSH) beds	3,028	0	2,292	75.69%
Other Permanent Housing (OPH) beds	8	0	8	100.00%

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.

(limit 1000 characters)

(1) The CoC will take the following steps to increase the percentage of PSH beds participating in HMIS in 2018-2018: HMIS Lead Agency Sacramento Steps Forward (SSF) will continue to work w/VA to have the VASH program enter in HMIS; SSF & VA have already worked through privacy concerns & are now focusing on identifying solutions to address VA staffing concerns. Two non-HUD funded agencies, Turning Point & WellSpace, have agreed to enter their PSH beds into HMIS; Turning Point will start 11/1/17 & WellSpace will start by the end of 2017. Adding these agencies will increase PSH coverage to 78%. The addition of VASH will increase coverage to 100%. (2) SSF is working with 3 programs to bring the remaining 83 ES beds into HMIS to reach 100% ES coverage. (3) SSF is working with 2 programs to bring the remaining 91 TH beds into the system to reach 100% TH coverage.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 12

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 05/01/2017
(mm/dd/yyyy)

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/25/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/01/2017

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

NOT APPLICABLE. In 2017 there was no change in methodology. All data from Non-HMIS participating service providers was collected using the HMIS intake forms (2014 Revised HMIS Data Standards) and client consents. On the night of the count 2 shelter providers allowed the CoC to send trained HMIS users/volunteers to collect data from their clients. All survey data then was entered into HMIS for deduplication and to develop reports that were reviewed for accuracy by the HMIS and CoC lead. Overall, there were no changes from 2016 to 2017.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	180
Beds Removed:	186
Total:	-6

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
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Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? Yes

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

The CoC commissioned university researchers (CSUS) to enhance the reliability of the unsheltered methodology. Pre-mapping data was derived from stakeholders, and also included new data sources (e.g., 6 months, call-to-service data from law enforcement). CSUS used these data to review sampled areas in 2015 and determined which zones would be resampled in 2017, amended, or reconstituted. This increased the sampling pool from 80 to 134 zones and enhanced the breadth of areas sampled in 2017. Based on feedback from stakeholders, CSUS created “visual” canvassing directions for volunteers at each zone, likely increasing the efficiency of deployment. A random sampling of “cold” zones was added to capture possible homeless locations not known to stakeholders. Survey (demographic) data was weighted to the count data, based on the zone in which the survey was administered, and household composition. 2017 PIT Report is attached.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

Extra measures to identify homeless youth include (1) two full-time outreach workers focused specifically on youth, covering the City and County of Sacramento and (2) partnering with youth homeless service providers to locate and offer services to youth. Expert volunteers, including TAY providers and formerly homeless TAY, participated in planning efforts and also participated with the count and survey in areas where many TAY are known to sleep. On

count night, TAY teams were deployed to the map areas known to have the highest concentrations of TAY. TAY volunteers received a stipend for participation. By relying on TAY experts, approximately 118 were identified.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

In the two months prior to the count, the CoC collected information and other mapping data from stakeholder entities, including service providers who work with individuals and families experiencing chronic homelessness, families with children and Veterans. The CoC commissioned researchers from Californian State University, Sacramento (CSUS) to compile this information and determine potential sampling zones for the count. This effort was undertaken to improve the breadth of geographic areas that may have been under-sampled in previous counts. Measures to better count individuals and families experiencing chronic homelessness, families with children, and Veterans included a significant increase in full-time outreach workers familiar with locations that these subpopulations of individuals experiencing homelessness may reside on count night. CoC Lead Agency SSF employed over 15 FT outreach workers in 2017, compared to 0 in 2015.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

(1) CoC has no SH. For ES & TH, overall entries went down by 447 to 3490; new entries accounted for 2539 of total entries, a reduction of 584. For ES, TH & PH, overall entries increased by 643 to 5302; new entries accounted for 3941 of total entries, an increase of 301. (2) CoC Lead Agency's outreach team is piloting a formal diversion program for newly homeless persons who have not yet accessed homeless services. Data collection for this pilot began in Aug 2017 & will be used to better understand risk factors for first time homelessness. (3) County just funded prevention services in CoC's family shelters. (4) CoC & HMIS Lead Agency Sacramento Steps Forward will oversee CoC strategies by sharing data w/CoC & stakeholders to monitor effectiveness & recommend changes as needed.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

(1) CoC has no SH. ES avg LOT homeless increased by 11 bed nights to 75 & the median increased by 9 bed nights to 44. ES & TH avg LOT homeless decreased by 5 bed nights to 125 & the median increased by 7 bed nights to 68. (2) CoC is piloting diversion w/well-trained outreach workers as a promising strategy to reduce LOT homeless, based on the concept that diversion tactics can lead to PH at any time during an episode of homelessness. CoC will identify longest stayers for additional support for exit to PH. (3) The CoC Coord Entry

System (CES) prioritizes chronically homeless, longest time homeless, most severe service need for all PSH referrals. Extensive outreach & coordination w/emergency shelter & service providers ensure that CES can find these prioritized individuals & families as PSH becomes available. (4) CoC & HMIS Lead Agency Sacramento Steps Forward will oversee CoC strategies by sharing data w/CoC & stakeholders to monitor effectiveness & recommend changes as needed.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing. (limit 1000 characters)

(1) Exits to PH from outreach decreased from 86% of exiters to 31%; much of the decrease can be attributed to outreach being a new program w/208 participants in year 1 compared to 1018 in year 2. Exits to PH from ES, TH & RRH (CoC has no SH) decreased from 62% of exiters to 56%. In PH projects, excluding RRH, retention or exit to a permanent destination remained steady at 96% of participants. (2) CoC's strategies include: using Coord Entry to prioritize PSH & RRH placements to those who most need it; piloting diversion for use at all points in a person's homelessness to increase "self-resolve"/"assisted resolution" to PH; & emphasis on low-barrier PH programs in annual NOFA competition & ongoing project monitoring to ensure retention. Also, CoC PHA will implement strong homeless preference in 2018. (3) CoC & HMIS Lead Agency Sacramento Steps Forward will oversee CoC strategies by sharing data w/CoC & stakeholders to monitor effectiveness & recommend changes as needed.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness. (limit 1000 characters)

(1) Total returns to homelessness from PH location in 2 yrs increased from 12% to 20%: ES returns increased from 21% to 28%: TH increased from 4% to 16%: PH increased from 2% to 12%. Although increases are discouraging, year 2 results may indicate CoC is targeting more appropriately. (2) To reduce returns, CoC focuses on strengthen connections to mainstream resources & support systems before exit. (3) CoC will use the following strategies to reduce additional returns to homelessness: use data to develop profiles of returners, specific to those returning quickly compared to those who return after longer periods of time, to better determine what could prevent returns; develop better exit-readiness assessment processes; and (4) CoC & HMIS Lead Agency Sacramento Steps Forward will oversee CoC strategies by sharing data w/CoC

& stakeholders to monitor effectiveness & recommend changes as needed.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits.

(limit 1000 characters)

(1) For system stayers, 44% had increased total income; 34% increase over the last period, although part of increase is due to improved data collection for stayers. For system leavers, 58% had increased total income; 2% increase over the last period. CoC strategies include local "SMART" program, bringing SOAR model professionals under one roof. (2) CoC Program projects focus on employment & benefits, connecting participants to resources they are not yet accessing & ensuring follow up on applications & renewal of benefits; also, all CoC Providers have completed SOAR training in the last 24 months. (3) CoC Adv Brd's Homeless Employment Comm hosts 1-2 job fairs/yr. CoC is working w/Sacramento Employment & Training Agency to co-locate Coord Entry at 12+ job centers. (4) CoC & HMIS Lead Agency & CoC Recipient, Sacramento Steps Forward will oversee CoC strategies by sharing data w/CoC & stakeholders to monitor effectiveness & recommend changes & through administration of CoC contracts.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)

N/A

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. (mm/dd/yyyy) 06/05/2017

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for use by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	1,382	2,195	813

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	0
Total	0

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

(1) CoC Coord Entry System (CES) handles all referrals to CoC Program, ESG & SSVF RRH. Families are prioritized based on severity of service need, with families of moderate need referred to RRH. The CoC has not met the goal of rapidly rehousing all families w/in 30 days: the list of assessed families that are still homeless includes 1000 households, 600 of moderate & 130 of high need. The CES Comm is revisiting RRH prioritization now and will incorporate the need to rapidly rehousing families with children within 30 days of becoming homeless in the final prioritization criteria. CoC is committed to the 2020 goal of rehousing all families within 30 days. (2) CoC & HMIS Lead Agency Sacramento Steps Forward will oversee CoC strategies by sharing data with RRH providers & other CoC stakeholders to monitor effectiveness & recommend changes as needed.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	26	172	146

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)

The CoC requires that every program adopt & adhere to a policy of not separating families because of composition based on age, sex, gender, LGBT status, marital status or disability system-wide. All family shelters can accommodate all varieties of family composition. PSH, RRH & TH receive referrals of all household compositions through Coord Entry System (CES) & cannot deny referrals based on that composition. In cases of communal shelter

or shared PSH, all programs have some capacity to meet the needs of all household types.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	Yes
LGBT youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC’s efforts. (limit 1500 characters)

(1) The Sacramento CoC is committed to ending TAY homelessness, driven by a strong collaborative of providers, advocates & youth themselves focused on increasing programs & funding & ensuring services are appropriate for this subpopulation. In addition to existing funds including RHY outreach & shelter funds, youth providers have secured over \$750K in federal, state & local funds for shelter, transitional housing & supportive services including employment. In fall 2017, a new 24/7 Drop-In Center will provide mental health services, a medical clinic, counseling, wellness activities, leadership workshops & education & employment programs. The Center is a collaborative of 3 youth providers and will use a “no-wrong-door” approach for integrated assessment & diversion from homelessness & other crises. In 2016, The Doorway HUD CoC RRH launched, serving 18 single and 12 family households at a time. (2) & (3)

The CoC has seen a 20% decrease in TAY homelessness from 2015 to 2017 PIT (303 to 242). In 2015 & 2017, the CoC dedicated resources specifically to counting unsheltered TAY to increase accuracy of data being used to evaluate effectiveness. (4) Reductions in number homeless is a good start for measuring the effectiveness for any strategy. However, the CoC intends to add the system-level measures of returns to homelessness and length of time homeless to its evaluation of strategies at the subpopulation level.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

(1) CoC Lead Agency Sacramento Steps Forward (SSF) attends & regularly reports at monthly meetings of the McKinney-Vento homeless student liaisons convened by the Sacramento County Office of Education (SCOE) & SCOE is represented on the CoC Adv Brd. Issues of homeless students are also addressed at monthly meetings of the Homeless Youth Taskforce (HYTF) & its policy & advocacy committees and youth advisory board. (2) The HYTF became an official committee of the CoC Adv Brd in 2016. (3) All CoC Program providers are required in their contracts to designate a project team member to advise of & assist w/ensuring the education rights of homeless individuals & families. SSF monitors for compliance with this requirement at monitoring visits.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		
Child Protective Services	No	Yes
Family Shelters	No	Yes

3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem

**(GPD).
(limit 1000 characters)**

The CoC has created a Veteran Collaborative to find, assess & refer homeless Veterans to the proper services & to provide case management, as well as to establish field protocols to ensure engagement. When front line staff encounter a Veteran, they put the client on the CoC queue to potentially receive general/non-Vet homeless services and refer him/her to Veteran specific services. Twice per month the Veteran queue is sent to the Collaborative for joint case management/conferencing. If agencies are providing services to clients not on the queue, they will work to have them added. This ensures those clients will also be offered services as they become available. Clients interested in receiving HUD-VASH are brought to the VA, and are put on their interest list. Clients who are a good fit for SSVF are referred through Coord Entry. Clients interested in Grant and Per Diem beds are enrolled at the Sacramento Veterans Resource Center.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? No

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

(1) CoC homeless service providers partner with a comprehensive range of organizations to facilitate insurance enrollment including La Familia Counseling Center, 12 local school districts, Dept of Human Asst-Medi-Cal Outreach & Enrollment, DHHS, Sac Covered & FQHCs WellSpace, CARES, Peachtree, Molina & Elica. Outreach program 2016 service linkages to mainstream benefits: 781 households (HH) linked to income; 324 HH linked to health insurance; 406 HH linked to primary health care. (2) CoC keeps providers apprised of mainstream resources available through monthly trainings and system-wide list-serve information sharing. CoC Lead Agency Sacramento Steps Forward (SSF) also advises its fellow Recipients and Subrecipients of information related to mainstream benefits. (3) CoC & HMIS Lead Agency Sacramento Steps Forward will oversee CoC strategies by sharing data to

monitor effectiveness & recommend changes as needed.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	33.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	33.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	33.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	33.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

The CoC deploys outreach through multiple agencies Mon.-Sat., all feeding into the Coord Entry System. Outreach on contracts w/business improvement districts uses a presence patrol approach. Outreach with law enforcement uses a dispatch model. Other outreach workers are at static locations such as hospitals. Currently, workers are able to cover 100% of the CoC geographic area and serve those least likely to seek services. In presence patrol approach, outreach workers seek out clients as opposed to only working with those who reach out to them. In hospitals, outreach workers come in contact with clients who would never seek out services unless in the dire medical straight. Outreach working w/law enforcement are often dispatched to work with clients not seeking services, but may be open to receive them in lieu of punishment.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

(1) The CoC's efforts to affirmatively further fair housing include Coord Entry System (CES) activities & participation in the regional Assessment of Fair Housing. RE CES, PSH referrals denied by landlords require letters documenting justification & mandatory offering of appeals process & support for participants that chose to pursue appeal. RE Fair Housing Assessment, CoC Lead Agency Sacramento Steps Forward (SSF) participates in the Sacramento Regional Assessment of Fair Housing process led by Sacramento Housing & Development Agency currently underway. SSF will ensure that unique interests of people experiencing homelessness, including single mother-headed households & persons with disabilities are represented in the assessment & planning process. (2) SSF operates a homeless crisis line, including people with disabilities; in the event that disability or limited English proficiency prevents communication via crisis line, callers are referred to Sacramento 211 for accessible service.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	101	661	560

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Communication wit...	09/27/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting Ev...	09/27/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Rev and Rank Loca...	09/28/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Rating and Review...	09/27/2017
05. CoCs Process for Reallocating	Yes	Reallocation- Loc...	09/28/2017
06. CoC's Governance Charter	Yes	CoC's Governance ...	09/26/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/27/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Plan- Homeless	09/28/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	HMIS Governance C...	09/26/2017
11. CoC Written Standards for Order of Priority	No	Coord Entry Prior...	09/28/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	FY 2017 CoC Compe...	09/26/2017
14. Other	No	2017 PIT Report	09/28/2017
15. Other	No		

Attachment Details

Document Description: Communication with Rejected Applicants

Attachment Details

Document Description: Public Posting Evidence

Attachment Details

Document Description: Rev and Rank Local Process pp 17-22 and 26-33

Attachment Details

Document Description: Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: Reallocation- Local Process p 8

Attachment Details

Document Description: CoC's Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Plan- Homeless

Attachment Details

Document Description: HMIS Governance Charter

Attachment Details

Document Description: Coord Entry Priority Standards for PSH

Attachment Details

Document Description:

Attachment Details

Document Description: FY 2017 CoC Competition Report

Attachment Details

Document Description: 2017 PIT Report

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/12/2017
1B. Engagement	09/27/2017
1C. Coordination	09/27/2017
1D. Discharge Planning	09/26/2017
1E. Project Review	09/27/2017
2A. HMIS Implementation	09/28/2017
2B. PIT Count	09/28/2017
2C. Sheltered Data - Methods	09/28/2017
3A. System Performance	09/28/2017
3B. Performance and Strategic Planning	09/28/2017
4A. Mainstream Benefits and Additional Policies	09/28/2017
4B. Attachments	09/28/2017

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Submission Summary

No Input Required



Michele Watts <mwatts@sacstepsforward.org>

LSS: Continuum of Care Preliminary Priority Listing

John Melis <john@homebaseccc.org>

Wed, Aug 30, 2017 at 8:58 AM

To: Carol Roberts <croberts@lssnorcal.org>, Kate Hutchinson <KHutchinson@lssnorcal.org>

Cc: Sacramento <sacramento@homebaseccc.org>, Michele Watts <mwatts@sacstepsforward.org>

Dear Carol and Kate,

Thank you for your participation in the 2017 Sacramento Continuum of Care (CoC) Program Local Competition! We appreciate the time you and your staff devoted to preparing and submitting your funding applications.

The Review and Rank Panel met on Monday, August 28 and Tuesday, August 29 to review and rank projects submitted in this year's competition. The Panel appreciated learning about your programs and the work that you do in housing and providing services for persons experiencing homelessness in the community.

Attached please find the Review and Rank Panel's Recommended Priority Listing, which, after the Appeals Process, will go to the Advisory Board with a recommendation for approval. If the Board approves this as is, the Priority Listing will be sent to HUD as the Sacramento CoC's funding recommendation.

As you know, your first-year renewal projects, Rapid Rehousing for Youth and Rapid Rehousing for Youth #2, were placed in Tier 1 because they had less than a year of operating data and will automatically be submitted for funding again. As such, they are ineligible for appeal.

Four of your projects, Achieving Change Together, Building Bridges Program, Mutual housing at the Highland, and Saybrook PSH Project, were ranked in Tier 1 at their full request and are thus ineligible for Appeals. However, if any project's appeal would put Building Bridges Program at risk of placement in Tier 2, you will be notified by email by **August 31st at 9:00 am**.

Your projects, Connections and The Housing Project for Youth, were ranked in Tier 2 and are therefore **eligible for appeal**.

After careful consideration of all relevant factors and materials, the Review and Rank Panel decided not to recommend your three new project expansions, Achieving Change Together Expansion, Rapid Rehousing for Youth Expansion, and Rapid Rehousing for Youth 2 Expansion, for funding in this competition because they were deemed ineligible for the funding opportunity available. Expansion projects are limited in that project applicants must use them for new uses only and must not replace other funding sources. **According to the Appeals Policy, this decision is eligible for appeal.**

Attached are the score breakdowns for Connections and THPY, as well as the Local TA Handbook, which includes the scoring tools used to review projects and the policies for the competition. If you wish to appeal any decision you must provide a **Notice of Intent to Appeal** via email to sacramento@homebaseccc.org by **5:00 p.m. on August 30, 2017**.

As a reminder, projects are only eligible to appeal if:

- The Review and Rank panel recommends the project for full or partial reallocation

- The project is placed in Tier 2.
- The project may fall into Tier 2 if another appeal is successful
- The project is a new project not recommended for funding (if new project funding was available)

The Appeals Policy, attached within the Local Handbook, provides additional details on the bases for appeals. Should you wish to appeal, the Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. The full written **Formal Appeals** are due via email to sacramento@homebaseccc.org on **Tuesday, September 5th** by **5:00 pm**.

If you have any questions or concerns, please contact us at sacramento@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

Sincerely,

John Melis

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HomeBase

John A. Melis | Staff Attorney
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www.homebaseccc.org

Legal and Technical Assistance
Policy | Advocacy | Planning

4 attachments

 **2017 Sacramento Preliminary Priority Listing.pdf**
407K

 **Sacramento 2017 Local TA Handbook PDF.pdf**
976K

 **Connections Scorecard.pdf**
50K

 **The Housing Project for Youth.pdf**
50K



Michele Watts <mwatts@sacstepsforward.org>

Time stamped upload to website.

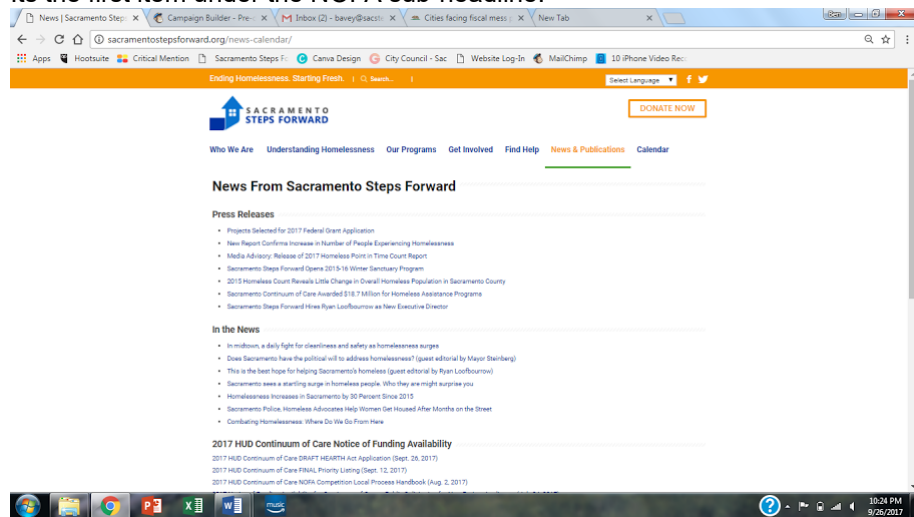
1 message

Ben Avey <bavey@sacstepsforward.org>

Tue, Sep 26, 2017 at 10:26 PM

To: Michele Watts <mwatts@sacstepsforward.org>, sacramento@homebaseccc.org

Its the first item under the NOFA sub-headline.



--
Ben Avey | Director of Public Affairs
Sacramento Steps Forward

Office: 916-993-7774
Mobile: 916-903-6443
Email: bavey@sacstepsforward.org
Web: www.sacstepsforward.org



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

Sacramento Steps Forward is a private, non-profit 501(c)(3) charity serving the Sacramento region. EIN# 27-4907397



Michele Watts <mwatts@sacstepsforward.org>

Fwd: Update on HEARTH Act Grant Application

1 message

Ben Avey <bavey@sacstepsforward.org>

Tue, Sep 26, 2017 at 10:36 PM

To: Michele Watts <mwatts@sacstepsforward.org>, sacramento@homebaseccc.org

Michelle, HomeBase,

This e-mail went to 164 recipients on Sept. 26 at 10:30 p.m. The list-serve included the CoC Advisory Board, Guests, and homeless service providers. Please let me know if you have any questions.

Regards,
Ben

----- Forwarded message -----

From: **Sac Steps Forward** <info@sacstepsforward.org>

Date: Tue, Sep 26, 2017 at 10:29 PM

Subject: Update on HEARTH Act Grant Application

To: bavey@sacstepsforward.org

[View this email in your browser](#)



Sacramento Steps Forward, in its capacity as lead agency for the Sacramento Homeless Continuum of Care (CoC), has completed the draft grant application for federal funding made available to local communities by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

The draft application can be found at the Sacramento Steps Forward [website](#) under News and Announcements or you can follow a direct link to the application [here](#).

The application will be submitted by Sacramento Steps Forward to the U.S. Department of Housing and Urban Development, on behalf of the CoC, by the grant submission deadline on Sept. 28, 2017.

If you have any questions or comments regarding this application, please contact our independent CoC application consultants at HomeBase, which is a nonprofit public interest law firm dedicated to ending homelessness. They can be reached at sacramento@homebaseccc.org.

As we move forward we will keep you, our community partners, updated on the grant application process.

Thank you for your continued support of Sacramento's Continuum of Care and Sacramento Steps Forward.

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9/27/2017

Sacramento Steps Forward Mail - Fwd: Update on HEARTH Act Grant Application

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Ben Avey | Director of Public Affairs
Sacramento Steps Forward

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Sacramento Continuum of Care

**HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition**

**KICKOFF CONFERENCE
LOCAL PROCESS HANDBOOK**

August 2, 2017

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- Sacramento Local Scoring Policies and Procedures
- Competition Timeline and Due Dates
- List of Eligible Renewal Projects
- Renewal Project Scoring Tool
- Renewal Project Request for Information and Documents
- New Project Scoring Tool
- New Project Request for Information and Documents
- Submission Checklist for Renewal and New Projects

SACRAMENTO STEPS FORWARD

SACRAMENTO CONTINUUM OF CARE

2017 COC REVIEW AND RANK POLICIES

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program Annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Sacramento Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA. All schedules contained herein, including Review and Rank timeline are subject to change based on each year's NOFA timeline.

I. PRIOR TO THE NOFA RELEASE

- A. After the conclusion of the Mid-Year Review and Rank, the Performance Review Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC's Advisory Board.

2. NOFA RELEASE AND KICKOFF CONFERENCE

- A. Upon publication of the CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Advisory Board with input from the Performance Review Committee members and project applicants encouraged. Formal input may be given if time allows.
- B. Upon publication of the CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Kickoff Conference where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.
- C. **All applicants/potential applicants are required to participate in the NOFA Overview Kickoff Conference.**

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- i. At the Kickoff Conference, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.
- ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.
- iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.
- iv. A portion of the Conference will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. Sources of Information:

- i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System (HMIS). This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year beginning April 1, 2016 and terminating March 31, 2017.

- ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits.
- iii. **eSNAPS materials:** This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete

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application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The types of locally-required submissions requested will vary based on project type (HUD-required submissions must also be submitted as described below in Section 3.F.):

- i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.
- ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.
- iii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

- i. All projects will receive the Local Application during the Kickoff Conference. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.
- ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Kickoff Conference. The draft PRESTO report will only contain APR data.
 - a. Projects will have one week to review the APR data and draft PRESTO report.
 - 1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
 - 2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.
 - b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

- c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.
 - d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Kickoff Conference. No changes will be allowed after this point in time.
- E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.
- F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Kickoff Conference. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Kickoff Conference.
- G. **Late penalties:** Late penalties only apply to the submission of the local application, the approval of the second APR, and the submission of completed eSNAPs materials. All timelines will indicate on what date the late penalty applies.
 - i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.
 - ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.
 - iii. Materials received more than 72 hours after the deadline may be excluded at the discretion of the Panel.
 - iv. **Incomplete applications which are not completed by the 72 hour deadline may not be accepted for the competition, at the discretion of the Panel.**
 - v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4. REVIEW AND RANK PROCESS

- A. The Review and Rank Panel (Panel) shall consist of the non-conflicted members of the Performance and Evaluation committee. Selection of those members is subject to the rules governing the Performance and Evaluation Committee and subject to the Conflict of Interest policy adopted by the Performance and Evaluation Committee.
- B. If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation
- C. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.
- D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.
- E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.
- F. The Panel shall meet no later than six weeks after the Kickoff Conference to evaluate and score the projects submitted as part of the Continuum of Care Competition.
- G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.
- H. All projects submitted as Renewal Projects will need to be on call during the Review and Rank meeting to answer questions from the Review and Rank panel.
- I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.

- J. The ranked list is created by the following procedures:

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- a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.
 - b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.
 - c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA. See the section below labeled “Reallocation of Funds” for more details.
 - d. HMIS renewal projects will be ranked at the bottom of Tier 1.
 - e. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1 above HMIS renewal projects.
 - f. The Performance and Review Committee has the discretion to adjust rankings to project against a substantial loss of Permanent Housing in the CoC.
 - g. The Performance and Review Committee may alter a score by up to 15% of the total points available for that scoring factor rounded up to the nearest 0.5 increment. This alteration may be an increase or decrease in points. This alteration may only be based on the program’s narrative explanation of their project performance and any statements made by the program during the review and rank interview. If a program’s score in a scaled scoring factor is altered, the Performance and Review Committee must document the reason for the alteration and the evidence relied upon in making the alteration.
- K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the section titled “Reallocation of Funds.”
- L. After the Review and Rank Meeting, a priority listing with scores will be compiled.
- M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

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5. APPEALS AND FINAL LISTING

- A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled “Appeals Process.” All appeals shall be concluded within one week of the Review and Rank Panel Meeting.
- B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.
- C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.
- D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

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HomeBase | *Advancing Solutions to Homelessness* |
sacramento@homebaseccc.org

REALLOCATION OF FUNDS

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

The Sacramento Continuum of Care has identified a need for additional permanent housing, projects serving chronically homeless individuals and families, and, in particular, single-site, permanent supportive housing projects.

Reallocated funding shall be prioritized for projects which clearly and concretely address these needs.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. The Sacramento Continuum of Care will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

I. MEMBERS OF THE APPEAL PANEL

Appeals will be sent to the CoC Advisory Board but will be heard by a nonconflicted subcommittee of Advisory Board members, together with two non-voting members: SSF Deputy Director and one member of the original Review Panel.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.
3. The project may fall into Tier 2 if another appeal is successful
4. The project is a new project not recommended for funding (if new project funding was available)

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- **Projects Recommended for Full or Partial Reallocation**
 - May appeal its score on any grounds
 - May submit any information the agency feels is relevant

- **Projects Recommended or At Risk for Placement in Tier 2**
 - May appeal only errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient
 - May not supplement application materials to support appeal

- **New Projects Not Recommended for Funding**
 - May appeal errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient, if correcting the error could cause the project to be recommended for funding
 - May not supplement application materials to support appeal

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

- A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:
 - i. A statement as to why the project is eligible to appeal.
 - ii. The basis for the appeal
 - iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

- B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

- C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
 - i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.

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- ii. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.
- D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.
- E. The Appeal Hearing shall be conducted according to the following procedure:
 - i. The Appeal Hearing will be conducted telephonically.
 - ii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.
 - iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
 - iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
 - v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.
 - vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.
- F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

2017 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

Date	Time	Event/ Activity	Responsible	Location
July 14, 2017		HUD releases Notice of Funding Availability (NOFA)	HUD	N/A
By July 24, 2017	5:00 PM	Renewal projects provided with Draft APRs and PRESTO Reports Renewal projects will have 2 weeks from the date of issuance to review their draft materials and approve them.		N/A
August 2, 2017	1:00 PM to 3:00 PM	Kickoff Conference: Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.	SSF, HomeBase, Agencies	Sacramento Food Bank Community Room, 3333 3rd Avenue, Sacramento, CA 95817
August 2-August 16, 2017		New and Renewal Agencies write eSNAPs Project Applications and complete Requests for Information (RFI's) Agencies will have two full weeks from the date of the kick-off conference to complete this task.	Agencies	N/A
August 16, 2017	5:00 PM	New and Renewal Agencies must submit local application materials in PRESTO by this deadline (August 16, 2017) HomeBase finalizes PRESTO reports and presents to agencies for review and approval by August 21, 2017.	Agencies	PRESTO
August 21, 2017	5:00 PM	New and Renewal PDF of eSNAPs applications and final approval of PRESTO report are due	Agencies	Via email
Week of August 21, 2017	TBD	Performance Review Committee receives orientation for PRESTO and project materials.	Performance Review Committee	TBD
August 22-25, 2017		Performance Review Committee reviews Project Reports: Non-conflicted panelists read and score proposals individually.	SSF, HomeBase, Performance Review Committee	N/A
August 28-29, 2017		Performance Review Committee meets: Rank & Review Panel meets to score and discuss proposals and determine recommendation on how projects will be ranked in the 2017 application.	SSF, HomeBase	TBD
August 30, 2017	9:00 AM	Posting of Preliminary Priority List: HomeBase will email list to agencies.	HomeBase	Via e-mail
August 30, 2017	5:00 PM	Notice of Intent to Appeal Due: Any agencies seeking to appeal must submit their intent to appeal to HomeBase.	Agencies	Via e-mail
August 31, 2017	9:00 AM	Notice of risk of tier change: Other applicants who might be affected by the success of a filed appeal are notified by HomeBase by email that an appeal is expected.	HomeBase, Agencies	Via e-mail
September 5, 2017	5:00 PM	Appeals Due: All appeals must be submitted to HomeBase.	Agencies	Via e-mail
September 7 or 8, 2017	TBD	Appeal Committee meets: Review appeals and recalculate scores, if necessary.	Appeal Committee	TBD
September 8, 2017		Priority List is distributed to applicants: via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	Via e-mail

2017 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

September 11 or 12, 2017	TBD	CoC Board Approval of Priority List	SSF	TBD
September 1 – September 21, 2017		HomeBase and SSF review project applications , coordinate with applicants.	HomeBase, SSF	N/A
September 21, 2017		Project applications finalized in eSNAPs	SSF, HomeBase	N/A
September 28, 2017		Consolidated Application is due to HUD	SSF	N/A

SACRAMENTO CONTINUUM OF CARE SACRAMENTO STEPS FORWARD

FY 2017 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Subtotal	Admin Costs	Total ARA
Sacramento Housing and Redevelopment Agency	Boulevard Court (Budget Inn)	\$0	\$126,552	\$0	\$0	\$0	\$126,552	\$9,122	\$135,674
Department of Human Assistance	Adolfo Transitional Housing Program for Emancipated Youth	\$0	\$0	\$247,458	\$0	\$0	\$247,458	\$17,321	\$264,779
Sacramento Steps Forward	Building Bridges Program	\$9,223	\$0	\$335,659	\$0	\$0	\$344,882	\$24,118	\$369,000
Sacramento Steps Forward	Casas de Esperanza	\$171,114	\$0	\$95,389	\$50,327	\$0	\$266,503	\$31,315	\$348,145
Sacramento Steps Forward	Connections	\$0	\$0	\$240,421	\$22,615	\$0	\$263,036	\$18,389	\$281,425
Sacramento Steps Forward	Omega Permanent Supportive Housing Project	\$0	\$0	\$412,338	\$0	\$0	\$412,338	\$40,303	\$452,641
TLCS, Inc.	PACT Permanent Housing Program PPHP 2016	\$0	\$337,116	\$0	\$0	\$0	\$337,116	\$23,318	\$360,434
Sacramento Steps Forward	Quinn Cottages	\$0	\$0	\$279,275	\$0	\$0	\$279,275	\$20,808	\$318,083
Sacramento Steps Forward	Saybrook Permanent Supportive Housing Project	\$44,470	\$0	\$363,042	\$74,634	\$0	\$407,512	\$33,193	\$515,339
Sacramento Housing and Redevelopment Agency	Shasta Hotel	\$0	\$125,496	\$0	\$0	\$0	\$125,496	\$8,475	\$133,971
Resources for Independent Living	Shelter Plus Care Case Management Program	\$0	\$0	\$90,680	\$0	\$0	\$90,680	\$9,060	\$99,740
Sacramento Housing and Redevelopment Agency	Shelter Plus Care TRA	\$0	\$4,016,088	\$0	\$0	\$0	\$4,016,088	\$285,591	\$4,301,679
Sacramento Steps Forward	The Housing Program for Youth (THPY)	\$0	\$79,632	\$90,844	\$0	\$0	\$170,476	\$11,779	\$182,255
TLCS, Inc.	WORK 2016	\$0	\$419,268	\$0	\$0	\$0	\$419,268	\$23,451	\$442,719
Sacramento Steps Forward	Friendship Housing	\$440,971	\$0	\$141,598	\$144,542	\$0	\$727,111	\$48,615	\$775,726
Sacramento Steps Forward	The King Project	\$0	\$0	\$0	\$155,889	\$0	\$155,889	\$10,289	\$166,178
Sacramento Steps Forward	Achieving Change Together	\$0	\$322,740	\$0	\$0	\$0	\$322,740	\$20,987	\$343,727
Sacramento Steps Forward	Home at Last	\$169,850	\$0	\$69,027	\$52,240	\$0	\$291,117	\$28,788	\$319,905
Sacramento Steps Forward	Sacramento HMIS	\$0	\$0	\$0	\$0	\$258,704	\$258,704	\$14,490	\$273,194
Sacramento Steps Forward	Mutual Housing at the Highlands	\$0	\$205,380	\$111,290	\$0	\$0	\$316,670	\$21,043	\$337,713
Mercy Housing California	Mather Veterans Village	\$0	\$146,700	\$0	\$0	\$0	\$146,700	\$4,708	\$151,408
Sacramento Steps Forward	Stepping Stones	\$0	\$297,528	\$123,843	\$0	\$0	\$421,371	\$34,480	\$455,851

SACRAMENTO CONTINUUM OF CARE SACRAMENTO STEPS FORWARD

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Subtotal	Admin Costs	Total ARA
Sacramento Steps Forward	VOA Rapid Rehousing for Families	\$0	\$316,140	\$137,092	\$0	\$0	\$453,232	\$31,408	\$484,640
Sacramento Steps Forward	Step Up Sacramento	\$1,612,869	\$0	\$622,785	\$0	\$0	\$2,235,654	\$221,284	\$2,456,938
Sacramento Steps Forward	The Doorway	\$0	\$306,060	\$279,370	\$0	\$0	\$585,430	\$58,151	\$643,581
TLCS, Inc.	New Direction PHP 2016	\$0	\$625,920	\$0	\$0	\$0	\$625,920	\$40,895	\$666,815
Sacramento Steps Forward	New Community	\$374,690	\$0	\$165,141	\$92,018	\$0	\$631,849	\$62,369	\$694,218
Sacramento Steps Forward	Building Community	\$279,360	\$0	\$106,540	\$146,800	\$0	\$532,700	\$53,270	\$585,970
Sacramento Steps Forward	Rapid Rehousing for Youth	\$0	\$73,524	\$1,258	\$0	\$0	\$74,782	\$7,478	\$82,260
Sacramento Steps Forward	reSTART	\$1,447,752	\$0	\$761,867	\$175,500	\$0	\$2,385,119	\$234,834	\$2,619,953
Sacramento Steps Forward	Rapid Rehousing for Youth #2	\$0	\$90,552	\$3,882	\$0	\$0	\$94,434	\$9,443	\$103,877

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

THRESHOLD FACTORS

Item	Met/Not Met
Project implements Housing First principles, and if necessary participates in Technical Assistance with Sacramento Steps Forward to aid implementation.	Met/Not Met
Project participates in the design and planning of Coordinated Entry / common CoC referral processes.	Met/Not Met
Project participates in HMIS.	Met/Not Met
Agency has made at least one successful drawdown of federal funds in the last operating year.	Met/Not Met
Agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Agency has internal financial controls, grant match tracking, record maintenance and management, and processes for accounting, reviewing expenditures, managing cash.	Met/Not Met
Agency has submitted written policies and procedures meeting HUD requirements (including termination of assistance, appeals, ADA requirements, and confidentiality policies).	Met/Not Met
Project provides budget in accordance with template provided, which will include all proposed funding and funding sources for project (i.e. housing, services, operations, and administrative costs).	Met/Not Met
Agency demonstrates 25% match per grant.	Met/Not Met
<i>Required but not scored</i>	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

SCORED FACTORS

AGENCY CAPACITY

Item	Possible Score	Source
<p>Agency has proven experience with similar grants Award full points if agency has been operating this grant for at least two years, or has other grants within the Continuum, or can demonstrate experience with other federal grants.</p> <p>If not, award no points.</p>	3	RFI #2
<p>Agency has no unresolved monitoring findings Award <u>no</u> points if agency has any unresolved local or HUD monitoring findings that both (a) are at least 45 days old, and (b) have not yet been met with a sufficient plan in place to address the findings.</p> <p>Otherwise, award <u>full</u> points.</p>	3	RFI #3
<p>Agency has actively participated in key CoC activities Award full points if agency can demonstrate regular participation in Coordinated Entry Planning, the Community Data Forum, and/or Advisory Board meetings (attending at least one key activity quarterly).</p> <p>If not, award no points.</p>	2	RFI #4
<p>Agency enters accurate information into HMIS</p> <p>Award full points if the agency has equal to or less than 5% null or missing values in HMIS for demographic information.</p> <p>If not, award no points.</p>	2	SSF (record of agreement/compliance)
<p>Agency staff attend mandatory SSF-sponsored trainings Award full points if agency can demonstrate regular attendance at mandatory SSF-sponsored trainings (at least one per quarter).</p> <p>If not, award no points.</p>	2	RFI #5 + SSF (training records)
<p>Agency has spent at least 90% or more of their grant funds per year in the past two years Award full points if Sacramento Steps Forward records show that the agency has spent 90% or more of their grant funds per year in the past two years.</p> <p>If not, award no points.</p>	3	RFI #6 + RFI #7

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

<p>Agency has made regular quarterly drawdowns over the last operating year.</p> <p>Award full points if LOCCS records show that the agency has made drawdowns in e-LOCCS in every quarter during the project’s operating period. The operating period is defined in the project’s HUD application.</p> <p>If not, award no points.</p>	3	RFI #8
<p>Budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served.</p> <ul style="list-style-type: none"> Projects should describe efforts to access resources to meet client needs and efforts to control costs. 	2	RFI #9
<i>Total Points Possible</i>	20	

POLICY PRIORITIES

Item	Possible Score	Source
Alignment with Community Needs and HUD Priorities		
<p>Project provides permanent housing in Sacramento. Eligible project types include:</p> <ul style="list-style-type: none"> Permanent Supportive Housing Rapid Rehousing Transitional Housing/Rapid Rehousing Hybrid projects <p>Award full points for a permanent housing type. Award no points if project is not one of the listed permanent housing types.</p>	6	
<p>Project provides permanent supportive housing in a single site location.</p> <p>Award three points if the project is permanent supportive housing at a single location. Do not award points if the project is any other housing type.</p>	3	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

<p>Project dedicates or prioritizes turn over beds for chronically homeless individuals and has specific programmatic elements to serve chronically homeless individuals.</p> <p>Award points based on the following criteria:</p> <ul style="list-style-type: none"> • Award the full six points for projects which dedicate or prioritize 100% of turn-over beds for persons experiencing chronic homelessness. • Award three points for projects which dedicate or prioritize 50% to 99.9% of turn-over beds for persons experiencing chronic homelessness. • Award no points if the project either does not dedicate or prioritize turn-over beds for chronically homeless or dedicates or prioritizes less than half of chronically homeless beds. <p>The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to serve the chronically homeless is insufficient. Consult the program design for more information.</p> <p>If a project fails to provide sufficient information demonstrating it has the capacity to meet the unique needs of chronically homeless individuals, award no points even if the project claims it prioritizes or dedicates beds for chronically homeless above 50%</p>	<p>6</p>	
<p style="text-align: right;"><i>Total Points Possible</i></p>	<p>15</p>	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

PROJECT PERFORMANCE

Item	Possible Score	Source
Utilization rate (HUD measure, Community standards and targets) Average bed/unit utilization rate	95% or > = 10	APR Q8 and APR Q9 + Number of units on NOFA application
	85% - 94% = 7.5	
	75% - 84% = 5	
	65% - 74% = 2.5	
	< 65% = 0	
Increase in/maintenance of income (HUD measure) Percentage of adult leavers and stayers who maintained or increased their income from entry to follow-up or exit	85% or > = 4	APR Q24b
	70% - 84% = 3	
	55% - 69% = 2	
	40% - 54% = 1	
Connection to mainstream resources (HUD measure) Percentage of adult leavers and stayers who accessed non- cash mainstream benefits	95% or > = 4	APR Q26a2 and Q26b2
	90% - 94% = 3	
	80% - 89% = 2	
	75% - 79% = 1	
	< 75% = 0	
Entries from Homelessness (Community standards and targets) Percentage of leavers and stayers who resided in a homeless situation (see definition adopted by CoC) prior to program entry	100% = 8	APR Q20
	90 - 99% = 6	
	80 - 89% = 4	
	70 - 79% = 2	
	< 70% = 0	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

<p>IF TH or RRH: Average length of stay (<i>HUD measure, Community standards and targets</i>) Average length of stay for stayers</p> <p>Project Dedicated to serving Transition Age Youth (TAY) may receive full points if average length of stay is under 2 years.</p> <p>Project serving some TAY may provide a narrative response with data to justify longer average length of stay.</p>	TH serving TAY	<p>APR Q27 + RFI #17 RFI #18 RFI #19</p>
	2 years or less = up to 10 points	
	RRH	
	110 – 135 days = 10	
	136 – 160 days = 7.5	
	161 – 185 days = 5	
	186 – 210 days = 2.5	
> 210 days = 0		
<p>IF TH or RRH: Exits to permanent housing (<i>HUD measure, Community standards and targets</i>) Percentage of leavers who exited to a permanent destination</p>	TH	<p>APR Q29</p>
	90% or > = 10	
	85% - 89% = 7.5	
	80% - 84% = 5	
	75% - 79% = 2.5	
	< 75% = 0	
	RRH	
85% or > = 10		
80% - 85% = 7.5		
75% - 79% = 5		
70% - 74% = 2.5		
< 70% = 0		
<p>IF PSH: Housing stability (<i>HUD measure, Community standards and targets</i>) Percentage of participants who remained in the program for at least 6 months and then either died or exited to another permanent destination. (Participants who entered the program less than six months ago and then either died or remained in the program are not counted in the numerator or the denominator.)</p>	95% or > = 20	<p>APR Q29</p>
	90% - 94% = 15	
	85% - 89% = 10	
	80% - 84% = 5	
	< 80% = 0	
<i>Total Points Possible</i>	46	

Total Raw Points Possible	81
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Total Scaled Points Possible	100
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FY2017 NOFA COC COMPETITION REQUEST FOR INFORMATION FOR RENEWAL PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: August 9, 2017, 12:00 pm
Complete Your Application By: August 16, 2017, 5:00 pm

This Request for Information (RFI) must be completed for each renewal project submitting an application for the FY2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 4/1/16 to 3/31/17) to create a PRESTO-generated report to be used by the Performance Review Committee.

DO NOT USE THE SACRAMENTO PORTAL TO SUBMIT YOUR ANSWERS. INSTEAD, USE PRESTO.

For each renewal project application, log on to www.prestoevals.org, click the bunny rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of that project name, and then **answer questions 1 through 20**. You should ignore questions 101 through 129.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments are true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at sacramento@homebaseccc.org and ask. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions about how to use the PRESTO website, about the rules of the competition, or about the meaning of the questions in the application, please send them to sacramento@homebaseccc.org.

FY2017 COC COMPETITION REQUEST FOR INFORMATION – RENEWAL PROJECTS

OVERVIEW OF PROJECT

1. Please provide a narrative overview of the populations served and services provided by your project.

AGENCY CAPACITY

2. Has your agency been operating this project for at least two years?
If no, please describe your experience with other federal grants, including other grants within the Continuum.
3. Does your agency have any unresolved monitoring findings from any agency or jurisdiction as of February 1, 2017?
If yes, please describe the unresolved monitoring findings, attach the findings and any written response, and describe your plan to address them.
4. Please describe the participation of your agency staff in Coordinated Entry Planning, the Community Data Forum, the Performance Committee, CoC General Meetings, and/or Advisory Board meetings (attending at least one key activity quarterly).
5. Sacramento Steps Forward will consult its sign-in sheets to make an initial determination about which agencies have attended mandatory SSF-sponsored trainings. If your agency's representatives made regular and appropriate use of SSF's sign-in sheets, you may skip this question. Otherwise, please briefly describe any evidence you have that demonstrates your attendance at mandatory SSF-sponsored trainings.
6. For this project, did your agency spend down at least 90% of your grant funds from the 2014/2015 grant year?
7. For this project, did your agency spend down at least 90% of your grant funds from the 2013/2014 grant year?
8. Has your agency successfully drawn down funds from e-LOCCS at least once in each quarter of the last year?
9. If you had any difficulties in spending your entire grant amount or in regularly drawing down funds, please describe why you did not draw down all of your funds, and/or why you did not make regular quarterly drawdowns and how you will ensure that this problem does not re-occur in the coming year. You are not required to answer this question. If you have nothing to add here, please type "Pass" or leave the question blank.
10. Please explain (a) why your budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served, and (b) the efforts you are making to access resources to meet client needs and your efforts to control costs.

POLICY PRIORITIES

11. Does your project provide permanent housing (PSH, RRH, or TH/RRH hybrid project) in Sacramento County? If so, which of those three kinds of housing do you provide?
12. Does your project provide permanent supportive housing (PSH) in a single-site location (i.e., not scattered across multiple sites)?

FY2017 COC COMPETITION REQUEST FOR INFORMATION – RENEWAL PROJECTS

13. What percent of turn-over beds does your project dedicate and/or prioritize for persons experiencing chronic homelessness? A turn-over bed is a bed that has either become empty after the client using that bed moved, died, gained financial independence, etc., or a bed that is empty because the bed was just recently created for the first time. In this context, the word “bed” does not necessarily mean a literal bed. For example, if you provide rapid re-housing vouchers, or if you provide supportive services, then each voucher you provide or each person you serve could be considered a “bed,” and you would estimate your turn-over beds based on how many vouchers or services you dedicate or prioritize for chronically homeless people. You should state your answer as the whole number that is the total percentage of all your CoC-funded beds that are either prioritized or dedicated for the chronically homeless population. For example, if you dedicate 50% of beds and prioritize 30% of turnover beds, then your answer should be “80”. Do not type “0.80” or “80%”. Instead, just type a whole number, like “80”. You may round up to the nearest percent, e.g., if the answer is 79.5%, then write “80”.
14. Describe the specific programmatic elements that help you serve chronically homeless persons. What is your specific plan for serving chronically homeless people? Your answer should demonstrate that you have the capacity to meet the unique needs of chronically homeless people.

PROJECT PERFORMANCE

15. How many units of CoC-funded housing did your project claim on the **FY2016** NOFA application?
16. If you wish, you may use this space to comment on any factors affecting your bed utilization rate and/or your unit utilization rate. You are not required to answer this question. If you have nothing to add here, you may just type, “Pass” or leave the question blank.
17. If you wish, you may use this space to comment on any factors affecting the income of your program participants. You are not required to answer this question. If you have nothing to add here, just type “Pass” or leave the question blank.
18. If you wish, you may use this space to comment on any factors affecting the mainstream resources (e.g. health insurance, disability benefits, etc.) of your program participants. You are not required to answer this question. If you have nothing to add here, just type “Pass” or leave the question blank.
19. If you wish, you may use this space to comment on any factors affecting the fraction of clients who were literally homeless (according to Sacramento’s definition) at the time they entered your program. You are not required to answer this question. If you have nothing to add here, just type “Pass” or leave the question blank.
20. Is your project dedicated to serving Transition Age Youth (TAY)?
21. If your project is dedicated to serving Transition Age Youth, does your project have an average length of stay of less than 2 years? Please explain. If your project is not dedicated to serving Transition Age Youth, please type “Pass” or leave the question blank.
22. If you wish, you may use this space to comment on any factors affecting your average length of stay. You are not required to answer this question. If you have nothing to add here, you may just type, “Pass” or leave the question blank.
23. If you wish, you may use this space to comment on any factors affecting your housing stability and/or the rate at which your clients exit to permanent housing destinations. You are not required to answer this question. If you have nothing to add here, you may just type, “Pass” or leave the question blank.
24. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type “Pass” or leave the question blank.

2017 New Project Scoring Tool

Overview of Scoring Factors

The table below provides an overview of the three main scoring factors, and possible points available for each factor.

Factors	Possible Score
Project Design	25
Budget and Cost-Effectiveness	12
Agency Capacity	35
Community Needs and HUD Priorities	15
Reallocation Bonus Points	3
<i>Total Possible Points</i>	90
<i>Total Possible Scaled Points</i>	100

This application is submitted to compete for reallocated funding and Permanent Housing Bonus funding.

The CoC will not accept applications requesting funds for new construction, acquisition, and rehabilitation costs. **Additional preferred design elements for the project are included in this score sheet; the project should be scored based on how well it meets/exceeds those standards.**

THRESHOLD FACTORS

Item	Met/Not Met
1. This project is eligible under the FY2017 CoC NOFA.	Met/Not Met
2. Project design is consistent with Housing First principles	Met/Not Met
3. This project agrees to use HMIS and Coordinated Entry when in operation.	Met/Not Met
4. Project provides budget in accordance with template provided, which will include all proposed funding and funding sources for project (i.e. housing, services, operations, and administrative costs).	Met/Not Met
<i>Required but not scored</i>	

PROJECT DESIGN

Project Design Scoring Factors	Possible Score
The project design includes provision of or referral to appropriate supportive services. Award points based on the following (1 pt each, 9 pts. total):	
Individuals receive ongoing support to stay housed. This may mean the provider is available 24/7.	1
Services are comprehensive, integrated, and client-centered. A rich blend of flexible services addresses the individual's breadth of needs.	1
Services are integrated such that services for multiple concerns are provided concurrently in a well-coordinated manner.	1

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

<p>Once housed, the project develops relationships with landlords and property managers to help them and residents to address any problems that arise with residents.</p>	<p>1</p>												
<p>The project assists residents in locating other permanent housing options when desired, commensurate with the resident’s income and level of independence.</p>	<p>1</p>												
<p>The project is staffed appropriately to provide the services.</p>	<p>1</p>												
<p>Staff are trained to meet needs of the population to be served.</p>	<p>1</p>												
<p>Services are designed to ensure maximizing housing stability for the anticipated population.</p>	<p>1</p>												
<p>The method of service delivery described includes culture-specific/sensitive elements.</p>	<p>1</p>												
<p>Project outcomes are realistic but sufficiently challenging given the scale of the project. Outcomes are measurable and appropriate to the population being served. CoC-adopted targets listed below are minimum requirements for program outcomes:</p> <table border="1" data-bbox="256 1098 1198 1266"> <thead> <tr> <th>Project Type</th> <th>Utilization Rate</th> <th>Length of Stay</th> <th>Exit Rate to PH</th> </tr> </thead> <tbody> <tr> <td>RRH</td> <td>n/a</td> <td>120 days* or less</td> <td>85 – 95% or better</td> </tr> <tr> <td>PSH</td> <td>95% or better</td> <td>n/a</td> <td>n/a</td> </tr> </tbody> </table> <p>*Under 2 years or less for projects exclusively serving TAY</p> <p>In addition, project outcomes should include: At least 54% of adults have maintained or increased their total income (from all sources) as of the end of the operating year or program exit. OR At least 20% of adults have maintained or increased their earned income as of the end of the operating year or program exit.</p>	Project Type	Utilization Rate	Length of Stay	Exit Rate to PH	RRH	n/a	120 days* or less	85 – 95% or better	PSH	95% or better	n/a	n/a	<p>10</p>
Project Type	Utilization Rate	Length of Stay	Exit Rate to PH										
RRH	n/a	120 days* or less	85 – 95% or better										
PSH	95% or better	n/a	n/a										

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

<p>Housing where participants will reside is fully described and appropriate to the project design proposed.</p> <p>Award points based on the following:</p> <ul style="list-style-type: none"> • Is the project staffed appropriately to locate and oversee the housing? • Do the strategies ensure a variety of housing types and locations, maximizing client choice to the greatest extent feasible? • Are staff trained to meet the needs of the population to be served? • Will the project be physically accessible to persons with disabilities, in compliance with the Americans with Disabilities Act? • Are landlord engagement strategies articulated (if applicable)? 	6
<i>Total Points Possible</i>	25

BUDGET AND COST EFFECTIVENESS

Budget and Cost Effectiveness Scoring Factors	Possible Score
<p>Budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served.</p> <ul style="list-style-type: none"> • Projects should describe efforts to access resources to meet client needs and efforts to control costs. 	10
Matched resources account for 25% of the amount of the grant requested.	Project app 25% + = 2 < 25% = 0
<i>Total Points Possible</i>	12

AGENCY CAPACITY

Agency Capacity Scoring Factors	Possible Score
<p>Agency has proven experience with similar grants.</p> <p>Award full points if agency operates or has operated another grant within the Continuum, or can demonstrate experience with other federal grants. Consider also:</p> <ul style="list-style-type: none"> • Have they/has it successfully handled federal or other major grants of this size without difficulty or problems? • Does the agency have outstanding independent, HUD, or other federal or state audit findings? • Has HUD or any other federal or state funder deobligated any grant funds for other projects operated by the agency? • Are HUD or other federal or state grant funds for other projects operated by the agency being drawn down regularly throughout the grant year? 	10
<p>Agency has proven experience with proposed project type and/or population to be served.</p>	5
<p>Agency has sufficient fiscal capacity to manage the grant.</p> <p>Award full points for demonstration of the following:</p> <ul style="list-style-type: none"> • Internal financial controls • Grant match tracking • Record maintenance and management • Processes for accounting, reviewing expenditures • Process for managing cash 	5
<p>Agency already has documented policies and procedures in accordance with HUD requirements, including but not limited to:</p> <ul style="list-style-type: none"> • Equal Access • Fair Housing • Termination of assistance • Appeals • ADA requirements • Confidentiality policies • Family policies prohibiting involuntary separation 	5

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

Agency Capacity Scoring Factors	Possible Score
<p>Agency demonstrates commitment to including consumers in decision-making processes.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Does the agency have a homeless or formerly homeless person on its staff or board? • Does the agency have a consumer advisory board? • Does the agency administer consumer satisfaction surveys or other feedback processes? • Does the agency make changes based on the results of the consumer feedback processes? 	5
<p>Agency demonstrates participation in Continuum of Care activities, including:</p> <ul style="list-style-type: none"> • Participation in CoC committees • Submission GIW information, or request extension, according to CoC timeline • Attendance at Kickoff Conference and other required CoC meetings • Involvement in other CoC planning efforts • Participation in local/state/federal advocacy and/or systems change work on behalf of people who are homeless 	5
<i>Total Points Possible</i>	35

Alignment with Community Needs and HUD Priorities	Possible Score
<p>Project provides permanent housing in Sacramento. Eligible project types include:</p> <ul style="list-style-type: none"> • Permanent Supportive Housing • Rapid Rehousing • Transitional Housing/Rapid Rehousing Hybrid projects <p>Award full points for a permanent housing type. Award no points if project is not one of the listed permanent housing types.</p>	6
<p>Project provides permanent supportive housing in a single site location.</p> <p>Award three points if the project is permanent supportive housing at a single location. Do not award points if the project is any other housing type.</p>	3

<p>Project dedicates or prioritizes turn over beds for chronically homeless individuals and has specific programmatic elements to serve chronically homeless individuals.</p> <p>Award points based on the following criteria:</p> <ul style="list-style-type: none"> • Award the full six points for projects which dedicate or prioritize 100% of turn-over beds for persons experiencing chronic homelessness. • Award three points for projects which dedicate or prioritize 50% to 99.9% of turn-over beds for persons experiencing chronic homelessness. • Award no points if the project either does not dedicate or prioritize turn-over beds for chronically homeless or dedicates or prioritizes less than half of chronically homeless beds. <p>The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to serve the chronically homeless is insufficient. Consult the program design for more information.</p> <p>If a project fails to provide sufficient information demonstrating it has the capacity to meet the unique needs of chronically homeless individuals, award no points even if the project claims it prioritizes or dedicates beds for chronically homeless above 50%</p>	<p>6</p>
<p><i>Total Points Possible</i></p>	<p>15</p>

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

Voluntary Reallocation Bonus Points	Possible Score
<p>Award three points if a renewal project voluntarily reallocates its funding to a project type which better addresses community need or HUD priorities. Award points only if:</p> <ul style="list-style-type: none"> • The proposed project is sufficiently different from the existing project • The proposed project is operated by the same agency who is voluntarily reallocating its funding • The proposed new project type is in fact more in line with the stated community need and HUD priorities in this tool 	3
<i>Total Points Possible</i>	3

Total Points Possible	90
Total Scaled Points Possible	100

FY2017 COC COMPETITION REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: August 9, 2017, 12:00 pm
Complete Your Application By: August 16, 2017, 5:00 pm

This Request for Information (RFI) must be completed for each new project submitting an application for the FY2017 HUD CoC Program Competition.

The answers you provide to this RFI will be used to create a PRESTO-generated report to be used by the Performance Review Committee. **As soon as you decide that you will or may apply**, please send an initial e-mail to sacramento@homebaseccc.org containing:

- The subject line “Sacramento CoC NOFA – New Application”
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, log on to www.prestoevals.org, click the bunny rabbit icon in the top-left corner, find the name of your project, click the blue text marked “Respond” to the right of that project name, and then **answer questions 101 through 129**. You should ignore questions 1 through 20.

Also, for each new project application, please send **a second email** to sacramento@homebaseccc.org containing:

- A subject line that clearly describes the email’s contents (“Sacramento CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]”)
- In the body of the email, a numbered list of the attachments
- And the following attachments:
 - 1 PDF of your applicant profile from e-snaps (not required for subrecipients of SSF)
 - 1 PDF of your project application from e-snaps (not required for subrecipients of SSF)
 - Any relevant attachments as indicated in the RFI, which may include:
 - Proposed full project budget
 - Audit/monitoring documentation
 - Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments are true and accurate to the best of your knowledge.

SACRAMENTO FY2017 COC COMPETITION REQUEST FOR INFORMATION – NEW PROJECTS

If you are unsure whether your application is complete, you may e-mail HomeBase at sacramento@homebaseccc.org and ask. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions about how to use the PRESTO website, about the rules of the competition, or about the meaning of the questions in the application, please send them to sacramento@homebaseccc.org.

THRESHOLD FACTORS

101. Is this project eligible under the FY2017 CoC NOFA? If so, briefly explain why the project is eligible (e.g., you are applying for an eligible project type such as PSH, RRH, Joint TH-RRH, HMIS, or SSO for Coordinated Entry).
102. Is your project design consistent with Housing First principles? If so, please briefly explain why. This topic will be covered in more detail later in the application.
103. If your project is funded, will your project agree to use HMIS and also agree to use Coordinated Entry when Coordinated Entry is in operation?
104. Have you sent an e-mail to sacramento@homebaseccc.org that includes a budget in accordance with the template provided, which will include all proposed funding and funding sources for your project (i.e. housing, services, operations, and administrative costs)?

PROJECT DESIGN

105. Please describe how services will be comprehensive, integrated, and client centered (i.e., a rich blend of flexible services to address the individual's breadth of needs).
106. Please describe how services are integrated such that services for multiple concerns are provided concurrently in a well-coordinated manner.
107. Please describe how, once housed, the project will develop relationships with landlords and property managers to help them and residents to address any problems that arise with residents.
108. Please describe how the project will assist residents in locating other permanent housing options when desired, commensurate with the resident's income and level of independence.
109. Please describe how the project will be staffed appropriately to provide the services.
110. Please describe how staff will be trained to meet the needs of the population to be served.
111. Please describe how services are designed to maximize housing stability for the anticipated population.
112. Please describe how the method of service delivery will include culture-specific/sensitive elements.
113. Please indicate your project outcome targets for the following measures (for full points, outcomes should be in alignment with CoC's adopted targets as indicated):

Utilization rate (PSH: 95%):

SACRAMENTO FY2017 COC COMPETITION REQUEST FOR INFORMATION – NEW PROJECTS

Length of stay (RRH: 120 days, or 2 years for youth):

Exit rate to permanent housing (RRH: 85-95%):

Maintain or increase total income (54%) or earned income (20%):

114. Please describe the housing where participants will reside, and why it is appropriate for the project design as proposed. For full points, please address:

- How the project is staffed appropriately to locate and oversee the housing?
- How your strategies ensure a variety of housing types and locations, maximizing client choice to the greatest extent feasible?
- How staff are trained to meet the needs of the population to be served?
- Will the project be physically accessible to persons with disabilities, in compliance with the Americans with Disabilities Act?
- What landlord engagement strategies will be used (if applicable)?

BUDGET AND COST EFFECTIVENESS

115. How are your budgeted staffing and expenses adequate to support the proposed project in a cost-effective way? What efforts are you making to access resources to meet client needs and control costs?

Please send an e-mail to sacramento@homebaseccc.org that attaches a copy of your proposed full project budget (including match and leveraged sources beyond your CoC funding request).

116. How large are your matching resources compared to the amount of the grant requested? For full credit, you should have at least 25% match for your proposed grant. For example, if you are requesting \$10,000, then you should have at least \$2,500 available in match funding, for a total project budget of \$12,500. Please state your answer in the form of a whole number. For example, if you have 25% match, then type "25". Do not type "0.25." You must round **down** to the nearest whole percent. For example, if you have 24.8% match, you must type "24".

SACRAMENTO FY2017 COC COMPETITION REQUEST FOR INFORMATION – NEW PROJECTS

AGENCY CAPACITY

117. Please describe your experience with other federal or major grants, including other grants within the Continuum, including whether grant funds have been drawn down regularly throughout the grant year.

118. Please describe your experience with the proposed project type (e.g., PSH, RRH, etc.) and/or the proposed population to be served (e.g., chronically homeless, families, veterans, etc.).

119. Please describe the fiscal capacity of your agency to manage this grant. For full points, please address:

- Internal financial controls
- Grant match tracking
- Record maintenance and management
- Processes for accounting, reviewing expenditures
- Process for managing cash

120. Does your agency already have documented policies and procedures in accordance with HUD requirements, including but not limited to:

- Equal Access
- Fair Housing
- Termination of Assistance
- Appeals
- ADA requirements
- Confidentiality policies, and
- Family policies prohibiting involuntary separation?

Please attach copies of all of these policies and procedures to the e-mail accompanying your application (to sacramento@homebaseccc.org).

121. Does your agency demonstrate a commitment to including consumers in decision-making processes? For example, do you have a homeless or formerly homeless person on your staff or board? Do you have a consumer advisory board? Do you administer consumer satisfaction surveys or other feedback processes? Do you make changes based on the results of the consumer feedback processes?

122. Please describe your agency's participation in Continuum of Care activities. For full points, please address:

- Participation in CoC committees
- Submission of GIW information, or request extension, according to CoC timeline
- Attendance at Kickoff Conference and other required CoC meetings
- Involvement in other CoC planning efforts
- Participation in local/state/federal advocacy and/or systems change work on behalf of people who are homeless

123. Will your project provide permanent housing (PSH, RRH, or TH/RRH hybrid project) in Sacramento County? If so, which of those three kinds of housing will you provide?

124. Will your project provide permanent supportive housing (PSH) in a single-site location (i.e., not scattered across multiple sites)?

**SACRAMENTO FY2017 COC COMPETITION
REQUEST FOR INFORMATION – NEW PROJECTS**

125. What percent of turn-over beds will your project dedicate and/or prioritize for persons experiencing chronic homelessness? A turn-over bed is a bed that has either become empty after the client using that bed moved, died, gained financial independence, etc., or a bed that is empty because the bed was just recently created for the first time. In this context, the word “bed” does not necessarily mean a literal bed. For example, if you provide rapid re-housing vouchers, or if you provide supportive services, then each voucher you provide or each person you serve could be considered a “bed,” and you would estimate your turn-over beds based on how many vouchers or services you dedicate or prioritize for chronically homeless people. State your answer as the whole number that is the total percentage of all your CoC-funded turnover beds that will be either prioritized or dedicated for the chronically homeless population. For example, if you dedicate 50% of beds and prioritize 30% of beds, then your answer should be “80”. Do not type “0.80” or “80%”. Instead, just type a whole number, like “80”. You may round up to the nearest percent, e.g., if the answer is 79.5%, then write “80”.

126. Describe the specific programmatic elements that will help you serve chronically homeless persons. What is your specific plan for serving chronically homeless people? Your answer should demonstrate that you have the capacity to meet the unique needs of chronically homeless people.

127. Has your agency voluntarily reallocated funding to a project type which better addresses community need and/or HUD priorities? If so, please name the project(s) that is or are being reallocated, and explain why:

- The proposed project is sufficiently different from the existing project
- The proposed project is operated by the same agency who is voluntarily reallocating its funding
- The proposed new project type is in fact more in line with the stated community need and HUD priorities in this tool

128. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type “Pass” or leave this question blank.

FY2017 Continuum of Care Program Competition

SUBMISSION CHECKLIST

AGENCY:
PROJECT NAME:
CONTACT PERSON'S NAME:
PHONE:
E-MAIL:

New Project **Renewal Project**

ON OR BEFORE 5 P.M. ON AUGUST 16, 2017:

<input type="checkbox"/>	Confirm that your agency has an active DUNS number from www.sam.gov
<input type="checkbox"/>	Fill out a HUD Project Applicant Profile in e-snaps, including Form 2880, Nonprofit Documentation, SF-424, and your Code of Conduct. When you are done, export the HUD Profile as a PDF.
<input type="checkbox"/>	Fill out a HUD Project Application (also known as Exhibit 2) in e-snaps, including Form HUD-50070, Form SF-LLL, and Match Documentation. When you are done, export the HUD Application as a PDF.
<input type="checkbox"/>	Use www.prestoevals.org to answer the Supplemental Questionnaire . (You don't need to create any documents for this step.)
PDF Created: <input type="checkbox"/> No audit findings: <input type="checkbox"/>	If you have any HUD audit findings or financial audit findings, create a PDF of all of the written communications between you and the auditor.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of your proposed project budget , adding up both CoC funding and non-CoC funding to get your total budget.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of any policies or procedures you have drafted, including policies to ensure compliance with the Fair Housing Act.
PDF Created: <input type="checkbox"/> No Indirect Cost Rate Agreement: <input type="checkbox"/>	If your agency has negotiated an indirect cost rate with the federal government, create a PDF of the approved Indirect Cost Rate agreement .
PDF Created: <input type="checkbox"/> No Missing Match: <input type="checkbox"/>	If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each missing match letter .
<input type="checkbox"/>	Create a PDF copy of this checklist with all of the boxes checked off.

When you have finished checking off all of the items above, please e-mail PDF copies of all of the above documents to sacramento@homebaseccc.org.



Michele Watts <mwatts@sacstepsforward.org>

2017 Final Priority Listing

Ben Avey <bavey@sacstepsforward.org>

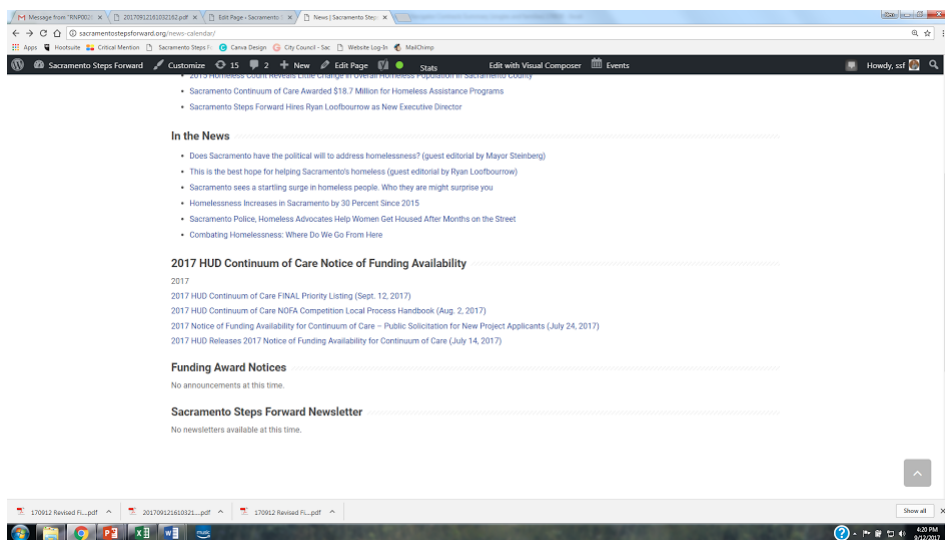
Tue, Sep 12, 2017 at 4:23 PM

To: Michele Watts <mwatts@sacstepsforward.org>

Cc: Kate Casarino <kcasarino@sacstepsforward.org>, Carolyn Wylie <carolyn@homebaseccc.org>, John Melis <john@homebaseccc.com>

Michele, Kate,

The TA Guide and Final Ranked list have been uploaded to our website with screenshot below. Please let me know if you need anything futher.



[Quoted text hidden]

--
Ben Avey | Director of Public Affairs
Sacramento Steps Forward

Office: [916-993-7774](tel:916-993-7774)

Mobile: [916-903-6443](tel:916-903-6443)

Email: bavey@sacstepsforward.org

Web: www.sacstepsforward.org



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

Sacramento Steps Forward is a private, non-profit 501(c)(3) charity serving the Sacramento region. EIN# 27-4907397



Michele Watts <mwatts@sacstepsforward.org>

Fwd: Projects Selected for 2017 Federal Grant Application

1 message

Ben Avey <bavey@sacstepsforward.org>

Wed, Sep 13, 2017 at 10:45 PM

To: Michele Watts <mwatts@sacstepsforward.org>, "sacramento@homebaseccc.org" <sacramento@homebaseccc.org>

For your records.

----- Forwarded message -----

From: Sac Steps Forward <info@sacstepsforward.org>

Date: Wed, Sep 13, 2017 at 10:27 PM

Subject: Projects Selected for 2017 Federal Grant Application

To: <bavey@sacstepsforward.org>

[View this email in your browser](#)



Each year, the Sacramento Continuum of Care (CoC) applies for federal funding from the U.S. Department of Housing and Urban Development (HUD) to support the work of local homeless service providers.

Sacramento Steps Forward is the lead agency for the CoC and is responsible for coordinating the application process and submitting the final application to HUD on behalf of the local agencies.

To maximize the funding award and the services that the funding supports, Sacramento Steps Forward and the CoC Advisory Board takes great care ensuring that local agencies interested in being a part of our regional grant application have the opportunity to participate in a competitive process that is

both fair and equitable. This is done in two ways:

The first is our decision to contract with HomeBase, a nonprofit public interest law firm dedicated to ending homelessness. In accordance with their mission, they consult with CoCs nationwide on CoC applications where they bring an independent expertise to the table that ensures we are adhering to both HUD regulations and national best practices.

The second is a decision by the CoC Advisory Board to appoint an independent panel of people who have no financial interest in the grant application, to review all of the local grant applications and provide a recommendation on funding priorities to the CoC Advisory Board. This recommendation is considered by the Advisory Board and when approved, determines which projects should be included in the grant application and potentially funded by the federal government each year.

[Using this process, the CoC applied for and was awarded \\$19,511,838 in 2016, which funded 33 local homeless service programs that serve thousands of people experiencing homelessness in our community.](#)

This year Sacramento is eligible for more than \$20 million in federal funding and on Sept. 12, the CoC Advisory Board approved the independent panel's funding priority recommendation for this year's grant application. [The priority list can be found on the News and Announcement tab of our website under "2017 HUD Continuum of Care Notice of Funding Availability."](#)

Prioritizing local programs, all of which are wonderful in their own right, is not easy and we are grateful to the members of the Advisory Board who shouldered this difficult task. Unfortunately, it is a necessary requirement that cannot be avoided.

As we move forward we will keep you, our community partners, updated on the grant application process and hope to share positive news when the federal government announces their funding award later this year.

Until then, thank you for your continued support of Sacramento's Continuum of Care and Sacramento Steps Forward.

Donate Now



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Ben Avey | Director of Public Affairs
Sacramento Steps Forward

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Email: bavey@sacstepsforward.org

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Sacramento Continuum of Care

**HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition**

**KICKOFF CONFERENCE
LOCAL PROCESS HANDBOOK**

August 2, 2017

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- Competition Timeline and Due Dates
- List of Eligible Renewal Projects
- Renewal Project Scoring Tool
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- New Project Scoring Tool
- New Project Request for Information and Documents
- Submission Checklist for Renewal and New Projects

SACRAMENTO STEPS FORWARD

SACRAMENTO CONTINUUM OF CARE

2017 COC REVIEW AND RANK POLICIES

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program Annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Sacramento Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA. All schedules contained herein, including Review and Rank timeline are subject to change based on each year's NOFA timeline.

I. PRIOR TO THE NOFA RELEASE

- A. After the conclusion of the Mid-Year Review and Rank, the Performance Review Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC's Advisory Board.

2. NOFA RELEASE AND KICKOFF CONFERENCE

- A. Upon publication of the CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Advisory Board with input from the Performance Review Committee members and project applicants encouraged. Formal input may be given if time allows.
- B. Upon publication of the CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Kickoff Conference where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.
- C. **All applicants/potential applicants are required to participate in the NOFA Overview Kickoff Conference.**

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- i. At the Kickoff Conference, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.
- ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.
- iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.
- iv. A portion of the Conference will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. Sources of Information:

- i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System (HMIS). This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year beginning April 1, 2016 and terminating March 31, 2017.

- ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits.
- iii. **eSNAPS materials:** This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete

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application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The types of locally-required submissions requested will vary based on project type (HUD-required submissions must also be submitted as described below in Section 3.F.):

- i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.
- ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.
- iii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

- i. All projects will receive the Local Application during the Kickoff Conference. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.
- ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Kickoff Conference. The draft PRESTO report will only contain APR data.
 - a. Projects will have one week to review the APR data and draft PRESTO report.
 - 1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
 - 2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.
 - b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

- c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.
 - d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Kickoff Conference. No changes will be allowed after this point in time.
- E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.
- F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Kickoff Conference. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Kickoff Conference.
- G. **Late penalties:** Late penalties only apply to the submission of the local application, the approval of the second APR, and the submission of completed eSNAPs materials. All timelines will indicate on what date the late penalty applies.
 - i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.
 - ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.
 - iii. Materials received more than 72 hours after the deadline may be excluded at the discretion of the Panel.
 - iv. **Incomplete applications which are not completed by the 72 hour deadline may not be accepted for the competition, at the discretion of the Panel.**
 - v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4. REVIEW AND RANK PROCESS

- A. The Review and Rank Panel (Panel) shall consist of the non-conflicted members of the Performance and Evaluation committee. Selection of those members is subject to the rules governing the Performance and Evaluation Committee and subject to the Conflict of Interest policy adopted by the Performance and Evaluation Committee.
- B. If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation
- C. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.
- D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.
- E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.
- F. The Panel shall meet no later than six weeks after the Kickoff Conference to evaluate and score the projects submitted as part of the Continuum of Care Competition.
- G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.
- H. All projects submitted as Renewal Projects will need to be on call during the Review and Rank meeting to answer questions from the Review and Rank panel.
- I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.
- J. The ranked list is created by the following procedures:

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- a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.
 - b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.
 - c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA. See the section below labeled “Reallocation of Funds” for more details.
 - d. HMIS renewal projects will be ranked at the bottom of Tier 1.
 - e. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1 above HMIS renewal projects.
 - f. The Performance and Review Committee has the discretion to adjust rankings to project against a substantial loss of Permanent Housing in the CoC.
 - g. The Performance and Review Committee may alter a score by up to 15% of the total points available for that scoring factor rounded up to the nearest 0.5 increment. This alteration may be an increase or decrease in points. This alteration may only be based on the program’s narrative explanation of their project performance and any statements made by the program during the review and rank interview. If a program’s score in a scaled scoring factor is altered, the Performance and Review Committee must document the reason for the alteration and the evidence relied upon in making the alteration.
- K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled “Reallocation of Funds.”
- L. After the Review and Rank Meeting, a priority listing with scores will be compiled.
- M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

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5. APPEALS AND FINAL LISTING

- A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled “Appeals Process.” All appeals shall be concluded within one week of the Review and Rank Panel Meeting.
- B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.
- C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.
- D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

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HomeBase | *Advancing Solutions to Homelessness* |
sacramento@homebaseccc.org

REALLOCATION OF FUNDS

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

The Sacramento Continuum of Care has identified a need for additional permanent housing, projects serving chronically homeless individuals and families, and, in particular, single-site, permanent supportive housing projects.

Reallocated funding shall be prioritized for projects which clearly and concretely address these needs.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. The Sacramento Continuum of Care will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

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APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

I. MEMBERS OF THE APPEAL PANEL

Appeals will be sent to the CoC Advisory Board but will be heard by a nonconflicted subcommittee of Advisory Board members, together with two non-voting members: SSF Deputy Director and one member of the original Review Panel.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.
3. The project may fall into Tier 2 if another appeal is successful
4. The project is a new project not recommended for funding (if new project funding was available)

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- **Projects Recommended for Full or Partial Reallocation**
 - May appeal its score on any grounds
 - May submit any information the agency feels is relevant

- **Projects Recommended or At Risk for Placement in Tier 2**
 - May appeal only errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient
 - May not supplement application materials to support appeal

- **New Projects Not Recommended for Funding**
 - May appeal errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient, if correcting the error could cause the project to be recommended for funding
 - May not supplement application materials to support appeal

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

- A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:
 - i. A statement as to why the project is eligible to appeal.
 - ii. The basis for the appeal
 - iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

- B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

- C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
 - i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.

APPROVED by the Sacramento Continuum of Care Advisory Board on June 14, 2017

- ii. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.
- D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.
- E. The Appeal Hearing shall be conducted according to the following procedure:
 - i. The Appeal Hearing will be conducted telephonically.
 - ii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.
 - iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
 - iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
 - v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.
 - vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.
- F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

2017 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

Date	Time	Event/ Activity	Responsible	Location
July 14, 2017		HUD releases Notice of Funding Availability (NOFA)	HUD	N/A
By July 24, 2017	5:00 PM	Renewal projects provided with Draft APRs and PRESTO Reports Renewal projects will have 2 weeks from the date of issuance to review their draft materials and approve them.		N/A
August 2, 2017	1:00 PM to 3:00 PM	Kickoff Conference: Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.	SSF, HomeBase, Agencies	Sacramento Food Bank Community Room, 3333 3rd Avenue, Sacramento, CA 95817
August 2-August 16, 2017		New and Renewal Agencies write eSNAPs Project Applications and complete Requests for Information (RFI's) Agencies will have two full weeks from the date of the kick-off conference to complete this task.	Agencies	N/A
August 16, 2017	5:00 PM	New and Renewal Agencies must submit local application materials in PRESTO by this deadline (August 16, 2017) HomeBase finalizes PRESTO reports and presents to agencies for review and approval by August 21, 2017.	Agencies	PRESTO
August 21, 2017	5:00 PM	New and Renewal PDF of eSNAPs applications and final approval of PRESTO report are due	Agencies	Via email
Week of August 21, 2017	TBD	Performance Review Committee receives orientation for PRESTO and project materials.	Performance Review Committee	TBD
August 22-25, 2017		Performance Review Committee reviews Project Reports: Non-conflicted panelists read and score proposals individually.	SSF, HomeBase, Performance Review Committee	N/A
August 28-29, 2017		Performance Review Committee meets: Rank & Review Panel meets to score and discuss proposals and determine recommendation on how projects will be ranked in the 2017 application.	SSF, HomeBase	TBD
August 30, 2017	9:00 AM	Posting of Preliminary Priority List: HomeBase will email list to agencies.	HomeBase	Via e-mail
August 30, 2017	5:00 PM	Notice of Intent to Appeal Due: Any agencies seeking to appeal must submit their intent to appeal to HomeBase.	Agencies	Via e-mail
August 31, 2017	9:00 AM	Notice of risk of tier change: Other applicants who might be affected by the success of a filed appeal are notified by HomeBase by email that an appeal is expected.	HomeBase, Agencies	Via e-mail
September 5, 2017	5:00 PM	Appeals Due: All appeals must be submitted to HomeBase.	Agencies	Via e-mail
September 7 or 8, 2017	TBD	Appeal Committee meets: Review appeals and recalculate scores, if necessary.	Appeal Committee	TBD
September 8, 2017		Priority List is distributed to applicants: via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	Via e-mail

2017 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

September 11 or 12, 2017	TBD	CoC Board Approval of Priority List	SSF	TBD
September 1 – September 21, 2017		HomeBase and SSF review project applications , coordinate with applicants.	HomeBase, SSF	N/A
September 21, 2017		Project applications finalized in eSNAPs	SSF, HomeBase	N/A
September 28, 2017		Consolidated Application is due to HUD	SSF	N/A

SACRAMENTO CONTINUUM OF CARE SACRAMENTO STEPS FORWARD

FY 2017 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Subtotal	Admin Costs	Total ARA
Sacramento Housing and Redevelopment Agency	Boulevard Court (Budget Inn)	\$0	\$126,552	\$0	\$0	\$0	\$126,552	\$9,122	\$135,674
Department of Human Assistance	Adolfo Transitional Housing Program for Emancipated Youth	\$0	\$0	\$247,458	\$0	\$0	\$247,458	\$17,321	\$264,779
Sacramento Steps Forward	Building Bridges Program	\$9,223	\$0	\$335,659	\$0	\$0	\$344,882	\$24,118	\$369,000
Sacramento Steps Forward	Casas de Esperanza	\$171,114	\$0	\$95,389	\$50,327	\$0	\$266,503	\$31,315	\$348,145
Sacramento Steps Forward	Connections	\$0	\$0	\$240,421	\$22,615	\$0	\$263,036	\$18,389	\$281,425
Sacramento Steps Forward	Omega Permanent Supportive Housing Project	\$0	\$0	\$412,338	\$0	\$0	\$412,338	\$40,303	\$452,641
TLCS, Inc.	PACT Permanent Housing Program PPHP 2016	\$0	\$337,116	\$0	\$0	\$0	\$337,116	\$23,318	\$360,434
Sacramento Steps Forward	Quinn Cottages	\$0	\$0	\$279,275	\$0	\$0	\$279,275	\$20,808	\$318,083
Sacramento Steps Forward	Saybrook Permanent Supportive Housing Project	\$44,470	\$0	\$363,042	\$74,634	\$0	\$407,512	\$33,193	\$515,339
Sacramento Housing and Redevelopment Agency	Shasta Hotel	\$0	\$125,496	\$0	\$0	\$0	\$125,496	\$8,475	\$133,971
Resources for Independent Living	Shelter Plus Care Case Management Program	\$0	\$0	\$90,680	\$0	\$0	\$90,680	\$9,060	\$99,740
Sacramento Housing and Redevelopment Agency	Shelter Plus Care TRA	\$0	\$4,016,088	\$0	\$0	\$0	\$4,016,088	\$285,591	\$4,301,679
Sacramento Steps Forward	The Housing Program for Youth (THPY)	\$0	\$79,632	\$90,844	\$0	\$0	\$170,476	\$11,779	\$182,255
TLCS, Inc.	WORK 2016	\$0	\$419,268	\$0	\$0	\$0	\$419,268	\$23,451	\$442,719
Sacramento Steps Forward	Friendship Housing	\$440,971	\$0	\$141,598	\$144,542	\$0	\$727,111	\$48,615	\$775,726
Sacramento Steps Forward	The King Project	\$0	\$0	\$0	\$155,889	\$0	\$155,889	\$10,289	\$166,178
Sacramento Steps Forward	Achieving Change Together	\$0	\$322,740	\$0	\$0	\$0	\$322,740	\$20,987	\$343,727
Sacramento Steps Forward	Home at Last	\$169,850	\$0	\$69,027	\$52,240	\$0	\$291,117	\$28,788	\$319,905
Sacramento Steps Forward	Sacramento HMIS	\$0	\$0	\$0	\$0	\$258,704	\$258,704	\$14,490	\$273,194
Sacramento Steps Forward	Mutual Housing at the Highlands	\$0	\$205,380	\$111,290	\$0	\$0	\$316,670	\$21,043	\$337,713
Mercy Housing California	Mather Veterans Village	\$0	\$146,700	\$0	\$0	\$0	\$146,700	\$4,708	\$151,408
Sacramento Steps Forward	Stepping Stones	\$0	\$297,528	\$123,843	\$0	\$0	\$421,371	\$34,480	\$455,851

SACRAMENTO CONTINUUM OF CARE SACRAMENTO STEPS FORWARD

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Subtotal	Admin Costs	Total ARA
Sacramento Steps Forward	VOA Rapid Rehousing for Families	\$0	\$316,140	\$137,092	\$0	\$0	\$453,232	\$31,408	\$484,640
Sacramento Steps Forward	Step Up Sacramento	\$1,612,869	\$0	\$622,785	\$0	\$0	\$2,235,654	\$221,284	\$2,456,938
Sacramento Steps Forward	The Doorway	\$0	\$306,060	\$279,370	\$0	\$0	\$585,430	\$58,151	\$643,581
TLCS, Inc.	New Direction PHP 2016	\$0	\$625,920	\$0	\$0	\$0	\$625,920	\$40,895	\$666,815
Sacramento Steps Forward	New Community	\$374,690	\$0	\$165,141	\$92,018	\$0	\$631,849	\$62,369	\$694,218
Sacramento Steps Forward	Building Community	\$279,360	\$0	\$106,540	\$146,800	\$0	\$532,700	\$53,270	\$585,970
Sacramento Steps Forward	Rapid Rehousing for Youth	\$0	\$73,524	\$1,258	\$0	\$0	\$74,782	\$7,478	\$82,260
Sacramento Steps Forward	reSTART	\$1,447,752	\$0	\$761,867	\$175,500	\$0	\$2,385,119	\$234,834	\$2,619,953
Sacramento Steps Forward	Rapid Rehousing for Youth #2	\$0	\$90,552	\$3,882	\$0	\$0	\$94,434	\$9,443	\$103,877

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

THRESHOLD FACTORS

Item	Met/Not Met
Project implements Housing First principles, and if necessary participates in Technical Assistance with Sacramento Steps Forward to aid implementation.	Met/Not Met
Project participates in the design and planning of Coordinated Entry / common CoC referral processes.	Met/Not Met
Project participates in HMIS.	Met/Not Met
Agency has made at least one successful drawdown of federal funds in the last operating year.	Met/Not Met
Agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Agency has internal financial controls, grant match tracking, record maintenance and management, and processes for accounting, reviewing expenditures, managing cash.	Met/Not Met
Agency has submitted written policies and procedures meeting HUD requirements (including termination of assistance, appeals, ADA requirements, and confidentiality policies).	Met/Not Met
Project provides budget in accordance with template provided, which will include all proposed funding and funding sources for project (i.e. housing, services, operations, and administrative costs).	Met/Not Met
Agency demonstrates 25% match per grant.	Met/Not Met
<i>Required but not scored</i>	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

SCORED FACTORS

AGENCY CAPACITY

Item	Possible Score	Source
<p>Agency has proven experience with similar grants Award full points if agency has been operating this grant for at least two years, or has other grants within the Continuum, or can demonstrate experience with other federal grants.</p> <p>If not, award no points.</p>	3	RFI #2
<p>Agency has no unresolved monitoring findings Award <u>no</u> points if agency has any unresolved local or HUD monitoring findings that both (a) are at least 45 days old, and (b) have not yet been met with a sufficient plan in place to address the findings.</p> <p>Otherwise, award <u>full</u> points.</p>	3	RFI #3
<p>Agency has actively participated in key CoC activities Award full points if agency can demonstrate regular participation in Coordinated Entry Planning, the Community Data Forum, and/or Advisory Board meetings (attending at least one key activity quarterly).</p> <p>If not, award no points.</p>	2	RFI #4
<p>Agency enters accurate information into HMIS</p> <p>Award full points if the agency has equal to or less than 5% null or missing values in HMIS for demographic information.</p> <p>If not, award no points.</p>	2	SSF (record of agreement/compliance)
<p>Agency staff attend mandatory SSF-sponsored trainings Award full points if agency can demonstrate regular attendance at mandatory SSF-sponsored trainings (at least one per quarter).</p> <p>If not, award no points.</p>	2	RFI #5 + SSF (training records)
<p>Agency has spent at least 90% or more of their grant funds per year in the past two years Award full points if Sacramento Steps Forward records show that the agency has spent 90% or more of their grant funds per year in the past two years.</p> <p>If not, award no points.</p>	3	RFI #6 + RFI #7

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

<p>Agency has made regular quarterly drawdowns over the last operating year.</p> <p>Award full points if LOCCS records show that the agency has made drawdowns in e-LOCCS in every quarter during the project’s operating period. The operating period is defined in the project’s HUD application.</p> <p>If not, award no points.</p>	3	RFI #8
<p>Budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served.</p> <ul style="list-style-type: none"> Projects should describe efforts to access resources to meet client needs and efforts to control costs. 	2	RFI #9
<i>Total Points Possible</i>	20	

POLICY PRIORITIES

Item	Possible Score	Source
Alignment with Community Needs and HUD Priorities		
<p>Project provides permanent housing in Sacramento. Eligible project types include:</p> <ul style="list-style-type: none"> Permanent Supportive Housing Rapid Rehousing Transitional Housing/Rapid Rehousing Hybrid projects <p>Award full points for a permanent housing type. Award no points if project is not one of the listed permanent housing types.</p>	6	
<p>Project provides permanent supportive housing in a single site location.</p> <p>Award three points if the project is permanent supportive housing at a single location. Do not award points if the project is any other housing type.</p>	3	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

<p>Project dedicates or prioritizes turn over beds for chronically homeless individuals and has specific programmatic elements to serve chronically homeless individuals.</p> <p>Award points based on the following criteria:</p> <ul style="list-style-type: none"> • Award the full six points for projects which dedicate or prioritize 100% of turn-over beds for persons experiencing chronic homelessness. • Award three points for projects which dedicate or prioritize 50% to 99.9% of turn-over beds for persons experiencing chronic homelessness. • Award no points if the project either does not dedicate or prioritize turn-over beds for chronically homeless or dedicates or prioritizes less than half of chronically homeless beds. <p>The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to serve the chronically homeless is insufficient. Consult the program design for more information.</p> <p>If a project fails to provide sufficient information demonstrating it has the capacity to meet the unique needs of chronically homeless individuals, award no points even if the project claims it prioritizes or dedicates beds for chronically homeless above 50%</p>	<p>6</p>	
<p style="text-align: right;"><i>Total Points Possible</i></p>	<p>15</p>	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

PROJECT PERFORMANCE

Item	Possible Score	Source
Utilization rate (HUD measure, Community standards and targets) Average bed/unit utilization rate	95% or > = 10	APR Q8 and APR Q9 + Number of units on NOFA application
	85% - 94% = 7.5	
	75% - 84% = 5	
	65% - 74% = 2.5	
	< 65% = 0	
Increase in/maintenance of income (HUD measure) Percentage of adult leavers and stayers who maintained or increased their income from entry to follow-up or exit	85% or > = 4	APR Q24b
	70% - 84% = 3	
	55% - 69% = 2	
	40% - 54% = 1	
Connection to mainstream resources (HUD measure) Percentage of adult leavers and stayers who accessed non- cash mainstream benefits	95% or > = 4	APR Q26a2 and Q26b2
	90% - 94% = 3	
	80% - 89% = 2	
	75% - 79% = 1	
	< 75% = 0	
Entries from Homelessness (Community standards and targets) Percentage of leavers and stayers who resided in a homeless situation (see definition adopted by CoC) prior to program entry	100% = 8	APR Q20
	90 - 99% = 6	
	80 - 89% = 4	
	70 - 79% = 2	
	< 70% = 0	

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2017 RENEWAL PROJECT SCORING TOOL

<p>IF TH or RRH: Average length of stay (<i>HUD measure, Community standards and targets</i>) Average length of stay for stayers</p> <p>Project Dedicated to serving Transition Age Youth (TAY) may receive full points if average length of stay is under 2 years.</p> <p>Project serving some TAY may provide a narrative response with data to justify longer average length of stay.</p>	TH serving TAY	<p>APR Q27 + RFI #17 RFI #18 RFI #19</p>
	2 years or less = up to 10 points	
	RRH	
	110 – 135 days = 10	
	136 – 160 days = 7.5	
	161 – 185 days = 5	
	186 – 210 days = 2.5	
> 210 days = 0		
<p>IF TH or RRH: Exits to permanent housing (<i>HUD measure, Community standards and targets</i>) Percentage of leavers who exited to a permanent destination</p>	TH	<p>APR Q29</p>
	90% or > = 10	
	85% - 89% = 7.5	
	80% - 84% = 5	
	75% - 79% = 2.5	
	< 75% = 0	
	RRH	
85% or > = 10		
80% - 85% = 7.5		
75% - 79% = 5		
70% - 74% = 2.5		
< 70% = 0		
<p>IF PSH: Housing stability (<i>HUD measure, Community standards and targets</i>) Percentage of participants who remained in the program for at least 6 months and then either died or exited to another permanent destination. (Participants who entered the program less than six months ago and then either died or remained in the program are not counted in the numerator or the denominator.)</p>	95% or > = 20	<p>APR Q29</p>
	90% - 94% = 15	
	85% - 89% = 10	
	80% - 84% = 5	
	< 80% = 0	
<i>Total Points Possible</i>	46	

Total Raw Points Possible	81
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Total Scaled Points Possible	100
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**FY2017 NOFA COC COMPETITION
REQUEST FOR INFORMATION FOR RENEWAL PROJECTS**

INSTRUCTIONS

Test Your PRESTO Login By: August 9, 2017, 12:00 pm
Complete Your Application By: August 16, 2017, 5:00 pm

This Request for Information (RFI) must be completed for each renewal project submitting an application for the FY2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 4/1/16 to 3/31/17) to create a PRESTO-generated report to be used by the Performance Review Committee.

DO NOT USE THE SACRAMENTO PORTAL TO SUBMIT YOUR ANSWERS. INSTEAD, USE PRESTO.

For each renewal project application, log on to www.prestoevals.org, click the bunny rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of that project name, and then **answer questions 1 through 20**. You should ignore questions 101 through 129.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments are true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at sacramento@homebaseccc.org and ask. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions about how to use the PRESTO website, about the rules of the competition, or about the meaning of the questions in the application, please send them to sacramento@homebaseccc.org.

FY2017 COC COMPETITION REQUEST FOR INFORMATION – RENEWAL PROJECTS

OVERVIEW OF PROJECT

1. Please provide a narrative overview of the populations served and services provided by your project.

AGENCY CAPACITY

2. Has your agency been operating this project for at least two years?
If no, please describe your experience with other federal grants, including other grants within the Continuum.
3. Does your agency have any unresolved monitoring findings from any agency or jurisdiction as of February 1, 2017?
If yes, please describe the unresolved monitoring findings, attach the findings and any written response, and describe your plan to address them.
4. Please describe the participation of your agency staff in Coordinated Entry Planning, the Community Data Forum, the Performance Committee, CoC General Meetings, and/or Advisory Board meetings (attending at least one key activity quarterly).
5. Sacramento Steps Forward will consult its sign-in sheets to make an initial determination about which agencies have attended mandatory SSF-sponsored trainings. If your agency's representatives made regular and appropriate use of SSF's sign-in sheets, you may skip this question. Otherwise, please briefly describe any evidence you have that demonstrates your attendance at mandatory SSF-sponsored trainings.
6. For this project, did your agency spend down at least 90% of your grant funds from the 2014/2015 grant year?
7. For this project, did your agency spend down at least 90% of your grant funds from the 2013/2014 grant year?
8. Has your agency successfully drawn down funds from e-LOCCS at least once in each quarter of the last year?
9. If you had any difficulties in spending your entire grant amount or in regularly drawing down funds, please describe why you did not draw down all of your funds, and/or why you did not make regular quarterly drawdowns and how you will ensure that this problem does not re-occur in the coming year. You are not required to answer this question. If you have nothing to add here, please type "Pass" or leave the question blank.
10. Please explain (a) why your budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served, and (b) the efforts you are making to access resources to meet client needs and your efforts to control costs.

POLICY PRIORITIES

11. Does your project provide permanent housing (PSH, RRH, or TH/RRH hybrid project) in Sacramento County? If so, which of those three kinds of housing do you provide?
12. Does your project provide permanent supportive housing (PSH) in a single-site location (i.e., not scattered across multiple sites)?

FY2017 COC COMPETITION REQUEST FOR INFORMATION – RENEWAL PROJECTS

13. What percent of turn-over beds does your project dedicate and/or prioritize for persons experiencing chronic homelessness? A turn-over bed is a bed that has either become empty after the client using that bed moved, died, gained financial independence, etc., or a bed that is empty because the bed was just recently created for the first time. In this context, the word “bed” does not necessarily mean a literal bed. For example, if you provide rapid re-housing vouchers, or if you provide supportive services, then each voucher you provide or each person you serve could be considered a “bed,” and you would estimate your turn-over beds based on how many vouchers or services you dedicate or prioritize for chronically homeless people. You should state your answer as the whole number that is the total percentage of all your CoC-funded beds that are either prioritized or dedicated for the chronically homeless population. For example, if you dedicate 50% of beds and prioritize 30% of turnover beds, then your answer should be “80”. Do not type “0.80” or “80%”. Instead, just type a whole number, like “80”. You may round up to the nearest percent, e.g., if the answer is 79.5%, then write “80”.
14. Describe the specific programmatic elements that help you serve chronically homeless persons. What is your specific plan for serving chronically homeless people? Your answer should demonstrate that you have the capacity to meet the unique needs of chronically homeless people.

PROJECT PERFORMANCE

15. How many units of CoC-funded housing did your project claim on the **FY2016** NOFA application?
16. If you wish, you may use this space to comment on any factors affecting your bed utilization rate and/or your unit utilization rate. You are not required to answer this question. If you have nothing to add here, you may just type, “Pass” or leave the question blank.
17. If you wish, you may use this space to comment on any factors affecting the income of your program participants. You are not required to answer this question. If you have nothing to add here, just type “Pass” or leave the question blank.
18. If you wish, you may use this space to comment on any factors affecting the mainstream resources (e.g. health insurance, disability benefits, etc.) of your program participants. You are not required to answer this question. If you have nothing to add here, just type “Pass” or leave the question blank.
19. If you wish, you may use this space to comment on any factors affecting the fraction of clients who were literally homeless (according to Sacramento’s definition) at the time they entered your program. You are not required to answer this question. If you have nothing to add here, just type “Pass” or leave the question blank.
20. Is your project dedicated to serving Transition Age Youth (TAY)?
21. If your project is dedicated to serving Transition Age Youth, does your project have an average length of stay of less than 2 years? Please explain. If your project is not dedicated to serving Transition Age Youth, please type “Pass” or leave the question blank.
22. If you wish, you may use this space to comment on any factors affecting your average length of stay. You are not required to answer this question. If you have nothing to add here, you may just type, “Pass” or leave the question blank.
23. If you wish, you may use this space to comment on any factors affecting your housing stability and/or the rate at which your clients exit to permanent housing destinations. You are not required to answer this question. If you have nothing to add here, you may just type, “Pass” or leave the question blank.
24. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type “Pass” or leave the question blank.

2017 New Project Scoring Tool

Overview of Scoring Factors

The table below provides an overview of the three main scoring factors, and possible points available for each factor.

Factors	Possible Score
Project Design	25
Budget and Cost-Effectiveness	12
Agency Capacity	35
Community Needs and HUD Priorities	15
Reallocation Bonus Points	3
Total Possible Points	90
Total Possible Scaled Points	100

This application is submitted to compete for reallocated funding and Permanent Housing Bonus funding.

The CoC will not accept applications requesting funds for new construction, acquisition, and rehabilitation costs. **Additional preferred design elements for the project are included in this score sheet; the project should be scored based on how well it meets/exceeds those standards.**

THRESHOLD FACTORS

Item	Met/Not Met
1. This project is eligible under the FY2017 CoC NOFA.	Met/Not Met
2. Project design is consistent with Housing First principles	Met/Not Met
3. This project agrees to use HMIS and Coordinated Entry when in operation.	Met/Not Met
4. Project provides budget in accordance with template provided, which will include all proposed funding and funding sources for project (i.e. housing, services, operations, and administrative costs).	Met/Not Met
<i>Required but not scored</i>	

PROJECT DESIGN

Project Design Scoring Factors	Possible Score
The project design includes provision of or referral to appropriate supportive services. Award points based on the following (1 pt each, 9 pts. total):	
Individuals receive ongoing support to stay housed. This may mean the provider is available 24/7.	1
Services are comprehensive, integrated, and client-centered. A rich blend of flexible services addresses the individual's breadth of needs.	1
Services are integrated such that services for multiple concerns are provided concurrently in a well-coordinated manner.	1

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

<p>Once housed, the project develops relationships with landlords and property managers to help them and residents to address any problems that arise with residents.</p>	<p>1</p>												
<p>The project assists residents in locating other permanent housing options when desired, commensurate with the resident’s income and level of independence.</p>	<p>1</p>												
<p>The project is staffed appropriately to provide the services.</p>	<p>1</p>												
<p>Staff are trained to meet needs of the population to be served.</p>	<p>1</p>												
<p>Services are designed to ensure maximizing housing stability for the anticipated population.</p>	<p>1</p>												
<p>The method of service delivery described includes culture-specific/sensitive elements.</p>	<p>1</p>												
<p>Project outcomes are realistic but sufficiently challenging given the scale of the project. Outcomes are measurable and appropriate to the population being served. CoC-adopted targets listed below are minimum requirements for program outcomes:</p> <table border="1" data-bbox="256 1098 1198 1266"> <thead> <tr> <th>Project Type</th> <th>Utilization Rate</th> <th>Length of Stay</th> <th>Exit Rate to PH</th> </tr> </thead> <tbody> <tr> <td>RRH</td> <td>n/a</td> <td>120 days* or less</td> <td>85 – 95% or better</td> </tr> <tr> <td>PSH</td> <td>95% or better</td> <td>n/a</td> <td>n/a</td> </tr> </tbody> </table> <p>*Under 2 years or less for projects exclusively serving TAY</p> <p>In addition, project outcomes should include: At least 54% of adults have maintained or increased their total income (from all sources) as of the end of the operating year or program exit. OR At least 20% of adults have maintained or increased their earned income as of the end of the operating year or program exit.</p>	Project Type	Utilization Rate	Length of Stay	Exit Rate to PH	RRH	n/a	120 days* or less	85 – 95% or better	PSH	95% or better	n/a	n/a	<p>10</p>
Project Type	Utilization Rate	Length of Stay	Exit Rate to PH										
RRH	n/a	120 days* or less	85 – 95% or better										
PSH	95% or better	n/a	n/a										

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

<p>Housing where participants will reside is fully described and appropriate to the project design proposed.</p> <p>Award points based on the following:</p> <ul style="list-style-type: none"> • Is the project staffed appropriately to locate and oversee the housing? • Do the strategies ensure a variety of housing types and locations, maximizing client choice to the greatest extent feasible? • Are staff trained to meet the needs of the population to be served? • Will the project be physically accessible to persons with disabilities, in compliance with the Americans with Disabilities Act? • Are landlord engagement strategies articulated (if applicable)? 	6
<i>Total Points Possible</i>	25

BUDGET AND COST EFFECTIVENESS

Budget and Cost Effectiveness Scoring Factors	Possible Score
<p>Budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served.</p> <ul style="list-style-type: none"> • Projects should describe efforts to access resources to meet client needs and efforts to control costs. 	10
Matched resources account for 25% of the amount of the grant requested.	Project app 25% + = 2 < 25% = 0
<i>Total Points Possible</i>	12

AGENCY CAPACITY

Agency Capacity Scoring Factors	Possible Score
<p>Agency has proven experience with similar grants.</p> <p>Award full points if agency operates or has operated another grant within the Continuum, or can demonstrate experience with other federal grants. Consider also:</p> <ul style="list-style-type: none"> • Have they/has it successfully handled federal or other major grants of this size without difficulty or problems? • Does the agency have outstanding independent, HUD, or other federal or state audit findings? • Has HUD or any other federal or state funder deobligated any grant funds for other projects operated by the agency? • Are HUD or other federal or state grant funds for other projects operated by the agency being drawn down regularly throughout the grant year? 	10
<p>Agency has proven experience with proposed project type and/or population to be served.</p>	5
<p>Agency has sufficient fiscal capacity to manage the grant.</p> <p>Award full points for demonstration of the following:</p> <ul style="list-style-type: none"> • Internal financial controls • Grant match tracking • Record maintenance and management • Processes for accounting, reviewing expenditures • Process for managing cash 	5
<p>Agency already has documented policies and procedures in accordance with HUD requirements, including but not limited to:</p> <ul style="list-style-type: none"> • Equal Access • Fair Housing • Termination of assistance • Appeals • ADA requirements • Confidentiality policies • Family policies prohibiting involuntary separation 	5

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

Agency Capacity Scoring Factors	Possible Score
<p>Agency demonstrates commitment to including consumers in decision-making processes.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Does the agency have a homeless or formerly homeless person on its staff or board? • Does the agency have a consumer advisory board? • Does the agency administer consumer satisfaction surveys or other feedback processes? • Does the agency make changes based on the results of the consumer feedback processes? 	5
<p>Agency demonstrates participation in Continuum of Care activities, including:</p> <ul style="list-style-type: none"> • Participation in CoC committees • Submission GIW information, or request extension, according to CoC timeline • Attendance at Kickoff Conference and other required CoC meetings • Involvement in other CoC planning efforts • Participation in local/state/federal advocacy and/or systems change work on behalf of people who are homeless 	5
<i>Total Points Possible</i>	35

Alignment with Community Needs and HUD Priorities	Possible Score
<p>Project provides permanent housing in Sacramento. Eligible project types include:</p> <ul style="list-style-type: none"> • Permanent Supportive Housing • Rapid Rehousing • Transitional Housing/Rapid Rehousing Hybrid projects <p>Award full points for a permanent housing type. Award no points if project is not one of the listed permanent housing types.</p>	6
<p>Project provides permanent supportive housing in a single site location.</p> <p>Award three points if the project is permanent supportive housing at a single location. Do not award points if the project is any other housing type.</p>	3

<p>Project dedicates or prioritizes turn over beds for chronically homeless individuals and has specific programmatic elements to serve chronically homeless individuals.</p> <p>Award points based on the following criteria:</p> <ul style="list-style-type: none"> • Award the full six points for projects which dedicate or prioritize 100% of turn-over beds for persons experiencing chronic homelessness. • Award three points for projects which dedicate or prioritize 50% to 99.9% of turn-over beds for persons experiencing chronic homelessness. • Award no points if the project either does not dedicate or prioritize turn-over beds for chronically homeless or dedicates or prioritizes less than half of chronically homeless beds. <p>The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to serve the chronically homeless is insufficient. Consult the program design for more information.</p> <p>If a project fails to provide sufficient information demonstrating it has the capacity to meet the unique needs of chronically homeless individuals, award no points even if the project claims it prioritizes or dedicates beds for chronically homeless above 50%</p>	<p>6</p>
<p><i>Total Points Possible</i></p>	<p>15</p>

SACRAMENTO CONTINUUM OF CARE ADVISORY BOARD

Voluntary Reallocation Bonus Points	Possible Score
<p>Award three points if a renewal project voluntarily reallocates its funding to a project type which better addresses community need or HUD priorities. Award points only if:</p> <ul style="list-style-type: none"> • The proposed project is sufficiently different from the existing project • The proposed project is operated by the same agency who is voluntarily reallocating its funding • The proposed new project type is in fact more in line with the stated community need and HUD priorities in this tool 	3
<i>Total Points Possible</i>	3

Total Points Possible	90
Total Scaled Points Possible	100

FY2017 COC COMPETITION REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: August 9, 2017, 12:00 pm
Complete Your Application By: August 16, 2017, 5:00 pm

This Request for Information (RFI) must be completed for each new project submitting an application for the FY2017 HUD CoC Program Competition.

The answers you provide to this RFI will be used to create a PRESTO-generated report to be used by the Performance Review Committee. **As soon as you decide that you will or may apply**, please send an initial e-mail to sacramento@homebaseccc.org containing:

- The subject line “Sacramento CoC NOFA – New Application”
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, log on to www.prestoevals.org, click the bunny rabbit icon in the top-left corner, find the name of your project, click the blue text marked “Respond” to the right of that project name, and then **answer questions 101 through 129**. You should ignore questions 1 through 20.

Also, for each new project application, please send **a second email** to sacramento@homebaseccc.org containing:

- A subject line that clearly describes the email’s contents (“Sacramento CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]”)
- In the body of the email, a numbered list of the attachments
- And the following attachments:
 - 1 PDF of your applicant profile from e-snaps (not required for subrecipients of SSF)
 - 1 PDF of your project application from e-snaps (not required for subrecipients of SSF)
 - Any relevant attachments as indicated in the RFI, which may include:
 - Proposed full project budget
 - Audit/monitoring documentation
 - Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments are true and accurate to the best of your knowledge.

SACRAMENTO FY2017 COC COMPETITION REQUEST FOR INFORMATION – NEW PROJECTS

If you are unsure whether your application is complete, you may e-mail HomeBase at sacramento@homebaseccc.org and ask. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions about how to use the PRESTO website, about the rules of the competition, or about the meaning of the questions in the application, please send them to sacramento@homebaseccc.org.

THRESHOLD FACTORS

101. Is this project eligible under the FY2017 CoC NOFA? If so, briefly explain why the project is eligible (e.g., you are applying for an eligible project type such as PSH, RRH, Joint TH-RRH, HMIS, or SSO for Coordinated Entry).
102. Is your project design consistent with Housing First principles? If so, please briefly explain why. This topic will be covered in more detail later in the application.
103. If your project is funded, will your project agree to use HMIS and also agree to use Coordinated Entry when Coordinated Entry is in operation?
104. Have you sent an e-mail to sacramento@homebaseccc.org that includes a budget in accordance with the template provided, which will include all proposed funding and funding sources for your project (i.e. housing, services, operations, and administrative costs)?

PROJECT DESIGN

105. Please describe how services will be comprehensive, integrated, and client centered (i.e., a rich blend of flexible services to address the individual's breadth of needs).
106. Please describe how services are integrated such that services for multiple concerns are provided concurrently in a well-coordinated manner.
107. Please describe how, once housed, the project will develop relationships with landlords and property managers to help them and residents to address any problems that arise with residents.
108. Please describe how the project will assist residents in locating other permanent housing options when desired, commensurate with the resident's income and level of independence.
109. Please describe how the project will be staffed appropriately to provide the services.
110. Please describe how staff will be trained to meet the needs of the population to be served.
111. Please describe how services are designed to maximize housing stability for the anticipated population.
112. Please describe how the method of service delivery will include culture-specific/sensitive elements.
113. Please indicate your project outcome targets for the following measures (for full points, outcomes should be in alignment with CoC's adopted targets as indicated):

Utilization rate (PSH: 95%):

SACRAMENTO FY2017 COC COMPETITION REQUEST FOR INFORMATION – NEW PROJECTS

Length of stay (RRH: 120 days, or 2 years for youth):

Exit rate to permanent housing (RRH: 85-95%):

Maintain or increase total income (54%) or earned income (20%):

114. Please describe the housing where participants will reside, and why it is appropriate for the project design as proposed. For full points, please address:

- How the project is staffed appropriately to locate and oversee the housing?
- How your strategies ensure a variety of housing types and locations, maximizing client choice to the greatest extent feasible?
- How staff are trained to meet the needs of the population to be served?
- Will the project be physically accessible to persons with disabilities, in compliance with the Americans with Disabilities Act?
- What landlord engagement strategies will be used (if applicable)?

BUDGET AND COST EFFECTIVENESS

115. How are your budgeted staffing and expenses adequate to support the proposed project in a cost-effective way? What efforts are you making to access resources to meet client needs and control costs?

Please send an e-mail to sacramento@homebaseccc.org that attaches a copy of your proposed full project budget (including match and leveraged sources beyond your CoC funding request).

116. How large are your matching resources compared to the amount of the grant requested? For full credit, you should have at least 25% match for your proposed grant. For example, if you are requesting \$10,000, then you should have at least \$2,500 available in match funding, for a total project budget of \$12,500. Please state your answer in the form of a whole number. For example, if you have 25% match, then type "25". Do not type "0.25." You must round **down** to the nearest whole percent. For example, if you have 24.8% match, you must type "24".

SACRAMENTO FY2017 COC COMPETITION REQUEST FOR INFORMATION – NEW PROJECTS

AGENCY CAPACITY

117. Please describe your experience with other federal or major grants, including other grants within the Continuum, including whether grant funds have been drawn down regularly throughout the grant year.

118. Please describe your experience with the proposed project type (e.g., PSH, RRH, etc.) and/or the proposed population to be served (e.g., chronically homeless, families, veterans, etc.).

119. Please describe the fiscal capacity of your agency to manage this grant. For full points, please address:

- Internal financial controls
- Grant match tracking
- Record maintenance and management
- Processes for accounting, reviewing expenditures
- Process for managing cash

120. Does your agency already have documented policies and procedures in accordance with HUD requirements, including but not limited to:

- Equal Access
- Fair Housing
- Termination of Assistance
- Appeals
- ADA requirements
- Confidentiality policies, and
- Family policies prohibiting involuntary separation?

Please attach copies of all of these policies and procedures to the e-mail accompanying your application (to sacramento@homebaseccc.org).

121. Does your agency demonstrate a commitment to including consumers in decision-making processes? For example, do you have a homeless or formerly homeless person on your staff or board? Do you have a consumer advisory board? Do you administer consumer satisfaction surveys or other feedback processes? Do you make changes based on the results of the consumer feedback processes?

122. Please describe your agency's participation in Continuum of Care activities. For full points, please address:

- Participation in CoC committees
- Submission of GIW information, or request extension, according to CoC timeline
- Attendance at Kickoff Conference and other required CoC meetings
- Involvement in other CoC planning efforts
- Participation in local/state/federal advocacy and/or systems change work on behalf of people who are homeless

123. Will your project provide permanent housing (PSH, RRH, or TH/RRH hybrid project) in Sacramento County? If so, which of those three kinds of housing will you provide?

124. Will your project provide permanent supportive housing (PSH) in a single-site location (i.e., not scattered across multiple sites)?

**SACRAMENTO FY2017 COC COMPETITION
REQUEST FOR INFORMATION – NEW PROJECTS**

125. What percent of turn-over beds will your project dedicate and/or prioritize for persons experiencing chronic homelessness? A turn-over bed is a bed that has either become empty after the client using that bed moved, died, gained financial independence, etc., or a bed that is empty because the bed was just recently created for the first time. In this context, the word “bed” does not necessarily mean a literal bed. For example, if you provide rapid re-housing vouchers, or if you provide supportive services, then each voucher you provide or each person you serve could be considered a “bed,” and you would estimate your turn-over beds based on how many vouchers or services you dedicate or prioritize for chronically homeless people. State your answer as the whole number that is the total percentage of all your CoC-funded turnover beds that will be either prioritized or dedicated for the chronically homeless population. For example, if you dedicate 50% of beds and prioritize 30% of beds, then your answer should be “80”. Do not type “0.80” or “80%”. Instead, just type a whole number, like “80”. You may round up to the nearest percent, e.g., if the answer is 79.5%, then write “80”.

126. Describe the specific programmatic elements that will help you serve chronically homeless persons. What is your specific plan for serving chronically homeless people? Your answer should demonstrate that you have the capacity to meet the unique needs of chronically homeless people.

127. Has your agency voluntarily reallocated funding to a project type which better addresses community need and/or HUD priorities? If so, please name the project(s) that is or are being reallocated, and explain why:

- The proposed project is sufficiently different from the existing project
- The proposed project is operated by the same agency who is voluntarily reallocating its funding
- The proposed new project type is in fact more in line with the stated community need and HUD priorities in this tool

128. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type “Pass” or leave this question blank.

FY2017 Continuum of Care Program Competition

SUBMISSION CHECKLIST

AGENCY:
PROJECT NAME:
CONTACT PERSON'S NAME:
PHONE:
E-MAIL:

New Project **Renewal Project**

ON OR BEFORE 5 P.M. ON AUGUST 16, 2017:

<input type="checkbox"/>	Confirm that your agency has an active DUNS number from www.sam.gov
<input type="checkbox"/>	Fill out a HUD Project Applicant Profile in e-snaps, including Form 2880, Nonprofit Documentation, SF-424, and your Code of Conduct. When you are done, export the HUD Profile as a PDF.
<input type="checkbox"/>	Fill out a HUD Project Application (also known as Exhibit 2) in e-snaps, including Form HUD-50070, Form SF-LLL, and Match Documentation. When you are done, export the HUD Application as a PDF.
<input type="checkbox"/>	Use www.prestoevals.org to answer the Supplemental Questionnaire . (You don't need to create any documents for this step.)
PDF Created: <input type="checkbox"/> No audit findings: <input type="checkbox"/>	If you have any HUD audit findings or financial audit findings, create a PDF of all of the written communications between you and the auditor.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of your proposed project budget , adding up both CoC funding and non-CoC funding to get your total budget.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of any policies or procedures you have drafted, including policies to ensure compliance with the Fair Housing Act.
PDF Created: <input type="checkbox"/> No Indirect Cost Rate Agreement: <input type="checkbox"/>	If your agency has negotiated an indirect cost rate with the federal government, create a PDF of the approved Indirect Cost Rate agreement .
PDF Created: <input type="checkbox"/> No Missing Match: <input type="checkbox"/>	If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each missing match letter .
<input type="checkbox"/>	Create a PDF copy of this checklist with all of the boxes checked off.

When you have finished checking off all of the items above, please e-mail PDF copies of all of the above documents to sacramento@homebaseccc.org.

Sacramento City and County Continuum of Care

GOVERNANCE CHARTER

**Sacramento City and County Continuum of Care
Governance Charter**

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Sacramento City and County Continuum of Care Governance Charter

Overview

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program (hereinafter referred to as “CoC Program”) of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. Section 578.5 of the HEARTH Interim Rule published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.” Relevant organizations in the Sacramento City and County established the CoC and its Advisory Board in 2014, which has since served as the CoC coordinating body acknowledged by HUD. The CoC Advisory Board is instituted as an unincorporated association. Any change to formal legal structure would require amendment to the governance charter.

Name

The name of the organization is Sacramento City and County Continuum of Care Advisory Board (hereafter referred to as the “CoC Advisory Board”).

Part I. Establishment of the CoC Advisory Board

A. Purpose

The CoC Advisory Board has two objectives: to ensure HUD funding for the Sacramento Continuum of Care; and to provide policy recommendations to the Sacramento Steps Forward Board of Directors. The advisory functions of the CoC Board are authorized through the provisions of the Articles of Incorporation and Bylaws for the SSF Board. The CoC Advisory Board serves as the HUD-designated primary decision making group whose major duties and scope are to operate the Continuum of Care, to designate an HMIS for the Continuum of Care and to plan for the Continuum of Care. As noted in § 578.1 Purpose and scope of the Interim Rule of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), the plan is designed to:

- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

**Sacramento City and County Continuum of Care
Governance Charter**

Part II. Responsibilities of the CoC Advisory Board

A. Operating the CoC

The CoC Advisory Board will:

1. Hold meetings of the full membership, with published agendas, at least quarterly;
2. Issue public invitation for new members to join at least annually;
3. Follow and update annually a governance charter;
4. Continue development of governance charter to include all procedures and policies including those required by all funding sources including written standards for funding assistance, strategic planning project evaluation, and HMIS requirements;
5. Appoint Advisory Committees, subcommittees, or workgroups;
6. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
7. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD and other funders;
8. In consultation with recipients of HUD CoC Program and Emergency Solutions Grants program funds in Sacramento, establish and operate a coordinated entry and assessment system that complies with any requirements established by HUD by notice; and
9. In consultation with recipients of HUD CoC Program and Emergency Solutions Grants program funds in Sacramento, establish and consistently follow written standards for providing Continuum of Care assistance.

B. CoC Planning

To serve as the coordinating body to end homelessness in Sacramento, the CoC Advisory Board will

1. Coordinate the implementation of an effective housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services in Sacramento;
2. Plan for and conduct an annual Point-In-Time Count (PIT) of homeless persons in Sacramento;
3. Conduct an annual gaps analysis of the homeless needs and services available;
4. Provide information required to complete the Consolidated Plan(s), Annual Action Plans and Consolidated Annual Performance Reports (CAPERs) in Sacramento; and
5. Consult with State and local government Emergency Solutions Grants program recipients in Sacramento on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

C. Designating and Operating HMIS

The CoC Advisory Board will:

1. Designate a single Homeless Management Information System (HMIS) for the Sacramento CoC;
2. Designate an eligible applicant to manage the Continuum's HMIS, known as the HMIS Lead;
3. Review, revise, and approve (i) privacy, (ii) security, and (iii) a data quality plan for the HMIS;
4. Ensure consistent participation of recipients and sub-recipients in the HMIS; and
5. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

**Sacramento City and County Continuum of Care
Governance Charter**

D. Preparing Applications for Funds

The CoC Advisory Board will:

1. Design, operate, and follow a collaborative process for development of applications for funding;
2. Approve submission of applications in response to a HUD CoC Program notice of funding availability (NOFA) among other funding opportunities;
3. Establish priorities for funding projects; and
4. Ensure that only one application for HUD CoC Program funds be submitted and collect and combine required application information from all approved projects in Sacramento.

E. Additional Responsibilities

1. Monitor Performance:
 - a. Monitor community progress in ending homelessness in Sacramento;
 - b. Establish and monitor HUD CoC project performance targets and metrics;
 - c. Approve CoC Advisory Board policies: Including HUD CoC funding recommendations and written standards for providing assistance; and
 - d. Approve Selection of and provide direction to: HUD Collaborative Applicant, and HMIS Lead.
2. Select Advisory Board Members annually and fill vacancies; subject to the Advisory Board composition, member selection, membership ratification and related requirements.
3. Fundraise:
 - a. Authorize grant applications;
 - b. Raise and allocate funds;
 - c. Approve sustainability plans; and
 - d. Ensure that relevant organizations and projects serving various homeless subpopulations are represented in planning and decision-making.
4. Members of the Board serve as liaisons to other community stakeholders; build community awareness inclusive of the needs of all homeless populations found in the region.

Part III. Membership

A. Members

1. The CoC has established an Advisory Board to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within Sacramento as articulated in the HUD Interim Rule. Subpopulations represented may include but are not limited to the chronically homeless; veterans; families with children; unaccompanied youth; the seriously mentally ill; victims of domestic violence, persons with substance use disorders; and persons with HIV/AIDS.
 - a. Members shall be drawn from the categories set forth in the published Interim Final Rule.
2. Board composition shall be reviewed annually.
3. One board member may represent more than one subpopulation or affiliation.
4. The board shall include at least one homeless or formerly homeless individual.
5. Seats will be designated by affiliation, community sector, and subpopulation.

**Sacramento City and County Continuum of Care
Governance Charter**

B. Process for Board Selection

1. Annual election:
The CoC Advisory Board will issue a public call for member applications annually. Applications will be reviewed by the Nominating Committee and qualified applicants will be considered in relation to the existing board composition. The Nominating Committee will recommend a slate of candidates, including any renewing board members for election at the annual meeting.
2. Vacancies:
In the event of a vacancy, the Advisory Board may appoint such qualified person(s) necessary to fill the vacancy. The person(s) appointed shall serve the unexpired term of the previous Board Member, and is subject to re-election by the CoC Advisory Board. The CoC Advisory Board desires to maintain a composition representative of the community as stated in Part III, Section A, closely following guidelines provided by HUD for such Advisory Boards. Therefore, priority for filling vacancies of sitting CoC Board members shall be given to candidates representing either the same, or a closely related category, as that of the vacated position. In the absence of such a candidate, priority shall be given to candidates from other categories stated in Part III, Section A or succeeding amendments, which are unrepresented by the sitting members of the CoC Board. Priority for filling any newly created board positions shall be from any unrepresented category which the CoC Advisory Board deems necessary to fulfill its purpose.
3. A simple majority vote of the sitting CoC Board membership shall be sufficient to fill a vacant position. Candidates filling the vacancy of a sitting board member shall fulfill the remaining term of that member. Candidates fulfilling a vacant term are eligible to be re-elected to fulfill a full term without regard to the prior service
4. The CoC Advisory Board provides Sacramento Steps Forward the authority to establish administrative procedures to facilitate the candidate recommendation process. Such procedures shall include a candidate's relevant experience, knowledge of the Sacramento Continuum, and at least one professional letter of recommendation be made available to all CoC Board members for review prior to calling for a vote. Voting shall be conducted at a duly scheduled and noticed meeting at which a quorum is present.
5. Election of the Board Members should be staggered to ensure continuity; one-third will be up for election each year.
6. Regular attendance and participation in board activities is required. Members of the CoC Advisory Board must actively participate in 50% of meetings in order to remaining in good standing. Members failing to meet the attendance and participation standard shall be subject to removal and replacement.

C. Advisory Board Member Selection Criteria

CoC Advisory Board Members are selected to represent various constituencies. In order to adequately represent that constituency, Board Members shall meet basic qualifications including the following:

1. Sufficient knowledge and a working relationship with the constituency group;
2. Capacity to read and assess detailed information;
3. Ability to work effectively on a team;
4. Capacity to consider the benefit of the CoC Advisory Board as a whole;
5. Ability to meet the timelines/demands of funding sources;
6. Respectful acknowledgement of the rights of homeless persons; and

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7. Eligible to conduct business with a governmental entity (i.e., not debarred or suspended).

D. Board Composition

The CoC Advisory Board shall have a minimum of fifteen (15) and maximum of twenty-five (25) seats. Members must be able to represent an array of community sectors, special needs populations.

E. Terms

The standard term of office for CoC Advisory Board members shall be two (2) years. Members may renew their terms up to two (2) times, for a maximum duration of service of six (6) consecutive years. Terms shall be based upon the CoC Advisory Board's annual year of March through February. Members who begin their first terms mid-year shall be assigned a first term end date of the February of the second year following the month in which they joined the Board.

F. Removal of a Director

The CoC Board may recommend the removal of a Director for just cause by a two-thirds (2/3) vote of the CoC Board members in attendance at a meeting where a quorum is present. Members may motion for removal of another CoC Board member by providing written notice and specified reasons for removal. The item so noticed must be placed on the agenda for that meeting. Just cause for removal includes, but is not limited to, failure to attend three consecutive meetings without good cause, failure to disclose a conflict of interest, and intractable disruptive demeanor. Good cause for failure to attend meetings includes, but is not limited to, illness or death of a family member.

In the event of a vacancy, the CoC Board shall designate a new representative, except that a Director removed pursuant to this section is not eligible for reinstatement for a least one (1) year after removal.

Part IV. Board Leadership

A. Officers

The officers of the CoC Board shall be a Chair, Vice Chair, and Secretary.

B. Election and Term of Office

The Nominating Committee will be responsible for soliciting nominations for officer candidates from among the returning members of the Advisory Board. Final candidates shall be included in the slate of candidates as a part of the annual election of members. The term of office will be one (1) year or until a replacement is elected.

C. Duties of Chair

The Chair of the CoC Board shall be responsible for setting meeting agendas, leading CoC Board meetings in accordance with this charter, and for the integration of information and recommendations that arise from the various committees. These duties shall be accomplished through collaboration and/or delegation to SSF.

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D. Duties of Vice Chair

The Vice Chair of the CoC Board shall be responsible for leading CoC Board meetings when the Chair is unavailable or has recused him/herself, for reviewing meeting minutes prepared by SSF, and for ensuring the Performance Review Committee meetings are progressing in a manner consistent with the CoC Advisory Board's direction. These duties shall be accomplished through collaboration and/or delegation to SSF.

E. Duties of Secretary

The Secretary of the CoC Board shall be responsible for the election of officers and members as the Chair of the Nominating Committee, in accordance with this charter, and for ensuring the Interest Committees are progressing in a manner consistent with the CoC Board's direction. These duties shall be accomplished through collaboration and/or delegation to SSF.

Part V. Meetings and Coordination

A. Meeting and Meeting Schedule

1. Meetings of the CoC Advisory Board shall not be subject to the Ralph M. Brown Act. However, all meetings shall be open to the public except as otherwise determined by the Board for reasons, including, but not limited to, discussion of anticipated or pending legal or personnel matters. Any person who attends a CoC meeting may be asked to leave if the person is verbally or physically disruptive.
2. A CoC Advisory Board annual calendar will establish a regular meeting day, time, and location and will follow schedule for the calendar year.
3. The full membership shall convene at least quarterly for the purpose of transacting the business of the CoC.
4. Meetings may include the use of technological devices for remote participation as necessary.

B. Annual Meeting

1. Full CoC Advisory Board membership shall meet annually to elect the slate of new and renewing Advisory Board Members, elect the Officers of the Board, review and approve changes to the Governance Charter, and receive the annual meeting calendar.
2. The notice of annual meeting shall be published on the SSF website and distributed electronically to all Members at least seven (7) days prior to the scheduled meeting.
3. The annual meeting shall take place in March, unless a change is noticed by the Chair.

C. Special and Emergency Meetings

1. Special meetings of the CoC Advisory Board may be requested and notice provided by email to each Member at least 48 hours prior to the meeting.
2. Special and emergency meetings of the CoC Advisory Board may be called at any time by the Executive Committee or upon the request by ten (10) or more Members.

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D. Meeting Notices

The CoC Advisory Board meeting agendas shall be distributed via e-mail and posted on the Sacramento Steps Forward website.

1. Notice of meetings shall specify the place, day and hour of the meeting. In addition, notice shall include an agenda, as well as stipulations for participants required to give specific reports.
2. An annual calendar of regular meetings shall be presented at the annual meeting and shall be distributed to all Members electronically and published to the SSF website.
3. All meetings of the CoC Board, except as otherwise provided herein, shall be held upon four (4) business days' notice by email and/or phone.

E. Quorum

1. A quorum shall consist of 50% of eligible voters for CoC Advisory Board meetings;
2. No business may be officially transacted without a quorum.
3. Every act or decision done or made by a majority of the sitting CoC Advisory Board members present at a meeting duly held at which a quorum is present is an act of the CoC Advisory Board.

F. Voting

1. Voting privileges are limited to one vote per member.
2. New Members must have attended at least one (1) meeting before being eligible to vote.
3. All Members must declare any conflict of interest they or their organization has on any voting issue. Members shall abstain from voting on any issue in which they, or their organizations, have a conflict of interest.

G. Meeting Minutes

1. Minutes of the meetings will be produced and maintained by CoC staff or other individual designated by the Chair.
2. Meeting minutes shall be electronically distributed to all CoC Advisory Board Members and posted on the SSF website.

H. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the Chair by reference to Robert's Rules of Order.

I. Member Conflict of Interest

The CoC Advisory Board shall have a conflict of interest policy that specifies the process for member recusal from impacted decisions. Members shall disclose conflicts of interest by completing and signing a Conflict of Interest Statement at the CoC's annual meeting in March.

J. Recusal Policy

Board members must recuse themselves from the decision-making or evaluation process when a person or organization conflict exists, and may not participate in absentia through electronic or other means.

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K. Restriction Regarding Interested Directors

Notwithstanding any other provision of this Charter, none of the persons serving on the CoC Advisory Board, shall derive any personal or professional profit or gain, directly or indirectly, due to participation with this Board.

1. Each individual shall disclose any personal interest that he or she may have in any matter pending before the CoC Advisory Board, and shall refrain from participation in any decision on such matters.
2. Any member of this CoC Advisory Board, or any of its committees, shall refrain from obtaining any list or funding opportunities, clients, or program designs for personal or private solicitation purposes at any time during the term of affiliation.

L. Compensation

CoC Board members shall serve without compensation.

Part VI. Committees

The CoC Advisory Board shall ensure that Standing Committee(s) are established to monitor the activities related to the various services and initiatives within the Continuum.

1. Standing committees will be reviewed annually at a minimum or as needed.
2. These committees may convene ad hoc or standing subcommittees as needed.
3. In order to address the multitude of services and initiatives, the committees can include staff from the agencies represented on the CoC Advisory Board as well as other representatives of the CoC.
4. Meetings and action of committees shall not be governed by the provisions of this charter concerning meetings of the CoC Advisory Board, unless the Chair determines otherwise.
5. All committee meetings shall be documented in a manner determined by the Chair.
6. The Chair shall ensure that committee activities are reported and acted upon at subsequent CoC Board meetings as necessary.

A. Standing Committees

1. Except as otherwise authorized by the CoC Advisory Board, committees will be comprised of members of the CoC and at least one board member and any other members invited by committee chair.
2. Each Committee will have a Chairperson and a Co-Chairperson, appointed by the Executive Committee.
3. Each Committee will establish regular recurring meetings and publish an annual calendar on the SSF website and distribute calendar to full CoC membership.
4. Each Committee will distribute a written agenda to all committee members at least 24 hours prior to each meeting.
5. Each Committee will record meeting minutes or notes of each official committee meeting and distribute to all committee members and publish on the SSF website.

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6. Each Committee may meet at any time during the intervals between Advisory Board meetings at a location determined by the committee members, or at the request of the Advisory Board. Each committee will report the results of its meetings to the CoC Advisory Board at quarterly meetings.
7. SSF staff, with assistance from Committee Chair, shall be responsible for tracking attendance and maintaining compliance with these rules.
8. The CoC Advisory Board may by majority vote, create sub-committees necessary for the proper and efficient functioning of the CoC as long as these committees do not interfere with or duplicate the duties of any existing Committee.
9. The Board can establish a Task Force or Action Committee to achieve specific or time-limited objectives.

B. Executive Committee

The CoC Advisory Board shall ensure that an Executive Committee is established, composed of the three officers of the CoC Advisory Board. Meetings may be held in case of urgent matters when deemed necessary by the CoC Board Chair, or when two members of the Executive Committee if the CoC Advisory Board is unable to meet. Any two Executive Committee members shall constitute a quorum for the Executive Committee. Action by the Executive Committee is by a majority vote of committee members present. The Executive Committee may act in the absence of the CoC Advisory Board, and time-sensitive decisions of the Executive Committee must be referred to the full CoC Advisory Board for ratification.

C. Leadership Committee

Comprised of the Executive Committee and all the Chairs/Co-Chairs of the CoC Standing Committees. Its purpose is to support the working details of the CoC in moving forward the CoC's Strategic Plan.

D. Coordinated Entry and Assessment Committee

Responsible for the design, implementation, success and on-going evaluation of the local system to triage, prioritize and track consumers of the Continuum.

E. Housing Committee

Responsible for developing and coordinating initiative and making recommendations related to permanent housing for people experiencing homelessness to the CoC Advisory Board.

F. Crisis Response Committee

Responsible for developing a system with "same-day" response so that individuals do not stay more than 30 days in a shelter before accessing permanent housing.

G. Employment and Income Committee

Responsible for developing and coordinating initiatives and specific programs that increase

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employment for consumers of the CoC.

H. Health Committee

Responsible for developing and coordinating initiatives and specific programs that increase health care access for consumers of the CoC.

I. Performance Review Committee

Responsible for establishing and conducting year round project performance and evaluation as required for HUD-funded activities. The Performance Review Committee is responsible for assessing when CoC projects fit within the needs of the community, making recommendations on performance of both projects and the CoC's impact on homeless sub-populations. The Performance Review Committee is also charged with the development and application of the Review & Rank process for the HUD CoC Application. The Performance Review Committee shall make recommendations to the CoC Advisory Board on ranking of CoC projects.

J. Nominating Committee

Responsible for the CoC Governance structure, this Committee evaluates and recommends changes to improve the structure and ensure it is operating in an optimum way to meet the mission. It reviews Board Member applications/nominations, reviews solicitation responses and provides recommendations to the Board. It also reviews the Governance Charter and provides recommendations to the Board for amendments. The Committee also develops strategies and approaches to engage new CoC members to expand membership of underrepresented sectors in the CoC.

K. HMIS & Data Committee

Responsible for evaluating the HMIS data of the CoC, insuring it has accurate, timely and comprehensive information required to end homelessness and making recommendations for improvement. This includes data analysis, systems mapping, Point in Time Count information, data security and anything else deemed necessary. This committee also monitors best-in-class homeless data systems throughout the United States and recommends changes in our region.

L. Homeless Youth Committee

Responsible for developing and coordinating initiatives and specific programs focusing on the homeless youth and transitional age youth. Committee provides guidance to the Advisory Board on strategies for locating this population for the bi-annual PIT, as well as representing the special needs of this population within the larger CoC framework.

M. Task Groups

Periodically, the CoC needs to complete specific, time limited tasks in order to comply with regulatory demands or to advance the goals and objectives of the full body. At the request of the Advisory Board, selected group of members and community volunteers may be asked to form a temporary Task Group to complete the identified task. These groups perform specific functions

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associated with completion of the task and are guided by and report to one of the established CoC groups which may include the Advisory Board, or one of its Standing Committees. Task groups are temporary in nature and are not expected to offer continuous or year-round support to the CoC.

Part VII: Strategic Planning

As required by the published Interim Final Rule, the CoC Advisory Board shall update as needed long-range planning tools to assure the coordination of a system of care that meets the needs of homeless families and individuals that includes at a minimum:

1. Outreach, engagement, and assessment;
2. Shelter, housing, and supportive services;
3. Prevention strategies;
4. Biennial PIT count (plan and conduct);
5. Annual gaps analysis of homeless needs and services available;
6. Provide information required to complete the Consolidated Plan; and
7. Consult with ESG Recipients on a plan for allocation of ESG funds and performance evaluation and reporting.

Part VIII. Infrastructure Organization

In order to realize collective impact and provide centralized infrastructure with dedicated staff and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants, the CoC will utilize an infrastructure organization to assume operational responsibilities for the HUD CoC and beyond.

A. Infrastructure Organization Responsibilities

The Sacramento CoC Advisory Board designates Sacramento Steps Forward as the HUD Collaborative Applicant and sole provider of comprehensive administrative management for the CoC. As the CoC Infrastructure Organization, Sacramento Steps Forward shall:

1. Serve as HUD Collaborative Applicant;
2. Submit HUD CoC program application;
3. Submit other funding applications;
4. Contract or hire CoC staff;
5. Conduct funded project monitoring and performance evaluation;
6. Report progress to full CoC membership and Advisory Board;
7. Support Advisory Board and Standing Committees;
8. Implement initiatives as directed by the Advisory Board to enhance CoC performance;
9. Monitor best practice homeless initiatives and make recommendations;
10. Raise funds; and

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11. Expand and maintain CoC membership through proactive engagement of key stakeholders, outreach to and coordination with other community groups, creation of outreach materials including but not limited to interactive website, social media campaigns, and community education.

B. HMIS Lead Agency

The Sacramento CoC Advisory Board designates Sacramento Steps Forward as the HMIS Lead Agency and sole provider of a single, comprehensive HMIS for the CoC. As HMIS Lead Agency, Sacramento Steps Forward shall:

1. Set and monitor HMIS Policies & Procedures;
2. Ensure participation in HMIS by all Recipients and Sub-recipients;
3. Ensure HMIS is administered in compliance with HUD requirements;
4. Maintain a privacy plan, security plan, and data quality plan meeting all HUD requirements;
5. Adopt HMIS Lead Agency charter for approval by the CoC Advisory Board;
6. Plan and conduct Point in Time Count; and
7. Produce annual and CoC-level Data Reports (Housing Inventory Chart, Annual Homeless Assessment Report, other publications, performance reports).

Adopted:

1/17/2014

Amended:

11/11/2015

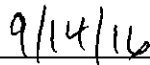
Revised:

9/14/16

Signed by:



William Knowlton, Secretary
CoC Advisory Board



Date

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Appendix A: Subpart B of the Interim Rule

Subpart B – Establishing and Operating a Continuum of Care

§ 578.5 Establishing the Continuum of Care.

(a) The Continuum of Care. Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

(b) The board. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b). The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.
- (c) Transition. Continuums of Care shall have 2 years to comply with the requirements of paragraph (b) of this section.

§ 578.7 Responsibilities of the Continuum of Care.

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

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(6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;

(7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

(8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.

(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

- (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
- (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
- (vi) Where the Continuum is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;

(2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

(4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and

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(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

- (i) Outreach, engagement, and assessment;
- (ii) Shelter, housing, and supportive services;
- (iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- (iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

§ 578.9 Preparing an application for funds.

(a) The Continuum must:

(1) Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD under §578.19 of this subpart;

(2) Establish priorities for funding projects in the geographic area;

(3) Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area;

- (i) If more than one application will be submitted, designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has

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selected funding. The collaborative applicant will also apply for Continuum of Care planning activities. If the Continuum is an eligible applicant, it may designate itself;

(ii) If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all projects within the geographic area that the Continuum has selected for funding and apply for Continuum of Care planning activities;

(b) The Continuum retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.

§ 578.11 Unified Funding Agency.

(a) **Becoming a Unified Funding Agency.** To become designated as the Unified Funding Agency (UFA) for a Continuum, a collaborative applicant must be selected by the Continuum to apply to HUD to be designated as the UFA for the Continuum.

(b) **Criteria for designating a UFA.** HUD will consider these criteria when deciding whether to designate a collaborative applicant a UFA:

(1) The Continuum of Care it represents meets the requirements in § 578.7;

(2) The collaborative applicant has financial management systems that meet the standards set forth in 24 CFR part 84.21 (for nonprofit organizations) and 24 CFR part 85.20 (for States);

(3) The collaborative applicant demonstrates the ability to monitor sub-recipients; and

(4) Such other criteria as HUD may establish by NOFA.

(c) **Requirements.** HUD-designated UFAs shall:

(1) Apply to HUD for funding for all of the projects within the geographic area and enter into a grant agreement with HUD for the entire geographic area.

(2) Enter into legally binding agreements with sub-recipients, and receive and distribute funds to sub-recipients for all projects within the geographic area.

(3) Require sub-recipients to establish fiscal control and accounting procedures as necessary to assure the proper disbursement of and accounting for federal funds in accordance with the requirements of 24 CFR parts 84 and 85 and corresponding OMB circulars.

(4) Obtain approval of any proposed grant agreement amendments by the Continuum of Care before submitting a request for an amendment to HUD.

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§ 578.13 Remedial action.

(a) If HUD finds that the Continuum of Care for a geographic area does not meet the requirements the Act or its implementing regulations, or that there is no Continuum for a geographic area, HUD may take remedial action to ensure fair distribution of grant funds within the geographic area. Such measures may include:

- (1) Designating a replacement Continuum of Care for the geographic area;
- (2) Designating a replacement collaborative applicant for the Continuum's geographic area;
and
- (3) Accepting applications from other eligible applicants within the Continuum's geographic area.

(b) HUD must provide a 30-day prior written notice to the Continuum and its collaborative applicant and give them an opportunity to respond.

**Sacramento Continuum of Care
HOMELESS MANAGEMENT
INFORMATION SYSTEM**

**STANDARD OPERATING
POLICIES AND PROCEDURES**

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HMIS Lead Agency Contact Information

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HMIS Contact Information	Team Contact Email Reason
Manjit Kaur, HMIS Program Manager mkaur@sacstepsforward.org 916.993.7703 Sara Christian, HMIS Coordinator schristian@sacstepsforward.org 916.677.8278 hmis@sacstepsforward.org	<ol style="list-style-type: none"> 1. Requests for support related to data quality and management. 2. General technical support for HMIS issues related to user access, troubleshooting, information requests, system functionality errors, etc. 3. Training 4. Requests for issues related to data quality, management and/or mandated reports, report failure, etc. 5. Requests for issues related mandated reports, report failure, etc.

Introduction

This document provides the framework for the ongoing operations of the Sacramento Continuum of Care Homeless Management Information System Project (HMIS). The **Project Summary** provides the main Objectives, direction and benefits of HMIS System while the **Governing Principles** establishes the values that are the basis for all policy statements and subsequent decisions.

Operating Procedures provides specific policies and steps necessary to control the operational environment and enforce compliance in

- HMIS Governance Charter
- HMIS Participation
- User Authorization and Passwords
- Collection and Entry of Consumer Data
- Release and Disclosure of Consumer Data
- Server Security
- Server Availability
- Workstation Security
- Training
- Technical Support

Other Obligations and Agreements discuss external relationships required for the Continuation of this project. Forms Control provides information on obtaining forms, filing and record keeping.

Project Summary

Background: Congressional Requirements

In accordance with Congressional requirements, the U.S. Department of Housing and Urban Development (HUD) requires the development and maintenance of a local Homeless Management and Information System (HMIS) of all communities receiving Homeless Assistance Grants and organized as a Continuum of Care.

HMIS is an electronic data collection system designed to store longitudinal consumer-level data about the people accessing homeless services in a Continuum of Care. With the ability to integrate and de-duplicate data from all homeless assistance and homelessness prevention programs in a community, it can provide the means to understand the size, characteristics, and needs of Sacramento's homeless population.

The key function of the HMIS is to document the demographics of homelessness in Sacramento according to the HUD HMIS Data Standards. With this information, it is possible to identify patterns in service utilization and to document the effectiveness of services and, by extension, to support and improve the delivery of homeless services in Sacramento. The following list highlights other related functions and benefits of the HMIS system:

- **Improvements in service delivery** for consumers as case managers assess the consumer's needs, inform the consumer about available services on site or through referral, help the consumer find and keep permanent housing, and improve service coordination when information is shared between programs within one agency that are serving the same consumer.
- **A confidential and secure environment** that protects the collection and use of all consumer data including personal identifiers.
- **The automatic generation of standard reports** required by HUD, SSF, or other community partners, including Sacramento's contribution to the Annual Homeless Assessment Report (AHAR).
- **Generation of system-level data and analysis** of resources, service delivery needs and program outcomes for the Sacramento's homeless population.
- **A data collection and management tool** for Partner Agencies to administer and supervise their programs.

The Sacramento Continuum of Care (CoC) is the coalition of homeless housing and service providers whose programs constitute the heart of the community's response to homelessness, as well as the community planning body required by HUD in order to receive HUD McKinney Vento funding. Meeting the needs of homeless persons served by the members of Sacramento's CoC is the underlying and most basic reason for maintaining the HMIS, along with employing it for continued improvements in program quality.

HMIS Lead Agency

As the lead agency, Sacramento Steps Forward (SSF) is responsible for staffing and administering Sacramento's Homeless Management and Information System. SSF is the authorizing agency for all agreements made between partner agencies and SSF. SSF's HMIS Team – the HMIS Program Manager and the HMIS Coordinator – are responsible for roll-out and management of the system, including coordination, training, and user access. The HMIS team will also make provisions for technical assistance to users of the system throughout the County. On 09-14-2016 Sacramento CoC adopted a HMIS Governance Charter (Appendix N). The purpose of this document is to serve as a governance charter for the oversight of the HMIS and is an agreement between the Sacramento Continuum of Care Advisory and Sacramento Steps Forward, as the designated HMIS Lead Agency. This document outlines the responsibilities of the CoC Advisory Board, HMIS Lead Agency, HMIS & Data Committee, and the Partner Agencies.

Overview HMIS Software

In Sacramento, HMIS implementation began with a community-wide planning process. At conception, the Sacramento County Department of Human Assistance (DHA) served as the HMIS Administrator. As part of the Sacramento County and Cities Board on Homelessness, DHA convened a planning process to identify the high level requirements for the County's HMIS and to select a software vendor, ultimately contracting with Bitfocus (*Appendix A*). SSF assumed responsibility of HMIS Administration in 2012. At the time of the transfer, the system was compliant with the March 2010 HUD Data Standards and was capable of generating reports and unduplicated counts of services, which provide a statistical profile of homeless services and consumers. The system continues to be compliant with all HUD Data Standards, including the revisions released in October 2014.

The Clarity Human Services Case Management Software uses a web-enabled application residing on a central server to facilitate data collection by homeless service providers in various geographic locations. Access to the central server is limited to those agencies formally participating in HMIS, including only authorized staff members who have met the necessary training and security requirements. In late summer, 2015, the Partner Agencies of the Sacramento CoC agreed to an "open" HMIS system. Since that time all Agencies, with the exception of those who fall under HIPPA regulations, have been able to view a client's demographic and programmatic history of all other Agencies that participate in the system.

Who is Bitfocus?

Bitfocus is a system integration and development consultancy, providing custom software development, database management, report development, TA and many other tasks not just exclusive to HMIS.

What is Clarity Human Services Case Management Software

The Clarity is a new database management system developed by Silver Spur Systems LLC, a separate firm from Bitfocus that was established when METSYS was purchased. Both Bitfocus and Silver Spur are owned by Robert Herdzig. Clarity operates as a Cloud Service: a software application that is provided as a live service through a web browser such as Internet Explorer, Firefox, Safari or Chrome, rather than a product you need to download and install. This means wherever authorized users are, only the internet and your secure login details are required to access the Clarity database management system.

HMIS Computer Requirements

Partner Agencies commit to a reasonable program of data and equipment maintenance in order to sustain an efficient level of system operation. Partner Agencies must meet the technical standards for minimum computer equipment configuration; Internet connectivity.

- Computers in public areas used to collect and store HMIS data must be staffed at all times.
- Password protected screen savers must be automatically enabled when workstation is not in use.
- Written information pertaining to user access should not be stored or displayed in any publicly accessible location.
- Data Storage: The Partner Agency agrees to only download and store data in a secure environment.
- Data Disposal: The Partner Agency agrees to dispose of documents that contain identifiable consumer level data by shredding paper records, deleting any information from all equipment before disposal, and deleting any copies of consumer level data from the hard drive of any machine before transfer or disposal of property.

Clarity takes advantage of the latest in web technologies. For both security and compatibility, it is extremely urgent that your local IT Staff ensure all workstations are outfitted with the latest version of the Web Browser you use.

Internet Browsers Requirements

The following web browsers are supported by Clarity:

- Microsoft – Internet Explorer 9
- Mozilla – Firefox 10
- Google – Chrome 17
- Apple – Safari 5.1.3

System access over wired networks: Access to the HMIS system over wired networks will be controlled using a hardware based firewall and secure VPN connection. Each site will maintain a site-to-site VPN connection with a unique encryption key. While HUD does not specify specific parameters, Bitfocus will use its best reasonable efforts to use the highest level of security reasonably attainable between the Sacramento CoC system and Partner Agencies. If an agency is not large enough to warrant a hardware firewall, each client workstation accessing the HMIS system will be required to have VPN client software installed.

System access over wireless networks: Access to the HMIS system over any type of wireless network is discouraged. Wireless networks are more susceptible to unauthorized access than wired networks. If any type of wireless network is used, it must have at least 128-bit encryption. If 128-bit encryption is not available, each client workstation must have VPN client software installed.

HMIS Governing Principles

HMIS system relies upon the following governing principles:

- **Confidentiality:** The rights and privileges of consumers are crucial to the success of HMIS. Following these policies and procedures ensure consumer privacy without impacting the delivery of services. This is the primary focus of agency programs participating in HMIS. Policies regarding consumer data are founded on the premise that a consumer own his/her own personal information and provide the necessary safeguards to protect consumer, agency, and policy-level interests. Collection, access, and disclosure of consumer data through HMIS will only be permitted by the procedures set forth in this document.
- **Data Integrity:** Consumer data is the most valuable and sensitive asset of the HMIS. These policies are designed to ensure data integrity and protect information from accidental or intentional unauthorized modification, destruction, or disclosure.
- **System Availability:** The availability of a centralized data repository is necessary to achieve the optimal type of aggregation of unduplicated homeless statistics across the county. SSF staff are responsible for ensuring the broadest deployment and availability of the system for homeless service agencies in Sacramento.
- **Compliance:** Violation of the policies and procedures set forth in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity may result in the withdrawal of system access for the offending entity.

SSF recognizes the need to maintain each consumer's confidentiality and will treat the personal data contained within the HMIS with respect and care. SSF has both an ethical and a legal obligation to ensure that data is collected, accessed and used appropriately. Of primary concern to SSF are issues of security (i.e. encryption of data traveling over the Internet, the physical security of the HMIS server), and the policies governing the release of this information to the public, government and funders.

General HMIS User and Partner Agencies Responsibilities

Because HUD awards points in the annual **Notice of Funding Availability (NOFA)**, a competition based on HMIS performance, incomplete or inaccurate reports can and will affect the awarding of points within the CoC. NOFA is an announcement of funding available for a particular program or activity. Sacramento has been successful in receiving full points with respect to HMIS, but we must continue to expand and improve upon our use of the system to ensure long-term success in the face of increasing requirements. In the future, we will be expected to generate

a wider array of statistical reports at the program and community level. As such, data quality and accuracy is of utmost importance and begins at the user level. To maintain data integrity, SSF hosts a HMIS User Group to keep providers updated regarding changes to the system, overall data quality, and any issues or problems that require user input to resolve. The group also serves as a forum for users to raise concerns or challenges. SSF provides HMIS trainings on an ad hoc basis, depending on user needs.

All SSF and HUD funded providers are required to participate in the HMIS. Participation is defined as the entry of all HUD-required data elements for all consumers served. The list of required data elements is maintained in the HUD Data Standards (included as an attachment to this document), which is communicated to the HMIS users by the HMIS team, with the assistance of Agency Administrators. Data must be entered into the HMIS on a timely basis. For emergency shelter providers, data should be entered no more than forty-eight (48) hours after the provision of the service or from program exit. For providers of transitional housing or permanent housing, data should be entered no more than three (3) days after the provision of the service or from program exit.

Programs serving consumers for over a year must update those fields outlined in the HUD Data Standards (program-level data elements) at a frequency determined by HUD. At the time of writing, CoC programs required annual updates and HPRP programs required quarterly updates, but these requirements are subject to change.

All SSF and HUD-funded homeless housing and service providers are required to produce Annual Performance Reports (and other monthly or quarterly reports requested/required by SSF) directly from the HMIS, with the exception of Victim Service Providers.

Use of a Comparable Database by “Victim Service Providers”

At this time, there are no Victim Service Providers participating in the HMIS. If that changes, there will be certain restrictions that that will apply.

- Victim service providers receiving SHP funding are instructed not to disclose personally identifying data about any consumer for the purposes of HMIS in accordance with the requirements of the Violence Against Women and Department of Justice Reauthorization Act (VAWA) of 2005. HUD does not expect victim service providers funded through other sources to disclose personally identifying information for the purposes of HMIS. Therefore, HMIS coverage is calculated by excluding Victim Service Providers from the universe of homeless assistance programs.
- HUD requires that the Program Descriptor Data for each homeless assistance program within the CoC operated by a victim service provider must be recorded in the HMIS, with the exception of the street address of a facility that provides victim services to consumers.
- Guidance from HUD describes a comparable database, from which victim service providers will generate Annual Performance Reports. A comparable database must collect consumer-level data over time and generate unduplicated aggregate reports based on that data. It cannot be a database that only records aggregate information. The comparable database must be compliant with HMIS data standard fields in order to be able to generate an APR. More information about the APR for victim services providers is in the following section.
- Any CoC grant with at least one VAWA provider project sponsor must submit an APR with two sections, one for the VAWA provider(s) and one for the others. If your grant has at least one VAWA provider project sponsor and at least one non-VAWA provider project sponsor, the grantee must effectively submit two APRs. E-SNAPS will prompt the grantee to complete the two reports if the grantee indicates at the outset that one (or more) of the sponsors is a VAWA provider.
- The VAWA provider generates a report using a comparable database for all persons served for each grant. If a grantee has more than one project sponsor that is a VAWA provider, the APR data must be aggregated into one VAWA provider APR or “DV APR.” The DV APR is entered into E-SNAPS by the grantee.

- Although a grantee with both non-VAWA and VAWA project sponsors will submit separate VAWA and non-VAWA consumer data, total financial information (for the grantee and all sponsors) is submitted at once.

1.0 Roles and Responsibilities

1.1 - HMIS & Data Committee Responsibilities

Policy: HMIS & Data Committee is to oversee the HMIS, make decisions and suggestions, and recommend policy changes as needed. The HMIS & Data Committee will periodically review operating policy and procedural documents, review and accept software modifications, and make recommendations to the HMIS Lead Agency (SSF) for approval by the CoC Advisory Board.

Responsibilities:

- HMIS & Data Committee Members facilitate continued development of the Sacramento county-wide network of service providers. The HMIS & Data Committee will work with the HMIS Lead. Committee Members' duties include, but are not limited to:
 - Develop, annually review, and, as necessary, revise for CoC Advisory Board approval: a privacy plan, a security plan, and a data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD;
 - Provide input on HMIS-related topics;
 - Participate in decision-making, recommend policy, and establish procedures;
 - Support coordination of county-wide activities;
 - Assist in the creation of printed materials, brochures, and mailings; and disseminate information about the committee and the HMIS.

1.2 - CoC Advisory Board Responsibilities

Policy: The Sacramento CoC Advisory Board designates Sacramento Steps Forward as the HMIS Lead Agency and sole provider of a single, comprehensive HMIS for the CoC. CoC Advisory Board assists the HMIS Lead and the HMIS & Data Committee in approving HMIS agreements and plans.

Responsibilities:

- CoC Advisory Board approves a privacy plan, a security plan, and a data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.

1.3 - HMIS Lead Agency Responsibilities

Policy: The HMIS Lead Agency will be responsible for the organization and management of the HMIS.

Responsibilities:

- The HMIS Lead Agency is responsible for all system-wide policies, procedures, communication, and coordination. It is also the primary contact with Bitfocus, and with its help, will implement all necessary system-wide changes and updates.
- Currently, the HMIS team consists of the HMIS Program Manager and the HMIS Coordinator. In this role as Lead Agency, SSF oversees the operation of a uniform HMIS that yields the most consistent data for consumer management, agency reporting, and service planning.
- Each HMIS System Administrator will agree to abide by standard operating procedures, confidentiality and ethics of the HMIS.
- All concerns relating to the policies and procedures of the HMIS should be brought to the SSF HMIS Program Manager.

The success and utility of HMIS is dependent upon a number of different actors/roles, as outlined below.

1.3a - HMIS Program Manager

Policy: The HMIS Program Manager is a member of the HMIS team whose primary responsibility is the overall oversight and administration of the HMIS. The SSF HMIS Program Manager serves as the primary liaison with Partner Agencies, coordinates the HMIS team, and oversees the provision of reports and other data to the staff and members of SSF. The HMIS Program Manager reports to the Deputy Director.

Responsibilities:

- Coordination of HMIS User licenses for Partner Agencies;
- Management of Memoranda of Understanding with Partner Agencies;
- User administration, including adding and removing Partner Agency Administrators;
- Ensuring proper training of all HMIS users (documentation, confidentiality, outreach, etc.);
- Providing technical support such as trouble-shooting;
- Maintenance of a list of Agency Administrators for all Partner Agencies to ensure the ability to communicate regularly with all participating organizations;
- Oversight of community-level reporting related to HMIS participation, bed coverage, and other required information;
- Oversight of Program Descriptors in HMIS as set out by the HUD Data Standards. Responsible for maintaining Program Descriptors and Bed Inventory for any agency listed on the Housing Inventory Chart that is not an HMIS Partner Agency;
- Ensure that HMIS matches the CoC-approved Housing Inventory Chart;
- Insure HMIS Policy & Procedures manual is maintained, and updated as community makes additions or changes to HMIS policy;
- Oversee/ensure the development of reports (whether performed internally or outsourced).

1.3b - HMIS Coordinator

Policy: The HMIS Coordinator provides essential technical and analytical support to the HMIS Program Manager, conducting regular review of both community and program-level data. The HMIS Coordinator reports to the HMIS Program Manager.

Responsibilities:

- Creation of project forms, documentation, and other key tools used by Partner Agencies;
- Providing training and technical support to Users to ensure proper use of HMIS;
- Assisting in the generation and submission of program and community-level reports from HMIS, including HMIS components of all HUD applications, the Point-in-Time Count, the AHAR, etc.;
- Analysis of data for internal reporting and monitoring as needed;
- Other HMIS support functions as needed;
- Conducting regular data quality reviews to monitor overall system data quality;
- Working closely with Partner Agencies to clean up data issues, and improve data quality;
- Conducting data quality trainings as needed;

- Other HMIS support functions as needed.

1.3c - HMIS Lead Agency Communication with Partner Agency

Policy: The HMIS Team is responsible to communicate any system-related information to Partner Agencies in a timely manner.

Procedure:

- HMIS team will send email communication to the Agency Administrator;
- Agency Administrators are responsible for distributing information and ensuring that all members of their agency are informed of appropriate HMIS related communication;
- Specific communications will be addressed to the person or parties involved;
- Each HMIS Lead Agency will also distribute HMIS information on their designated website.

1.4 - Software Vendor

Policy: The Software Vendor (Bitfocus) is responsible for the set-up, operation, and maintenance of the HMIS Software Platform.

Responsibilities:

- Addressing any technical problems that arise with respect to the Bitfocus software and/or functionality;
- Provide system updates to ensure the ability of the HMIS to comply with all HUD reporting requirements;
- Interface with the HMIS Program Manager to ensure that HUD required reports are submitted within deadlines, including (but not limited to) AHAR, HPRP QPR and APR, performance reporting for Sacramento's HUD SHP Exhibit I application, and SHP APR and technical submissions;
- Interface with the HMIS Program Manager and ensure access to data quality reports that encompass all data fields necessary to successfully submit the above-mentioned reports;
- Interface with HMIS team to ensure that the system meets the needs of the Partner Agencies;
- In coordination with the HMIS Program Manager, monitor system access and, as needed, manage User Access to maintain security;
- Interface with HMIS Program Manager to coordinate data imports/exports via the HUD XML import standard;
- Strive to maintain continuous availability to HMIS by design and by practice;
- Provide system security as set out by HUD technical standards in regards to server, system and user access;
- Schedule necessary and planned downtime when it will have least impact, for the shortest possible amount of time, and will be coordinated with SSF. A minimum of one week notice shall be given to SSF to allow coordination with partner agencies;
- Schedule major upgrades in coordination with SSF. Any upgrade that has a significant impact on HMIS user training or the HMIS User's experience shall require a minimum of 60-day notice to SSF;
- Design and implement a backup and recovery plan (including disaster recovery);
- Oversee recovery from unplanned downtime, communicating, and avoiding future downtime;
- Comply with any new HUD Data/Technical Standard within 30 days of delivery of the final approved standard;
- Consider and implement enhancements or customizations to HMIS at the request of SSF. Respond within 30 days, notifying them of any additional costs and/or implications of the enhancements/customizations requested;

- The HMIS software vendor's employees will agree to abide by all confidentiality and ethics standards.

1.5 - Partner Agency

Policy: Partner Agencies are those that use HMIS for the purposes of data entry, editing, and reporting. Relationships between the HMIS Lead Agency and Partner Agencies are governed by any standing agency-specific agreements or contracts already in place, the **HMIS Partner Agency Agreement** and the contents of the policies and procedures outlined in this manual.

Responsibilities:

Prior to obtaining access to the HMIS system, Every Partner Agency must adopt the following:

- Designate a staff member to be the HMIS Agency Administrator who is responsible on a day-to-day basis for enforcing the data and office security requirements under the policies outlined in this manual. Only one person per Authorized Agency may be designated as the Agency Administrator;
- Comply with **HUD Data and Technical Standards** (*Appendix B*);
- **HMIS Partner Agency Agreement** – The agreement made between the Partner Agency Executive Management and the local CoC Governing Body which outlines agency responsibilities regarding their participation in the HMIS. This document is legally binding and encompasses all state and federal laws relating to privacy protections and data sharing of consumer specific information (*Appendix C*);
- **Inter-Agency Data Sharing Agreement** – Must be established between agencies for sharing of consumer level data above and beyond the minimum shared elements (Central Intake) takes place (*Appendix D*);
- **HMIS End-User Agreement** – Signed by each HMIS User, the user will agree to abide by standard operating procedures and ethics of the HMIS (*Appendix E*);
- **Consumer Notice** – Each Partner Agency will post a written explanation describing the policies regarding mandatory collection of consumer data to be stored on the HMIS (*Appendix F*);
- **Consumers Informed Consent & Release of Information Authorization Form** – Must be implemented and monitored by agencies and would require consumers to authorize in writing the entering and/or sharing of their personal information electronically with other Participating Agencies throughout the Sacramento Continuum of Care HMIS where applicable (*Appendix G*);
- **Agencies Participating in the Sacramento HMIS** – This list of Agencies in both Sacramento and Yolo Counties that should be produced when the client is signing their Consent Form (*Appendix H*);
- **HMIS Privacy Statement** – A written explanation of privacy practices and security measures that will be enforced to protect the consumer's information on the HMIS. This statement should be handed to the consumer at time of entry into the system (*Appendix I*);
- **Grievance Form** – The consumer has a right to file with the local CoC Governing Body if the consumer feels that the Partner Agency has violated their rights (*Appendix J*);
- If applicable, **Transfer of Data Agreement** – The agreement made between the Partner Agency Executive Director and the local CoC Governing Body to transfer, upload, or migrate data from the agency's existing system to the HMIS;
- All agencies will be subject to periodic on-site security assessments to validate compliance of the agency's information security protocols and technical standards.

1.5a - Partner Agency's Staffing Responsibilities

Each Partner Agency will need to have staff to fulfill the following roles and all functions must be assigned and communicated to the HMIS System Administrator(s). Each Partner Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards. Annually, Partner Agencies will conduct a thorough review of internal policies and procedures regarding HMIS.

1.5b - Partner Agency Security Officer

Policy: Each Partner Agency must designate a Security Officer to oversee HMIS Privacy and Security at the agency level.

Responsibilities:

- In conjunction with the Partner Agency Administrator, work with the HMIS Program Manager to ensure that all Agency HMIS Users understand and sign the HMIS End-User Agreement and they are appropriately trained, including proper usage of HMIS and full awareness of and compliance with privacy and security standards.
- Conducts security audits of all workstations used for HMIS as well as the semiannual Compliance Certification Checklist;
- Assumes responsibility for reporting any misuse of the software by agency staff to SSF;
- Assumes responsibility for posting the **Consumer Notice** and making the **HMIS Privacy Statement** available;
- Assumes the responsibility for the maintenance and disposal of on-site computer equipment.

1.5c - Partner Agency Administrator

Policy: Each Partner Agency must designate an Agency Administrator who will be responsible for the oversight of all personnel that generate or have access to client data in the HMIS to ensure adherence to the Policies & Procedures described in this document.

Responsibilities:

- Serve as the primary contact between the Partner Agency and SSF;
- Maintains an Agency email address and be a licensed user;
- Assumes responsibility for posting the **Consumer Notice** and making the **HMIS Privacy Statement** available;
- Manage agency user licenses and coordinating with the HMIS Program Manager regarding adding and removing licensed users for their agency. Agency Administrators are required to notify an HMIS Administrator to remove licensed users from the HMIS immediately upon termination from agency, placement on disciplinary probation, or upon any change in duties not necessitating access to HMIS information;
- Secure access to all consumer data, user data and agency administration information on behalf of the Partner Agency, thus assuming responsibility for the quality and accuracy of these data;
- In conjunction with the Partner Agency Security Officer, work with the HMIS Program Manager to ensure that all Agency HMIS Users understand and sign the HMIS End-User Agreement and are appropriately trained, including proper usage of HMIS and full awareness of and compliance with privacy and security standards;
- Provide support for the generation of agency reports, including Agency level HUD reporting;
- Monitor and enforce compliance with standards of consumer confidentiality and ethical data collection, entry, and retrieval at the agency level;
- Attend Monthly HMIS User Meeting and workshops;
- Periodically reviews system access control decisions.

1.5d - HMIS End-User

Policy: Each Partner Agency must designate End-Users to enter the data at the agency level.

Responsibilities:

- Completes training on the appropriate use of the HMIS System prior to accessing the system;
- Acknowledges an understanding of this Policies and Procedures Manual;
- Adheres to any agency policies that affect the security and integrity of consumer information;
- Is responsible for Agency's HMIS Data Quality. Data quality refers to the timeliness of entry, accuracy and completeness of information collected and reported in HMIS;
- Signs **HMIS End-User Agreement** and any other required forms prior to accessing system;
- Reports system issues and data inconsistencies to Agency Administrator or HMIS team as appropriate.
- If applicable, obtains signature on **Consumers Informed Consent & Release of Information Authorization**;
- If applicable, gives consumer written copy of **HMIS Privacy Statement**;
- Verbally communicates consumer's rights and uses of consumer's data;
- Attend Monthly HMIS User Meeting and workshops.

1.5e - Partner Agency Communication with HMIS Lead Agency

Policy: The Partner Agency is responsible for communicating needs and questions regarding the HMIS to the HMIS System Administrators a timely manner.

Procedure:

- Partner Agency will send email communication to the HMIS team;
- Specific communications will be addressed to the person or parties involved.

2.0 - Policies and Procedures Implementation

2.1 - HMIS PARTICIPATION POLICY

2.1a - Mandated Participation (Federal Partners and Programs)

The HMIS Federal Partners worked collaboratively to develop the 2014 HMIS Data Standards. HUD has worked with program staff of the federal partners to align the data elements required for each program funding source and determine how and when data is to be collected. The federal partners and their programs include:

- U.S. Department of Housing and Urban Development (HUD)
 - Office of Special Needs Assistance Programs (SNAPS)
 - Continuum of Care (CoC) Program
 - Emergency Solutions Grants (ESG)Program
 - Housing Opportunities for Persons with AIDS program (HOPWA)
 - HUD-Veterans Affairs Supportive Housing (HUD/VASH)
 - Rural Housing Stability Assistance Program (RHSP)
- U.S. Department of Health and Human Services (HHS)
 - Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
 - Runaway and Homeless Youth (RHY)
 - Substance Abuse and Mental Health Services Administration (SAMHSA)
 - Projects for Assistance in Transition from Homelessness (PATH)

- U.S. Department of Veteran Affairs (VA)
 - Supportive Services for Veteran Families Program (SSVF)
 - Community Contract Emergency Housing (HCHV/EH)*
 - Community Contract Residential Treatment Program (HCHV/RT)*
 - Domiciliary Care (HCHV/DOM)*
 - VA Community Contract Safe Haven Program (HCHV/SH)*
 - Grant and Per Diem Program (GPD)*
 - Compensated Work Therapy Transitional Residence (CWT/TR)*

All projects funded by above listed programs must meet the minimum HMIS participation standards as defined by this Policies and Procedures manual. These participating agencies will be required to comply with all applicable operating procedures and must agree to execute and comply with an HMIS Agency Partner Agreement.

2.1b - Voluntary Participation

Sacramento Steps Forward strongly encourages all Non-HUD funded agencies to fully participate with all of their homeless programs. While SSF cannot require non-funded providers to participate in the HMIS, SSF works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness in Sacramento County

2.1c - Adding Partner Agencies

Prior to setting up a new Partner Agency within the HMIS database, the HMIS Team shall:

- Review HMIS records to ensure that the agency does not have previous violations
- Verify that the required documentation has been correctly executed and submitted or viewed on site, including:
 - Partner Agency Agreement
 - Additional Documentation on Agency and Project(s)
 - Designation of HMIS Primary Point Person/Agency Administrator
 - Fee Payment, if applicable
- Request and receive approval from the HMIS Team to set up a new agency in the HMIS
- Work with the Partner Agency to input applicable agency and program information
- Work with the HMIS Team to migrate legacy data, if applicable

2.2 - HMIS Partner Agency Agreement Requirement

Policy: The Executive Director of a Partner Agency shall follow, comply, and enforce the **HMIS Partner Agency Agreement** and this agreement must be signed prior to being granted access to the HMIS.

Procedure:

- An original signed HMIS Partner Agency Agreement must be presented to the HMIS System Administrator before any program is implemented in the HMIS;
- After HMIS Agency Agreement is signed, the HMIS System Administrator will train the agency's designated HMIS Users to use the HMIS;
- A username and password will be granted to HMIS Users after required training is completed;
- Signing of the HMIS Agency Agreement is a precursor to training and user access;
- The SSF HMIS Administrator will update the list of all Partner Agencies and make it available to the project community.
- Agencies participating in data sharing must also sign an **Inter-Agency HMIS Data Sharing Agreement**.

2.2a - What does Inter-Agency Data Sharing Agreement “Share”?

Data sharing settings for all HMIS-participating programs will be changed as outlined in the “Data Sharing for Coordinated Entry and Assessment” table below. Currently these two types of programs have been exempt from the new Data Sharing settings:

- Programs already participating in the County of Sacramento Division of Behavioral Health Services (DBHS) “Access” coordinated entry system will initially be exempt from this higher level of sharing, while the SSF Team works with DBHS and these programs to determine how homeless persons will access these units.
- Housing Opportunities for People with AIDS (HOPWA) programs will be exempt pending further meetings and additional research on how other communities handle data sharing for these program types.

Data Sharing Setting for Coordinated Entry and Assessment

What needs to be shared?	Level HMIS settings will be enabled to	Consumer Rights	Potential Benefits
Consumer Profile (Name, Date of Birth, Social Security Number, Gender, Race, ethnicity, Veteran Status, language, Photo)	Full Share	<ul style="list-style-type: none"> • Individuals will determine whether their information can be entered into the HMIS. 	<ul style="list-style-type: none"> • Avoid system wide duplication of data entry • Decreased data input requirement
Services, Assessments and Program Placement History	Full Share	<ul style="list-style-type: none"> • Individuals will determine whether their information can be shared with the other Partner Agencies by signed 	<ul style="list-style-type: none"> • Ability to see where each household has and/or is receiving services (history of service utilization) to determine the most appropriate homeless resource. • Users have access to more information about the household to ensure accurate and appropriate referrals • Supports a progressive assessment process (not asking households for same information multiple times).
Consumer Files	Full Share	<ul style="list-style-type: none"> • Individuals will determine whether their information can be shared with the other Partner Agencies 	<ul style="list-style-type: none"> • Easy access to uploaded Consumer forms, documents, etc. • To be able to expedite eligibility by accessing verification for housing, financial, disability, etc.
Consumer Location	Full Share	<ul style="list-style-type: none"> • Individuals will determine whether their information can be shared with the other Partner Agencies 	<ul style="list-style-type: none"> • Easy access to Consumer contact information such as phone #s, address, mails etc. to contact Consumer/Participants/Clients when appropriate during the referral process.
Program/Consumer Case Notes	Not Shared	N/A	<ul style="list-style-type: none"> • Program/Consumer Case Notes will not be shared under this Interagency Data Sharing Agreement. • Agencies may enter into separate MOU's to share case notes.

Each Program’s “Public Listing “and “Eligibility Requirements” would also need to be enabled in HMIS to produce a more seamless process of matching individuals and families with the right resources. The resources that best meet unique needs can be identified without a lot of phone calls.

2.2 - Site Security Assessment

- Prior to allowing access to the HMIS, the Partner Agency Administrator and SSF staff will meet to review and assess the security measures in place to protect consumer data.
- This meeting may include, but is not limited to:
 - The Partner Agency Executive Director (or designee), the Partner Agency Security Officer, the Program Manager, and the Agency Administrator with SSF staff member (or designee) to assess agency information security protocols.
- This review shall in no way reduce the responsibility for agency information security, which is the full and complete responsibility of the Partner Agency, its Executive Director, and the Agency Administrator.
- Agencies shall have virus protection software on all computers that access HMIS.

2.3 - Data Collection Requirements

Policy:

- Partner Agencies will collect and verify the minimum set of data elements for all clients served by their projects.

Procedure:

- Partner Agencies of Emergency Shelters must enter data into the system within 48 hours of intake or exit and Partner Agencies of Transitional Housing and Permanent Supported Housing projects must enter data into the system within 72 hours of intake or exit.
- HMIS Users must collect all the universal data elements set forth in the 2014 HMIS Data Standards.
 - **The universal data elements include:**

3.1	Name	3.10	Project Entry Date
3.2	Social Security Number	3.11	Project Exit Date
3.3	Date of Birth	3.12	Destination
3.4	Race	3.13	Personal ID
3.5	Ethnicity	3.14	Household ID
3.6	Gender	3.15	Relationship to Head of Household
3.7	Veteran Status	3.16	Client Location
3.8	Disabling Condition	3.17	Length of Time on Street, in an ES or Safe Haven
3.9	Residence Prior to Project Entry		
- HMIS Users must also collect all the program-specific data elements at program entry and exit set forth in the 2014 HMIS Data Standards.
 - **The program-specific data elements include:**

4.1	Housing Status	4.11	Domestic Violence
4.2	Income and Sources	4.12	Contact
4.3	Non-Cash Benefits	4.13	Date of Engagement
4.4	Health Insurance	4.14	Services Provided
4.5	Physical Disability	4.15	Financial Assistance Provided
4.6	Developmental Disability	4.16	Referrals Provided
4.7	Chronic Health Condition	4.17	Residential Move-In Date
4.8	HIV/AIDS	4.18	Housing Assessment Disposition
4.9	Mental Health Problem	4.19	Housing Assessment at Exit
4.10	Substance Abuse		

2.4 - Technical Support Protocol

Support requests include problem reporting, requests for enhancements (features), or other general technical support. SSF will only provide support for issues specific to the HMIS software and systems.

Policy: Each HMIS Lead Agency will provide technical support to all Partner Agencies as needed. The process for requesting technical support or making technical recommendations is as follows:

Procedure:

1. HMIS Users should first seek technical support from the Agency Administrator.
2. If more expertise is required to further troubleshoot the issue, Agency Administrator will contact the HMIS System Administrator (See Technical Assistance Flow Chart).
3. Technical support Hours are Monday through Friday (excluding holidays) from 9:00 am to 5:00 pm.
4. The Agency Administrator will provide issue details if possible (or help recreate the problem by providing all information, screenshots, reports, etc.) in order for the HMIS System Administrator to recreate the problem.
5. The HMIS System Administrator will try to respond to all email inquiries and issues within 3 business days, but support load, holidays, and other events may affect response time.
6. The HMIS System Administrator will submit a ticket to vendor if progress is stalled.
7. If the Support Request is deemed by the HMIS Administrator to be an agency-specific customization, (Agency-specific customizations include but are not limited to new assessments, new data fields, and new pick-lists), resolution of the request may be prioritized accordingly. SSF reserves the right to charge on an hourly basis for these changes if/when the workload for such agency-specific customizations becomes burdensome.
8. SSF staff may at this point determine that the cause of the reported issue is outside the scope of control of the HMIS software and systems.
9. SSF staff will consolidate such requests from multiple Partner Agencies, if appropriate, and strive to resolve issues in priority order according to their severity and impact.
10. If the SSF staff is unable to resolve the issue, other software or system vendor(s) may be included in order to resolve the issue(s).
11. In cases where issue resolution may be achieved by the HMIS User or other Partner Agency personnel, SSF staff will provide instructions via email to Agency Administrator.

3.0 - Security Policies and Procedures

3.1 - Partner Agency's Responsibilities

- HMIS Users participating in the HMIS shall commit to abide by the governing principles of the HMIS and adhere to the terms and conditions of the Partner Agency User Agreement and the Privacy & Security Plan.
- The Agency Administrator must only request user access to HMIS for those staff members that require access to perform their job duties.
- All users must have their own unique user ID and should never use or allow use of a user ID that is not assigned to them.
- User specified passwords should never be shared and should never be communicated in any format.
- New User IDs must require password change on first use.
- Passwords shall be at least eight characters long and meet industry standard complexity requirements, including, but not limited to, the use of at least one of each of the following kinds of characters in the passwords: Upper and lower-case letters, numbers and symbols. Passwords shall not be or include the username, the HMIS name, or the HMIS vendor's name. In addition, passwords should not consist entirely of any word found in the common dictionary or any of the above spelled backwards.

- The use of default passwords on initial entry into the HMIS application is allowed so long as the application requires that the default password be changed on first use. Written information specifically pertaining to user access (e.g., username and password) shall not be stored or displayed in any publicly accessible location.
- For HMIS Users, requests for passwords to be reset will be made via telephone or by e-mail, generated by the User's email address on file to the HMIS Team.
- Three consecutive unsuccessful attempts to login will disable the User ID until the account is reactivated by the HMIS Team.

3.2 - Adding New HMIS User

3.2a - Who is HMIS User?

HMIS User is anyone who is provided access to the HMIS system. User access will be granted only to those individuals whose job functions require legitimate access to the HMIS. Each HMIS User will sign an **HMIS End-User Agreement** and satisfy all the conditions herein before being granted access to the HMIS

3.2b - User Activation

HMIS users require a unique username and password. The HMIS System Administrator will set up a unique Username/ID along with temporary password for each Partner Agency user upon completion of training and receipt of the signed **HMIS User Account Request Form** and **HMIS End-User Agreement** and the receipt of the signed acknowledgement of the Policies and Procedures Manual from each Agency user. The sharing of user name and password will be considered a breach of the **HMIS User Agreement**.

3.2c - Request New User ID/Username

Partner agencies may add new users of the HMIS System to the list of authorized users by completing "ADD/Delete HMIS User Account Request Form".

- The Partner Agency will determine which of their employees need access to the HMIS.
- Identified users must sign the **HMIS User Agreement** stating that he/she has received training, will abide by the HMIS Policies and Procedures, will appropriately maintain the confidentiality of consumer data, and will only collect, enter and retrieve data in the HMIS relevant to the delivery of services to people in housing crisis in the area served by the Partner Agencies.
- The HMIS System Administrator will be responsible for the collection and storage of signed **HMIS User Agreements**. The signed copy will be uploaded to the User's Account.

3.2d - HMIS User Agreement Requirements

Policy: HMIS Users of any Partner Agency shall follow and comply with the **HMIS End-User Agreement**. The HMIS User must sign this Agreement before being granted access to HMIS.

Procedure:

- The HMIS System Administrator will provide the Agency Administrator and/or the Agency Security Officer the User Account Request Form and the End-User Agreement. The User Account Request form should be scanned to the HMIS team at hmis@sacstepsforward.org no later than two (2) days prior to the training date. Both forms must be signed by either the employee's supervisor, the Agency Administrator, The Agency Security Officer or the Executive Director. The original shall be sent with the staff to the training.
- At training, and prior to the User being granted access to the system, a HMIS System Administrator will collect and maintain both originals of the New User Request Form and the HMIS End-User Agreement. SSF will maintain the original copies of both forms for all HMIS Users.

The Agreement submits the following:

- The user understands and agrees that they may not publish, disclose, or use any information collected for or contained within the HMIS except as permitted by the SSF HMIS procedures or applicable by law.
- The user understands and agrees that all passwords and/or other security measures assigned to them are to be used solely by them, and are not to be disclosed to or utilized by any other individual.
- The user understands and agrees that if they knowingly and intentionally violate the confidentiality provisions of applicable rules and regulations, they may be subject to termination and/or liability under applicable law.
- The user understands and agrees that their obligations under the Agreement shall remain in effect following any termination of the Agreement or of their employment with the agency listed on the form.

The user must also receive a copy of the Consumer Notice and the HMIS Privacy Statement and must agree to comply with all provisions contained within them. All agencies will use the Consumer Notice form, available on the SSF website, and post it in a visible spot at all points of intake.

3.3 - Password Requirements

The HMIS System Administrator will issue a temporary password for each Partner Agency user. The User will be prompted to create a new password upon first login and this password will need to be changed every 90 days. Users are prohibited from sharing passwords, even with supervisors. Sanctions will be imposed on the user and/or agency if user account sharing occurs. Any passwords written down should be securely stored and inaccessible to others. They should not be saved on a personal computer. Passwords must be no less than eight characters in length, and must meet the following criteria:

- 8-9 characters in total length
- Contain upper-case letters (i.e., H)
- Contain lower-case letters (i.e., h)
- Contain Numbers (ie., 9)
- Cannot contain your first or last name
- Contain special characters (e.g. ~ ! @ # \$ % ^ & * () _)
- Not using, or including, the username, the HMIS name, or the HMIS vendor's name
- Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards

Example of an acceptable password: Sample12! (Do not use this one)

3.3a - Forced Password Change (FPC)

The FPC will occur upon first log on with temporary password and FPC will occur every ninety (90) consecutive days. Passwords will expire and user will be prompted to enter a new password. Users may not use the same password consecutively, but may use the same password more than once.

3.4 - Temporary Suspension of User Access to HMIS due to System Inactivity

Users who do not access the system for 90 day will have their account temporarily suspended. They will need to contact the HMIS System Administrator to have their account activated again.

3.5 - Unsuccessful logon

If a User unsuccessfully attempts to logon three times, the User ID will be "locked out", access permission revoked and user will be unable to gain access until their password is reset by the HMIS System Administrator.

3.6 – User Log Out and Forced Log Out due to System Inactivity

Users must log out from the HMIS application and either lock or log off their respective workstation if they leave the workstation. Also, password protected screen-savers or automatic network log-off should be implemented on each workstation. If the user logged into HMIS and the period of inactivity in HMIS exceeds 45minutes, the user will be logged off the HMIS system automatically.

3.7 - Rescind User Access

In the event than an HMIS User breaches the User Agreement, violates Policies and Procedures, breaches confidentiality or security, leaves the agency, or becomes inactive otherwise, the Agency Administrator will deactivate User ID.

4.0 - Operational Policies and Procedures

4.1 - User Access Levels

Policy: Each HMIS User will be designated a user access level that controls their level and type of access.

Procedure:

- HMIS System Administrator, in consultation with the Partner Agency, will assign the level and type of access the user will have in the system.
- Agency Administrator is required to communicate to HMIS System Administrator when HMIS User's need for access changes.
- HMIS System Administrator will terminate access upon notification and receipt of Termination of Employee Form from the Agency Administrator.
- HMIS System Administrator will revoke user access to anyone suspected or found to be in violation of the policies outlined in this document or the HMIS User Agreement.
- The table below lists the levels of access tied to existing user roles across the Partner Agencies. Consult with HMIS Lead Agency to learn which user access levels are available, as well as other customizable roles that may be offered in consultation and with approval from the HMIS System Administrator (See HMIS Lead Agencies Contact Information).

User Role	Level of Access	Description
HMIS System Administrator (s)	Access to <u>all</u> libraries and pages within the HMIS.	This role will grant access to system-wide data in order to support all Partner Agencies, meet reporting requests, and other system administration responsibilities.
Agency Administrator	Access to program level information, Agency Services, and report library.	Is able to edit, create, and append data for all programs and services operated by his or her agency. Able to run reports regarding agency programs and services.
Agency Staff	Access to program level information, Agency Services, and report library	Is able to create client files and run reports. Able to update and append client records. Able to view sensitive portions of the record if the client has consented and signed a release.
Client Data Entry	Access to program level information, Agency Services.	This role will grant access only enter client data and services
Report	Access to agency level reporting.	This role will only allow generating reports. Cannot enter and/or modify client data.

4.2 - Assign Agency HMIS Administrator

- The Partner Agency shall designate, in writing, an Agency Administrator for communications regarding HMIS and submit this documentation to the SSF.
- The HMIS Team will maintain a list of all assigned Agency HMIS Administrators and make it available to the SSF project staff.

4.2a - Re-Assign Agency HMIS Administrator

- The Partner Agency may designate a replacement Agency Administrator in the same manner as above.

4.3 - Training/HMIS User Group Meetings

Policy: Each HMIS User must complete the required training and any additional training relevant to their position prior to gaining access to the HMIS. HMIS System Administrators will provide training or coordinate training prior to all HMIS Users from Partner Agency using the HMIS

Procedure:

- HMIS System Administrator will provide Basic User Training to proposed HMIS Users.
- HMIS Users must successfully complete the Basic User Training.
- HMIS System Administrator will provide new HMIS User with a copy of the Policies and Procedures and HMIS Users Guide.
- **Ongoing Training:** SSF will provide ongoing training for HMIS Users and Agency Administrators as needed.
- The table below lists the training courses offered by the Lead HMIS Agency

Course Description	Course Detail	Required
HMIS Basic User Training	This course focuses on Policies and Procedures, review of HUD Data and Technical Standards, Privacy and Mandatory Collection Notices and consents. Also, on the navigation of the HMIS.	All new HMIS Users
Privacy and Security Training	This course focuses on ethics and confidentiality.	All new HMIS Users and annually to all users
Agency Administrator Training	This course is designed for Program Manager/Directors or staff assisting with oversight of program or agency level HMIS.	Agency Administrators
Reporting Training	This course focuses on management reports.	As needed

4.4 - HMIS End-User Group

The HMIS End-User Group meets on a monthly basis to assist HMIS Users with technical issues, convey news and updates that relate to HMIS usage, review data quality, share best practices, conduct technical trainings as needed, and address any other important issues that pertain to the persons entering data into the HMIS.

4.5 - Terminating Participation

4.5a - Voluntary Termination

- The Partner Agency shall inform the HMIS Administrator in writing of their intent to terminate their agreement to participate in HMIS.

- The HMIS Administrator will revoke access of the Partner Agency staff to the HMIS. **Note:** All Partner Agency-specific information contained in the HMIS system will remain in the HMIS system.
- The SSF Executive Director will keep all termination records on file with the associated Memorandums of Understanding.

4.5b - Lack of Compliance

- When the HMIS Administrator determines that a Partner Agency is in violation of the terms of the partnership, the Executive Director of the Partner Agency and SSF will strive to resolve the compliance issue(s) within 30 days of the conflict(s).
 - Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity may result in immediate withdrawal of system access for the offending entity. In this case, HMIS Administrator will immediately inform the Partner Agency and instigate a Peer Review process within 48 hours to work with the partner agency to resolve the issue. This action should only be considered in extreme cases.
- If the Executive Directors are unable to resolve the compliance issue(s) within 30 days, the Peer Review Process will be employed to resolve the conflict. If that results in a ruling of termination:
 - The Partner Agency will be notified in writing of the intention to terminate their participation in the HMIS.
 - The HMIS Administrator will revoke access of the Partner Agency staff to the HMIS.
 - The SSF Executive Director will keep all termination records on file with the corresponding memorandums of understanding.

4.6 - Privacy and Security Plan

4.6a - Security

The data, information, consumer records and related documents stored electronically in connection with the HMIS is confidential and shall be handled as follows:

- All Partner Agencies shall comply with all Federal, State, and Local laws and regulations pertaining to the confidentiality of information and records to ensure that consumer records are protected and not subject to disclosure except as permitted by such laws and regulations. The agencies shall only release consumer records to non-partner agencies with written consent by the consumer, unless otherwise provided for in the relevant laws and regulations.
- All agencies shall comply with all Federal, State, and Local confidentiality laws and regulations as they pertain to:
 - All medical conditions, including but not limited to: mental illness; alcohol and/or drug abuse; HIV/AIDS testing, diagnosis, and treatment; and other such covered conditions; and
 - A person's status as a victim of domestic violence.
- All agencies agree not to release any individual consumer information obtained from the HMIS to any organization or individual without prior written consent of the consumer, unless otherwise required or permitted by applicable law or regulation. Such written consumer consent shall be documented using a Release of Information form. Information that is not approved for disclosure in writing by the consumer shall not be released.
- Only authorized users may view or update data.
- Each adult member of a household that is receiving housing or services will be expected to sign the **HMIS Consumer's Informed Consent and Release of Information** form prior to initial data entry or updating.

- Consent for data entry/updating for minors will be provided for in the parent/guardian's consent form.
- The consent form must be renewed annually for consumers still receiving housing and/or services.
- A consumer may revoke the consent form at any time.
- A consumer always has the right to view his or her own data and to request corrections.
- All agencies shall ensure that all staff, volunteers, and other persons who are issued a User ID and password for the HMIS receive annual confidentiality training regarding consumer information and records.
- If any Partner Agency, Agency Administrator, HMIS Administrator, or Bitfocus System Administrator determines that any staff, volunteer, or other person with a User ID has willfully committed a breach of HMIS system security or consumer confidentiality, the HMIS Administrator shall immediately revoke his or her access to the HMIS database. The HMIS Administrator may then review the Agency's policies, procedures, and records to ensure that individuals found have willfully committed a breach of system security or consumer confidentiality are prohibited from accessing the system.
- All Agencies agree that all computer workstations that access the HMIS will be password protected and that the operating system will be locked when users are not at their workstations. Additional measures shall be taken to ensure that data is not visible to other persons while Users are accessing the HMIS.
- All HMIS data must be securely stored when not in use, regardless of the media on which the information is recorded.

4.6b - Privacy

The rights and privileges of consumers are of utmost importance to HMIS and crucial to its success. Policies regarding consumer data are founded on the premise that a consumer owns their own Personally Identifying Information and shall provide the necessary safeguards to protect interests on the consumer level as well as agency and policy levels.

4.6b(i) - What is Personally Identifying Information (PPI)

There are five pieces of information that are known as "personal identifying information:" a person's name, social security number, zip code, date of birth, and gender. HMIS uses these pieces of information to uniquely identify consumers within the system. Consumers are not required to grant permission to share personal identifying information for use in HMIS. However, consumers may be required to provide personal identifying information to prove eligibility for a program or service. Consumers will receive services from a Partner Agency whether or not they agree to share personal identifying information for use in HMIS.

4.6c - Consumers Rights

Consumers have the right to see and receive a copy of the information that the HMIS maintains about them, except for information compiled in anticipation of litigation, information about another individual, information obtained under a promise of confidentiality, or information that would, if disclosed, endanger the life or safety of another. SSF will consider changing any information about a consumer if they believe that the recorded information is inaccurate.

Consumers served by agencies participating in the HMIS have the following rights:

4.6c(i) - Communication

- Consumers have a right to privacy and confidentiality
- Consumers have a right to not answer any questions unless entry into the Agency's program requires it.
- Consumer information may not be shared without informed consent.

- Every consumer has a right to an understandable explanation of the HMIS and what “consent to participate” means. The explanation shall include:
 - Type of information collected
 - How the information will be used
 - Under what circumstances the information will be used
 - That refusal to provide consent to collect information shall not be grounds for refusing entry to the program.
 - A copy of the consent shall be given to the consumer upon request and a signed copy kept on file at the Partner Agency, if applicable.
 - A copy of the **HMIS Privacy Statement** shall be made available upon consumer request.

4.6c(ii) - Participation Opt Out

- Consumers have a right not to have their personal identifying information in the HMIS shared outside the agency, and services cannot be refused if the consumer chooses to opt out of participation in the HMIS. However, consumers may be refused program entry for not meeting other agency eligibility criteria.
- In the event that a consumer previously gave consent to share information in the HMIS and chooses at a later date to revoke consent (either to enter or to share), a **Consumer Revocation of Consent to Release Information Form** (*Appendix K*) must be completed and kept on file.

4.6c(iii) - Disclosure of Information/Access to Records

No consumer shall have access to another consumer’s records within the HMIS. However, parental/guardian access will be decided based upon existing agency guidelines. An agency may not share any information about the consumer entered by other agencies.

HUD regulations and the Sacramento Continuum of Care’s privacy policy provide for a consumer to receive a copy of all information in the HMIS about the consumer. Parents and/or guardians may request a disclosure of information for a minor. This procedure describes the process for a consumer to obtain the information.

- The consumer may make a request for information at the Partner Agency’s office. The Agency must then supply a copy of the request form to the consumer and, if necessary, help them complete the request. The request must specify the name and social security number (if known), and HMIS Consumer ID of the person for whom the disclosure is requested. When requesting information for another person, the requestor must state the relationship (i.e. parent, guardian, conservator, etc.). The request form must be signed and dated.
- The completed form can be mailed or faxed to the HMIS Administrator, who has 2 weeks from receipt of the request to respond. The HMIS Administrator will print all the requested information and place it into a sealed envelope to be picked up by the requestor. The requestor must positively identify themselves to the HMIS Administrator or designee before they can receive the printed material. The request and acknowledgement must be maintained in the HMIS Administrator’s files for a term of not less than 5 years from the date of receipt by the HMIS Administrator.

4.6c(iv) - Consumer Grievances

Policy: The consumer has the right to file a grievance with an agency. Consumer will file HMIS-related grievances with the Partner Agency. The Partner Agency must have written grievance procedures that can be provided to client upon request. Any unresolved grievances may be escalated to the local HMIS Lead Agency.

Procedure:

- Clients will submit grievance directly to the Partner Agency with which they have a grievance.
- Upon client request, the Partner Agency will provide a copy of their grievance procedure and the HMIS Policies and Procedures.
- The Partner Agency will be responsible to answer any questions and complaints regarding the HMIS. A record of all grievance and any attempts made to resolve the issue must be kept in file.
- If the grievance is resolved, the Partner Agency will include the date and a brief description of the resolution. For any written complaint, the Partner Agency must send a copy to the local HMIS Lead Agency.
- If the Partner Agency is unable to resolve the problem, the client must complete the Grievance Form (*Appendix J*) outlining the date of incident, name of parties involved, description of the incident, and their contact information for follow-up. Partner Agency must forward a copy of the completed Grievance Form to the local HMIS Lead Agency.
- The HMIS Lead Agency will review and determine the need for further action.

5.0 - Data Policies and Procedures

5.1 - Data Collection and Entry of Consumer Data

- Consumer data will be gathered according to the policies, procedures, and confidentiality rules of each individual program.
- Consumer data may only be entered into the HMIS with the consumer's authorization to do so.
- Consumer data will only be shared with Partner Agencies if the consumer consents by signing the Consumer Consent/Release of Information form, and that form is filed on record.
- Consumer identification should be completed during the intake process or as soon as possible following intake and entered into the system within 48 – 72 hours (48 hours for emergency shelter, 72 hours for other participating programs).
- All consumer data entered into the HMIS will be kept as accurate and as current as possible.
- Printed versions (hardcopy) of confidential data should not be copied or left unattended and open to compromise. Reasonable care should be taken, and media should be secured when left unattended. HMIS information in hardcopy format should be disposed of properly. This could include shredding finely enough to ensure that the information is unrecoverable. No data may be imported without the consumer's authorization.
- No data may be imported without the consumer's authorization.
- Any authorized data imports will be the responsibility of the Partner Agency.
- Anonymous Client Data Entry: In the event that a client does not want to have any of their information entered into HMIS, they will be entered under and assumed first and last name, the date of birth shall be 01/01/XXXX, where the XXXX is the actual year of birth and their SSN shall be 999-99-9999. All of the information entered into the system fields will be "client refused". The HMIS will assign them a unique personal identifier.
- Partner Agencies for the accuracy, integrity, and security of all data input by said Agency.
- Sharing of Information: Clients must consent to the sharing of their information prior to allowing that information to be shared with Partner Agencies. In the event that the client agrees to have their information entered into the HMIS but does not agree to have it shared with other agencies, the Partner Agency must select the "Make Case Private" option when enrolling them into their project.

5.3 - Workstation Security Procedures

- Most security breaches are due to human error rather than systematic issues. In order to keep the application and data secure, HMIS Users must also implement some additional security measures. The Agency Administrator is responsible for taking the necessary actions for preventing the degradation of the system resulting from viruses, intrusion, or other factors under the agency's control.
- Agency Administrator is responsible for preventing inadvertent release of confidential consumer-specific information. Such release may come from physical, electronic or even visual access to the workstation, thus steps should be taken to prevent these modes of inappropriate access. HMIS User's computer screens should be placed in a manner where it is difficult for others in the room to see the contents of the screen. (i.e. don't let someone read over your shoulder; lock your screen).
- Definition and communication of all procedures to all agency users for achieving proper agency workstation configuration and for protecting their access by all agency users to the wider system are the responsibility of the Agency Administrator.
- At a minimum, any workstation accessing the HMIS shall have anti-virus software with current virus definitions (24 hours) and frequent full-system scans (weekly).
- Do not write down your username and password and store it in an unsecured manner.
- Do not post your HMIS user name or password information under your keyboard, on your monitor, or laying out for others to see. This type of behavior can lead to large security breaches.
- Don't ever share your login information with anybody (including Site or Project Managers).
- If someone is having trouble accessing HMIS, direct them to send an e-mail to the HMIS Support Desk.
- Sharing usernames and passwords, or logging onto a system for someone else is a serious security violation of the **user agreement**.
- HMIS users are responsible for all actions taken in the system utilizing their logons. With the auditing and logging mechanisms within HMIS any changes anyone makes or actions that are taken will be tracked back to your login.
- When you are away from your computer log out of HMIS or lock down your workstation. Stepping away from your computer while you are logged into HMIS can also lead to a serious security breach. Although there are timeouts in place to catch inactivity built into the software, it does not take effect immediately. Therefore, anytime when you leave the room and are no longer in control of the computer, you must log out of HMIS.

5.4 - HMIS Data Quality Standards

Policy: All data entered into the Sacramento CoC HMIS must meet data quality standards as set forth in the HMIS Data Quality Plan. Users will be responsible for the quality of their data entry.

Definition: Data quality refers to the timeliness, completeness, and accuracy of information reported in the HMIS.

Data Timeliness: HMIS Users must enter all universal data elements and program-specific data elements within 48 hours of intake for Emergency Shelters and 72 hours for Transitional and Permanent Housing Projects.

Data Completeness: All data entered into the system is complete.

Data Accuracy: All data entered shall be collected and entered in a common and consistent manner across all programs.

Procedure:

- Partner Agencies must sign the HMIS Partner Agency Agreement to ensure that all participating programs are aware and have agreed to the data quality standards.
- Upon agreement, Partner Agencies will collect and enter as much relevant client data as possible for the purposes of providing services to that client.
- The HMIS System Administrator will conduct random checks for data quality. Any patterns of error or missing data will be reported to the Agency Administrator.
- HMIS Users will be required to correct the identified data error and will be monitor for compliance by the Agency Administrator and the HMIS System Administrator.
- HMIS Users may be required to attend additional training as needed.

The Data Quality Standards provide a framework for ensuring that our community implements procedures that result in good quality HMIS data. These standards apply to the HMIS Lead Agency, CoC membership and Partner Agencies. The Data Quality Standard is intended to achieve the following HUD reporting policies:

5.4a - Monitoring by HMIS Lead Agency

The HMIS Lead Agency will monitor the overall data quality of the HMIS and the quality of the data produced by Partner Agencies. Specifically the Lead Agency will:

- Utilize various Reports to monitor data quality for each program.
- Produce quarterly program level information for each participating Program identifying data quality weaknesses and recommending solutions for issues that need to be addressed.
- Provide regular feedback to Partner Agencies to ensure problems are addressed.
- Provide training and/or technical assistance to Partner Agencies to ensure problems are addressed.
- Monitor the cleaning and updating of consumer data that has been identified as non-compliant with the consumer local data quality standards.

5.4b - Reduce Duplications in HMIS

The burden of *not* creating duplicate records falls on each Partner Agency. In order to reduce the duplication of client records, HMIS Users should always search for the client in HMIS before creating a new client record. If matches are found, the user must determine if any of the records found, match their client. Having multiple (duplicate) records on the database for a single client causes confusion and inaccurate information being stored.

- When an HMIS user is entering data from a client, the HMIS user will first attempt to locate that client on the system by searching for client **using partial name, date of birth, last four digits of the Social Security number or any combination.**

Best Practices: Start off with 1st two letters of first and last name. "Less is More" meaning less information you enter to search a client will be better to eliminate differing interpretations of (birth date, social security number).

- If no matches are found on the database for this client, the HMIS user will continue to add the basic Universal Data elements for the client's intake.

5.5 - Data Use

Data contained in the HMIS will only be used to support the delivery of services to at risk and homeless consumers in the Sacramento County area. Each HMIS User will affirm the principles of ethical data use and consumer confidentiality as noted below and contained in the HMIS User Agreement.

5.5a - Data Use by Vendor

- The Vendor and its authorized subcontractor(s) shall not use or disseminate data contained within the HMIS without express written permission
- To enforce information security protocols and to ensure that HMIS data is used only with explicit permission and if permission is granted, will only be used in the context of interpreting data for research and for system troubleshooting purposes.

5.5b - Data Use by Agency

- As the guardians entrusted with consumer personal data, HMIS Users have a moral and a legal obligation to ensure that the data they collect is being gathered, accessed and used appropriately.
- It is also the responsibility of each user to ensure that consumer data is only used to the ends to which it was collected: ends that have been made explicit to consumers and are consistent with the mission of the agency and the Partner Agencies to assist families and individuals to resolve their housing crisis.
- Proper user training, adherence to the HMIS Policies and Procedures Manual, and a clear understanding of consumer confidentiality are vital to achieving these goals. All HMIS Users will sign an **HMIS End-User Agreement** before being given access to the system. Any individual or Partner Agency misusing or attempting to misuse the HMIS data can be denied. Sanctions exist if users violate any laws related to consumer confidentiality.

5.5c - Data Use by CoC

The information consumers consent to give to CoC providers for use in HMIS will be used in the following ways:

- By the Continuum of Care, to administer the HMIS, to ensure the data in the system is accurate and valid, to fix problems in the computer system, and to test the system;
- By the Continuum of Care, to prepare reports containing “de-identified” information for the purpose of sharing data and preparing reports for HMIS users, government agencies and policy-makers, and the general public. “De-identified” means that a consumer’s name, social security number, date of birth, address, and any other information that might be used to identify the consumer will not appear in any of the data or reports released by the HMIS user.
- By CoC providers, to verify the accuracy of information entered into the HMIS; and
- By other agencies participating in the HMIS, in order to assist those agencies to more effectively provide and coordinate services.

In addition to the uses above, CoC providers may also use and disclose information that consumers provide in the following ways:

- For functions related to payment or reimbursement for services;
- To carry out internal administrative functions;
- To create “de-identified” statistical reports;
- To report abuse, neglect, or domestic violence, but only to the extent that such reports are required by law;
- To prevent or lessen a serious and imminent threat to the health or safety of person or the public, including the target of a threat, if permitted by applicable law; or
- To an individual or institution for academic research purposes;

5.6 - Monitoring System Access

The HMIS Administrator will monitor access to system software and regularly review User access privileges and remove identification codes and passwords from the system when Users no longer require access.

5.6a - Departing Employees

- When an employee with access to the HMIS ends their employment with a Partner Agency, the Agency Administrator must notify HMIS Administrator within 24 hours of their departure to inactivate their access to the HMIS by completing "ADD/Delete User Form".
- If an employee is to be terminated and the employee has access to the HMIS, the Agency Administrator must notify HMIS Administrator within 24 hours of their departure to inactivate their access to the HMIS by completing "ADD/Delete User Form".

5.6b - Compliance w/Policy & Procedure

Compliance with these Policies & Procedures is mandatory for participation in the HMIS.

- Using the Bitfocus software, all changes to consumer data are recorded and will be periodically and randomly audited for compliance by SSF staff and Bitfocus.
- When proposed changes originate within a Partner Agency, they must be reviewed by the Partner Agency Executive Director, and then submitted by the Partner Agency Executive Director to the HMIS System Administrator for review and discussion.

5.6c - Request for Policy Addition, Deletion, or Change

All requests for changes to the Policy & Procedure Manual will be made in writing and tracked by the HMIS Lead Agency staff. Request will be received and reviewed by the Lead Agency prior to being inserted into the Policy and Procedure Manual.

- All requests for changes, additions, or deletions to the HMIS Policy and Procedure must be submitted in writing in order to be considered. All Sacramento CoC members and Partner Agencies are welcome to submit requests. Submitting a request does not guarantee approval of the request. It is recommended that members who wish to submit a request attend the HMIS User meeting at which the request will be presented to the user before the final decision.
 - Complete an **HMIS Request for Policy Addition, Deletion, or Change** form and submit it to the HMIS Administrator ,
 - Approved requests will be inserted in the HMIS Policy and Procedure manual and uploaded to the Sacramento Steps Forward website.

Appendices and Forms

- Appendix A: Agreement between Sacramento Steps Forward and Bitfocus
- Appendix B: HUD HMIS Data Standards – **Last updated October 1st, 2016**
- Appendix C: Partner Agency HMIS Agreement- **Last updated June 19th, 2015**
- Appendix D: Inter-Agency HMIS Data Sharing Agreement **Last updated June 19th, 2015**
- Appendix E: HMIS End-User Agreement **Last updated September 17th, 2015**
- Appendix F: HMIS Consumers Notice (**Last Revised June 1st, 2016**)
- Appendix G: Consumers Informed Consent and Release of Information Form **Last updated June 5th, 2015**
- Appendix H: Agencies Participating in the Sacramento HMIS
- Appendix I: HMIS Privacy Statement/Privacy & Security Plan **Last updated December 9th, 2015**
- Appendix J: Grievance Form
- Appendix K: Revocation of Consent to Release
- Appendix L: Data Quality Plan **Last updated May 13th, 2015**
- Appendix M: Glossary of HMIS Definitions & Acronyms
- Appendix N: Homeless Management Information System (HMIS) GOVERNANCE CHARTER- **Adopted on September 14th 2016**

HOUSING AUTHORITY
OF THE COUNTY OF
SACRAMENTO
CALIFORNIA

Housing Choice Voucher Program

Administrative Plan
2017

SECTION II PROPOSAL SELECTION PROCEDURES

A. PROPOSAL SELECTION PROCEDURES

The PHA will select project-based rental units based on a competitive process.

Competitive Process

At any time, the PHA may choose to make PBV available in the community by initiating a competitive process. A Request for Proposals (RFP) will be published in a newspaper of general circulation and on the SHRA website in order to provide broad public notice of the opportunity to apply for project-based vouchers. The RFP will list the submission deadline and the date and time for a bidder conference. It will include guidelines for the proposal and the evaluation criteria to be used. This RFP is established pursuant to Title 24 of the Code of Federal Regulations, part 983, Subpart B (Selection of PBV Owner Proposals). Procurement will be consistent with PHA's procurement policy and all relevant regulations.

B. PROPOSAL REQUIREMENTS

The goal of project-basing vouchers is to ensure long-term viability of affordable housing across a broad continuum of housing types within the County of Sacramento. The RFP will outline the type of project (i.e. existing, or new construction or rehabilitation) to be funded. The Housing Authority is committed to preserving affordable housing and building new housing with priorities to serve the homeless and extremely low income families.

The selected project must focus on de-concentrating poverty and expanding housing and economic opportunities that meets the following goals of the Agency:

- ◆ boost home ownership;
- ◆ revitalize areas through physical rehabilitation of housing and enrich the quality of life in rental housing by investing in resident services;
- ◆ provide housing resident self-sufficiency programs;
- ◆ develop the work force;
- ◆ create jobs;
- ◆ revitalize commercial areas;
- ◆ encourage business activities in low income areas; and
- ◆ provide public amenities.

The proposal must be submitted by the property owner and will be evaluated based on its merit. The proposal shall include:

- 1) Description of How the Applicant Meets the Need for Affordable Housing as defined in the Consolidated Plan:

Affordable housing is needed especially to serve the following groups:

- (a) Low-income families who are living in substandard housing,
- (b) Low-income families who are paying more than 50% of their income for housing,
- (c) Disabled families,
- (d) Homeless families,
- (e) Veteran families,
- (f) Elderly families.

2) Description of How the Proposed Housing De-concentrates Poverty and Expands Housing and Economic Opportunities:

In order to de-concentrate poverty, the housing development must be located in a low poverty census tract, defined as where less than 14.1% of the population has income less than the poverty level as measured by the 2010 Census. The average poverty rate for the County of Sacramento was 18.2% as of the 2014 Census American Community Fact Finder.

If the census tract where the project-based vouchers are proposed is not in a low poverty census tract, a narrative must be provided showing that:

- a) The project site is in a census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community, or
- b) The project site is in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition, or
- c) The project site is in a census tract which the proposed PBV development will be located is undergoing significant revitalization, or
- d) State, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement of de-concentrating poverty and expanding housing and economic opportunities, or
- e) New market rate units are being developed in the same census tract as the proposed project and it is likely that the market rate units will reduce the poverty rate for the census tract, or
- f) The project site is in a census tract with greater than 20% poverty but in the last five years there has been an overall decline in the poverty rate; and/or
- g) The project site is in a census tract with meaningful opportunities for education and economic development.

This criterion is met if one of the above is met.

3) The State of Housing to Be Funded

The state of housing:

- New construction, defined as housing units that do not exist at the time of proposal selection
- Housing to be rehabilitated, defined as existing housing units that do not comply with HQS on the date of proposal selection and will require more than \$5,000 per unit to pass HQS inspection
- Existing housing, defined as housing units which already exist and substantially comply with HQS, or where it will cost less than \$5,000 per unit to repair so that they will pass HQS inspection, at the time of proposal selection.

PHA of any vacancy or expected vacancy in a contract unit. After receiving the owner's notice, the PHA will make every reasonable effort to promptly refer a sufficient number of families to the owner in order to fill such vacancies.

There may be site-based waitlists for the project-based voucher program or the waitlists for different sites may be consolidated if the preferences and/or eligible population are the same.

a. Non-Excepted Units (i.e. Phoenix Park)

The Housing Authority may maintain one wait list for project-based vouchers where supportive services are not provided or the Housing Authority may choose to maintain separate wait lists for different sites. This list will be subject to the following weighted preferences:

- Family who is eligible to be a qualified family and residing in unit at the time of conversion to project-based voucher will be given an absolute preference;
- Residency (5 points);
- Veteran (3 points);
- Disability (2 points); and
- Rent burden and/or homeless (1 point).

(See section B "Definition of Preferences" in the following section for more detail.)

Non-Excepted Units (i.e. 7th and H)

The Housing Authority may maintain one wait list for project-based vouchers where supportive services are not provided or the Housing Authority may choose to maintain separate wait lists for different sites. This list will be subject to the following weighted preferences:

- family who is eligible to be a qualified family and residing in unit at the time of conversion to project-based voucher will be given an absolute preference;
- Residency- (5 points);
- Veteran- (1 point);
- Disability- (2 points); and
- Homeless- (2 points)

(See section B "Definition of Preferences" in the following section for more detail.)

For families with the same preferences, families will be pulled from the wait list based on date and time of the pre-application.

b. Excepted Units with Supportive Services (i.e. Saybrook, Serna)

Project-based assistance is attached to the unit. Families must be receiving housing and at least one supportive service. At the time of initial lease execution between the family and the owner, the family must sign a statement of family responsibility. The statement of family responsibility must contain all the family obligations, including the family's participation in a service program. Supportive services will be provided by the owner/manager or by their contractor. The project-

based targeted needs wait list will be utilized to fill vacancies in a property where supportive services are provided. Homelessness may be screening criteria for the property managers.

Families with family members who meet all of the following SHRA preferences will be assisted first:

- Family who is eligible to be a qualified family and based on supportive services and who is residing in unit at the time of conversion to project-based voucher property will be given an absolute preference;
- Residency (3 points);
- Veteran (1 point);
- Homeless (5 points);
- Have a disabled family member (5 points).

(See section B “Definition of Preferences” in the following section for more detail.)

c. Excepted Units for Elderly and/or Disabled (i.e. Washington Plaza, Sutterview, Sierra Vista)

The PHA may maintain one wait list for project-based vouchers for elderly and/or disabled applicants. This list will be subject to the following weighted preferences:

- Family who is eligible to be a qualified family and residing in unit at the time of conversion to project-based voucher will be given an absolute preference;
- Elderly or disabled, depending on type of housing available (16 points)
- Residency (4 points)
- Veteran (2 points);
- For elderly only housing, near elderly (aged 50-61 years of age) (8 points)
- Rent burden and/or homeless (1 point)

(See section B “Definition of Preferences” in the following section for more detail.)

B. DEFINITION OF PREFERENCES

1. *Residency* preference is given to applicants who live, work, or have been hired to work in Sacramento County, or any political subdivision thereof.
2. *Rent Burden* preference is given to applicants who pay more than 50% of their gross income for rent and utilities. The applicant family must provide copies of receipts, lease, their income and utility bills.
3. *Homeless* preference is to be given to applicants who meet HUD’s definition of homeless per the Interim Final Rule for HEARTH Act 7/31/12 (pg 24):

The Housing Authority will allow up to one week for an applicant to provide a written statement that they are homeless, as a self-declaration.

Chapter 22 Veterans Affairs Supportive Housing [24 CFR 982]

INTRODUCTION

The HUD-VASH program combines HUD HCV rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs (VA) at its medical centers and in the community. Ongoing VA case management, health, and other supportive services will be made available to homeless veterans.

HUD-Veterans Affairs Supportive Housing (HUD-VASH) program will be administered in accordance with regular HCV program requirements (24 CFR Part 982), except as described below.

A. FAMILY ELIGIBILITY AND SELECTION

The PHA will instead receive referrals from the Veterans Affairs Medical Center (VAMC) instead of pulling families from a waitlist. Written documentation of these referrals must be maintained in the tenant file at the PHA.

B. INCOME ELIGIBILITY

The PHA must determine income eligibility for HUD-VASH families in accordance with 24 CFR Part 982.201 or a low income family eligible for VASH and who needs the voucher as a reasonable accommodation. Families whose Annual Income exceeds the applicable income limit will be denied admission.

C. INITIAL TERM OF THE VOUCHER

HUD-VASH vouchers are issued with an initial search term of 120 days. Extensions, suspensions, and progress reports will remain under the policies in the PHA's Administrative Plan, but will apply after the minimum 120-day initial search term.

D. INITIAL LEASE TERM

Under the HCV program, voucher participants must enter into an initial lease with the owner for one year, unless a shorter term would improve housing opportunities for the tenant and the shorter term is a prevailing market practice.

E. PORTABILITY OF HUD-VASH VOUCHERS

An eligible HUD-VASH voucher holder wishing to exercise portability to another jurisdiction must choose a location where there is a VAMC to provide case management services with an available VASH voucher or portability is not allowed.

(1) Portability Moves Where Case Management is provided by the Initial PHA's Partnering VAMC.

If the family moves under portability, and the initial PHA's partnering VAMC will still be able to provide the necessary case management services due to its proximity to the partnering VAMC, the receiving PHA must process the move in accordance with the portability procedures of 24 CFR Part 982.355. If the receiving PHA has VASH vouchers available, they may absorb or administer the voucher. Both the VAMC and the PHA must be in support of the family's relocation before approving the family to port.

(2) Portability Moves Where Case Management is provided by the Receiving PHA's Partnering VAMC.

If a family wants to move to another jurisdiction where it will not be possible for the initial PHA's partnering VAMC to provide case management services, the VAMC must first approve the family's relocation and then determine that the HUD-VASH family could be served by another VAMC that is participating in VASH and the receiving PHA must have a HUD-VASH voucher available for this family. In these cases, the families must be absorbed by the receiving PHA either as a new admission (if the family did not participate in the initial PHA's VASH program) or as a portability move-in (after an initial leasing in the initial PHA's jurisdiction). When the VASH voucher is absorbed by the receiving PHA, the initial PHA's HUD-VASH voucher will become available to lease to a new HUD-VASH eligible family, as determined by the partnering VAMC, and the absorbed family will count toward the number of HUD-VASH slots awarded to the receiving PHA.

If VASH case management services are no longer needed for the veteran and if an HCV tenant-based voucher is available the family may be offered a tenant-based voucher, provided the family meets all HCV eligibility criteria

F. DENIAL OF ASSISTANCE

At initial intake, the VASH family can only be determined ineligible due to:

- Income limitations or
- Having any member of the household subject to a lifetime registration requirement under a state sex offender registration program.

A PHA cannot deny assistance to a Veteran that previously participated in a Public Housing program (Housing Choice Voucher or Conventional) and still owes money.

In any case where the PHA decides to deny assistance to the family, the PHA must give the family written notice which states:

- The reason(s) for the denial of assistance.
- The family's right to request an informal review to be held before denial of assistance.
- The date by which a request for an informal review must be received by the PHA.

Once the applicant becomes a resident, the resident must follow all of the PHA rules including the family obligations. (See the section in Chapter 15 entitled "Family Obligations").

As a condition of HCV rental assistance, a HUD-VASH eligible family must receive the case management services from the VAMC. Therefore, a HUD-VASH family's HCV assistance must

be terminated for failure to participate, without good cause, in case management as verified by the VAMC. However, a VAMC determination that the participant family no longer requires case management is not grounds for termination of assistance.

If VASH case management services are no longer required for the veteran and the family wants to port to another jurisdiction, the family may be offered a tenant based HCV voucher if it is available.

G. VASH VOUCHER ISSUANCE

Since VASH vouchers are for Homeless Veterans, the VASH vouchers must always remain with the Veterans. In the case of divorce or separation, the voucher remains with the Veteran.

If the Veteran dies, the VASH voucher could remain with the remaining members of the tenant family. The family may continue to utilize the HUD-VASH voucher. If VASH case management services are no longer needed, and if a tenant-based voucher is available, the remaining family member(s) may be offered a tenant-based voucher, provided the family meets all HCV eligibility criteria.

This would allow the VASH voucher to again be utilized for another Veteran who needs case management services.

The Housing Authority may convert tenant based VASH vouchers to PBV's or apply directly to HUD for set-aside PBV vouchers which may be through a competitive process. The PHA will utilize a Housing First Model to house the VASH PBV families. Project-Based VASH Vouchers approved by HUD and the Veterans Administration will be administered in accordance with PIH 2009-011 dated March 16, 2009, PIH 2010-23 dated June 25, 2010, and PIH 2011-50 dated September 15, 2011, PIH 2016-11 dated July 1, 2016, and other subsequent notices that are released by HUD and 24 CFR part 983 (see Project-Based Vouchers, Chapter 21, page 21-2).



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**Sacramento City & County CoC Governance Charter and HMIS Governance Charter
HMIS Lead Agency Designation and Roles & Responsibilities**

Page 14 of the Sacramento CoC Governance Charter designates the HMIS Lead Agency (Sacramento Steps Forward) and outlines the Lead Agency's roles and responsibilities as set forth in 24 CFR 578.7. The CoC Advisory Board approved and adopted its 2016 Governance Charter on September 14, 2016.

The Sacramento CoC also approved and adopted a separate HMIS Governance Charter on September 14, 2016. The HMIS Governance Charter further describes the HMIS Lead Agency's roles and responsibilities.

Both Charters are attached.

Sacramento Continuum of Care

Homeless Management
Information System (HMIS)
GOVERNANCE CHARTER

Recommended August, 2016

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I. Purpose

The purpose of this document is to serve as a governance charter for the oversight of the Homeless Management Information System (hereafter referred to as “HMIS”) and is an agreement between the Sacramento Continuum of Care Advisory Board (hereafter referred to as “CoC Advisory Board”) and Sacramento Steps Forward (hereafter referred to as “SSF”), as the designated HMIS Lead Agency. This document outlines the responsibilities of the CoC Advisory Board, HMIS Lead Agency, HMIS & Data Committee (hereafter referred to as “Committee”), and the Partner Agencies. Partner Agencies are agencies that are participating in HMIS by entering client level data. The provisions of this charter shall go into effect immediately. This governance charter shall be reviewed and updated at least annually.

II. Background

HMIS is the information system designated by a local Continuum of Care (CoC) to comply with the requirements of CoC Program interim rule 24 CFR 578. HMIS is an Internet-based data collection software application designed to capture information about the numbers, characteristics, and needs of homeless persons and those at risk of homelessness over time.

The HMIS Federal Partners worked collaboratively to develop the HMIS Data Standards. HUD has worked with program staff of these partners to align the data elements required for each program funding source and determine how and when data is to be collected. The federal partners and programs include:

- U.S. Department of Housing and Urban Development (HUD)
 - Office of Special Needs Assistance Programs (SNAPS)
 - Continuum of Care (CoC) Program
 - Emergency Solutions Grants (ESG) Program
 - Housing Opportunities for Persons with AIDS program (HOPWA)
 - HUD-Veterans Affairs Supportive Housing (HUD/VASH)
 - Rural Housing Stability Assistance Program (RHSP)
- U.S. Department of Health and Human Services (HHS)
 - Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
 - Runaway and Homeless Youth (RHY)
 - Substance Abuse and Mental Health Services Administration (SAMHSA)
 - Projects for Assistance in Transition from Homelessness (PATH)
- U.S. Department of Veteran Affairs (VA)
 - Supportive Services for Veteran Families Program (SSVF)
 - Community Contract Emergency Housing (HCHV/EH)*
 - Community Contract Residential Treatment Program (HCHV/RT)*
 - Domiciliary Care (HCHV/DOM)*
 - VA Community Contract Safe Haven Program (HCHV/SH)*
 - Grant and Per Diem Program (GPD)*
 - Compensated Work Therapy Transitional Residence (CWT/TR)*

*Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.

III. Sacramento CoC Advisory Board Responsibilities

The CoC Advisory Board shall:

- A. Designate a single HMIS as the official HMIS software for the geographic area;
- B. Designate a non-profit or public entity to serve as the Lead Agency to operate the HMIS;
- C. Review and approve Privacy, Security, and Data Quality plans that are brought forth by the Committee;
- D. Monitor the performance of the HMIS Lead Agency, including ensuring HMIS is administered in accordance with Federal legislation and CoC requirements;
- E. Provide for governance of the HMIS Lead Agency, including:
 1. The requirement that the HMIS Lead Agency enter into a written HMIS Partner Agency Agreement with each Agency that is participating in HMIS, requiring the Agency to comply with federal regulations regarding HMIS and imposing sanctions for failure to comply; and
 2. The participation fee, if any, charged by the HMIS;
- F. Review on an annual basis the HMIS needs of the CoC and approve any substantial changes to the HMIS system upon SSF and Committee recommendation ; and
- G. Review and approve all policies and procedures developed by the HMIS Lead Agency.

The CoC Advisory Board shall carry out its responsibilities through the work of SSF and the Committee.

IV. Current Designations

- A. **HMIS System** - The CoC Advisory Board designates Clarity Human Services as the official HMIS for the Sacramento CoC's geographic area.
- B. **HMIS Lead** -The CoC Advisory Board designates SSF as the HMIS Lead Agency to operate the Sacramento CoC's HMIS.

V. CoC HMIS & Data Committee Responsibilities

The Committee acts as a liaison between the CoC Advisory Board and the HMIS Lead Agency. The Committee is comprised of CoC Advisory Board members, HMIS Lead Agency staff, and Partner Agency staff and will meet quarterly. The Committee works with the HMIS Lead Agency to:

- A. Develop and annually review HMIS Privacy & Security Plan, Data Quality Plan and any other HMIS policies and procedures required by HUD and presents them to the CoC Advisory Board for final approval;
- B. Support and protect the rights and privacy of clients;
- C. Develop and implement a plan for monitoring the HMIS to ensure that:
 1. Recipients and sub recipients consistently participate in HMIS;
 2. HMIS is satisfying the requirements of all regulations and notices issued by HUD;
 3. The HMIS Lead Agency is fulfilling the obligations outlined in the HMIS Governance Charter and Agreement with the CoC Advisory Board, including the obligation to enter into the written Partner Agency Agreement with each Agency.

4. Oversee and monitor HMIS data collection and production of the following:
 - a. Sheltered Point-In-Time count (PIT);
 - b. Housing Inventory Chart (HIC);
 - c. Annual Homeless Assessment Report (AHAR);
 - d. Data Quality Monitoring Reports; and
 - e. Annual HUD System Performance Measures Report.

VI. HMIS Lead Agency Responsibilities

HMIS Lead Agency responsibilities include Project Management, System Functionality, Training and Technical Assistance, and Reporting, as detailed below.

A. Project Management

The HMIS Lead Agency shall:

1. Ensure consistent participation of recipients of CoC, ESG, and SSVF Program funds, as well as other programs. Duties Include:
 - a. Oversee the operation and management of the HMIS, including continual monitoring that system data is in compliance with all HUD Data and Technical Standards;
 - b. Oversee the implementation and operation of the HMIS, including ensuring the consistent participation in HMIS of all CoC funded projects;
 - c. Make recommendations to the Vendor for changes to the HMIS in order to better support the data reporting needs and requirements of the Sacramento CoC and the HMIS Partner Agencies;
 - d. Develop written HMIS Policies and Procedures;
 - e. Ensure active representation on the HMIS & Data Committee; and
 - f. Submit reports to HUD as required.
2. Execute a HMIS Partner Agency Agreement with each Agency utilizing the system that includes:
 - a. Obligations and authority of the HMIS Lead Agency and Partner Agency;
 - b. Requirements of the Privacy & Security Plan with which each Partner Agency must abide;
 - c. Sanctions for violating the HMIS Partner Agency Agreement; and
 - d. Agreement that the HMIS Lead Agency and the Partner Agencies will process Protected Identifying Information consistent with the agreement.
3. Serve as the applicant to HUD for CoC grant funds to be used for HMIS activities for the CoC's geographic area, as directed by the CoC Advisory Board, and enter into grant agreements with HUD to carry out the approved HMIS activities;
4. Monitor and enforce compliance by all Partner Agencies with HUD requirements and reporting on compliance to the CoC and HUD;
5. Monitor data quality and take necessary actions to maintain input of high-quality data from all Partner Agencies, as detailed in the Data Quality Plan;

6. The HMIS Lead Agency must submit both a Privacy & Security Plan and an updated Data Quality Plan to the CoC Advisory Board for approval within 6 months after the effective date of the HUD final rule establishing the requirements of these plans, as well as within 6 months after the date that any change is made to the local HMIS. The HMIS Lead Agency must review and update these policies and plans at least annually. During this process, the HMIS Lead Agency must seek and incorporate feedback from the CoC Advisory Board and Partner Agencies. The HMIS Lead must implement the policies and plans within 6 months of the date of approval by the CoC Advisory Board.

B. System Functionality

1. Enter into a formal contractual relationship with the HMIS Vendor that outlines the requirements and responsibilities of the Vendor, including those required by HUD through its Data and Technical Standards, rules, notices, etc.
2. Ensure the Vendor's software system maintains timely compliance with all Data and Technical Standards to include Victim Service Standards as well as the Privacy and Security Standards.
3. Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use (such as the US Veterans Administration).
4. Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

C. Training and Technical Assistance

1. Ensure training is provided to participating agency staff and accessible on a regular basis.
2. Ensure regular training on ethics and client confidentiality is provided to all HMIS End-Users and Security Officers.
3. Ensure technical assistance and help desk support is available and accessible to partner agencies on a regular basis.
4. Ensure Agencies have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.
5. Schedule, coordinate and hold HMIS End User meetings and provide updates on the following topics: enhancement timelines; software fixes; reporting; training and technical support provided; data and security procedures; troubleshooting; and others as necessary.

D. Reporting

The HMIS Lead Shall:

1. Submit reports to HUD as required.
2. Produce required, CoC-level, Performance Report(s).
3. Submit reports to other funders as required.

VII. Partner Agencies Responsibilities

HMIS Partner Agencies shall:

- A. Comply with Federal, state, and local laws that require additional privacy or confidentiality protections. When a standard conflicts with other Federal, state, and local laws to which the Partner Agency must adhere to, the Agency must contact the HMIS Lead and collaborate for the purpose of updating the applicable policies for the Agency to accurately reflect the additional protections.
- B. Comply with the HUD HMIS regulations as found in:
 1. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 (“HUD HMIS 2004 Final Notice”); and
 2. U.S. Department of Housing and Urban Development, Office of Community Planned Development, Homeless Management Information System (HMIS), Data Standards, Revised Notice, September, 2015 (“HUD HMIS 2014 Data Standards”) <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
 3. Any subsequent revisions to either notice.
- C. Comply with the HMIS Partner Agency Agreement;
- D. Comply with Inter-Agency Data Sharing Agreement (if applicable);
- E. Comply with all policies and procedures that are developed by the HMIS Lead Agency;
- F. Comply with the Privacy & Security Plan;
- G. Comply with the HMIS Data Quality Plan;
- H. Participate in the Sacramento CoC Data Quality Monitoring efforts by implementing internal processes to reduce the percentage of client records containing missing, don't know, and refused values and to ensure valid program entry and exit dates are entered into HMIS in a timely fashion; and
- I. Ensures active representation on the HMIS & Data Committee.

VIII. HMIS Governance: Decision Making & Authority

- A. The HMIS Lead Agency is subject to oversight by the HMIS & Data Committee, which operates as the liaison between the HMIS Lead Agency and the Continuum for the purpose of overseeing HMIS-related activities. The Committee representatives are responsible for ensuring CoC Advisory Board is fully informed of decisions made on behalf of the Continuum, such as improvements and enhancements to the HMIS Policies and Procedures.
- B. The HMIS Lead Agency will ultimately retain decision-making authority and responsibility related to basic HMIS project management functions (such as compliance with Data Standards, security and privacy settings and HUD reporting). The Committee will provide input and final approval of the HMIS Policies and Procedures. The Committee will periodically review changes to the current Data and Technical Standards and other reporting requirements to ensure system compliance. The Committee will also vote on customizations and enhancements that affect the overall functionality of

the software. The Committee will review this HMIS Governance Charter annually. Any amendments to the Charter will be based on a majority vote by quorum of Committee members. SSF, as the HMIS Lead, has the right to accept or not accept proposed changes that may have an impact on their ability to successfully perform their duties as HMIS Lead.

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GOVERNANCE CHARTER

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Overview

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program (hereinafter referred to as “CoC Program”) of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. Section 578.5 of the HEARTH Interim Rule published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.” Relevant organizations in the Sacramento City and County established the CoC and its Advisory Board in 2014, which has since served as the CoC coordinating body acknowledged by HUD. The CoC Advisory Board is instituted as an unincorporated association. Any change to formal legal structure would require amendment to the governance charter.

Name

The name of the organization is Sacramento City and County Continuum of Care Advisory Board (hereafter referred to as the “CoC Advisory Board”).

Part I. Establishment of the CoC Advisory Board

A. Purpose

The CoC Advisory Board has two objectives: to ensure HUD funding for the Sacramento Continuum of Care; and to provide policy recommendations to the Sacramento Steps Forward Board of Directors. The advisory functions of the CoC Board are authorized through the provisions of the Articles of Incorporation and Bylaws for the SSF Board. The CoC Advisory Board serves as the HUD-designated primary decision making group whose major duties and scope are to operate the Continuum of Care, to designate an HMIS for the Continuum of Care and to plan for the Continuum of Care. As noted in § 578.1 Purpose and scope of the Interim Rule of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), the plan is designed to:

- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

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Part II. Responsibilities of the CoC Advisory Board

A. Operating the CoC

The CoC Advisory Board will:

1. Hold meetings of the full membership, with published agendas, at least quarterly;
2. Issue public invitation for new members to join at least annually;
3. Follow and update annually a governance charter;
4. Continue development of governance charter to include all procedures and policies including those required by all funding sources including written standards for funding assistance, strategic planning project evaluation, and HMIS requirements;
5. Appoint Advisory Committees, subcommittees, or workgroups;
6. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
7. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD and other funders;
8. In consultation with recipients of HUD CoC Program and Emergency Solutions Grants program funds in Sacramento, establish and operate a coordinated entry and assessment system that complies with any requirements established by HUD by notice; and
9. In consultation with recipients of HUD CoC Program and Emergency Solutions Grants program funds in Sacramento, establish and consistently follow written standards for providing Continuum of Care assistance.

B. CoC Planning

To serve as the coordinating body to end homelessness in Sacramento, the CoC Advisory Board will

1. Coordinate the implementation of an effective housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services in Sacramento;
2. Plan for and conduct an annual Point-In-Time Count (PIT) of homeless persons in Sacramento;
3. Conduct an annual gaps analysis of the homeless needs and services available;
4. Provide information required to complete the Consolidated Plan(s), Annual Action Plans and Consolidated Annual Performance Reports (CAPERs) in Sacramento; and
5. Consult with State and local government Emergency Solutions Grants program recipients in Sacramento on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

C. Designating and Operating HMIS

The CoC Advisory Board will:

1. Designate a single Homeless Management Information System (HMIS) for the Sacramento CoC;
2. Designate an eligible applicant to manage the Continuum's HMIS, known as the HMIS Lead;
3. Review, revise, and approve (i) privacy, (ii) security, and (iii) a data quality plan for the HMIS;
4. Ensure consistent participation of recipients and sub-recipients in the HMIS; and
5. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

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D. Preparing Applications for Funds

The CoC Advisory Board will:

1. Design, operate, and follow a collaborative process for development of applications for funding;
2. Approve submission of applications in response to a HUD CoC Program notice of funding availability (NOFA) among other funding opportunities;
3. Establish priorities for funding projects; and
4. Ensure that only one application for HUD CoC Program funds be submitted and collect and combine required application information from all approved projects in Sacramento.

E. Additional Responsibilities

1. Monitor Performance:
 - a. Monitor community progress in ending homelessness in Sacramento;
 - b. Establish and monitor HUD CoC project performance targets and metrics;
 - c. Approve CoC Advisory Board policies: Including HUD CoC funding recommendations and written standards for providing assistance; and
 - d. Approve Selection of and provide direction to: HUD Collaborative Applicant, and HMIS Lead.
2. Select Advisory Board Members annually and fill vacancies; subject to the Advisory Board composition, member selection, membership ratification and related requirements.
3. Fundraise:
 - a. Authorize grant applications;
 - b. Raise and allocate funds;
 - c. Approve sustainability plans; and
 - d. Ensure that relevant organizations and projects serving various homeless subpopulations are represented in planning and decision-making.
4. Members of the Board serve as liaisons to other community stakeholders; build community awareness inclusive of the needs of all homeless populations found in the region.

Part III. Membership

A. Members

1. The CoC has established an Advisory Board to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within Sacramento as articulated in the HUD Interim Rule. Subpopulations represented may include but are not limited to the chronically homeless; veterans; families with children; unaccompanied youth; the seriously mentally ill; victims of domestic violence, persons with substance use disorders; and persons with HIV/AIDS.
 - a. Members shall be drawn from the categories set forth in the published Interim Final Rule.
2. Board composition shall be reviewed annually.
3. One board member may represent more than one subpopulation or affiliation.
4. The board shall include at least one homeless or formerly homeless individual.
5. Seats will be designated by affiliation, community sector, and subpopulation.

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B. Process for Board Selection

1. Annual election:
The CoC Advisory Board will issue a public call for member applications annually. Applications will be reviewed by the Nominating Committee and qualified applicants will be considered in relation to the existing board composition. The Nominating Committee will recommend a slate of candidates, including any renewing board members for election at the annual meeting.
2. Vacancies:
In the event of a vacancy, the Advisory Board may appoint such qualified person(s) necessary to fill the vacancy. The person(s) appointed shall serve the unexpired term of the previous Board Member, and is subject to re-election by the CoC Advisory Board. The CoC Advisory Board desires to maintain a composition representative of the community as stated in Part III, Section A, closely following guidelines provided by HUD for such Advisory Boards. Therefore, priority for filling vacancies of sitting CoC Board members shall be given to candidates representing either the same, or a closely related category, as that of the vacated position. In the absence of such a candidate, priority shall be given to candidates from other categories stated in Part III, Section A or succeeding amendments, which are unrepresented by the sitting members of the CoC Board. Priority for filling any newly created board positions shall be from any unrepresented category which the CoC Advisory Board deems necessary to fulfill its purpose.
3. A simple majority vote of the sitting CoC Board membership shall be sufficient to fill a vacant position. Candidates filling the vacancy of a sitting board member shall fulfill the remaining term of that member. Candidates fulfilling a vacant term are eligible to be re-elected to fulfill a full term without regard to the prior service
4. The CoC Advisory Board provides Sacramento Steps Forward the authority to establish administrative procedures to facilitate the candidate recommendation process. Such procedures shall include a candidate's relevant experience, knowledge of the Sacramento Continuum, and at least one professional letter of recommendation be made available to all CoC Board members for review prior to calling for a vote. Voting shall be conducted at a duly scheduled and noticed meeting at which a quorum is present.
5. Election of the Board Members should be staggered to ensure continuity; one-third will be up for election each year.
6. Regular attendance and participation in board activities is required. Members of the CoC Advisory Board must actively participate in 50% of meetings in order to remaining in good standing. Members failing to meet the attendance and participation standard shall be subject to removal and replacement.

C. Advisory Board Member Selection Criteria

CoC Advisory Board Members are selected to represent various constituencies. In order to adequately represent that constituency, Board Members shall meet basic qualifications including the following:

1. Sufficient knowledge and a working relationship with the constituency group;
2. Capacity to read and assess detailed information;
3. Ability to work effectively on a team;
4. Capacity to consider the benefit of the CoC Advisory Board as a whole;
5. Ability to meet the timelines/demands of funding sources;
6. Respectful acknowledgement of the rights of homeless persons; and

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7. Eligible to conduct business with a governmental entity (i.e., not debarred or suspended).

D. Board Composition

The CoC Advisory Board shall have a minimum of fifteen (15) and maximum of twenty-five (25) seats. Members must be able to represent an array of community sectors, special needs populations.

E. Terms

The standard term of office for CoC Advisory Board members shall be two (2) years. Members may renew their terms up to two (2) times, for a maximum duration of service of six (6) consecutive years. Terms shall be based upon the CoC Advisory Board's annual year of March through February. Members who begin their first terms mid-year shall be assigned a first term end date of the February of the second year following the month in which they joined the Board.

F. Removal of a Director

The CoC Board may recommend the removal of a Director for just cause by a two-thirds (2/3) vote of the CoC Board members in attendance at a meeting where a quorum is present. Members may motion for removal of another CoC Board member by providing written notice and specified reasons for removal. The item so noticed must be placed on the agenda for that meeting. Just cause for removal includes, but is not limited to, failure to attend three consecutive meetings without good cause, failure to disclose a conflict of interest, and intractable disruptive demeanor. Good cause for failure to attend meetings includes, but is not limited to, illness or death of a family member.

In the event of a vacancy, the CoC Board shall designate a new representative, except that a Director removed pursuant to this section is not eligible for reinstatement for a least one (1) year after removal.

Part IV. Board Leadership

A. Officers

The officers of the CoC Board shall be a Chair, Vice Chair, and Secretary.

B. Election and Term of Office

The Nominating Committee will be responsible for soliciting nominations for officer candidates from among the returning members of the Advisory Board. Final candidates shall be included in the slate of candidates as a part of the annual election of members. The term of office will be one (1) year or until a replacement is elected.

C. Duties of Chair

The Chair of the CoC Board shall be responsible for setting meeting agendas, leading CoC Board meetings in accordance with this charter, and for the integration of information and recommendations that arise from the various committees. These duties shall be accomplished through collaboration and/or delegation to SSF.

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D. Duties of Vice Chair

The Vice Chair of the CoC Board shall be responsible for leading CoC Board meetings when the Chair is unavailable or has recused him/herself, for reviewing meeting minutes prepared by SSF, and for ensuring the Performance Review Committee meetings are progressing in a manner consistent with the CoC Advisory Board's direction. These duties shall be accomplished through collaboration and/or delegation to SSF.

E. Duties of Secretary

The Secretary of the CoC Board shall be responsible for the election of officers and members as the Chair of the Nominating Committee, in accordance with this charter, and for ensuring the Interest Committees are progressing in a manner consistent with the CoC Board's direction. These duties shall be accomplished through collaboration and/or delegation to SSF.

Part V. Meetings and Coordination

A. Meeting and Meeting Schedule

1. Meetings of the CoC Advisory Board shall not be subject to the Ralph M. Brown Act. However, all meetings shall be open to the public except as otherwise determined by the Board for reasons, including, but not limited to, discussion of anticipated or pending legal or personnel matters. Any person who attends a CoC meeting may be asked to leave if the person is verbally or physically disruptive.
2. A CoC Advisory Board annual calendar will establish a regular meeting day, time, and location and will follow schedule for the calendar year.
3. The full membership shall convene at least quarterly for the purpose of transacting the business of the CoC.
4. Meetings may include the use of technological devices for remote participation as necessary.

B. Annual Meeting

1. Full CoC Advisory Board membership shall meet annually to elect the slate of new and renewing Advisory Board Members, elect the Officers of the Board, review and approve changes to the Governance Charter, and receive the annual meeting calendar.
2. The notice of annual meeting shall be published on the SSF website and distributed electronically to all Members at least seven (7) days prior to the scheduled meeting.
3. The annual meeting shall take place in March, unless a change is noticed by the Chair.

C. Special and Emergency Meetings

1. Special meetings of the CoC Advisory Board may be requested and notice provided by email to each Member at least 48 hours prior to the meeting.
2. Special and emergency meetings of the CoC Advisory Board may be called at any time by the Executive Committee or upon the request by ten (10) or more Members.

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D. Meeting Notices

The CoC Advisory Board meeting agendas shall be distributed via e-mail and posted on the Sacramento Steps Forward website.

1. Notice of meetings shall specify the place, day and hour of the meeting. In addition, notice shall include an agenda, as well as stipulations for participants required to give specific reports.
2. An annual calendar of regular meetings shall be presented at the annual meeting and shall be distributed to all Members electronically and published to the SSF website.
3. All meetings of the CoC Board, except as otherwise provided herein, shall be held upon four (4) business days' notice by email and/or phone.

E. Quorum

1. A quorum shall consist of 50% of eligible voters for CoC Advisory Board meetings;
2. No business may be officially transacted without a quorum.
3. Every act or decision done or made by a majority of the sitting CoC Advisory Board members present at a meeting duly held at which a quorum is present is an act of the CoC Advisory Board.

F. Voting

1. Voting privileges are limited to one vote per member.
2. New Members must have attended at least one (1) meeting before being eligible to vote.
3. All Members must declare any conflict of interest they or their organization has on any voting issue. Members shall abstain from voting on any issue in which they, or their organizations, have a conflict of interest.

G. Meeting Minutes

1. Minutes of the meetings will be produced and maintained by CoC staff or other individual designated by the Chair.
2. Meeting minutes shall be electronically distributed to all CoC Advisory Board Members and posted on the SSF website.

H. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the Chair by reference to Robert's Rules of Order.

I. Member Conflict of Interest

The CoC Advisory Board shall have a conflict of interest policy that specifies the process for member recusal from impacted decisions. Members shall disclose conflicts of interest by completing and signing a Conflict of Interest Statement at the CoC's annual meeting in March.

J. Recusal Policy

Board members must recuse themselves from the decision-making or evaluation process when a person or organization conflict exists, and may not participate in absentia through electronic or other means.

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K. Restriction Regarding Interested Directors

Notwithstanding any other provision of this Charter, none of the persons serving on the CoC Advisory Board, shall derive any personal or professional profit or gain, directly or indirectly, due to participation with this Board.

1. Each individual shall disclose any personal interest that he or she may have in any matter pending before the CoC Advisory Board, and shall refrain from participation in any decision on such matters.
2. Any member of this CoC Advisory Board, or any of its committees, shall refrain from obtaining any list or funding opportunities, clients, or program designs for personal or private solicitation purposes at any time during the term of affiliation.

L. Compensation

CoC Board members shall serve without compensation.

Part VI. Committees

The CoC Advisory Board shall ensure that Standing Committee(s) are established to monitor the activities related to the various services and initiatives within the Continuum.

1. Standing committees will be reviewed annually at a minimum or as needed.
2. These committees may convene ad hoc or standing subcommittees as needed.
3. In order to address the multitude of services and initiatives, the committees can include staff from the agencies represented on the CoC Advisory Board as well as other representatives of the CoC.
4. Meetings and action of committees shall not be governed by the provisions of this charter concerning meetings of the CoC Advisory Board, unless the Chair determines otherwise.
5. All committee meetings shall be documented in a manner determined by the Chair.
6. The Chair shall ensure that committee activities are reported and acted upon at subsequent CoC Board meetings as necessary.

A. Standing Committees

1. Except as otherwise authorized by the CoC Advisory Board, committees will be comprised of members of the CoC and at least one board member and any other members invited by committee chair.
2. Each Committee will have a Chairperson and a Co-Chairperson, appointed by the Executive Committee.
3. Each Committee will establish regular recurring meetings and publish an annual calendar on the SSF website and distribute calendar to full CoC membership.
4. Each Committee will distribute a written agenda to all committee members at least 24 hours prior to each meeting.
5. Each Committee will record meeting minutes or notes of each official committee meeting and distribute to all committee members and publish on the SSF website.

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6. Each Committee may meet at any time during the intervals between Advisory Board meetings at a location determined by the committee members, or at the request of the Advisory Board. Each committee will report the results of its meetings to the CoC Advisory Board at quarterly meetings.
7. SSF staff, with assistance from Committee Chair, shall be responsible for tracking attendance and maintaining compliance with these rules.
8. The CoC Advisory Board may by majority vote, create sub-committees necessary for the proper and efficient functioning of the CoC as long as these committees do not interfere with or duplicate the duties of any existing Committee.
9. The Board can establish a Task Force or Action Committee to achieve specific or time-limited objectives.

B. Executive Committee

The CoC Advisory Board shall ensure that an Executive Committee is established, composed of the three officers of the CoC Advisory Board. Meetings may be held in case of urgent matters when deemed necessary by the CoC Board Chair, or when two members of the Executive Committee if the CoC Advisory Board is unable to meet. Any two Executive Committee members shall constitute a quorum for the Executive Committee. Action by the Executive Committee is by a majority vote of committee members present. The Executive Committee may act in the absence of the CoC Advisory Board, and time-sensitive decisions of the Executive Committee must be referred to the full CoC Advisory Board for ratification.

C. Leadership Committee

Comprised of the Executive Committee and all the Chairs/Co-Chairs of the CoC Standing Committees. Its purpose is to support the working details of the CoC in moving forward the CoC's Strategic Plan.

D. Coordinated Entry and Assessment Committee

Responsible for the design, implementation, success and on-going evaluation of the local system to triage, prioritize and track consumers of the Continuum.

E. Housing Committee

Responsible for developing and coordinating initiative and making recommendations related to permanent housing for people experiencing homelessness to the CoC Advisory Board.

F. Crisis Response Committee

Responsible for developing a system with "same-day" response so that individuals do not stay more than 30 days in a shelter before accessing permanent housing.

G. Employment and Income Committee

Responsible for developing and coordinating initiatives and specific programs that increase

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employment for consumers of the CoC.

H. Health Committee

Responsible for developing and coordinating initiatives and specific programs that increase health care access for consumers of the CoC.

I. Performance Review Committee

Responsible for establishing and conducting year round project performance and evaluation as required for HUD-funded activities. The Performance Review Committee is responsible for assessing when CoC projects fit within the needs of the community, making recommendations on performance of both projects and the CoC's impact on homeless sub-populations. The Performance Review Committee is also charged with the development and application of the Review & Rank process for the HUD CoC Application. The Performance Review Committee shall make recommendations to the CoC Advisory Board on ranking of CoC projects.

J. Nominating Committee

Responsible for the CoC Governance structure, this Committee evaluates and recommends changes to improve the structure and ensure it is operating in an optimum way to meet the mission. It reviews Board Member applications/nominations, reviews solicitation responses and provides recommendations to the Board. It also reviews the Governance Charter and provides recommendations to the Board for amendments. The Committee also develops strategies and approaches to engage new CoC members to expand membership of underrepresented sectors in the CoC.

K. HMIS & Data Committee

Responsible for evaluating the HMIS data of the CoC, insuring it has accurate, timely and comprehensive information required to end homelessness and making recommendations for improvement. This includes data analysis, systems mapping, Point in Time Count information, data security and anything else deemed necessary. This committee also monitors best-in-class homeless data systems throughout the United States and recommends changes in our region.

L. Homeless Youth Committee

Responsible for developing and coordinating initiatives and specific programs focusing on the homeless youth and transitional age youth. Committee provides guidance to the Advisory Board on strategies for locating this population for the bi-annual PIT, as well as representing the special needs of this population within the larger CoC framework.

M. Task Groups

Periodically, the CoC needs to complete specific, time limited tasks in order to comply with regulatory demands or to advance the goals and objectives of the full body. At the request of the Advisory Board, selected group of members and community volunteers may be asked to form a temporary Task Group to complete the identified task. These groups perform specific functions

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associated with completion of the task and are guided by and report to one of the established CoC groups which may include the Advisory Board, or one of its Standing Committees. Task groups are temporary in nature and are not expected to offer continuous or year-round support to the CoC.

Part VII: Strategic Planning

As required by the published Interim Final Rule, the CoC Advisory Board shall update as needed long-range planning tools to assure the coordination of a system of care that meets the needs of homeless families and individuals that includes at a minimum:

1. Outreach, engagement, and assessment;
2. Shelter, housing, and supportive services;
3. Prevention strategies;
4. Biennial PIT count (plan and conduct);
5. Annual gaps analysis of homeless needs and services available;
6. Provide information required to complete the Consolidated Plan; and
7. Consult with ESG Recipients on a plan for allocation of ESG funds and performance evaluation and reporting.

Part VIII. Infrastructure Organization

In order to realize collective impact and provide centralized infrastructure with dedicated staff and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants, the CoC will utilize an infrastructure organization to assume operational responsibilities for the HUD CoC and beyond.

A. Infrastructure Organization Responsibilities

The Sacramento CoC Advisory Board designates Sacramento Steps Forward as the HUD Collaborative Applicant and sole provider of comprehensive administrative management for the CoC. As the CoC Infrastructure Organization, Sacramento Steps Forward shall:

1. Serve as HUD Collaborative Applicant;
2. Submit HUD CoC program application;
3. Submit other funding applications;
4. Contract or hire CoC staff;
5. Conduct funded project monitoring and performance evaluation;
6. Report progress to full CoC membership and Advisory Board;
7. Support Advisory Board and Standing Committees;
8. Implement initiatives as directed by the Advisory Board to enhance CoC performance;
9. Monitor best practice homeless initiatives and make recommendations;
10. Raise funds; and

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11. Expand and maintain CoC membership through proactive engagement of key stakeholders, outreach to and coordination with other community groups, creation of outreach materials including but not limited to interactive website, social media campaigns, and community education.

B. HMIS Lead Agency

The Sacramento CoC Advisory Board designates Sacramento Steps Forward as the HMIS Lead Agency and sole provider of a single, comprehensive HMIS for the CoC. As HMIS Lead Agency, Sacramento Steps Forward shall:

1. Set and monitor HMIS Policies & Procedures;
2. Ensure participation in HMIS by all Recipients and Sub-recipients;
3. Ensure HMIS is administered in compliance with HUD requirements;
4. Maintain a privacy plan, security plan, and data quality plan meeting all HUD requirements;
5. Adopt HMIS Lead Agency charter for approval by the CoC Advisory Board;
6. Plan and conduct Point in Time Count; and
7. Produce annual and CoC-level Data Reports (Housing Inventory Chart, Annual Homeless Assessment Report, other publications, performance reports).

Adopted:

1/17/2014

Amended:

11/11/2015

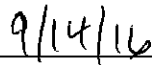
Revised:

9/14/16

Signed by:



William Knowlton, Secretary
CoC Advisory Board



Date

**Sacramento City and County Continuum of Care
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Appendix A: Subpart B of the Interim Rule

Subpart B – Establishing and Operating a Continuum of Care

§ 578.5 Establishing the Continuum of Care.

(a) The Continuum of Care. Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

(b) The board. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b). The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.
- (c) Transition. Continuums of Care shall have 2 years to comply with the requirements of paragraph (b) of this section.

§ 578.7 Responsibilities of the Continuum of Care.

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

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(6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;

(7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

(8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.

(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

- (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
- (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
- (vi) Where the Continuum is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;

(2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

(4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and

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(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

- (i) Outreach, engagement, and assessment;
- (ii) Shelter, housing, and supportive services;
- (iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- (iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

§ 578.9 Preparing an application for funds.

(a) The Continuum must:

(1) Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD under §578.19 of this subpart;

(2) Establish priorities for funding projects in the geographic area;

(3) Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area;

- (i) If more than one application will be submitted, designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has

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selected funding. The collaborative applicant will also apply for Continuum of Care planning activities. If the Continuum is an eligible applicant, it may designate itself;

(ii) If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all projects within the geographic area that the Continuum has selected for funding and apply for Continuum of Care planning activities;

(b) The Continuum retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.

§ 578.11 Unified Funding Agency.

(a) **Becoming a Unified Funding Agency.** To become designated as the Unified Funding Agency (UFA) for a Continuum, a collaborative applicant must be selected by the Continuum to apply to HUD to be designated as the UFA for the Continuum.

(b) **Criteria for designating a UFA.** HUD will consider these criteria when deciding whether to designate a collaborative applicant a UFA:

(1) The Continuum of Care it represents meets the requirements in § 578.7;

(2) The collaborative applicant has financial management systems that meet the standards set forth in 24 CFR part 84.21 (for nonprofit organizations) and 24 CFR part 85.20 (for States);

(3) The collaborative applicant demonstrates the ability to monitor sub-recipients; and

(4) Such other criteria as HUD may establish by NOFA.

(c) **Requirements.** HUD-designated UFAs shall:

(1) Apply to HUD for funding for all of the projects within the geographic area and enter into a grant agreement with HUD for the entire geographic area.

(2) Enter into legally binding agreements with sub-recipients, and receive and distribute funds to sub-recipients for all projects within the geographic area.

(3) Require sub-recipients to establish fiscal control and accounting procedures as necessary to assure the proper disbursement of and accounting for federal funds in accordance with the requirements of 24 CFR parts 84 and 85 and corresponding OMB circulars.

(4) Obtain approval of any proposed grant agreement amendments by the Continuum of Care before submitting a request for an amendment to HUD.

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§ 578.13 Remedial action.

(a) If HUD finds that the Continuum of Care for a geographic area does not meet the requirements the Act or its implementing regulations, or that there is no Continuum for a geographic area, HUD may take remedial action to ensure fair distribution of grant funds within the geographic area. Such measures may include:

- (1) Designating a replacement Continuum of Care for the geographic area;
- (2) Designating a replacement collaborative applicant for the Continuum's geographic area;
and
- (3) Accepting applications from other eligible applicants within the Continuum's geographic area.

(b) HUD must provide a 30-day prior written notice to the Continuum and its collaborative applicant and give them an opportunity to respond.



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**Evidence of Sacramento Continuum of Care Advisory Board adoption of Orders of Priority in HUD Notice CPD-14-012:
*Prioritization of Chronically Homeless and Other Vulnerable Homeless Persons in PSH***

On Wednesday, August 10, 2016, the Sacramento CoC Advisory Board approved the adoption of the Orders of Priority for referrals to Permanent Supportive Housing outlined in HUD Notice CPD-14-012, as recommended by the Coordinated Entry System Committee. These orders of priority will be integrated into the CoC's existing Coordinated Entry System's Community Queues, beginning in September 2016.

Affirmed by:

Joan Burke 10/14/16
Joan Burke, Chair Date
CoC Advisory Board

Bill Knowlton 10-14-16
Bill Knowlton, Secretary Date
CoC Advisory Board

ATTACHMENT:

Board Memo Regarding HUD Notice CPD-14-012, Prioritization of Chronically Homeless and Other Vulnerable Homeless Persons in PSH - ACTION ITEM | 1 Garden Hwy, Suite 100, Sacramento, CA 95833 | info@sacstepsforward.org | www.sacramentostepsforward.org



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

CoC Advisory Board Minutes

Wednesday, August 10th, 2016 8-9:30 AM

Sacramento Steps Forward, 1331 Garden Highway, Sacramento, CA 95833- VCR Room (2nd Floor)

MEMBERS PRESENT: Joan Burke-Chair, Bill Knowlton- Secretary, Beth Hassett- Vice Chair, Katherine Cooley, Lisa Culp, John Foley, Katie Freeny, Jason Henry, David Husid, Paula Lomazzi, Sarah Thomas, Jonathan Porteus PHD, Patty Kleinknecht, Ann Edwards (present via conference call)

GUEST(S): Erin Johansen, Jonathan Gainsbrugh, Tricia Rosenbaum, Cindy Cavanaugh, Katie Freeny, Leo McFarland, David Husid, Lisa McGurly, Danny Marquez, Amari Sawires, Jenn Flemming, Brenna Lyles

MEMBERS NOT IN ATTENDANCE: Cathy Creswell, Paul Curtis, Dion Dwyer, Dr. Ron Greenwood, Dr. Olivia Kasirye, Lt. Dan Monk, Holly Wunder Stiles

STAFF: Ryan Loofbourrow-CEO, Michele Watts-COO, Desli Beckman-CFO, Michele Socik, Tiffany Mock-Goeman, Kim Peterson

I. Welcome & Introductions: Joan Burke, Chair
Called to order 8:04

II. Review and Approval of Minutes
Board did forgo approval of minutes. Quorum not present at this point in meeting.

III. New Business:

A. Item: Review and approval of CoC implementation plan for previously adopted HUD Notice CPD-14-12 (Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status)- **Action Required**

Presenter(s)
Michele Watts, John Foley

On July 28, 2014, the US Department of Housing and Urban Development, Office of Community Planning and Development, released Notice CPD-14-012, regarding Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. As stated on page 2 of the notice, "... the overarching goal of this Notice is to ensure that the homeless individuals and families with the most severe service needs within a community are prioritized in PSH..." The notice recommends that CoCs do the following:

- Prioritize PSH beds based on length of time homeless and severity of service needs;
- Utilize a Coordinated Entry System that operates off of a single prioritized list for PSH referrals; and
- Adhere to required practices for documentation and record-keeping for chronic

homelessness status.

In last year's CoC Application (FY2015), the Sacramento CoC reported that we had only partially implemented the notice, but that the Coordinated Entry System (CES) Committee needed to conduct further planning on how to integrate the orders of priority set forth in the notice with our existing VI-SPDAT-driven prioritization criteria. Over the last several months, SSF staff has studied the notice and framed the issues related to operationalizing it to the CES Committee. At the August 4, 2016 committee meeting, members agreed to recommend to the Advisory Board that the CES Policies and Procedures include the following statement-

Motion:

"The Sacramento CoC Coordinated Entry System (CES) complies with HUD Notice CPD-14-012, regarding prioritizing persons experiencing chronic homelessness and other vulnerable homeless persons in permanent supportive housing. The CES prioritizes referrals to PSH beds dedicated to and prioritized for the chronically homeless based on chronic homeless status, length of time homeless and severity of service needs. The CES prioritizes PSH beds not dedicated to or prioritized for the chronically homeless based on length of time homeless, disability status and severity of service needs. Severity of service needs is based on VI-SPDAT ranking and the results of case conferencing."

Motion to adopt made by John Foley, seconded by Paula Lomazzi. MSC

Discussion around this issue (what are the problems):

- Difficult and time consuming to provide documentation
- Documentation may not always reveal the true level of service needed

Impact will be more on the technological side and referral process than the type of clients we serve.

B. Item: HUD 2015 CoC Application De-brief Summary

What are some things CoCs that did really well demonstrated?

- Reallocation
- Rank and rating based on performance
- Housing first practices

Two examples of CoC's who did extremely well in the 2015 NOFA competition:

1. Houston

- Reallocated 25% (almost exclusively TH)

2. Portland

- Little TH not related to TAY or DV
- Focus on reallocating funds to SPH

HUD - Wants to see funds reallocated from general TH programs to RRH or PSH.

Why were projects not funded?

Presenter(s)

Tiffany

Mock-Goeman

1. On CoC level

- Increase in CH
- Lack of strategy to reduce time homelessness
- Lack of strategy to prevent returns to homelessness
- Using non evidence based practices

2. On project level

- Focused on too specific of a non priority HUD population (poor reallocation strategies)
- TH focus (HUD funded 50% less than last year)

Mather CC (represented by Leo McFarland and Amari Sawires) spoke to this policy and strongly argued as to the value of the MCC program in the community and its high performance. MCC stated that it was the programs understanding that MCC is a high performing TH program and should not be under consideration for its funds to be reallocated. MCC stated the importance of employment sustainability in maintaining housing and requested the board not pass the policy.

Joan Burke responded that the policy, while extremely difficult to pass, is based on HUD's priorities and is pivotal to the success and protection of CoC funding.

Michele Watts discussed potential risk involved if policy was not passed. If MCC was ranked into Tier 1 the CoC overall funding could suffer significantly. If placed in Tier 2 the project would most likely not be funded at all.

SHRA is supportive of Mather and will continue to be. County also asked for more insight into the decision making process and timing in regards to the policy. Asked question as to where the MCC funds would be reallocated?

Michele Watts reminded committee that MCC is able to voluntarily reallocate the funds and submit a new project proposal.

Michele Watts to speak with HomeBase to see if they can extend the due date for MCC to submit a new reallocation proposal.

Recommendation-

HUD CoC Application Motion:

"In order to protect the funding for the entire Continuum of Care in the nation-wide competition, and in response to HUD's ongoing direction that Continuums should have a Housing First approach to ending homelessness, and that Transitional Housing programs except those serving TAY are not in line with HUD's funding directives, the Expanded Executive Committee of the Advisory Board recommends that the funds from Sacramento's Transitional Housing program located at Mather Community Campus be reallocated to Permanent Housing projects. The Advisory Board will in a future meeting review the process and procedures for executive

<p>recommendations on the HUD CoC Application.”</p> <p>Motion duly made by Beth Hassett, seconded by Paula Lomazzi and carried unanimously. Members who recused themselves: Sarah Thomas, David Husid, Lisa Culp, John Foley, Bill Knowlton</p>	
<p>IV. Committee Updates (strikethrough denotes committees who have presented above)</p> <p>TABLED.</p> <ul style="list-style-type: none"> ● Employment & Income ● Coordinated Entry ● HMIS & Data ● Health ● Housing ● Crisis Response ● Performance Review 	
<p>V. Announcements</p> <ul style="list-style-type: none"> ● Additional CoC Advisory Board Mtg: August 24th 8AM 	
<p>VI. Meeting Adjourned: Joan Burke, Chair 9:31</p>	

Respectfully submitted by: Tiffany Mock-Goeman, CoC Program Manager

Please note that today’s meeting is being recorded and the digital file is available upon request. To request a copy, please contact SSF CoC Program Manager Tiffany Mock-Goeman at tmgoeman@sacstepsforward.org or (916) 993-7774.



SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

TO: Sacramento CoC Advisory Board

FROM: CoC Advisory Board Coordinated Entry System Committee

DATE: August 5, 2016

RE: HUD Notice CPD-14-012, Prioritization of Chronically Homeless and Other Vulnerable Homeless Persons in PSH – ACTION ITEM

ATTACHED: Orders of Priority Tables, HUD Notice CPD-14-012 FAQs

This memo presents background on HUD Notice CPD-14-012 and presents a recommendation by the Coordinated Entry System Committee for its adoption by the CoC Advisory Board. The FY2016 CoC Application awards points to CoCs that have adopted the notice as part of its Coordinated Entry System policies and procedures.

On July 28, 2014, the US Department of Housing and Urban Development, Office of Community Planning and Development, released Notice CPD-14-012, regarding Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. As stated on page 2 of the notice, "... the overarching goal of this Notice is to ensure that the homeless individuals and families with the most severe service needs within a community are prioritized in PSH..." The notice recommends that CoCs do the following:

- Prioritize PSH beds based on length of time homeless and severity of service needs;
- Utilize a Coordinated Entry System that operates off of a single prioritized list for PSH referrals; and
- Adhere to required practices for documentation and record-keeping for chronic homelessness status.

In last year's CoC Application (FY2015), the Sacramento CoC reported that we had only partially implemented the notice, but that the Coordinated Entry System (CES) Committee needed to conduct further planning on how to integrate the orders of priority set forth in the notice with our existing VI-SPDAT-driven prioritization criteria. Over the last several months, SSF staff has studied the notice and framed the issues related to operationalizing it to the CES Committee. At the August 4, 2016 committee meeting, members agreed to recommend to the Advisory Board that the CES Policies and Procedures include the following statement:

The Sacramento CoC Coordinated Entry System (CES) complies with HUD Notice CPD-14-012, regarding prioritizing persons experiencing chronic homelessness and other vulnerable homeless persons in permanent supportive housing. The CES prioritizes referrals to PSH beds dedicated to and prioritized for the chronically homeless based on chronic homeless status, length of time homeless and severity of service needs. The CES prioritizes PSH beds not dedicated to or prioritized for the chronically homeless based on length of time homeless, disability status and severity of service needs. Severity of service needs is based on VI-SPDAT ranking and the results of case conferencing.

The attached table from the HUD FAQs regarding CPD-14-012 outlines the orders of priority for the CoC's PSH beds.

Please note that on July 25, 2016, HUD release Notice CPD-16-11, which supersedes Notice CPD-14-012. The new notice reflects the revised chronic homelessness definition that went into effect in January 2016. SSF staff is in the

process of reviewing the new notice for additional differences from the earlier notice, however, as the FY2016 CoC Application asks CoCs to address compliance with CPD-14-012, not CPD-16-11, the CES Committee's recommendation pertains to this earlier notice.

REQUESTED ACTION: On a recommendation from its Coordinated Entry System (CES) Committee, the CoC Advisory Board adopts HUD Notice CPD-14-012 and includes the language provided in this memo in its written CES policies and procedures.

Summary of Each Order of Priority

Order of Priority for Dedicated or Prioritized, Non-Dedicated Beds

Order of Priority for Dedicated and Prioritized PSH	Meets HUD's Chronic Homelessness Definition	Has Severe Service Needs?	Other Requirement
1	Yes	Yes	At least 12 months continuous <u>or</u> at least 12 months cumulative across 4 episodes in three years
2	Yes	No	At least 12 months continuous <u>or</u> at least 12 months cumulative across 4 episodes in three years
3	Yes	Yes	Less than 12 months cumulative across 4 episodes in three years
4	Yes	No	Less than 12 months cumulative across 4 episodes in three years

Order of Priority for Non-Dedicated and Non-Prioritized PSH	Meets HUD's Chronic Homelessness Definition	Has Severe Service Needs?	Other Requirements
1	No	Yes	Coming from streets, safe haven, emergency shelter
2	No	No	Coming from streets, safe haven, and emergency shelter PLUS at least 6 months continuously homeless or at least 3 occasions in 3 years.
3	No	No	Coming from streets, safe haven, emergency shelter
4	No	No	Coming from transitional housing (first came from streets, safe haven, emergency shelter)

2017 HDX Competition Report

PIT Count Data for CA-503 - Sacramento City & County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	2500	3665
Emergency Shelter Total	870	977
Safe Haven Total	0	0
Transitional Housing Total	682	636
Total Sheltered Count	1552	1613
Total Unsheltered Count	948	2052

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	540	1126
Sheltered Count of Chronically Homeless Persons	222	323
Unsheltered Count of Chronically Homeless Persons	318	803

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	194	186
Sheltered Count of Homeless Households with Children	183	180
Unsheltered Count of Homeless Households with Children	11	6

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	297	308	469
Sheltered Count of Homeless Veterans	116	166	142
Unsheltered Count of Homeless Veterans	181	142	327

2017 HDX Competition Report

HIC Data for CA-503 - Sacramento City & County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	762	84	596	87.91%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	669	18	560	86.02%
Rapid Re-Housing (RRH) Beds	661	0	661	100.00%
Permanent Supportive Housing (PSH) Beds	3028	0	2292	75.69%
Other Permanent Housing (OPH) Beds	8	0	8	100.00%
Total Beds	5,128	102	4117	81.91%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	1382	2195

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	26	172

2017 HDX Competition Report

HIC Data for CA-503 - Sacramento City & County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	101	661

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for CA-503 - Sacramento City & County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	3312	3201	64	75	11	35	44	9
1.2 Persons in ES, SH, and TH	4556	4194	130	125	-5	61	68	7

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	3201	-	167	-	-	85	-
1.2 Persons in ES, SH, and TH	-	4194	-	203	-	-	122	-

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	1057	150	14%	59	6%	86	8%	295	28%
Exit was from TH	799	57	7%	29	4%	39	5%	125	16%
Exit was from SH	0	0		0		0		0	
Exit was from PH	480	18	4%	10	2%	28	6%	56	12%
TOTAL Returns to Homelessness	2336	225	10%	98	4%	153	7%	476	20%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2659	2500	-159
Emergency Shelter Total	931	870	-61
Safe Haven Total	0	0	0
Transitional Housing Total	780	682	-98
Total Sheltered Count	1711	1552	-159
Unsheltered Count	948	948	0

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	4737	4220	-517
Emergency Shelter Total	3496	3226	-270
Safe Haven Total	0	0	0
Transitional Housing Total	1518	1294	-224

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

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	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	851	1085	234
Number of adults with increased earned income	26	65	39
Percentage of adults who increased earned income	3%	6%	3%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	851	1085	234
Number of adults with increased non-employment cash income	63	438	375
Percentage of adults who increased non-employment cash income	7%	40%	33%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	851	1085	234
Number of adults with increased total income	87	482	395
Percentage of adults who increased total income	10%	44%	34%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	389	595	206
Number of adults who exited with increased earned income	110	217	107
Percentage of adults who increased earned income	28%	36%	8%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	389	595	206
Number of adults who exited with increased non-employment cash income	122	150	28
Percentage of adults who increased non-employment cash income	31%	25%	-6%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	389	595	206
Number of adults who exited with increased total income	218	343	125
Percentage of adults who increased total income	56%	58%	2%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	3937	3490	-447
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	814	951	137
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	3123	2539	-584

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	4659	5302	643
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1019	1361	342
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	3640	3941	301

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	208	1018	810
Of persons above, those who exited to temporary & some institutional destinations	24	27	3
Of the persons above, those who exited to permanent housing destinations	154	288	134
% Successful exits	86%	31%	-55%

Metric 7b.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	4023	4285	262
Of the persons above, those who exited to permanent housing destinations	2479	2399	-80
% Successful exits	62%	56%	-6%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	2486	2563	77
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2375	2462	87
% Successful exits/retention	96%	96%	0%

2017 HDX Competition Report **FY2016 - SysPM Data Quality**

CA-503 - Sacramento City & County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2017 HDX Competition Report

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	554	531	575	610	976	936	899	735	2301	2610	2787	2970		114	358	101				
2. Number of HMIS Beds	402	418	456	514	710	713	798	636	1692	2110	2175	2268		114	328	101				
3. HMIS Participation Rate from HIC (%)	72.56	78.72	79.30	84.26	72.75	76.18	88.77	86.53	73.53	80.84	78.04	76.36		100.00	91.62	100.00				
4. Unduplicated Persons Served (HMIS)	3357	2882	3421	3518	1526	1689	1515	1313	2215	2484	2495	2611	384	515	1698	2865	0	0	1322	2951
5. Total Leavers (HMIS)	3020	2510	2942	2975	774	1053	1006	805	417	473	443	384	302	227	717	2000	0	0	213	1018
6. Destination of Don't Know, Refused, or Missing (HMIS)	530	539	834	501	22	49	144	28	36	30	49	13	36	16	1	124	0	0	9	605
7. Destination Error Rate (%)	17.55	21.47	28.35	16.84	2.84	4.65	14.31	3.48	8.63	6.34	11.06	3.39	11.92	7.05	0.14	6.20			4.23	59.43

2017 HDX Competition Report

Submission and Count Dates for CA-503 - Sacramento City & County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/25/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/1/2017	Yes
2017 HIC Count Submittal Date	5/1/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes

Homelessness in Sacramento County: Results from the 2017 Point-in-Time Count

A report prepared by
California State University, Sacramento
For
Sacramento Steps Forward

INSTITUTE FOR SOCIAL RESEARCH
BETTER RESEARCH
BETTER COMMUNITIES



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- Sacramento Housing & Redevelopment Agency
- County of Sacramento
- City of Sacramento
- City of Citrus Heights
- City of Isleton
- City of Folsom
- City District Councilmembers and their Chiefs of Staff
- Del Paso Blvd. Partnership
- Power Inn Alliance
- Mack Road Partnership
- Downtown Sacramento Partnership
- Sacramento Police Department
- Sacramento County Sherriff's Department
- Galt Police Department
- Citrus Heights Police Department
- Elk Grove Police Department
- Folsom Police Department
- Rancho Cordova Police Department
- College of Health and Human Services-CSUS
- College of Social Science and Interdisciplinary Studies-CSUS

We would like to also give a special thanks to the approximate 360 community volunteers who took the time to engage with individuals in our community experiencing homelessness. Lastly, we thank the 28 volunteer students at CSUS who donated their time to the project by inputting thousands of data forms and pieces of information into a database; we cite these students as formal contributors to this report in the Appendix.

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Executive Summary

Every two years, the U.S. Department of Housing and Urban Development (HUD) requires local communities to conduct a census of all individuals experiencing homelessness in their region—called the Point-in-Time (PIT) Count—during one night at the end of January. This extensive countywide effort to estimate the local homeless population provides a snapshot of nearly all individuals and families staying at emergency/transitional shelters in the county, as well as those sleeping outside, in tents or vehicles and under bridges. In addition to fulfilling a HUD funding requirement, the PIT Count is a detailed and timely information source for local stakeholders and the broader community to assess the state of homelessness in their region.

Sacramento Steps Forward (SSF) is the lead agency of the Sacramento Continuum of Care, and has held the responsibility of conducting the PIT Count for the past several years. In December 2016, SSF commissioned researchers at *California State University, Sacramento* (CSUS) to supervise and enhance the methodology of the 2017 PIT, as well as provide a thorough analysis of the data collected. This report summarizes some of the key findings and recommendation from the 2017 PIT Count.

Analyses of the various data collected on January 25th, 2017, point to some general conclusions about the state of homelessness in Sacramento County:

1. The county has experienced an increase in the number of individuals and families who confront homelessness on a nightly basis.
 - Since 2015, we estimate a real growth in nightly homeless of approximately 30% (from 2,822 to 3,665).
 - The majority of homeless (56%) in the county are sleeping outdoors (unsheltered), a dramatic change in proportion from previous PIT counts
 - Indeed, there has been more pronounced growth among homeless who are unsheltered and sleeping outdoors (from 1,111 to 2,052; or 85% increase).
2. Because of the disproportionate increase in unsheltered homeless—individuals who tend to have higher and more immediate needs than those in a shelter or transitional housing—the 2017 PIT also saw sharp rise of particular at-risk groups.
 - Approximately 31% of the homeless in Sacramento County are chronically homeless—have experienced prolonged bouts of housing instability and are disabled—which is a substantial increase from the 18% rate reported in 2015.

- We also found a 50% increase in the number of homeless veterans since 2015 (313 to 469).
 - Notably, these estimates suggest that the majority of homeless veterans are unsheltered (69%).
3. Some populations saw little to no change, or even a decrease, since 2015. However, it is unclear whether these decreases may reflect, in part, undercounting of difficult to engage subpopulations.
- The 2017 PIT indicated a 20% decrease in the number of young adults (transitional aged youth) that experienced homelessness on the night of the count since 2015 (242 vs 303).
 - Transitional age youth often experience episodic periods of homelessness, which is likely to be missed in a single-point design study like the PIT.
 - The number of reported homeless families with children declined by 25% between 2015 and 2017 (186 vs. 227).
 - The vast majority (95%) of homeless families are found in shelters or in transitional housing, where they comprise over a third (36%) of all homeless that use shelters.
4. Because the PIT count methodology incorporates hundreds of surveys with individuals not using the shelter system, this report also offered a unique glimpse into the experiences of people who are homeless and sleeping outdoors. Results from the 2017 survey point to a number of notable findings on subpopulations, a few of which include:
- Individuals who reported continuous homelessness tended to be substantially older and were often encountered in encampments near the American River Parkway, in contrast to younger homeless who were interviewed nearer downtown Sacramento.
 - Older individuals indicated as chronically homeless – between 55 and 64 – were also more likely (a 70% greater chance) to report a military past (veteran status) or suffer from a disabling medical condition.
 - Chronically homeless are more likely to suffer from PTSD than the most unsheltered homeless group (54% compared to 46%), and more likely to have a mental condition of any type (64% compared to 57%).

While the significant increases in homelessness in Sacramento County are concerning, the report discusses four key contextual factors that likely contributed, at least partially, to these larger estimates in the 2017 PIT.

Improved methodology

CSUS refined the sampling strategy by which geographic zones were selected for volunteers to canvas on the night of the 2017 PIT. This resulted in a more representative selection of canvassed zones, and in particular included areas of South Sacramento that were likely under-sampled in previous years. Greater care was also given in 2017 to provide volunteers clear routing directions, to ensure that the entire geographic areas were canvassed. We estimate that the improved methodology contributed to approximately 15% greater efficiency in the 2017 estimates; as such, we estimate that the 2015 count of unsheltered persons experiencing homelessness would have been approximately 6% larger if the same methodologies had been implemented that year.¹

Severe weather and flooding

Between December 2016 and January 2017, Sacramento County, and Northern California in general, experienced torrential rainstorms, which resulted in severe flooding throughout the region. Notably, the American River rose to historic levels and flooded many of the riverbank areas that some groups experiencing homelessness use to camp, particularly in the unincorporated parts of the county. The extreme weather conditions likely contributed to significant migration of some homeless communities from more rural parts of the county to the urban center of Sacramento. This was evident by reports of several volunteers who described densely packed “tent communities” in non-flooded parts of the park, particularly near the Garden Highway. Notably, the number of tents recorded by volunteers in 2017 was almost three times the number reported in 2015 (363 vs. 133). Moreover, geo-spatial analysis of the count data indicated a clear pattern of high concentrations of homeless near unflooded parts of the American River. While it is difficult to estimate how many of these individuals in tents would have likely been undercounted under normal conditions, it is reasonable to assume that a significant number were included in the 2017 PIT due to their weather based migration.

¹ The 2017 PIT included a broader set of sampled zones than in previous years, particularly in southern parts of the city of Sacramento. These zones yielded approximately 14.7% of the total count for unsheltered homeless in 2017. By rough approximation, one could assume that the 2015 estimate of 948 unsheltered homeless, which omitted these zones, effectively represented only 85.3% of the total unsheltered homeless that year. Dividing the 948 total by its effectiveness rate of 85.3% suggests the 2015 total unsheltered population was approximately 1,111 ($\frac{948}{85.3\%} = 1,111$). Readers should note that these omitted zones would have only impacted the unsheltered count, and not the sheltered count, which would have remained the same at 1,714. In total the adjusted 2015 count would have been approximately 2,822 ($1,111+1,711=2,822$) or 6% higher than the 2,659 reported.

Growth in homelessness in the state

The rise in homelessness between 2015 and 2017 in Sacramento County is consistent with similar increases recently reported across the state. At the time of this writing, a number of communities have reported significant increases between their 2015 and 2017 estimates for persons experiencing homelessness on a nightly basis:

- 39% increase reported in Alameda County (5,629 vs. 4,040).
- 76% increase reported in Butte County (1,983 vs. 1,127).
- 23% increase reported in Los Angeles County (57,794 vs. 44,359).

Trends of homelessness in Sacramento County are generally consistent with the broader patterns of homelessness in California. For example:

- The high proportion of homeless found sleeping outside in Sacramento (56%) is consistent with California's overall average of 66% unsheltered homeless.
- Sacramento's rate of chronic homelessness of 31% is close in range to California's rate of 25%.
- The majority of homeless veterans in the county are unsheltered (69%), consistent with the state average of 66%.

These statewide trends reflect a confluence of social and economic factors, and highlight that homelessness is a local community issue, but one that is likely affected by broad dynamic trends.

Housing market conditions

Given the recent sharp increases in rental rates in Sacramento and the low stock of affordable housing units in the area, the growth in the number of persons experiencing homelessness is consistent with trends reported by other communities across the country with tight housing market conditions. Analyses of national PIT data have found that rental housing market factors – particularly housing costs – are the strongest predictors of homelessness across the communities. In particular, the proportion of residents in these communities who spend more than 30% of their total income on housing was strongly predictive of the overall homelessness rate in the region. These findings are telling given recent reports by the Sacramento Housing Alliance that 4 out of 10 residents in Sacramento spend over 50% of their monthly income on housing (SHA, 2016).

The report concludes by suggesting a number of recommendations to improve the methodology and implementation of future PIT studies in the county. Although extensive efforts were undertaken to improve the geographic sampling of the 2017 PIT count, in future years further measures could improve the efficiency and accuracy of the PIT count. These include increased data sharing with local law enforcement agencies, using technology to increase survey response rates, greater engagement with youth populations, and additional training of survey volunteers. In addition, future efforts could seek to discover rates of homelessness among LGBTQ populations as well as to better understand the factors that contribute to homelessness in Sacramento County.

Finally, the report discusses some general conclusions about community needs that the above findings identify. These include the need for more Emergency Shelter beds, Permanent Supportive Housing programs in the county, and affordable housing options for residents. While these recommendations are not in of themselves new, or unknown by most homeless service providers and advocates, the findings of this report likely highlight a new level of severity for these issues in Sacramento County.

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Introduction

Every two years Sacramento County and its incorporated cities undertake an extensive effort to estimate the number of individuals in the region who experience homelessness. This effort, known as the Homeless Point-in-Time (PIT) Count, is congressionally mandated for communities to receive federal funding from the U.S. Department of Housing and Urban Development (HUD). To adhere to HUD requirements, communities participate in a systematic data collection process to estimate the total number of individuals staying at an emergency/transitional shelter or sleeping outside (i.e., sheltered vs. unsheltered) during one night at end of January. In addition to counting the number of individuals experiencing homelessness encountered outside during the PIT night, HUD encourages communities to collect in-person surveys of these individuals in order to gain further insight into demographic characteristics of these populations. HUD also requires communities to report on specific subpopulations among the homeless, including veterans, transitional age youth, and groups experiencing chronic patterns of housing instability.

In addition to fulfilling a HUD funding requirement, the PIT Count is a detailed and timely information source for local stakeholders and the broader community to assess the state of homelessness in their region. As the PIT count methodology incorporates hundreds of surveys with individuals not using the shelter system, it offers a unique glimpse into the experiences of homeless persons sleeping outdoors, or in locations not suitable for human habitation. Though the PIT is just one “snapshot” of homelessness in the community, and admittedly an imperfect one, the study nonetheless provides stakeholders a broad picture of homelessness and the level of need in Sacramento in 2017. This report summarizes some of the key findings from the 2017 PIT Count and provides recommendations for future PIT counts.

Collaborative Effort

The PIT study requires a high level of coordination and planning between a number of homeless service providers and advocates, city officials, law enforcement, and hundreds of community volunteers. Because of this high level of collaboration, PIT Counts are traditionally facilitated by a community’s *Continuum of Care* (CoC) lead agency—a HUD designation for a central agency in the community that helps coordinate homelessness programs receiving federal funding. As the lead agency of the Sacramento CoC, *Sacramento Steps Forward* (SSF) has held the responsibility of conducting the PIT Count for the past several years. In December 2016, SSF commissioned researchers at *California State University, Sacramento* (CSUS) to improve upon the methodology of the 2015 PIT and to enhance the analysis of the data collected (see methodology section for more detail). While SSF retained primary responsibility of the 2017 PIT and its coordination (e.g., outreach efforts, training of volunteers, deploying teams, etc.), the CSUS research team provided oversight of the methodological design of the study, and conducted all the analyses presented in this report. However, it should be emphasized that the 2017 PIT was a true community effort, reflecting the work of hundreds of stakeholders, volunteers and CSUS students.

Report Roadmap

The goal of this report is to provide community members with a general understanding of the key findings from the 2017 Sacramento PIT Count (hereinafter referred simply as the 2017 PIT) as well as to highlight contextual factors to consider in light of these findings. The report also points to some general conclusions about the level of need in the community and provides recommendations for future PIT Counts. Given these goals, the report is organized in the following five sections:

Section 1 summarizes the research design of the 2017 PIT, focusing primarily on the specific methodologies employed by CSUS (as opposed to logistics and coordination facilitated by SSF). Here, we provide a brief summary of how data from the *Homeless Management Information System* (HMIS) was analyzed to estimate the number of individuals using shelters during the night of the count. A more detailed summary is provided with respect to the unsheltered design, where we discuss the mapping and sampling strategies CSUS used to identify the specific geographic areas that were canvassed by volunteers on the night of the count. We also overview the enumeration (counting) and survey processes deployed, and discuss how the survey data was statistically weighted to the count data in the final stage of analysis. Finally, we provide an overview of some of the limitations of the analysis and some of the likely biases to consider.

Section 2 presents general findings of the 2017 PIT, including a detailed exploration into the substantial growth of these estimates compared to previous years (between 35%-85% since 2015). Three primary factors we address are the improved 2017 methodology, the severe flooding that preceded this year's count, and the ongoing economic conditions likely exacerbating housing insecurity in Sacramento. Lastly, we present breakdowns of overall demographics and household characteristics of unsheltered individuals interviewed on the night of the count.

Section 3 provides further analysis of a selection of subpopulations that are at higher risk for experiencing homelessness. Specifically, we present detailed data on individuals who are chronically homeless, veterans, and transition aged youth. We also present data on several groups and circumstances associated with higher risk of experiencing homelessness (e.g., former foster youth, domestic violence etc.).

Section 4 presents a geo-spatial analysis of the 2017 PIT data, and reports on how the population of unsheltered homeless is likely distributed across the county. Specifically, we estimate an approximate number of unsheltered homeless within each incorporated city in the county, and within the surrounding unincorporated area. We also present maps of the projected homeless in Sacramento County to investigate geographical trends in where these individuals reside. In this section, we present an adjusted, less conservative, estimate of homelessness in Sacramento that incorporates additional SSF data collected outside of the PIT, as well as extrapolated estimates from unsampled regions of the County.

Section 5 summarizes the general trends that the 2017 PIT uncovered, and highlights policy recommendations according to the authors (CSUS). We also discuss our methodological recommendations for future PIT Counts in Sacramento.

Section 1 Methodology

Per HUD requirements, the PIT count is technically a *census* of all individuals in the county experiencing homelessness on a single night in late January. This means that CoCs are required to account for all individuals experiencing homelessness who are residing in emergency shelters or transitional housing on the night of the PIT. In addition, CoCs are responsible for conducting a robust canvassing of all areas in their regions where unsheltered homeless are likely to be sleeping on the same night. HUD also requires that CoCs provide demographic estimates of specific homeless subpopulations in their community (e.g., the number of homeless families, veterans and chronically homeless, and the respective composition of each group in terms of race, gender and age). Because of these various requirements, multiple methods are used in producing the ultimate homeless count for the region. Below, we introduce the sheltered homeless count method that is organized by SSF before presenting a more detailed report on the sampling methods used by CSUS for the unsheltered count.

Estimating Sheltered Homeless

Sacramento Steps Forward (SSF) provided estimates of all individuals and households residing in an emergency shelter or transitional housing on the night of the count. SSF accomplished this by aggregating data from its *Homeless Management Information System* (HMIS)—a client database SSF coordinates for all HUD-funded and county-funded homeless service providers.

- HMIS records for the night of January 25th were compiled and analyzed by SSF in the weeks following the PIT count.
 - Some homeless programs in Sacramento County are not funded by HUD and consequently do not contribute data into HMIS. To account for individuals who used these programs on January 25th, SSF coordinated a separate manual reporting process to collect this data, which was incorporated into HMIS in the weeks following the PIT count.
- HMIS data captures all of the HUD-required information for persons and households residing in a shelter or transitional housing on the night of the count.
 - This includes demographic characteristics of all individuals, and their homelessness history.

Estimating Unsheltered Homeless

CSUS estimated the number of unsheltered persons experiencing homelessness (those sleeping outside of a shelter on the night of the count) using a combination of fielding and survey methodologies recommended by HUD. In general, these methodologies called for the use of local experts to first define geographical areas where homeless people are likely to sleep. CSUS used this information to map out deployment zones for volunteers to canvas on the night of the count. On the night of the count, volunteer teams traveled to each sampled zone where they visually enumerated (i.e., counted) homeless individuals encountered, and attempted to survey individuals who were awake and willing to be

interviewed. Because volunteers are deployed after shelters have stopped their intakes for the night, it is assumed that all homeless individuals encountered are unsheltered homeless.

We elaborate on the specifics of this unsheltered methodology by summarizing each of the four components below:

1. Mapping & Sampling
2. Canvassing & Enumerating
3. Survey Interviews
4. Survey Cleaning and Analysis

Mapping & Sampling

Pre-Mapping. In the month prior the 2017 PIT, SSF worked with various community stakeholders to identify “known areas” and locations where individuals experiencing homelessness may be sleeping during the night. While CoCs sometimes collect this information several months before the count, SSF had decided in the Fall of 2016 to compile and update this mapping information much closer to time of the actual 2017 PIT. This was done given concerns of SSF staff that homeless encampments move frequently, rendering mapped locations out of date by the time of the PIT count (i.e., areas mapped in November are likely to be out of date by late January, according to SSF staff).

- Between December 2016 and January 2017, SSF collected and compiled information from 38 different local entities and organizations that have regular contact with the homeless (such as outreach teams, service providers, homeless advocates, local businesses, county representatives and law enforcement agencies; see Acknowledgment for a complete list).
- In total, SSF provided CSUS detailed geospatial mapping data on approximately 1,000 locations (e.g., specific street intersections, overpasses, parking lots) where homeless encampments, sleeping bags, or sleeping individuals had been spotted.

In addition, CSUS analyzed data provided by the Sacramento Sheriff's Department that tracked calls for service related to homeless activity (transient-related calls for service) during the three months prior to the count. CSUS also analyzed data from the previous 2015 PIT, including maps and count statistics provided by SSF. Using these data sources, CSUS identified locations where at least 5 homeless-related calls had been made in the three months prior the 2017 Count or at least 5 homeless individuals had been found in the 2015 PIT Count.

Combining both sets of information, CSUS next overlaid the resulting spatial data with the pre-established 84 sampling zones used in the 2015 PIT. Given time constraints, CSUS had anticipated, and hoped, to use as many of the pre-established zones of 2015 as possible. However, analysis of the 2015 zones, and their correlation with the 2017 mapping data revealed the following:

- Only 25 out of the 84 zones from 2015 contained 5 or more calls for service

- Many of the 2015 zones located along the American River Parkway were not accessible in January 2017 due to recent flooding
- Some locations in South Sacramento that contained a high number of mapping data points were insufficiently covered by the 2015 zones

Given these results, CSUS decided to keep 25 of the previously used 2015 zones unchanged while slightly modifying an additional 16 (moving or re-aligning their boundaries so that they would be accessible in 2017). In addition, CSUS generated 104 new possible zones to improve the geographic breadth of the potential sample, as well as to better align zones with the 2017 mapping data. These new zones were approximately 150 square acres (somewhat consistent with the 2015 zones), took into consideration physical barriers that would hinder volunteer access, and contained at least 5 of the 2017 mapping data points. In total, CSUS identified 145 possible sampling zones for the 2017 PIT.

- This sampling universe of 145, non-overlapping, geographic areas contained:
 - 19 “Hot Zones” where 15 or more individuals were anticipated to reside
 - 119 “Warm Zones” where 6-14 individuals were anticipated to reside
 - 7 “Cold Zones” where 1-5 individuals were anticipated to reside

Sampling. CSUS sought to refine the sampling strategy of the 2017 PIT to include a broader breadth of geographic zones for volunteers to canvas on the night of the count. CSUS anticipated that volunteer teams would be able to canvas between 75-80 zones out of the 145 possible. To maximize the efforts of the anticipated 300-400 volunteers, CSUS stratified the sampling by the following method:

- All “Hot Zones” were automatically sampled
 - 19 “Hot Zones” located in and around Carmichael, Rancho Cordova, Arden-Arcade, Downtown Sacramento, Midtown-East Sacramento, South Sacramento, and areas near the American River
- All Warm Zones within Priority Regions were automatically sampled
 - SSF and CSUS designated 4 Priority Regions, to ensure sufficient coverage in areas where warm zones were clustered, or in areas that may have been insufficiently sampled in previous years.
 - All warm zones within each Priority Region were automatically included in the sample, such as those in Downtown Sacramento (18 zones), South Sacramento (15 zones), Citrus Heights (5) and Elk Grove(6)²

² For 2017 there were 6 zones mapped in and around Elk Grove, compared to 7 in 2015, and 5 zones mapped in and around Citrus Heights, compared to 1 in 2015. Law enforcement guided volunteer teams in Citrus Heights

- Randomly Selected Warm & Cold zones
 - A total of 16 zones were randomly selected from the remaining areas
 - These zones were in Tahoe Park, Oak Park, Land Park, Del Paso Heights, Rosemont, and the Antelope area.

A total of 80 zones were sampled out of the 145 possible, and volunteers were ultimately sent to 72 of these zones on the night of January 25th, 2017. The resulting sample included all of the hot spot locations identified in the mapping process and incorporated a broad representation of areas throughout the county, some of which may have been under sampled in previous years. Moreover, other areas of Sacramento County not covered in the 72-zone sample were separately canvassed by either SSF staff or local law enforcement immediately before or after the 2017 PIT. These areas included:

- City of Folsom
 - CSUS designed 4 general zones where SSF staff were deployed on the weekend after the 2017 PIT (January 27th, 2017).
- City of Galt
 - Due to its small size, and distance from the deployment center³, the city of Galt was not included in the sampling universe of potential deployment zones for January 25th. However, SSF staff traveled to Galt on the night following the 2017 PIT (January 26th) and canvassed particular locations identified by law enforcement as areas where homeless reside.
- City of Isleton
 - Similar to Galt, CSUS did not generate zones for Isleton or include it in the universe of sampled areas. Nonetheless, SSF staff worked with the City Clerk's office and identified specific locations to canvass on the night following the count (also on January 26th).
- Capitol Downtown Area
 - The *Downtown Sacramento Partnership* conducts its own census count of the homeless each year in the downtown block area surrounding the state capitol. Because of their experience conducting this count, and familiarity with where individuals sleep, DSP conducted its own census of homeless on the morning of January 25th.

The enumeration (count) data collected at these separately canvassed locations were generally low (with the exception of the Capitol Downtown Area) and were excluded from most of the analyses presented in this report, including the official tally presented to HUD. This was primarily due to methodological concerns regarding the lack of survey data at these locations, which would have complicated the

³ All volunteer teams were deployed from the County of Sacramento Department of Human Assistance (DHA) at 1725 28th Street in Downtown Sacramento.

demographic analysis of the broader sample.⁴ However, the data is included in the final extrapolated homelessness count for the County presented in this report (See Section 4).¹

Canvassing and Enumerating

In the weeks prior to the 2017 PIT, SSF conducted a series of training workshops required of all volunteers. The two-hour sessions reviewed the protocols of canvassing, mapping directions, and the enumeration and survey instruments to be used. A separate vendor assisted SSF in recruiting and coordinating volunteers for these training sessions, which were attended by approximately 360 community volunteers.

CSUS provided SSF a total of 80 canvassing maps for volunteer teams to use on the night of the count. Each map included general driving directions to the sampled zone, and specific routing instructions for volunteers to follow. Based on feedback from SSF, CSUS attempted to provide as much visual detail as possible in maps and direction to help volunteer teams navigate their respective location and sufficiently cover the sampled areas.

With respect to the enumeration (count) tool, volunteers were instructed to count every individual that they encountered during their canvassing route, with some minor exceptions consistent with HUD guidelines.⁵ The enumeration tool directed volunteers to record each homeless person *individually*, where each row in the form corresponded to each individual observed. However, volunteers were also instructed to note when individuals were standing, sitting, or sleeping next to each other, and designate these individuals as being members of a single household. Volunteers were also asked to record demographic characteristics of all individuals they encountered (age, gender and race). These data provided a baseline of broad estimates of the underlying characteristics – for instance age categories were “Under 18”, “TAY”, or “Over 25”, and some racial/ethnic distinctions were more difficult to make for individuals counted at night. Finally, volunteers were asked to record the number of cars, tents and RVs they encountered that they suspected were being used for permanent habitation by a group or

⁴ As is discussed below, demographic data of unsheltered homeless was captured through the use of surveys, which were conducted with a sub-group of individuals counted on the night of the count (n=168). Results from the surveys were extrapolated to the broader count sample of unsheltered homeless (n=2,052) using a two-level statistical weight based on the location of the survey and the household size. Because the additional sites did not have survey data, their inclusion in the demographic analyses would have introduced higher levels of uncertainty in the calculated estimates. Moreover, the canvassing methodology employed in these location likely differed from those used in other areas, introducing other unknown biases.

⁵ Per HUD guidelines volunteers were instructed to count every person they observed, even if they doubted the individual’s homeless status. The only exceptions to this rule were persons: who are clearly working (e.g., construction or road maintenance workers), who are conducting ordinary business at a site that provides 24-hrs services (such as a gas station or grocery store), or who are driving by (cars and RVs must be stationary to be counted).

individual.⁶ Volunteers were generally instructed not to disturb or wake individuals during their canvassing, and consequently were encouraged not to collect individual-level data of persons inside a vehicle or tent. The exception was if individuals in tents or vehicles greeted the volunteers, in which case volunteers could record the specific individuals encountered. During the analysis stage, CSUS estimated that each car and tent corresponded to approximately two homeless individuals on average (unless otherwise noted by volunteers), while RVs corresponded to three individuals.

In total, volunteers filled out approximately 450 enumeration forms across the 72-zone sample, and reported 1,558 individual data points (including 363 tents, 117 cars, and 30 RVs); as discussed in Section 2 this was approximated to 2,052 unsheltered individuals. In the weeks following data collection, volunteer CSUS students assisted with entering the data into an online database and CSUS analysts then checked the data for consistency.

Survey Interviews

In addition to providing a general count of those in the community experiencing homelessness, HUD requires that CoCs estimate the general demographic composition of the local homeless population (e.g., age, race, gender, etc.), and that they report on the prevalence of certain conditions and subpopulations (e.g., homeless who have a disability, are chronically homeless, etc.). While background information on sheltered homeless is readily available in HMIS, for *unsheltered homeless* these estimates are more difficult to accurately assess with just a visual counting process. For this reason, HUD recommends that in-person surveys be administered to a subpopulation of unsheltered homeless during the PIT, the responses from which can be extrapolated to the broader unsheltered population (i.e., using the demographic composition of survey respondents as an approximation of the demographic composition of all unsheltered).

The 2017 PIT survey instrument was inspired from HUD guidelines and templates, and incorporated questions from the 2015 Sacramento County PIT. CSUS revised the survey instrument to reduce the page length of the paper survey, minimize redundancy, and simplify the wording of some questions. CSUS also explored options of administering the surveys electronically (either through smartphones or tablets) but decided against using these mechanisms given time and logistic constraints.

Generally speaking, the 2017 survey instrument collected information on respondents':

- Demographics (such as their race, age, and gender/transgender status)⁷

⁶ When volunteers encountered parked vehicles, they were asked to look for clues of habitation such as: the vehicle was on and running with the windows partially open, the windows were fogged over, the vehicle was parked in a lot behind a shopping center, or in an alley.

⁷ In 2016 HUD introduced new guidelines for the 2017 PIT with respect to how respondents should be asked about their gender status, and whether they identify as male, female, transgender or don't identify with any of these categories.

- Sleeping location (e.g., street, tent in the woods, car etc.)
- Involvement in the military (e.g., veteran status, use of veteran benefits, etc.)
- Number of times and duration they have been homeless (e.g., first time homeless)
- Disabilities and other life conditions (e.g., mental health status, etc.)
- Household size (i.e., broadly defined as the number of “people who live with you now or most of the time”)
- First two letters of their first and last name⁸

Volunteers were trained to approach every adult who was awake during the PIT count (not in a tent or vehicle) and invite him or her to complete a set of screener questions that assessed their housing status (see Appendix for survey prompt). A \$10 McDonald’s Gift Card was offered as an incentive to respondents who completed the screener and, if qualified, the subsequent survey. Volunteers were instructed to provide the incentive regardless if the participant completed the survey or not, and were encouraged to let respondents stop the survey at any time. For respondents residing in a group/family, the survey instrument included duplicates of every question for up to five members of a household (additional forms were provided to volunteers if households were larger than five). Volunteers were trained to ask each respondent one set of questions at a time, completing each section of the survey, before asking the same questions to the next respondent.

Survey Cleaning and Analysis

After the data were collected, SSF provided CSUS a total of 201 paper surveys. In the weeks following the 2017 PIT, CSUS recruited the help of student volunteers to compile and enter the data into a database, similar to the enumeration form process (i.e., each survey was entered two times into an online system and analysts then checked these final entries for consistency). Preliminary analysis of the 201 survey packets revealed 158 completed surveys and 43 partially or incomplete surveys. Ten of the partially complete surveys contained enough data to be included in the final analysis, increasing the total to 168 useable surveys.

Missing data varied slightly by responses; generally speaking demographic data for head of households were completed by 90% to 98% of respondents (2% to 10% missing), while for more sensitive questions (disability status, mental health, experiences with domestic violence) the rate varied between 87% and 93% (7% to 13% missing data). This was generally a strong level of completed data given the challenging settings in which volunteers conducted the surveys (i.e., outside in the middle of the night).

⁸ To reduce the risk of including respondents who may have completed the survey with multiple volunteer teams (i.e., duplicated response), the survey asked respondents for the first two letters of their first name and last name (as well as month and day they were born) to generate unique identifiers for each survey, in way that minimized like. In 2017, CSUS found no evidence of duplicated responses.

Because missing responses indicated no gender, racial or age bias (specific demographic groups were not more likely to omit responses), CSUS excluded non-responses when calculating proportions of specific question responses, and applied these proportion to the overall sample.

For other members of the household, however, missing data was more prevalent, particularly in the end of the survey where more sensitive questions were asked. Demographic questions were completed by 90% to 94% of the second household respondents, but more sensitive questions were completed by only 50% to 70% of these individuals. Generally, answer integrity seemed to deteriorate as more members in the household were asked more questions. Because of these issues, CSUS sometimes inputted missing values from the responses provided from the head of household. Overall, however, these data issues were minimal as 90% of the respondents were in households with two or fewer members.

Survey Weights. As discussed above, surveys were designed to estimate the size of specific subpopulations among the total enumerated unsheltered population (N=2,052). In previous Sacramento County PIT counts, researchers simply calculated proportions from specific demographic responses in the survey and applied them as estimated proportions of the unsheltered population (i.e., because 18% of the 266 survey respondents in 2015 were indicated as chronically homeless, it was assumed that 18% of the unsheltered population was chronically homeless). However, this method requires the data fit a number of specific characteristics to ensure accuracy; characteristics that are rarely met with extrapolated census data (for instance, that there is little variation in population averages and that these data are normally distributed).⁹

In 2017, CSUS attempted to improve upon the methodology by calculating weights for each survey response based on two primary characteristics: the region in which the survey was administered and the household size of those individuals surveyed. To accomplish this, CSUS established five Regions within the county that were likely to have internally consistent populations, including a Downtown Sacramento Region and a region that followed the length of the American River. These characteristics were chosen as they had nearly 100% response rates in both headcount and survey data, and were the most accurate data collected from the headcounts (as discussed earlier, few demographic characteristics collected during the enumeration process had perfect accuracy). Surveys were then matched to the PIT headcount, and weighted so that the overall household distribution and the overall geographic distribution of the surveys and counts varied by no more than 5%. These weights were trimmed for

⁹ Additionally, this proportional weighting hinders accuracy of the data on subpopulation groups. Following the above example, if 18% of respondents reported spending three years homeless and 18% reported having a disabling condition, this method assumes that 18% of the respondents (and therefore 18% of the population) are chronically homeless. However, the 18% who are disabled and 18% with extended periods homeless are not necessarily the same individuals – as such the 18% chronic population statistic is an inaccurate characteristic of the underlying population. By weighting individual survey responses, CSUS alleviated a significant source of this type of response bias.

consistency and then applied to all of the demographic data from the completed surveys to provide expected percentages for each count response.

Limitations

As with any research project, the 2017 PIT has some limitations that the reader should consider. First, it is important to note that the definitions of homelessness used by HUD, and operationalized in the 2017 PIT, do not capture all forms of housing insecurity occurring in the community. For example, a young person “couch surfing” in a friend’s living room, or multiple families needing to “double up” in a single two-bedroom apartment represent real forms of housing instability that are nonetheless missed by the official definitions of homelessness.

Similarly, it is likely that some groups were undercounted in the unsheltered count of the 2017 PIT; while researchers attempted to achieve a census of all individuals experiencing homelessness in the community, some individuals may undoubtedly be missed by volunteer teams.

- Some groups, like transitional age youth, as well as youth under 18, may attempt to intentionally avoid canvassing teams. Indeed, HUD has encouraged communities during the last two years to improve their methodology for canvassing young people, precisely because of a documented reluctance among vulnerable youth to talk and engage with adults in the community.
 - This year SSF took concerted efforts to collaborate with service providers, advocates, and even transitional age youth themselves to help identify locations and areas of the city where unaccompanied may congregate at night.
 - Youth interviewers were also hired by SSF in hopes of increasing the number of surveys completed by this age group.
 - Even with these efforts, however, estimates for youth may be lower than their actual representation in the community.

- While homeless families with children are more likely to be found in shelters than outdoors (particularly compared to other homeless groups, like single adult males), it is assumed that unsheltered families are often undercounted in the PIT methodology. In particular, it has been reported that families are more likely than other groups to use a car or RVs for shelter, as opposed to sleeping outside or in a tent. Because volunteers are trained not to approach and disturb occupants of these vehicles, there is often incomplete data for researchers to extrapolate an accurate estimate of families sleeping in these situations.

Readers should also be mindful that survey responses, from which most of the demographic data on unsheltered homeless are captured, likely reflect some biases in the data collection process. First, there is the bias of self-selection; respondents self-selected to participate in the survey, and may have different

motivations to do so. Though researchers assume a certain level of error in their estimates,¹⁰ which captures some of these selection biases, it is likely that some groups are less likely than others to participate in a survey study. Secondly, it is important to keep in mind that all of the information provided by respondents is self-reported. Individuals may be reluctant to disclose high-risk behaviors to a stranger, including drug use, emotional and physical disabilities, and instances of domestic violence. Additionally, it is impossible for the volunteer team to independently verify this self-reported information. This is important to remember, as our estimates can only be as accurate as the survey responses on which they are based on.

Finally, as with any statistical imputation method, the mechanism of weighting surveys is inherently imperfect as it attempts to predict a large universe of behavior from a small amount of information. However, weighting mechanisms have a long history of use for such extrapolation (e.g. national polls based on a survey of a few thousand individuals) and the CSUS research team has advanced training and experience with these methods.¹¹

¹⁰ Another source of error is the fact that 2017 saw a significant decrease in the number of completed surveys relative to the count population as compared to previous years. In 2015, researchers reported 266 completed surveys out of the 948 unsheltered individuals enumerated (a ratio of 3.5 individuals per survey completed). In 2017, only 168 surveys were completed out of the 2,052 unsheltered individuals counted (a ratio of 12.2 individuals per survey). This may have contributed to less efficiency and more error in demographic estimates than in previous years— particularly for sparsely populated subgroups, such as those individuals with HIV. Nonetheless, CSUS is confident that the estimates approximate real growth in the overall homeless population as well as the primary subpopulations analyzed in this report.

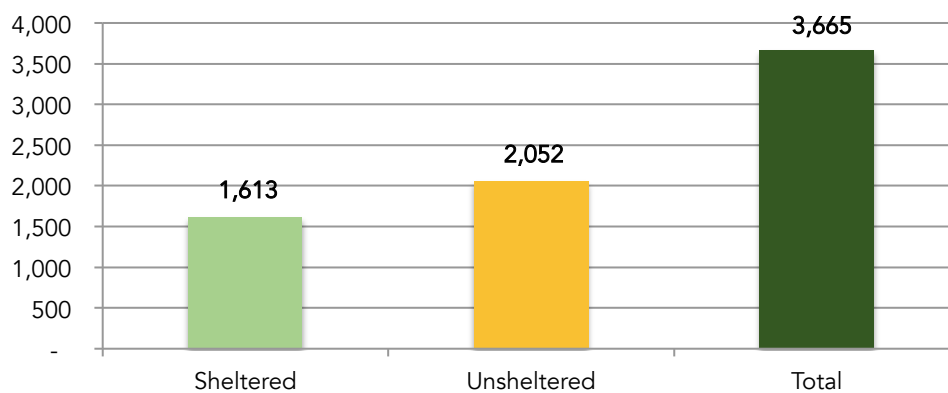
¹¹ Members of the CSUS research team have been trained in statistical weighting for surveys through a partnership with the Bureau of Labor Statistics.

Section 2 General Findings

Nightly Estimates

On a single night in January 2017, a total **1,613 individuals** accessed emergency shelters or transitional housing across Sacramento County. In addition, it is estimated that a total **2,052 individuals** were sleeping outside or in a location not suitable for extended human habitation (e.g., tents by the river, automobiles, or trailers). Combined, these numbers suggest that approximately **3,665** people in Sacramento County experience homelessness on any given night in 2017.

Figure 1:
2017 PIT Estimates of Total Homeless



Examining these estimates more closely indicates that on January 25th:

- Only 44% of the homeless in the county (1,613 out of 3,665) were *sheltered*
 - 26% accessed emergency shelters (n= 947)
 - 18% accessed transitional housing (n=643)
- In contrast, 56% of all homeless (2,052 out of 3,665) were *unsheltered*
 - 29% were sleeping outside (1,058 out of 3,665)
 - 18% were sleeping in tents (an estimated 687 individuals in 335 tents)
 - 8% were sleeping in cars (an estimated 307 individuals in 139 vehicles)

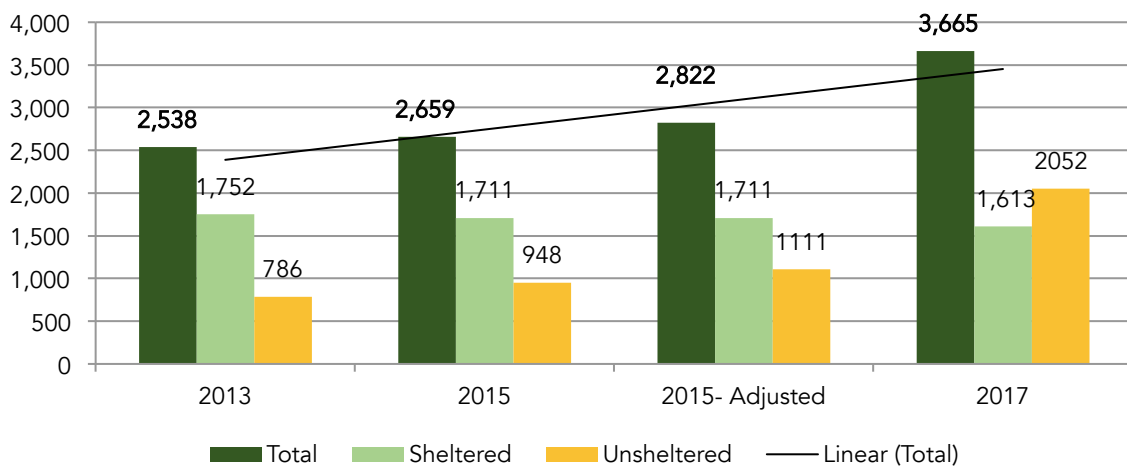
Changes Over Time

The 2017 PIT estimate of 3,665 individuals in Sacramento County experiencing homelessness on a nightly basis represents a substantial increase compared to previous PIT estimates, and is likely the highest estimate on record.

- Overall, there was a 38% increase in total homeless from the 2015 PIT (3,665 vs. 2,659), and a 42% increase from the 2013 PIT (2,538).

As figure 2 shows, the increase is most substantial with respect to unsheltered homeless sleeping outside. Indeed, the ratio of unsheltered to sheltered homeless has dramatically changed from recent years; in prior PIT studies, unsheltered homeless were estimated to be approximately half the size of the sheltered population, but in 2017 the unsheltered population exceeded the sheltered population by a quarter.

Figure 2:
PIT Estimates over Time



- Between 2015 and 2017 the number of unsheltered homeless grew from 948 to 2,052 (a 110% increase).

There are various factors contributing to the substantial increase in homelessness in Sacramento County, including improved methodology. Specifically, CSUS refined the sampling strategy by which geographic zones were selected for volunteers to canvass on the night of the 2017 PIT (see Section 1). This resulted in a more representative selection of canvassed zones, and in particular included areas of South Sacramento that were likely under sampled in previous years. Greater care was also given in 2017 to provide volunteers clear routing directions, to ensure that entire geographic areas were canvassed. We estimate that the improved methodology contributed to approximately 15% greater efficiency in the 2017 estimates; roughly speaking we estimate that 2015 estimates of unsheltered homeless would have been

approximately 6% larger if the same methodologies had been implemented.¹² Taking into consideration this adjusted-2015 estimate suggests:

- The *real* growth in total homeless in Sacramento County was approximately 30% between 2015 and 2017 (3,665 vs. 2,822).
- The *real* growth in unsheltered homeless in Sacramento County was approximately 85% between 2015 and 2017 (2,052 vs. 1,111).

Context to Consider

The *real numbers* of individuals experiencing homelessness in the county are undoubtedly even higher than the 2017 PIT estimates, particularly given the limitations and narrow definitions of homelessness assumed in the study design.¹³ Nonetheless, the above estimates are useful to consider as a standard barometer of relative change in homelessness; assuming that PIT studies are implemented generally consistently from year to year, their results likely capture relative change in the homeless population over time. It is clear that even considering the adjustments in methodologies in 2017, homelessness has likely increased in Sacramento County by at least a third (30%).

A reported rise in the number of homeless is often met with concern by the public, who may worry about the number of homeless migrating from other communities, the effectiveness of current programs, and public safety in general. While these are important issues to consider, the authors of this report nonetheless believe it is important to consider the rise of homelessness in the context of the following contributing factors:

Severe weather and flooding

Between December 2016 and January 2017, Sacramento County, and Northern California in general, experienced torrential rainstorms, which resulted in severe flooding throughout the region. Notably, the American River rose to historic levels and flooded many of the riverbank areas that some homeless use to camp, particularly in the unincorporated parts of the county. Indeed, in the week prior the 2017 PIT CSUS had to adjust or abandon many of the geographic zones in the American River Park used in prior

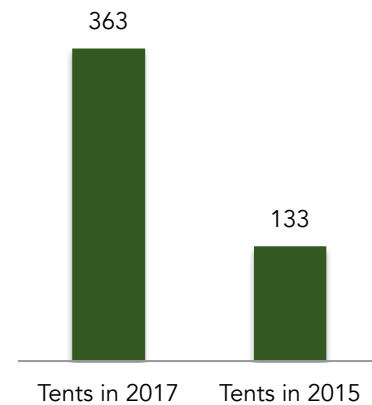
¹² The 2017 PIT included a broader set of sampled zones than in previous years, particularly in southern parts of the city of Sacramento. These zones yielded approximately 14.7% of the total count for unsheltered homeless in 2017. By rough approximation, one could assume that the 2015 estimate of 948 unsheltered homeless, which omitted these zones, effectively represented only 85.3% of the total unsheltered homeless that year. Dividing the 948 total by its effectiveness rate of 85.3% suggests the 2015 total unsheltered population was approximately 1,111 ($\frac{948}{85.3\%} = 1,111$). Readers should note that these omitted zones would have only impacted the unsheltered count, and not the sheltered count, which would have remained the same at 1,714. In total the adjusted 2015 count would have been approximately 2,822 (1,111+1,711) or 6% larger than the reported 2,659.

¹³ In section 4 of this report we consider other data sources and statistical approaches to provide a less-conservative estimate of homelessness within each of the seven incorporated cities in the county. This includes extrapolating estimates from un-sampled regions of the county (estimating the predicted number of homeless that could have been encountered in regions not-canvassed on January 25th) and incorporating data collected beyond the time parameters of the PIT study design.

PIT studies due to severe flooding. The extreme weather conditions likely contributed to significant migration of some homeless communities from more rural parts of the county to the urban center of Sacramento. This was evident by reports of several volunteers who described densely packed “tent communities” in non-flooded parts of the park, particularly near the Garden Highway. Notably,

- The number of tents recorded by volunteers in 2017 was almost three times the number reported in 2015 (363 vs. 133).

Figure 3:Tents Reported



- The additional 230 tents in 2017 represented an additional 460 homeless individuals.
- These additional individuals account for approximately 47% of the total change in homelessness between 2015 and 2017 (470 out of the 941 increase in adjusted unsheltered).

- It is likely that individuals in many of these tents generally reside in areas of the American River that are not typically canvassed in PIT studies. But due to flooding and their subsequent migration, these individuals were more likely to be counted in the 2017 PIT than in previous years. While it is difficult to estimate how many of these individuals would have likely been undercounted under normal conditions, it is reasonable to assume that a significant number were included in the 2017 PIT due to their weather based migration.

Growth in homelessness in the state

California has the largest homeless population in the US; approximately a quarter of all people experiencing homelessness in the country reside in the state (AHAR, 2015). The state also has the highest proportion of chronically homeless individuals—individuals with a disability who have experienced prolonged periods of housing instability. These statewide trends reflect a confluence of social and economic factors, such as the high cost of living, dearth of affordable housing and a high poverty rate. They also highlight that homelessness is a local community issue, nonetheless affected by broad statewide dynamics. This is important to consider in light of the above reported increases in the 2017 PIT estimates. Indeed, the rise in homelessness between 2015 and 2017 in Sacramento County is consistent with similar increases recently reported across the state. At the time of this writing, a number of communities have reported significant increases between their 2015 and 2017 estimates for nightly homeless:

- 39% increase reported in Alameda County (5,629 vs. 4,040).
- 76% increase reported in Butte County (1,983 vs. 1,127).

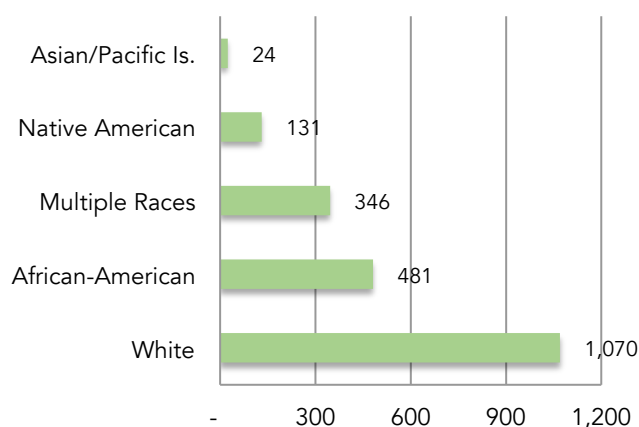
- 23% increase reported in Los Angeles County (57,794 vs. 44,359).
- Little change reported in Yolo County (482 vs. 490).
- Little change in San Francisco County (7,499 vs. 7,539).

While not all communities have made their PIT findings public at this time, these early reports suggests that HUD will likely find—after aggregating all the PIT data— a significant increase of homelessness in California overall, if not the country itself.

Housing Market

As discussed above, housing market conditions, and in particular the dearth of affordable housing in the region, should be considered as an important contextual factor to the rise in homelessness in Sacramento County. Indeed, researchers from the US Dept. of Veteran’s Affairs recently published a complex analysis of PIT data aggregated from hundreds of communities across the county, and found that rental housing market conditions were the most important factors affecting homelessness, above and beyond other factors associated with the poverty rate such as drug use and crime (Byrne et. al 2013). Their analysis confirms previous findings that rental housing market factors, particularly housing costs, are the strongest predictors of homelessness across communities. Specifically, their analysis suggests that the proportion of residents who spend more than 30% of their total income on housing was strongly predictive of the overall homelessness rate in a community. These findings are telling given recent reports by the Sacramento Housing Alliance that 4 out of 10 residents in Sacramento spend over 50% of their monthly income on housing (SHA, 2016). Given the recent sharp increases in rental rates in Sacramento, and the low stock of affordable housing units in the area, the growth of the homeless population is consistent with trends reported by other communities across the county with tight housing market conditions.

Figure 4: Racial Identity of Unsheltered Homeless



Demographics of Unsheltered Homeless

On the night of the count, volunteers conducted a total of 168 survey interviews with individuals who were homeless and not sleeping in a shelter. Results from these surveys¹⁴ indicate that a large majority of unsheltered homeless were male (74%) and Non-Hispanic (82%). With respect to race, approximately half identified as White (52%), and a quarter as African American (23%). The remaining respondents identified as either multi-racial (17%), or Native American (6%); very few identified as Asian or Pacific-Islander (less than 2% combined).

¹⁴ As discussed in Section 1, results from the 168 surveys were used to extrapolate the overall demographic composition of all unsheltered homeless encountered on January 25th (N=2,052). Towards this end, CSUS computed a two-stage statistical weight for each survey to improve the accuracy of this extrapolation (see Section 1).

In terms of age, the average respondent was approximately 42 years old. As the figure below shows, however, there was a wide distribution in reported age; respondents were almost evenly distributed between the age groups of 25-34, 35-44, 45-54, and 55-64. There were also a small, but notable number of very young adults 18-24 (7%).

Figure 5: Age of Unsheltered Homeless

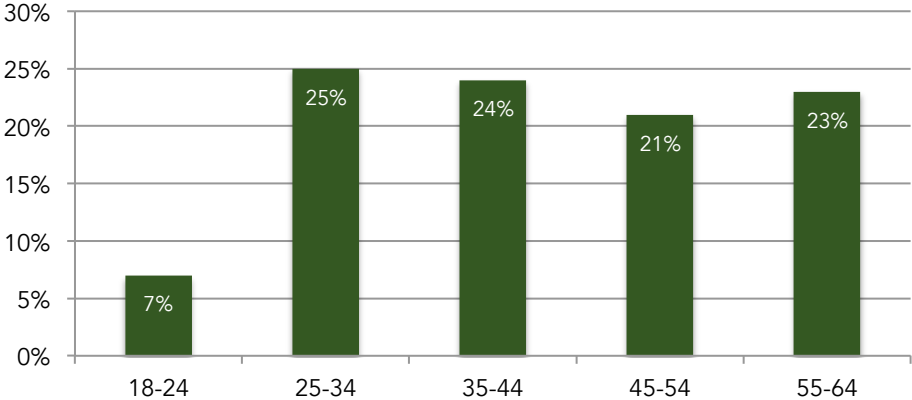


Table 1 on the next page presents the overall demographic estimates for unsheltered homeless, as well as compares these estimates to the composition of homeless who accessed shelters on the night of the 2017 PIT (provided by the HMIS system). These comparisons suggest that some groups were more likely to be sleeping outdoors on the night of the PIT than others. For example:

- Males were more likely to be unsheltered than sheltered (e.g., 74 % vs. 57%).
- Homeless who identified as Native American (6% vs. 3%) or Multi-Racial (17% vs. 9%) were more likely to be unsheltered than sheltered.
- Individuals who met definitions of chronically homeless were almost twice as likely to be unsheltered than sheltered (39% vs. 20%).

More generally, comparing the total homeless population to the demographic composition of Sacramento County (US Census, 2015) indicates that some groups experience housing insecurity at a disproportionate rate. These include:

- Men (who only represent 49% of the county but comprise 66% of all homeless).
- African Americans (who represent 10% of the county but comprise 30% of all homeless).
- Native Americans (who represent 1% of the county but comprise 5% of all homeless)

- Individuals who identify as multi-racial (who only represent 6% of the county but comprise 13% of all homeless)

It is important to note that other groups also experience higher levels of homelessness, such as LGBT youth, veterans and women with children (groups that we examine further in the next section). Moreover, even though some groups have a lower relative likelihood of becoming homeless, individuals from these groups are not immune to these experiences. These include:

- Women (who represent 51% of the county but comprise only 32% of people experiencing homeless).
- Individuals who identify as White (who represent 64% of the county but comprise only 50% of people experiencing homeless).
- Individuals who identify as Asian American (who represent 16% of the county but comprise only 1% of people experiencing homeless)

Table 1. 2017 PIT Demographic Characteristics			
	Unsheltered (N=2,052)	Sheltered (N=1,613)	Total Homeless (N=3,665)
Gender			
Male*	1,517 (74%)	918 (57%)	2,435 (66%)
Female	488 (24%)	681 (42%)	1,169 (32%)
Transgender or Other	47 (2%)	14 (1%)	61 (2%)
Ethnicity			
Hispanic/Latino*	370 (18%)	286 (18%)	656 (82%)
Non-Hispanic/Non-Latino	1,682 (82%)	1,327 (82%)	3,009 (82%)
Race			
White	1,070 (52%)	747 (46%)	1,817 (50%)
Black/African American	481 (23%)	643 (40%)	1,124 (31%)
Asian	14 (1%)	10 (1%)	24 (1%)
American Indian/Native	131 (6%)	48 (3%)	179 (5%)
Hawaiian/Pacific Islander	10 (1%)	21 (1%)	41 (1%)
Multi-Racial*	346 (17%)	144 (9%)	490 (13%)
Chronically Homeless	802 (39%)	323 (20%)	1,126 (31%)

*Statistically significant at p<=.10

Section 3 Subpopulations

In this section we delve deeper into the survey results of the 2017 PIT and report on specific homeless subpopulations, including the chronically homeless, veterans, and transitional aged youth. We also summarize survey results that highlight particular risk factors associated with experiencing homelessness, such as being a victim of domestic violence and interaction with the foster care system.

As discussed in the methods section, much of the information that we use to report on persons sleeping outdoors (unsheltered homeless) is derived from the 168 survey interviews conducted by volunteers on the night of the count. Unlike the visual count data collected by volunteers, survey interviews captured detailed and personal demographic information from a subsample of respondents. The results of these surveys were extrapolated to the total unsheltered population (N=2,052) using a two-level statistical weight (weighted to the count data based on the location in which the interview was conducted, and the household composition reported by the respondent).

Readers should note that these estimates contain a certain level of statistical imprecision; lack of perfect and complete survey data on every person/household experiencing homelessness means that estimates are an approximation of the true number in the community.¹⁵ As elaborated in the methods section, there may also be biases in the survey results given that most of information is self-reported, and some groups may have been more likely than others to decline an interview. Despite these shortcomings, the survey results provide a unique glimpse into the situations facing the unsheltered homeless population in Sacramento County. To assist readers, we report each estimate in this section with a corresponding margin of error, which approximates a general range of possible values that the real number lays within to a 90% confidence level.

Chronically Homeless

HUD designates individuals as *chronically homeless* if they meet two conditions, one pertaining to the length of time an individual has been homeless and the other to suffering from one of a potential group of disabilities. Specifically, a chronically homeless person:

- Has been continuously homeless for over a year; OR has had four (4) or more episodes of homelessness in the past three (3) years.
- AND they have a physical, developmental or mental disability that hinders their ability to maintain gainful employment.

¹⁵ The statistical power of the extrapolation tool was based primarily on the variation and response rates of the underlying (survey) data. For many responses, the estimates were fairly precise with little missing data. However, this was not the case with smaller population groups – especially groups such as families with children and individuals living with HIV/AIDS. For these reasons, CSUS chose to focus our analysis on the subgroups and at-risk behaviors with the most data, and took care to examine the underlying distribution of this data for aberrant behavior.

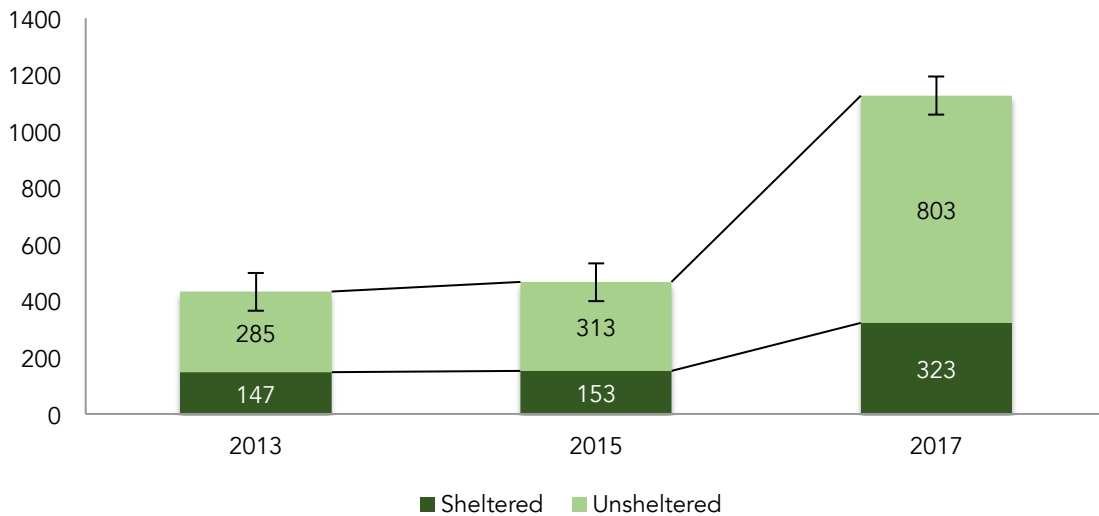
In addition, in 2015 HUD clarified that all individuals within a household should be considered chronically homeless if the head of household meets the above criteria

Individuals who experience chronic patterns of homelessness can often have complex mental health and physical disabilities, which complicate their transition into stable housing (NAEH, 2015). Moreover, chronic homelessness can deteriorate one’s well being, and lead to disproportionate use of emergency resources. Because of these issues, there have been deliberate efforts by the federal government to reduce, if not end, chronic homelessness (NAEH, 2015). Reflective of these efforts, HUD has reported a steady decline in chronic homelessness around the county since 2007 (the number of people experiencing chronic homelessness has declined by approximately third), though more recently California saw a slight rise in unsheltered and chronically homeless (AHAR, 2016). Indeed, California sadly still retains one of the highest rates of chronic homelessness in the country (approximately 25% of homeless experience chronic patterns of housing instability). Moreover, California reports the highest proportion of chronically homeless sleeping on the streets (87%) (AHAR, 2016).

The 2017 PIT indicates that a total **1,126** individuals in Sacramento County experienced chronic patterns of homelessness in January (or approximately 31% of the 3,665 total homeless population).

- As the figure below shows, this represents a substantial increase from 2015, when only 18% of the homeless population was indicated as chronically homeless (466 out of 2,659).

Figure 6:
Sheltered and Unsheltered Chronically Homeless in the Sacramento 2013-2017 PIT counts



- This suggests that the number of people who are chronically homeless has more than doubled in recent years in Sacramento County.

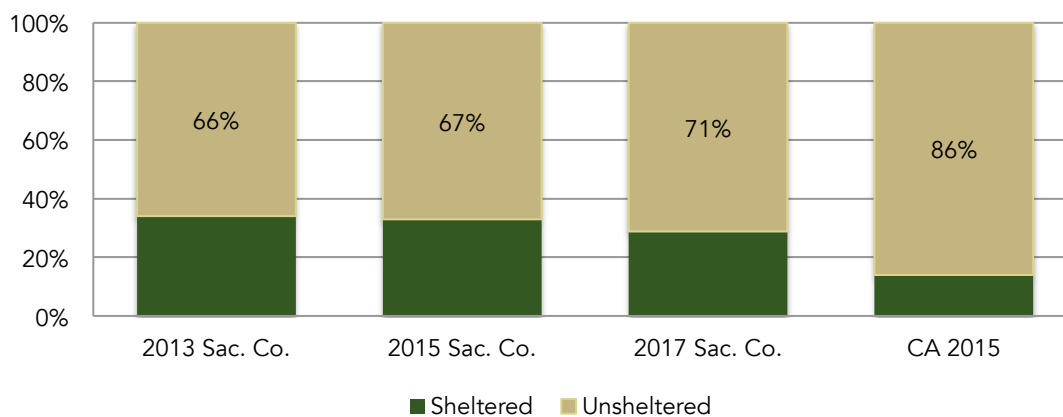
- The largest increase in the last two years was among people experiencing chronic homelessness and *sleeping outside* on the night of the count.
 - The number of people who were chronically homeless and unsheltered increased from 313 individuals in 2015 to **803** (with a margin of +/- 67) in 2017.
- The number of people who were indicated as chronically homeless but *sheltered* on the night of the count also experienced a similar, though less steep, growth/
 - Chronically homeless individuals who were sheltered increased from 153 to **323**, between 2015 and 2017.

Despite the substantial increase in the number of people in Sacramento experiencing chronic patterns of homelessness, the *proportion* of this group that sleeps outdoors has remained relatively constant during the last several years.

- In 2015 approximately 65% of people experiencing chronic patterns of homelessness were reported unsheltered in Sacramento (153 out of 466). This is similar to the approximately 71% of chronically homeless who were found outside in 2017 (801 out of 1,125).

This high rate of *unsheltered* chronic homelessness in Sacramento also seems consistent with broader patterns of unsheltered homeless across the state, as discussed above. Specifically, the 31% rate of chronically homeless reported in 2017 is slightly closer to the overall 25% rate of chronically homeless in California (29,178 out 115,738) than the 18% rate reported in 2015 (AHAR, 2016).

Figure 7:
Percent of Chronically Homeless who are Unsheltered
Sacramento 2013-2017 PIT



Analysis of surveys conducted with individuals who were unsheltered and indicated as chronically homeless show that they share some demographic characteristics with the broader unsheltered population in Sacramento. For example:

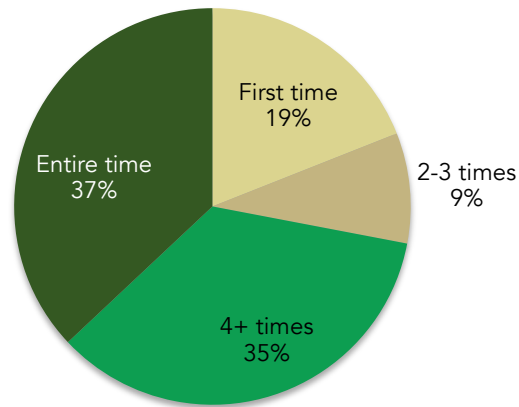
- The sizable majority of chronically homeless were male (75%), as were most unsheltered homeless (74%).
- Approximately half of all unsheltered homeless, including chronically homeless, identified as White (52%).
- Given the racial composition of Sacramento County (see Section 1) a disproportionate percentage of both unsheltered, and chronically homeless were people of color (48%)
- A little less than half (46%) of all chronically homeless were 45 years old or older, similar to many unsheltered groups.

Table 2. Demographic Characteristics of Unsheltered Chronic Homeless vs. All Unsheltered Homeless		
	Chronic Unsheltered (N=803)	All Unsheltered (N=2,052)
Gender		
Male	75%	74%
Female	25%	24%
Transgender or Other	0%	2%
Race		
White	52%	52%
Black/African American	21%	23%
Asian	1%	1%
American Indian/Native	8%	6%
Hawaiian/ Pacif Islander	1%	1%
Multi-Racial	18%	17%
Age		
18-24	8%	7%
25-34	26%	25%
35-44	20%	24%
45-54	24%	21%
55-65	22%	23%
65+	0%	0%

Other survey responses suggest that the chronically homeless in Sacramento are comprised of both individuals who are *continuously* homeless as well as individuals who move regularly back and forth into homelessness. For example, when asked how many times they had been homeless in the last three years:

- Approximately a fifth of respondents indicated as chronically homeless (19%) reported that this was their “first time homeless,” and that they had been homeless for over a year.
 - Among these first-time homeless, the average number of months homeless was 22.5 months.
 - Two-thirds of these first-time homeless claimed that they had been *continuously* homeless for over 36 months.

Figure 8:
Number of times homeless during the past 3yrs
Among Chronically Homeless



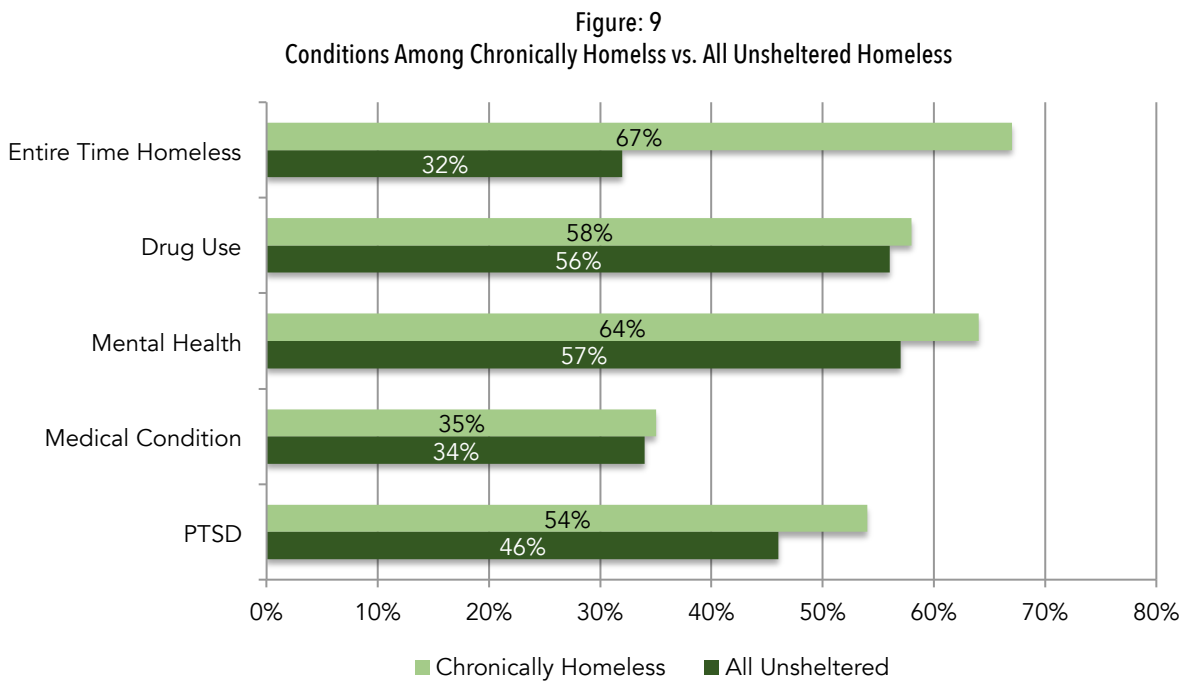
- Approximately 10% of respondents reported that they had been homeless two to three times in the past three years.
 - On average these episodes of homelessness averaged 7 to 11 months, according to respondents.
- Approximately 35% of respondents described experiencing homelessness “four or more times” during the past three years.
 - When asked to add all the times they had been homeless across these episodes, respondents reported that they had been homeless 12 to 24 months (average of 18.1 months).
- The remaining respondents (approximately 37%) reported that they had been homeless the “entire time” over the last three years.

More generally, 67% of people indicated as chronically homeless reported being continuously homeless close to three years, while 35% percent indicated more episodic periods of housing instability (i.e., “four or more times”) during this time. These groups likely face different challenges and life situations, and highlight the need for various types of housing interventions. Indeed, individuals who reported continuous homelessness tended to be substantially older and were often encountered in encampments near the American River Parkway, in contrast to younger homeless who were interviewed nearer downtown Sacramento.¹⁶ Older individuals indicated as chronically homeless – between 55 and 64 – were also more likely (a 70% probability) to report a military past (veteran status) or suffer from a disabling medical condition.

¹⁶ 25-34 year olds had a 60% chance of reporting that they sleep on the “street or sidewalk,” while 55-64 year olds were as likely to report sleeping in the “woods or encampments

As the figure below shows, people indicated as chronically homeless were also more likely to report suffering from PTSD than the other unsheltered homeless (54% compared to 46%), and more likely to indicate a mental health condition (64% compared to 57%).

In addition to asking about their various afflictions, the survey also directly asked respondents to identify the specific condition that prevents them from working. Individuals indicated as chronically homeless most commonly cited a disabling mental health condition (55%), followed by a physical disability (33%), or ongoing medical condition (33%) that kept them from finding work. Additionally, 27% said they couldn't work because of a substance abuse problem.



Among veterans who reported chronic periods of homelessness, PTSD and ongoing medical conditions (such as a traumatic brain injury) were the most commonly cited disabilities preventing them from work. As we discuss next, the substantial growth in the number of veterans experiencing homelessness seemed interrelated with the rise of chronic homelessness more broadly in the community.

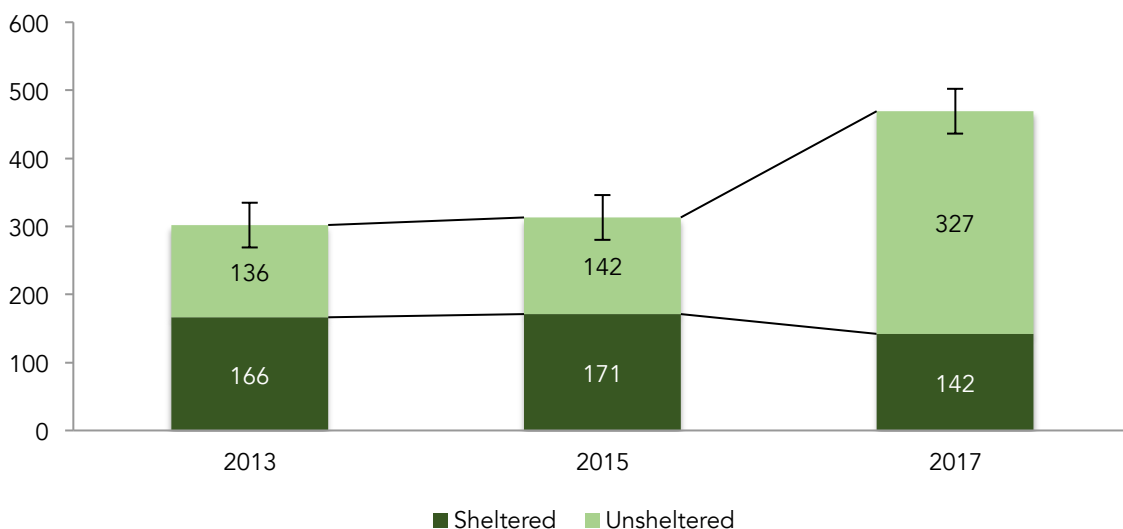
Veterans

Although rates of homelessness among veterans have recently declined in the United States (as much as 47% in the last six years; AHAR 2016), individuals with a military background remain at higher risk of homelessness than civilian populations (NAEH, 2016). The effects of trauma, difficulty re-adjusting to civilian life, and higher rates of substance use, are all thought to contribute to the difficulties of obtaining employment and affordable housing (NAEH, 2016; Tsai & Rosenheck, 2015). Like chronic homelessness, the rate of veteran homelessness in California is one of the highest in the country (approximately 8%, or 9,612 out of 118,142). Moreover, homeless veterans in California are more likely to be sleeping outdoors than in other parts of the country; two-thirds (65%) of homeless veterans in the country are typically found in shelters, but in California the rate is closer to 44% (AHAR, 2016).

The 2017 PIT indicates that **469** veterans in Sacramento County experienced homelessness (approximately 13% of the 3,665 total homeless).

- As the figure below shows, this represents a 50% increase in absolute numbers from 2015, when 313 of the homeless population were identified as veterans. Even with this increase the relative percentage of veterans in 2015 (12% out of 2,659) is approximately equal to the 13% found in 2017
- An estimated **327** veterans (with a margin of error of +/- 33 individuals) were unsheltered in 2017, compared to the **142** encountered in shelters.

Figure 10:
Sheltered, and unsheltered Veterans in 2013, 2015, and 2017 Sacramento PIT counts.



- Since 2013 the number of veterans in shelters decreased by 17%, while the number of unsheltered veterans more than doubled.

- Approximately 70% of Veterans were unsheltered in the 2017 PIT, compared to 45% in 2015.

These figures suggest homeless veterans in Sacramento County are now more likely to be unsheltered than sheltered.

With respect to the broader demographic composition of all homeless veterans (both sheltered and unsheltered), most were non-Hispanic, white males over 40 years old. Veterans tended to be older than other homeless, and more likely to report long continuous periods of homelessness (as opposed to episodic).¹⁷ Most were also more likely to report sleeping by themselves as opposed to in a group.

Comparing the demographic composition of sheltered to unsheltered homeless veterans indicates that non-White veterans were more likely to be sleeping outdoors (unsheltered) than homeless veterans who identified as White.

- Specifically, Hispanic veterans (23% vs. 11%), American Indian/Native American veterans (13% vs. 1%), and individuals who identified as Multi-Racial (13% vs. 6%) were all more likely to be unsheltered than sheltered.
- Female veterans were also more likely to be sleeping outside than in a shelter (24% vs. 8%), as well as veterans who identified as transgender.
- In contrast, African Americans were more likely to be in a shelter than sleep outdoors (12% vs. 33%).

In addition to these demographic differences, the most salient contrast between sheltered and unsheltered veterans was the self-reported level of chronic homelessness

In particular, survey results suggest that 57% of veterans who were unsheltered were chronically homeless at the time of the 2017 PIT (compared to 18% of sheltered homeless veterans).

Table 3. Demographic Characteristics of Sheltered Veterans vs. Unsheltered Veterans		
	Unsheltered (n=327)	Sheltered (n=142)
Gender		
Male	73%	92%
Female*	24%	8%
Transgender or Other*	3%	0%
Ethnicity		
Hispanic/Latino*	23%	11%
Non-Hispanic/Non-Latino	77%	89%
Race		
White	59%	57%
Black/African American*	12%	33%
Asian	3%	1%
American Indian/Native *	13%	1%
Hawaiian/ Pacif. Islander	0%	1%
Multi-Racial*	13%	6%
Chronically Homeless*	57%	18%

*Statistically significant at p<=.10

¹⁷ Over 65% of veterans interviewed were between 35 and 54, and many reported being homeless for over 36 months. Given this, it is likely that many of the veterans are years out of their service period and have been homeless on multiple occasions. This is borne out in the data, in that veterans are roughly twice as likely to have reported being homeless 4 or more times in the past year than other homeless groups.

Even among other unsheltered groups, veterans reported the highest rate of chronic homelessness.

Interestingly, veterans and non-veteran group reported similar duration times for being homeless.

- Approximately 28% of veterans had been homeless for 12 months or less, compared to 22% of the total homeless population.
- 60% of both veterans and non-veterans had been homeless for three or more years.

However, veterans reported more significant health and disability challenges than other homeless populations, in particular severe conditions that prevented them from employment and which contributed to their higher rates of chronic homelessness.

- 65% of veterans reported a mental or physical disability, compared to 57% and 41% among other unsheltered individuals.
- Though a relatively high percentage of survey respondents indicated they suffered from PTSD (46%) in 2017, this proportion was considerably higher for veterans (65%).
- In addition, while 55% of unsheltered veterans reported suffering from a medical condition – compared to 34% of other unsheltered homeless – there was a significantly greater chance among veterans (90%) that they would cite the medical condition as preventing them from working.
- Veterans who reported suffering from PTSD were also very likely to indicate suffering from a traumatic brain injury (90% chance) and to report being homeless for the first time (80% chance).

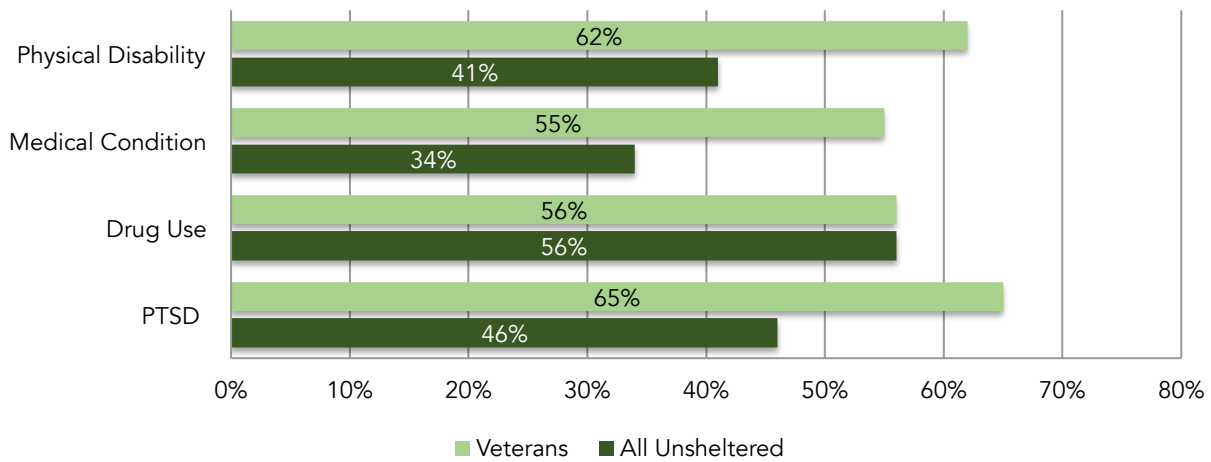
Table 4. Time Homeless and Reported Disabilities Among Veterans Experiencing Homelessness	
	Unsheltered (N=327)
Time homeless	
1-5 Months	18%
6-11 Months	10%
12-17 Months	6%
18-23 Months	3%
24-29 Months	0%
30-35 Months	3%
36+ Months	60%
Afflictions	
Severe Physical Disability	36%
Severe Medical Condition	55%
Severe Mental Health	31%
Traumatic Brain Injury	54%
PTSD	65%
Drug Use	56%
Severe Drug Use	13%
Chronically Homeless	57%

More generally, it is clear that veterans report significantly higher rates of debilitating conditions – which are major factors underpinning their higher rate of chronic homelessness. Despite these high level of needs, however, only 26% said they access VA facilities.

Examining correlations between survey results, in conjunction with how respondents reported their demographic status, revealed other notable relationships:

- Veterans who reported living primarily in the woods had a 80% chance to also report living alone and more than a 95% chance to say they were between 55-64. These older veterans were more likely to report regular drug use (72%) and report being chronically homeless (67%).¹⁸
- In contrast, veterans that reported living on the streets had a 52% chance of being between 25-34 and a 63% chance of being homeless between 1-6 months.
- Younger veterans were also more likely to be homeless for the first time (a 90% chance for those between 25-34) and to be living in a two-person household (65% chance). Female veterans, on the other hand, were often found in two-person households with a non-veteran (90% chance). They are also often homeless for the first time (60% chance) while male veterans are more likely to be homeless the entirety of the previous three years (69% chance).

Figure: 11
Health Conditions Among Veteran vs. all Unsheltered Homeless



¹⁸ This could be one explanatory factor for the significant increase in the unsheltered veteran status, as more volunteers in 2017 were sampling less-densely populated areas of Sacramento County than in previous years due to the flooding mentioned earlier.

Transitional Age Youth

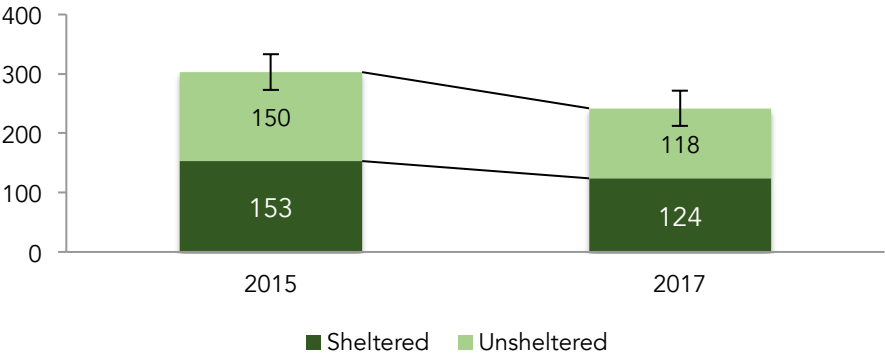
Early adulthood—roughly defined as the age period between 18 and 25—is a time when young people navigate a number of life transitions related to their changing status as adults. During a relatively short phase of the life course, young people manage multiple changes with respect to their housing, education, employment, relationships, partnerships, family as well as cognitive development. Because many of these transitions occur under uncertain and changing circumstances, young adults often experience heightened levels of stress and instability during this phase of life. A growing body of research shows that how well a young person manages this transitional period has far-reaching consequences throughout the life course—consequences related to socioeconomic status, family structure and well being (Shanahan 2000; Hayward & Gorman 2004). In addition, many young people today rely on financial and social supports from their families and social networks for extended periods of time.

Policymakers and researchers have recently emphasized, however, that young people from disadvantaged backgrounds (particularly those who have experienced conflict and/or maltreatment from their families) often have few social and economic resources to draw upon during this turbulent and critical phase of life. Young adults who face such social disadvantages (generally categorized as “transitional age youth”—or TAY) are much more likely to experience housing insecurity and struggle to maintain stable income (Osgood, Foster & Courtney 2010). Moreover, if a transitional age youth becomes homeless they are less likely to pursue their education/career ambitions, and maintain gainful employment (Courtney 2009). They are also, unfortunately, more at risk to experience incarceration, victimization and diminished wellbeing (Osgood et al. 2010).

The 2017 PIT indicates that **242** unaccompanied TAY in Sacramento County experienced homelessness (approximately 6% of the 3,665 total homeless).

- As the figure below shows, this represents a 20% decrease from 2015, when 303 of the homeless population were identified as TAY (11% out of 2,659).

Figure 12:
Sheltered, and unsheltered TAY in 2013 & 2017 Sacramento PIT counts.



- Both sheltered and unsheltered TAY showed significant decline between 2017 and 2015
 - An estimated **118** unaccompanied TAY (with a margin of error of +/- 30 individuals) were unsheltered in 2017, which is a 21% decline from the 150 reported in 2015.
 - An estimated **124** young adults were indicated in shelters and transitional housing, which is a 19% decline from the 153 reported in 2015.
- However, because of the small size of this group, and the relative large margin of error, the decrease in unsheltered TAY may be modest
 - There were approximately 2 to 62 fewer youth sleeping on the streets in 2017 compared to 2015.

While these trends are positive, and potentially illustrative of progress being made in Sacramento County toward addressing youth homelessness, there is also a strong likelihood that these estimates may be undercounts. One issue is simply the fact young adults are much more likely to experience *episodes* of homelessness, as opposed to *continuous* periods. Single point-in-time designs are inherently biased toward over-sampling individuals with longer periods of homelessness (as they more likely to be homeless during the time of the study). Another methodological concern is that young people experiencing housing instability often “couch surf” with friends, which is a form of housing instability not captured by the PIT design. Homeless youth are also reportedly less likely to be found in typical homeless locations frequented by adults, or to engage with adult volunteers more generally.¹⁹

With respect to surveys completed by transitional aged youth, the following patterns emerged:

- The majority of young adults reported having some sort of mental illness (54%) or PTSD (64%), even though physical disabilities (12%), medical disabilities (7%), and drug use (19%) are all significantly lower than the general unsheltered population (41%, 34%, and 56% respectively).
- Twenty-two percent (22%) of transitional age youth had been homeless 4 or more different times.
- Ninety-one percent (91%) of transitional age youth had been homeless for the last three years.

¹⁹ Because of these reasons HUD has encouraged CoCs to target their efforts to collect additional, and more accurate information, on the number of young adults experiencing homelessness in their respective communities. Towards this end, SSF has collaborated with local advocacy and service organizations that work explicitly with homeless young adults, to improve outreach to this population as well as to enhance canvassing during the PIT. In 2017 SSF also hired TAY individuals to participate in the count and conduct surveys with their peers. While methodologies are still improving, HUD has announced that estimates reported on the 2017 PIT will serve as the baseline, initial comparison year to assess progress that communities make toward addressing youth homelessness.

Other Risk Factors

Responses from the PIT survey also highlighted a number of interrelated risk factors associated with experiencing or complicating homelessness, such as interaction with the foster care system, being a victim of domestic violence, and families with children. In this section, we briefly review some of the key findings from the survey that shed light on these experiences in the context of Sacramento County.

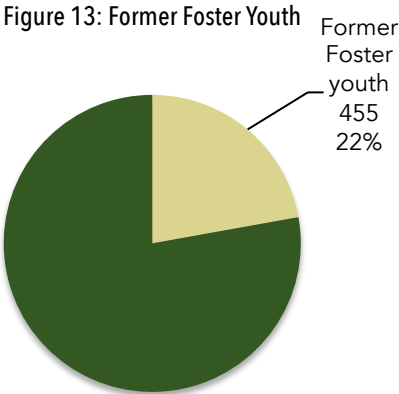
Former Foster Youth

Young people aging out of the foster care system often fit the definition of a transitional-age youth facing various social disadvantages (Osgood, Foster & Courtney 2010). Foster youth often lack access to stable family and social networks, and many have complex needs related to trauma and past maltreatment (Courtney 2009). While California has made considerable progress extending support to young people transitioning out of the foster care system (e.g., passage of Assembly Bill 12) former “system youth” still face elevated risk for experiencing homelessness during young adulthood and beyond. One often cited PIT study in Minnesota (Wilder, 2006) estimated that nearly half of the homeless population in the state had some experience in the foster care system. While estimates of homelessness among foster youth vary widely, past PIT studies have suggested between 20% to 30% of homeless individuals have interacted with the child welfare system.

In the 2017 PIT survey, 22% of respondents identified themselves as having experience in the foster care system (estimate 455 out of 2,052).

Examining the survey results from these individual revealed the following:

- Homelessness was experienced at a variety of ages by former foster youth. While 30% were aged 34 or younger, 60% were 35 years or older.
 - More than half, 58% had been homeless for the past three years
 - Approximately one-third (33%) had been homeless four or more times in the past three years.
- The vast majority of unsheltered homeless former foster youth were male (85%).
- The majority of unsheltered homeless former foster youth were White (57%), with the next highest percentages multi-racial (15%) and African-American (12%).
- Almost one-half (49%) of unsheltered homeless former foster youth were suffering from post-traumatic stress disorder.



- More than one-half (56%) of former foster youth were dealing with a mental health disorder

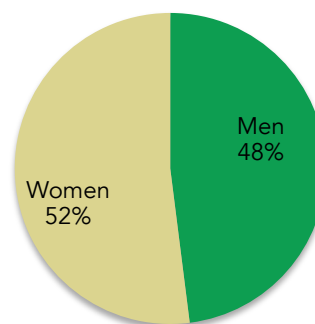
Victims of Domestic Violence

Domestic violence is common in the United States (NCADV, 2015). Victims of domestic violence are susceptible to homelessness because of missed work, job loss, and behavioral, physical, or mental health issues related to the abuse (NCADV, 2015). It is also assumed that individuals fleeing a domestic violence situation face precarious housing options, as their departure from their home was often abrupt and unplanned.

In the 2017 PIT survey, 4% of responses indicated that they had left their last place due to violence from a partner or family member (estimate of 90 out of 2,052).

- While a slight majority of victims of domestic violence were women (59%), a sizable percentage was men (41%).
- Approximately half of victims of domestic violence reported a diagnosis of post-traumatic stress disorder or some sort of physical disability (52%), while a majority reported suffering from some sort of mental disability (69%).
- A majority (67%) of victims of domestic violence reported experiencing homelessness for the entirety of the previous three years.

Figure 14:
Gender & Victims of Domestic Violence



Victims of domestic violence are more likely than the general homeless population to report at-risk behaviors across all measures, which demonstrates that these individuals are – as expected – a particularly high-needs group. On average, victims of domestic violence are 6% more likely to report suffering from mental, physical, or medical disabilities (including PTSD) than those who were not victims of domestic violence.

Families with Children

Though homelessness in the US has shown substantial decline in the last ten years—with perhaps some notable exceptions this year in California—the number of homeless families with children has not followed this broader trend. In particular, single-headed households with 2-3 children have seen some modest increases during the past decade. Accounting for homeless families, however, remains methodologically difficult. Like transitional aged youth, this population is likely undercounted in the unsheltered portion of the count.

The 2017 PIT indicates that **186** families with at least one child in Sacramento County experienced homelessness in January, and the vast majority of these families stayed in shelters.

- 180 families, comprising of a total 572 individuals, were in shelters or transitional housing on January 25
 - Families represented 36% of all homeless accessing shelters in 2017, which is a slight decline from 2015, when they represented 45% of the shelter population.
- Considering both sheltered and unsheltered families (of which there were very few) indicates there has been a 25% decrease in the number of families from 2015, when 238 homeless families were reported (10% out of 2,659).
- The 589 individuals in these families represent approximately 16% of the 3,665 total homeless.
- The majority of homeless families were single-parent families, with an average of 2 or more children. However, there was insufficient survey data from families to explore further demographic statistics.

As was the case in 2015, 95% of homeless families in 2017 were reported from the shelter HMIS data; only 6 homeless families with children were identified during the unsheltered count in 2017. Researchers from the previous 2015 PIT employed a day-after service approach in an effort to record more homeless families leaving shelters on the day following the night count, but researchers reported only 5 additional families overall (11 total unsheltered families were recorded that year). While the day-after service was not possible in 2017 due to logistic challenges, it is not apparent that this had much substantial impact on estimates.

While it is reasonable to assume that homeless families make concerted efforts to stay in shelters as opposed to sleeping outdoors, it is nonetheless likely that the PIT methodology is systematically undercounting unsheltered families staying in vehicles and tents. In particular, volunteers are trained not to attempt interviews with individuals in parked cars or groups sleeping in their tents. While these guidelines are reasonable precautions, as well as courteous, they undoubtedly bias survey estimates. Future PIT researchers may want to consider a different sampling approach, or conduct a separate study to estimate the proportion of tents and cars that are, on average, occupied by families.

Section 4 Geo-Spatial Analysis of the 2017 PIT

In this section we present a geo-spatial analysis of the 2017 PIT data, and report how the unsheltered homeless population is likely distributed across the county. Specifically, we estimate an approximate number of unsheltered homeless within each incorporated city in the county, and within the surrounding unincorporated areas. We also provide GIS maps of the distribution of unsheltered homeless across Sacramento County more broadly. For these analyses, we incorporate additional information beyond what was collected on the night of the 2017 PIT. Supplemental data include:

- Additional count data collected the same week as the 2017 PIT, but not on the same night.
- Extrapolated estimates for 70 regions not sampled on the night of the 2017 PIT

Incorporating this information allows us to broaden our 2017 PIT estimates to cover areas that were not canvassed by volunteers on the night of the count. However, readers should note that these analyses are based on statistical extrapolation as opposed to the census methodology of the PIT, and are therefore more speculative in nature than other results presented (see Appendix for a summary of the enumeration process). Nonetheless, the following results provide an additional general depiction of how homelessness is distributed across the county as can be seen in the following table and figures.

Estimates by City

We first present the estimated distribution of unsheltered homeless across the county; the below chart shows the estimated proportion of unsheltered homeless by city (dark green bar), in contrast to an area’s relative population proportion (tan color bar) (Census, 2015). In addition, the table on the following page provides the specific estimates by city, as well as the different data sources included in these estimates.

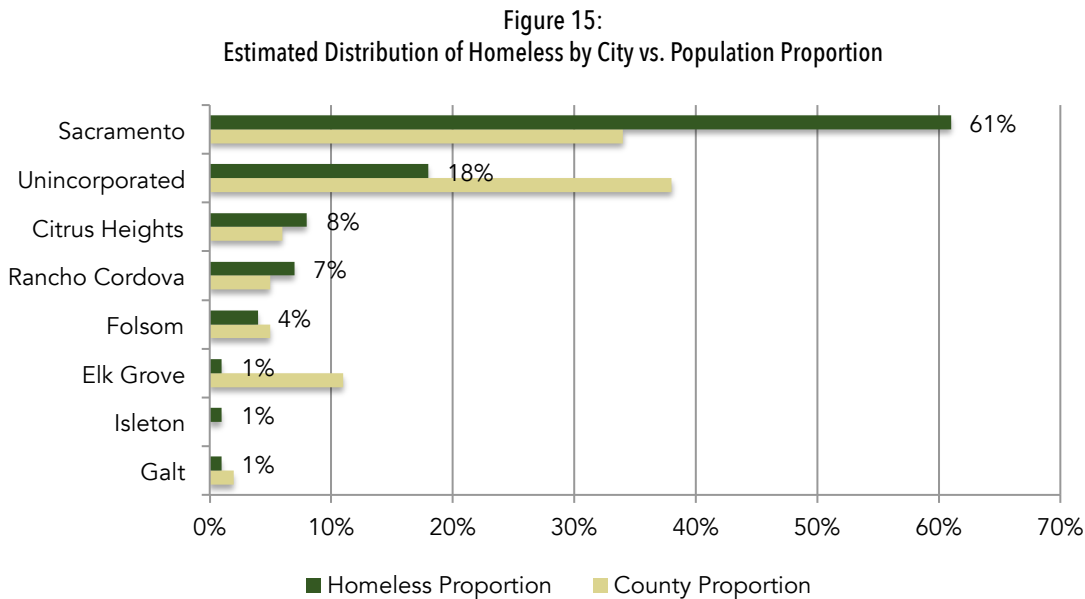


Table 5.
City Estimates

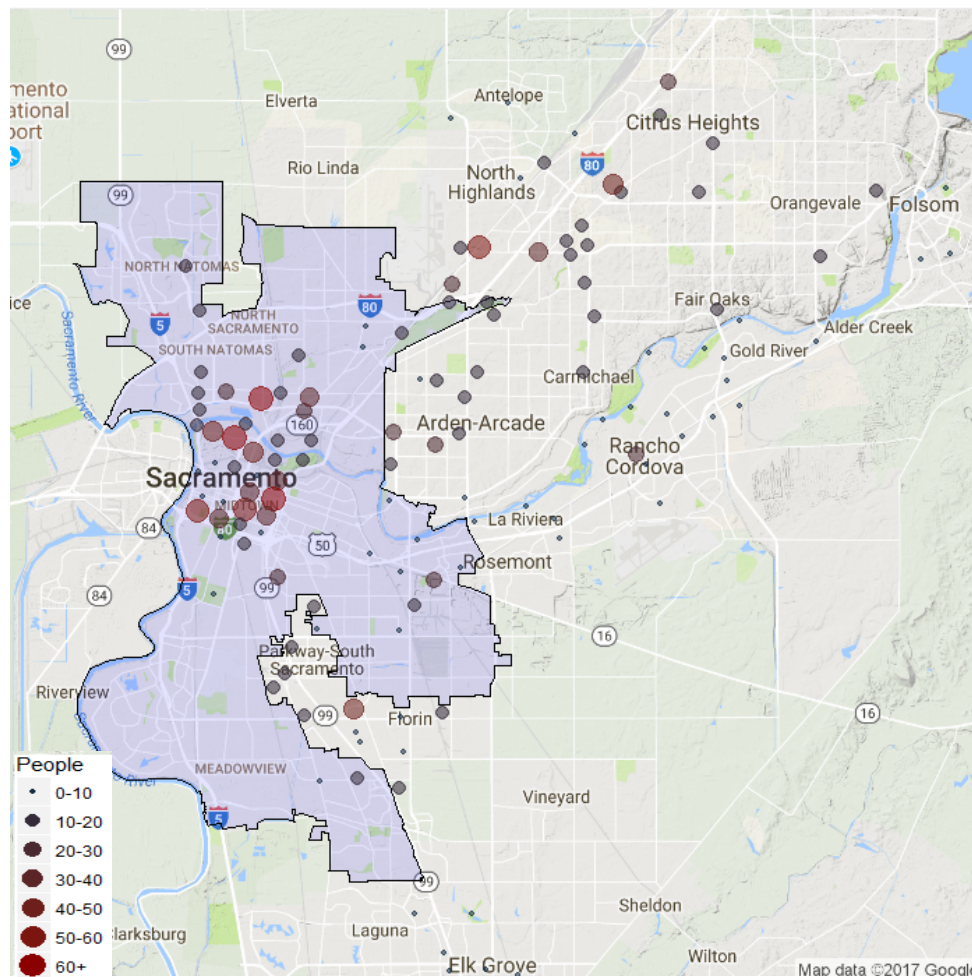
Area	2017 PIT Count	Extrap. Count	Post PIT Count	Total Count	Margin of Error ²⁰	Homeless Prop.	County Prop.
Citrus Heights	188	51	0	239	+/- 28	8%	6%
Elk Grove	18	22	0	40	+/- 4	1%	11%
Folsom	0	118	4	122	+/- 6	4%	5%
Galt	0	0	5	5	-	0%	2%
Isleton	0	0	5	5	-	0%	>1%
Rancho Cordova	76	136	0	212	+/- 25	7%	5%
Sacramento	1,400	284	95	1,779	+/- 101	61%	34%
Unincorporated	370	162	0	532	+/- 55	18%	38%
Total	2052	773	109	2,934	+/- 121	100%	100%

Unsurprisingly, the areas with the largest percentages of county population (Sacramento and the Unincorporated Areas) also saw the largest percentages of homeless (61% and 18%, respectively). Interestingly, these percentages are almost exact inverses in terms of their relationship to the actual population percentages – about twice as many homeless are found in downtown (with a population share of 34%), while about half as many homeless are found in the unincorporated areas (with a population share of 38%). Rancho Cordova, Citrus Heights, and Folsom had homeless populations roughly equal to their county population shares, as did Galt and Isleton (though these numbers are insignificant). While the results from Sacramento City and the unincorporated areas are not surprising – many more volunteers were sent to zones in downtown than in the unincorporated areas, and downtown is much easier to traverse – it is not immediately clear why Elk Grove has such a smaller homeless population relative to its county population. This will be an interesting finding to keep in mind for future PIT counts.

²⁰ Since the extrapolated counts are formed by using single regional averages, there is less variation in the predicted scores than the actual scores. Therefore, these margins are not actually as accurate as those reported for the sampled scores.

GIS Maps

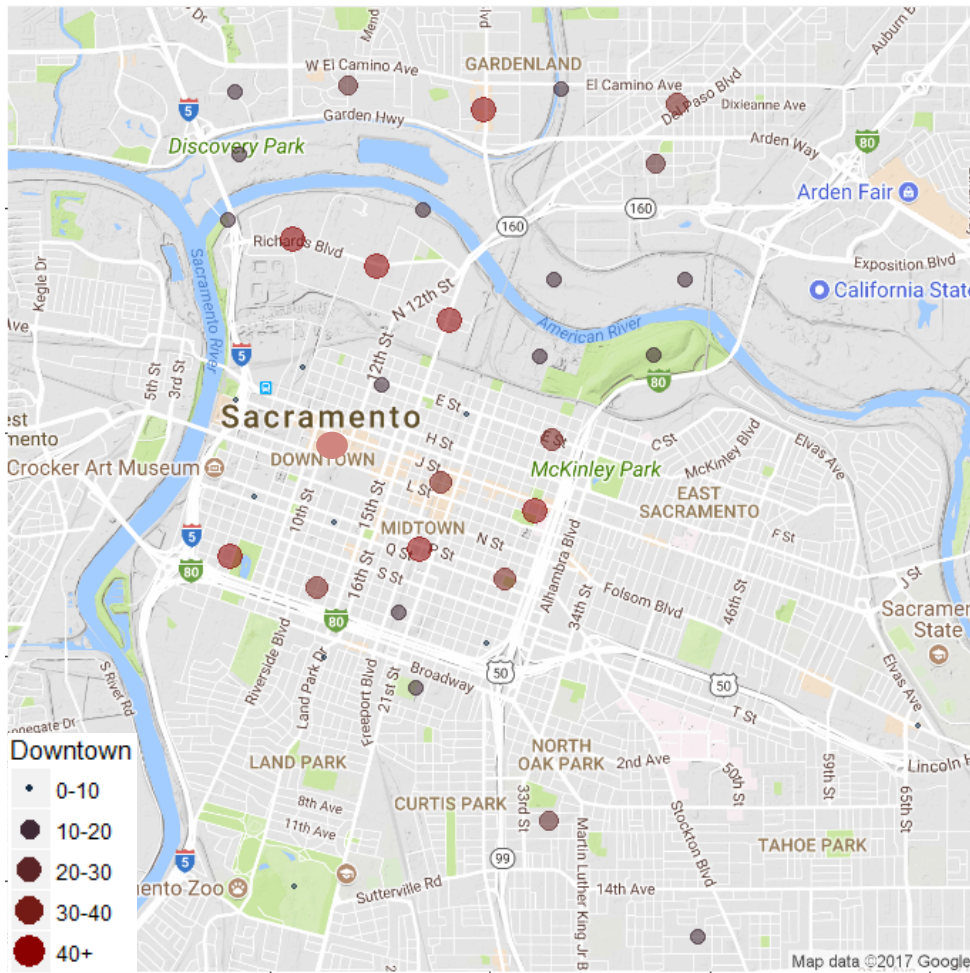
Figure 15:
Spatial Distribution County Map



As with most spatially defined data, one of the best mechanisms for understanding patterns in homeless population density is through GIS mapping. The above map provides a clear picture of many of the trends we have discussed throughout this report. In this image, the light blue outlined space is the Sacramento City boundaries, while the counted (and estimated) populations are represented by a color and size gradation – so that the larger bright red circles represent high-density zones and the smaller grey and black circles represent low-density zones.

As previously mentioned, Sacramento and the surrounding areas saw a record-breaking winter weather system that caused severe flooding – especially around the cresting American River. The map shows that, especially in the length between Rosemont and Folsom, volunteers found very few homeless in most of the areas situated next to the river. Indeed, with the exception of Rancho Cordova, spatial patterns strongly suggest that homeless individuals were pushed north into the less densely populated unincorporated areas of Sacramento County. In future PITs, it is expected that many more homeless individuals will return to areas near the river – a trend that will be particularly interesting to investigate.

Figure 16:
Spatial Distribution Downtown Sacramento Map



Focusing on downtown Sacramento, one can also clearly see concentrations of individuals being pushed further north and south from the river's edge. This is especially true near Discovery Park and the State Fairgrounds – two areas that saw the largest impact from the floods. The areas near Richards Boulevard and El Camino Avenue saw significant numbers of homeless individuals in tents, which further illustrates the impact of the flooding on migrating homeless communities. It is also evident a large portion of the homeless population in Sacramento is found in the midtown corridor, and along the main highways. In the midtown corridor, specifically between K and Capitol and from 23rd to 26th streets, there are four large churches for homeless individuals to find shelter. Between P and R streets from 19th to 23rd there are also large warehouses and structures under which homeless individuals can find shelter – particularly near the Safeway, the Light Rail stop, and the Sacramento Bee offices. As expected, there is a dense population of homeless individuals near the Capitol and Caser Chavez park. Along the main highways, there are a number large parking structures beneath the overpasses as well as sections between X and Broadway that see little regular foot traffic. These areas are ideal spaces for homeless individuals to take shelter during inclement weather.

Extrapolated vs. Sampled Zones

Interestingly, the extrapolated data suggests that many of the zones that were not sampled on the night of the 2017 PIT would have yielded relatively low count numbers if they had been; many extrapolated zones yielded relatively few additional homeless compared to the actual zones sampled. About a quarter of the non-sampled zones had extrapolated values of 0 or 1. In other words, the analysis suggests that the 72 zones for the 2017 PIT likely accounted for the majority of potential homeless in Sacramento County. Even though more zones could have been deployed (if more volunteers were present), there is likely a decline in the “return on investment” for researchers to sample a large collection of zones for the PIT. While the PIT Count would benefit from more volunteers and more covered zones, it is unlikely that having more than 100 sampled zones on the night of the PIT would provide significant new information on the distribution of homeless individuals in the county.

Section 5 Conclusions and Recommendations

In this last section of the report, we review the overall findings of the 2017 PIT and draw parallels between trends found in Sacramento County and those reported across the state. We also briefly review the methodological changes and challenges of the 2017 PIT, and suggest recommendations for the 2019 PIT. Lastly, we discuss recent trends in Sacramento County – particularly trends in the housing market – which may be correlated with the reported increase in homelessness in the area. We believe these data, in conjunction with the 2017 PIT findings, point to a number of issues to consider for policy makers, services providers, and others interested in reducing homelessness in Sacramento.

In this 2017 PIT report, we found a significant increase in the number of residents in Sacramento County who experienced homelessness on a nightly basis.

- Since 2015, we estimate a real growth in nightly homelessness of approximately 30% (from 2,822 individuals to 3,665), with a more pronounced growth among people who are experiencing homelessness and sleeping outdoors (from 1,111 to 2,052; or 85% increase).

Because of the disproportionate increase in unsheltered homeless—individuals who tend to have higher and more immediate needs than those in a shelter or transitional housing—the 2017 PIT also saw a sharp rise of particular at-risk groups.

- We estimate that approximately 31% of the homeless in Sacramento County are chronically homeless (that is, they have experienced prolonged bouts of housing instability and are disabled), which is a substantial increase from the 18% rate reported in 2015. Most of this growth, however, was among chronically homeless who sleep outdoors, who are the majority in this group (803 out of 1,126).
- We also found a 50% increase in the number of veterans experiencing homelessness since 2015 (313 to 469). Notably, our estimates suggest that the majority of homeless veterans are unsheltered (69%).

While the overall significant increases in homelessness in 2017 are concerning, the patterns of homelessness found in Sacramento County are nonetheless consistent with statewide trends reported in 2015.

- The proportion of the unsheltered population estimated by the 2017 PIT (56%) aligns with California’s 2015 average of 66%.
- Similarly, the 2017 the rate of chronic homelessness (31%) is closer to the 25% California rate than the 18% reported in 2015.
- The proportion of unsheltered veterans (69%) found in 2017 is also more consistent to the state average of 66% than what was reported in 2015 (47%).

And while the majority of communities have yet to release their 2017 reports, the few that have indicate similar increases in homelessness since 2015 as found in Sacramento County: 39% increase in Alameda County, 76% increase in Butte County, and a 23% increase in Los Angeles County.

In this report, we also discussed a number of contextual factors that likely contributed to the general increase in estimates. These include improvements in methodology, but also severe weather and flooding that likely resulted in significant migration of homeless encampments to areas more regularly sampled in the Sacramento PIT Counts. Indeed, the spatial analysis of the 2017 PIT data show clear patterns of concentration of homeless in areas near the American River Parkway that were not flooded.

In contrast to the general upward trend, we also report that some populations saw little change in the 2017 PIT. Estimates for transitional age youth (TAY) declined slightly as did those from families with children (approximately 20% each), but the relatively small sizes of these two populations make them difficult to assess accurately from year-to-year (small errors in counting have a relatively larger impact estimating those groups). In addition, TAY and families are also methodologically difficult to capture with the PIT methodology of sampling and canvassing. Nonetheless, it is notable that these two groups did not increase, while other subpopulations did, and that declines were present in both the sheltered and unsheltered count.

As the PIT count methodology incorporates hundreds of surveys with individuals not using the shelter system, this report also offered a unique glimpse into the experiences of persons sleeping outdoors. Results from the 2017 survey point to a number of notable findings on subpopulations, including:

- People experiencing chronically periods of homelessness are more likely to suffer from PTSD than the general unsheltered homeless group (54% compared to 46%), and more likely to have a mental condition of any type (64% compared to 57%).
- Older individuals indicated as chronically homeless – between 55 and 64 – had a 70% chance to also be a veteran or report suffering from a disabling medical condition.
- Veterans experiencing homelessness were more likely to report a mental or physical disability than other groups (65% compared to 41%-57%). While 46% of unsheltered homeless reported suffering from PTSD, this number was 65% for veterans. Veterans and those suffering from PTSD had a 90% chance of reporting difficulty finding a job due to their chronic condition.
- The majority of TAY individuals also indicated some sort of mental illness (54%) or PTSD (64%), even though physical disabilities (12%), medical disabilities (7%), and drug use (19%) are all significantly lower than the general unsheltered population (41%, 34%, and 56% respectively).
- 22% of respondents identified themselves as having experience in the foster care system (estimate 455 out of 2,052). Interestingly, most of these individuals (65%) were older than 35,

though some were also young adults. Among former foster youth, almost half (49%) reported suffering from PTSD.

Methodology Recommendations

Given our experiences conducting the 2017 PIT analyses, the CSUS team suggests the following methodological changes for future PIT counts.

- 1. Increase data sharing with local law enforcement.** In 2017, CSUS used “calls for service” data provided by the Sacramento County Sheriff’s Department to establish PIT sampling zones within the unincorporated regions of the county. Making use of this additional data allowed researchers to more accurately predict where individuals experiencing homelessness might be found on the night of the PIT count. Similar data from the Sacramento City Police Department (and other incorporated cities) could be useful to supplement future PIT pre-mapping stages.
- 2. Use technology to increase survey response rates.** It is notoriously difficult to survey individuals experiencing homelessness and sleeping outdoors, both due to the challenges of interviewing someone in a difficult situation, but also the obstacle of recording data accurately at night. By carrying tablets or electronic devices, volunteers would have a better and easier tool for documenting responses data in a systematic way. They could also use these devices to better record where individuals are counted with GPS coordinates. Having this data automatically stored electronically would also result in considerable efficiency in the data analysis stage of the project, as well as improve the overall accuracy of results.
- 3. More engagement with youth populations.** Transition age youth (TAY) who experience homelessness face a unique set of risk factors. Accurate data on the TAY community in Sacramento PIT, however, continues to be limited. Despite efforts this year to engage homeless youth through volunteer training and hiring of youth surveyors, it is likely that this group may have been significantly undercounted. Moreover, some of the 2017 surveys done with youth showed some inconsistencies, which limited our ability to fully analyze this data. As we discuss below, we recommend that all surveys, including those with youth, be administered by a subset of volunteers who receive additional training in survey methods (these could include specific youth volunteers, county social workers, or CSUS MSW students). In addition, SSF and researchers should continue to work and collaborate with advocacy and service organizations to explore better ways to identify areas where homeless youth reside. While methodologies are still improving, it should be noted that HUD has announced that estimates reported on the 2017 PIT will serve as the baseline, initial comparison year to assess progress that communities make toward addressing youth homelessness.
- 4. Additional training of surveyors.** Our estimates and analyses of specific subpopulations (such as the number of individuals experiencing chronic homelessness or who are veterans) are only as accurate as the surveys collected. As discussed above, some of the surveys in 2017 showed

inconsistencies, which challenged our analysis of specific subpopulations. Moreover, the overall number of survey responses (N=168) relative to the counted data (N=2,052) is a significant concern for the Sacramento County PIT. While volunteer groups are given some training in approaching homeless individuals and administering these surveys, it is reasonable to assume that some volunteers were not comfortable conducting surveys with individuals experiencing homelessness. For these reasons, we recommend that SSF designate a specific subset of volunteers to conduct surveys on the next PIT. This specific subset of volunteers could receive additional training in survey methods as well as on how to engage vulnerable individuals more generally. Moreover, we recommend SSF consider recruiting individuals who have experience in the social service fields (such as county social workers) as well as graduate students at CSUS (i.e., CSUS MSW students). CSUS could also provide additional training in survey methods. Finally, we recommend that surveys also be administered within shelters themselves on the night of the county, to improve the comparative analyses of sheltered vs. unsheltered groups.

With respect to the survey tool itself, we recommend the following topics be included that go beyond those suggested by HUD guidelines.

- 5. LGBTQ Population.** The survey tool currently does not ask about LGBTQ status, as no questions directly ask about a respondent's sexuality (though HUD did include new questions this year about transgender status and gender identity). It is well known that LGBTQ persons, especially youth, face a unique set of circumstances in regards to high-risk factors and transience. While there are some complications in asking respondents about intimate details, such questions can be done sensitively and with respect. Specifically, researchers and SSF could consult with a local organization like the Gender Health Center and/or the CARES clinic, to design specific prompts and protocols to explore these issues.

- 6. Reason for Homelessness and Transience.** The significant increase in homelessness is difficult to explain without further data about how and why individuals found themselves experiencing housing instability on the night of the PIT count. Some of this information is already collected through the assessments conducted by SSF Navigators, and could be explored through an analysis of HMIS data. But some of these issues could also be explored further with PIT surveys that ask respondents to self-identify factors that contributed to their homelessness (e.g., medical bills/conditions, rent, unemployment, mental health etc.). While these factors are likely interrelated and difficult to unpack, the PIT instrument could ask respondents to simply respond to a set of Likert-style questions about the various factors that contributed to their state of homelessness (e.g., a 5-point scale where 1=Strongly Agree and 5=Strong Disagree).

Relatedly, the rise of homelessness in a community often raises questions about where the homeless individuals come from; there can often be a public perception that most homeless are transients who have come from other communities. This reflects, in part, a stigma towards homeless that views them as "inherent outsiders" of the community, even though many if not most might be lifelong residents of Sacramento. Research on this issue suggests that some

individuals experiencing housing instability do travel as way to cope with their situation and are in search of opportunities (Rahimian, Wolch, and Koegel 1992), but research in metropolitan areas suggests that this encapsulates a small percentage (e.g., 10%-20%) of the overall homeless population (Parker and Dykema, 2013). As there is little data on this issue itself in Sacramento County, the PIT survey could ask respondents about the length in time that they have lived in area and how often they might move from location and location. More than just addressing the perception of homelessness, these questions could shed light on the different needs and circumstances that homeless in the community are experiencing, and the various resources they may have available to them in the county. Indeed, research on transient and non-transient homeless suggests that these groups may be facing substantially different circumstances (Gray, Chau, Huerta, and Frankish, 2011).

Policy Needs

Finally, the overall findings of the 2017 PIT point to some clear needs in the community. These reflect:

✓ **The need for more Emergency Shelter capacity**

The sharp increase in unsheltered homeless and particularly those who have experienced longer periods of housing instability than the past, likely speaks to lacking service capacity issues within Sacramento's emergency shelter system. Since the collection of this data both the city of Sacramento and county (as well as others) have made efforts to increase access to emergency shelter for individuals, which this reports suggest is a critical issue. On January 25th approximately 3,665 individuals experienced homelessness, compared to the approximate 1,200-1,400 emergency shelter beds available that night in the county.

✓ **The need for more Permanent Supportive Housing**

While increasing access to temporary shelter is important, survey results suggest that almost a third of individuals sleeping outdoor have complex mental and physical needs that complicate their transition into stable housing. While these individuals would benefit from a quicker transition to Permanent Supportive Housing (PSH) programs—"housing first" programs designed to help individuals who are disabled and chronically homeless—the large number of 1,126 individuals experiencing chronic homelessness in the county likely also exceeds PSH capacity. It is telling that two-thirds of chronically homeless report being homeless longer than 36 months, which could reflect excessive waiting periods for PSH. And while a large proportion of these individuals indicated that they had severe mental health challenges (and in particular PTSD), these issues are unlikely to improve in the absence of stable, permanent housing.

✓ **The need for more Affordable Housing**

Analyses of national PIT data have found that rental housing market factors – particularly housing costs – are the strongest predictors of homelessness across communities (Byrne et. al 2013). In particular, the proportion of residents in communities who spend more than 30% of their total income on housing was strongly predictive of the overall homelessness rate in the region. These

findings are telling given recent reports by the Sacramento Housing Alliance that 4 out of 10 residents in Sacramento spend over 50% of their monthly income on housing (SHA, 2016). Given the recent sharp increases in rental rates in Sacramento, and the low stock of affordable housing units in the area, the growth of the homeless population is consistent with trends reported by other communities across the county with tight housing market conditions. Though addressing the need for affordable housing is complex and multifaceted, it is clear that more, continued, attention needs to be paid to this issue. Indeed, affordable housing is not a new concern, or one that is unknown by most homeless service providers and advocates, but findings of this report likely highlight a new level of severity for these issues in Sacramento County. Housing costs play a critical role in the prevalence of homelessness in a community. While it is important to highlight the high prevalence of mental health and physical needs among some homeless groups (such as the estimated 31% chronically homeless in the county), it is equally important to remember that not every person experiencing homelessness faces these challenges. Indeed the results of this report suggest most people experiencing homelessness do not have a severe mental health, physical disability or substance abuse problem, but are likely confronting a life crisis in the context of very few viable housing options. Moreover, all groups of homeless, including those with more serious challenges, would be helped by better access to affordable housing in our community.

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Appendix

HUD Data Tables

Table 1
Total ALL Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Total		
Total Number of Households	747	473	1,220	1,435	2,655
Total Number of Persons	977	636	1,613	2,052	3,665
Number of Children (under age 18)	212	151	363	7	370
Number of Persons (18 to 24)	46	78	124	118	242
Number of Persons (over age 24)	719	407	1,126	1,927	3,053
Gender					
Female	422	259	681	488	1,169
Male	545	373	918	1,517	2,435
Transgender	10	4	14	47	61
Ethnicity					
Non-Hispanic/Non-Latino	812	515	1,327	1,682	3,009
Hispanic/Latino	165	121	286	370	656
Race					
White	414	333	747	1,070	1,817
Black or African-American	402	241	643	481	1,124
Asian	6	4	10	14	24
American Indian or Alaska Native	25	23	48	131	179
Native Hawaiian or Other Pacific Islander	12	9	21	10	31
Multiple Races	118	26	144	346	490
Chronically Homeless					
Total number of persons	323	0	323	803	1,126

Table 2
Persons in Households with at least one Adult and one Child

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Total		
Total Number of Households	100	80	180	6	186
Total Number of Persons	330	242	572	17	589
Number of Children (under age 18)	209	151	360	7	367
Number of Persons (18 to 24)	18	22	40	0	40
Number of Persons (over age 24)	103	69	172	10	182

Gender

Female	214	151	365	7	372
Male	116	90	206	10	216
Transgender	0	1	1	0	1
Don't Identify as male, female, or transgender	0	0	0	0	0

Ethnicity

Non-Hispanic/Non-Latino	259	190	449	4	453
Hispanic/Latino	71	52	123	13	136

Race

White	414	333	747	3	185
Black or African-American	170	105	275	6	281
Asian	1	2	3	0	3
American Indian or Alaska Native	10	8	18	0	18
Native Hawaiian or Other Pacific Islander	3	6	9	6	15
Multiple Races	72	13	85	2	87

**Table 3
Persons in Households with only Children**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Total		
Total Number of Households	3	0	3	0	3
Number of Children (under age 18)	3	0	3	0	3

Gender

Female	0	0	0	0	0
Male	0	0	0	0	0
Transgender	3	0	3	0	3
Don't Identify as male, female, or transgender	0	0	0	0	0

Ethnicity

Non-Hispanic/Non-Latino	1	0	1	0	1
Hispanic/Latino	2	0	2	0	2

Race

White	2	0	2	0	2
Black or African-American	0	0	0	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	1	0	1	0	1

Table 4
Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Total		
Total Number of Households	644	393	1,037	1,429	2,466
Number of Persons (Adults)	644	394	1,038	2,035	3,073
Number of Persons (18-24)	28	56	84	118	202
Number of Persons (over age 24)	616	338	954	1,917	2,871

Gender

Female	208	108	316	481	797
Male	429	283	712	1,507	2,219
Transgender	7	3	10	0	10
Don't Identify as male, female, or transgender	0	0	0	47	47

Ethnicity

Non-Hispanic/Non-Latino	552	325	877	1,678	2,555
Hispanic/Latino	92	69	161	357	518

Race

White	338	225	563	1,067	1,630
Black or African-American	232	136	368	475	843
Asian	5	2	7	14	21
American Indian or Alaska Native	15	15	30	131	161
Native Hawaiian or Other Pacific Islander	9	3	12	4	16
Multiple Races	45	13	58	344	402

**Table 5
Unaccompanied Youth Households**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Total		
Total Number of Households	31	56	0	98	185
Number of Children (under age 18)	31	56	0	118	205
Number of Persons (18-24)	3	0	0	0	3
Number of Persons (over age 24)	28	56	0	118	202

Gender

Female	8	16	0	39	63
Male	21	39	0	79	139
Transgender	2	1	0	0	3
Don't Identify as male, female, or transgender	0	0	0	0	0

Ethnicity

Non-Hispanic/Non-Latino	25	45	0	78	148
Hispanic/Latino	6	11	0	40	57

Race

White	13	25	0	59	97
Black or African-American	14	30	0	39	83
Asian	0	0	0	0	0
American Indian or Alaska Native	1	1	0	0	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	3	0	0	20	23

Table 6
Total Veteran Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Total		
Total Number of Households	64	78	142	276	418
Total Number of Veterans	64	78	142	327	469

Gender

Female	2	9	11	80	91
Male	62	69	131	238	369
Transgender (male to female)	0	0	0	9	9
Transgender (female to male)	0	0	0	0	0

Ethnicity

Non-Hispanic/Non-Latino	56	70	126	251	377
Hispanic/Latino	8	8	16	76	92

Race

White	40	41	81	194	275
Black or African-American	17	30	47	39	86
Asian	0	1	0	10	11
American Indian or Alaska Native	1	1	0	43	45
Native Hawaiian or Other Pacific Islander	0	2	0	0	2
Multiple Races	6	3	0	41	50

Chronically Homeless

Total number of persons	25	0	25	185	210
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Extrapolating process

To extrapolate the number of homelessness in areas not canvassed, CSUS generated a formula that calculated the difference between expected and actual count numbers within each sampled zone (i.e., the difference between what CSUS expected volunteers to report and what volunteers actually reported). As discussed in Section 1, CSUS had used pre-mapping data (e.g., information from community stakeholders and law enforcement regarding possible sleeping locations for the homeless) to generate 145 possible sampling zones in the county. CSUS had also used this information to calculate an expected number of homeless likely to be found within each zone on the night of the count (these expected values allowed CSUS to stratify the sampling by “cold,” “warm” and “hot” zones). Additionally, CSUS separated the zones into five “regions”: Downtown, East Sacramento, River, North Sacramento, and South Sacramento.

As anticipated, there was significant variation in count data between the five established regions, and so we used this additional information to calculate five separate extrapolation formulas for each regional part of the county. The general formula for extrapolating a predicated actual count for un-sampled zones was then simply:

$$Y_{Predicted\ Actual} = X_{Average\ Region\ Diff} + X_{Expected}$$

Using this formula to predict unsampled zone counts resulted in a small number of zones that were given scores beyond two standard deviations above the mean predicted score, while some zones indicated predicted values below zero. Because these results skewed the calculated standard error, some zones were replaced with either a value of 0 (for those zones with negative predicted value) or with the average predicted value for the broader region where the zone was located (for those more than two standard deviations from the mean). For both the sampled and unsampled zones, there was an average of 15 zones per region – providing a reliable distribution of the spatial data (though there were no unsampled zones downtown, as all of these zones were automatically selected for the count). On average, the differences between expected and actual count numbers in the sampled zones was 7.2, with a margin of error of 3.9. The following table presents the average regional breakdowns for sampled scores and extrapolated scores

Zone	Sampled Average	Sampled Margin of Error	Unsampled Average	Unsampled Margin of Error
Downtown Region	25.6 (n=14)	5.9	-	-
East Region	6.9 (n=10)	2.7	1.1 (n=20)	0.8
North Region	16.9 (n=19)	3.2	13.2 (n=21)	0.6
River Region	27.5 (n=8)	6.7	17.15 (n=10)	0.8
South Region	11.1 (n=19)	2.4	7.2 (n=10)	0.9

Enumeration Instructions

SSF Point-in-Time Homeless Count 2017 Count Form INSTRUCTIONS AND PROTOCOLS FOR VOLUNTEER TEAMS

Team Member Names

Please indicate your team-map number on every count form used. Also, make sure to write out the complete names of all the people in your team on each form. **Please note:** volunteer names will not appear in any published reports. However, we may need to contact you if we have to clarify something.

One line per Person

Remember to count each homeless persons *individually*, by reporting one person per line. That is, each row in your form will correspond to each individual you observe.

The exception is if you encounter a car, tent or RV that you suspect is being used for permanent habitation by a group, but you can not easily/accurately count the number of individuals inside. In this case you should indicate "number unknown" in the first the column (e.g., checking off the boxes for location type and "unknown #") and leave all other boxes unchecked in that row. If you are able to easily observe the number of people in a car, tent or RV, report each person separately in a different row.

Counting Family Groups

If you observe a family group standing, sitting, or sleeping next to each other, you will still report each person individually (again, ONE ROW for EACH person). But to designate these separate observations as a single household, please circle the two or more rows that make up the family group. **Please note:** a family group does not need to include children; a family group can be two adults.

Age Group, Gender and Race

Please make your best guess for each person's age grouping, gender, race and ethnicity. If you are unsure, then check "not sure" for the respective box.

PROTOCOLS FOR WHO TO COUNT

Do not wake up or disturb any individual being counted

Do not wake any sleeping individuals. If you encounter people in cars, tents, or RVs do not ask them to come out and talk with you, unless law enforcement initiates communication. You should only announce yourself in these situations if people can see you approaching and/or if you think you might scare them as you approach. Remember that you are in their "living room" and so you want to avoid stepping right up next to their vehicle window or tent door.

Count everyone that you see

Count everyone you observe, even if you doubt they are homeless. The only exceptions to this rule are:

- ✓ People who are clearly working (e.g., construction or road maintenance workers)
- ✓ Cars that are driving by (cars and RVs must be stationary to be counted)
- ✓ People conducting ordinary business at 24-hr services (such as a gas station or grocery store).

Tents, Vehicles (Car or RV)

If you see a tent or vehicle that appears to be permanently inhabited and you do not see people standing/sitting next to it or if you announce yourself and no one responds, then simply check the location type and the "unknown #" box, and move to the next row (skipping age group and gender). Clues that people may be living inside a vehicle include: the vehicle is on and running; the windows are partially open; the windows are fogged over; the vehicle is parked in a lot behind a shopping center, or in an alley. If you do see people standing or sitting next to the tent or vehicle, then use one row for each individual and be sure to mark age group and gender.

Confidentiality - The count is confidential and anonymous. Please do not record any identifying information, particularly the names – or any part of a name – of the people you count, even if personal information is volunteered.

MAP/TEAM #: _____

Names of all Team Volunteers:

	Location	Age	Gender	Race	Ethnicity
1	<input type="checkbox"/> Outside <input type="checkbox"/> Car <input type="checkbox"/> Tent <input type="checkbox"/> RV <input type="checkbox"/> unknown #	<input type="checkbox"/> Under 18 <input type="checkbox"/> TAY 18-24 <input type="checkbox"/> Adult 25+ <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Sure <input type="checkbox"/> Other _____	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> Non-Hispanic / Non-Latino <input type="checkbox"/> Not sure
2	<input type="checkbox"/> Outside <input type="checkbox"/> Car <input type="checkbox"/> Tent <input type="checkbox"/> RV <input type="checkbox"/> unknown #	<input type="checkbox"/> Under 18 <input type="checkbox"/> TAY 18-24 <input type="checkbox"/> Adult 25+ <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Sure <input type="checkbox"/> Other _____	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> Non-Hispanic / Non-Latino <input type="checkbox"/> Not sure
3	<input type="checkbox"/> Outside <input type="checkbox"/> Car <input type="checkbox"/> Tent <input type="checkbox"/> RV <input type="checkbox"/> unknown #	<input type="checkbox"/> Under 18 <input type="checkbox"/> TAY 18-24 <input type="checkbox"/> Adult 25+ <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Sure <input type="checkbox"/> Other _____	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> Non-Hispanic / Non-Latino <input type="checkbox"/> Not sure
4	<input type="checkbox"/> Outside <input type="checkbox"/> Car <input type="checkbox"/> Tent <input type="checkbox"/> RV <input type="checkbox"/> unknown #	<input type="checkbox"/> Under 18 <input type="checkbox"/> TAY 18-24 <input type="checkbox"/> Adult 25+ <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Sure <input type="checkbox"/> Other _____	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> Non-Hispanic / Non-Latino <input type="checkbox"/> Not sure
5	<input type="checkbox"/> Outside <input type="checkbox"/> Car <input type="checkbox"/> Tent <input type="checkbox"/> RV <input type="checkbox"/> unknown #	<input type="checkbox"/> Under 18 <input type="checkbox"/> TAY 18-24 <input type="checkbox"/> Adult 25+ <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Sure <input type="checkbox"/> Other _____	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> Non-Hispanic / Non-Latino <input type="checkbox"/> Not sure

Please remember: 1) One line per person 2) Circle family units after counting and 3) Start a new sheet if there isn't enough lines for all family members.

Survey Instrument

2017 SSF PIT
Unsheltered Night Survey
Final Draft

Interviewer: _____

Date: _____

Time: _____:AM/PM

Hello, my name is _____ and I'm a volunteer with Sacramento StepsForward. We are conducting a survey to better understand homelessness in our community and improve programs. If you participate, I have a small gift for you. Your participation is voluntary and your responses will be kept confidential. You can choose to skip any question and your answers will not affect your eligibility for services, or be shared with anyone outside of our team. I need to read each question all the way through. Can I have about 10 minutes of your time? Check [] if participant agrees.

[If interview ends early, check the reason below]

- Lost Interest Became Frustrated Language Barrier, if so what language: _____ Other _____

	[Do not read categories, select only one]																		
1. Where will you sleep tonight?	<table border="0"> <tr> <td><input type="checkbox"/> Street or sidewalk</td> <td><input type="checkbox"/> Emergency shelter</td> <td rowspan="6" style="font-size: 3em; vertical-align: middle;">}</td> <td rowspan="6" style="vertical-align: middle;">Stop interview & offer gift</td> </tr> <tr> <td><input type="checkbox"/> Vehicle (car, van, RV, truck)</td> <td><input type="checkbox"/> Transitional housing</td> </tr> <tr> <td><input type="checkbox"/> Park</td> <td><input type="checkbox"/> Motel/hotel</td> </tr> <tr> <td><input type="checkbox"/> Abandoned building</td> <td><input type="checkbox"/> House or apartment</td> </tr> <tr> <td><input type="checkbox"/> Bus, train station, airport</td> <td><input type="checkbox"/> Jail, hospital, treatment program</td> </tr> <tr> <td><input type="checkbox"/> Under bridge/overpass</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Woods or outdoor encampment</td> <td></td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Street or sidewalk	<input type="checkbox"/> Emergency shelter	}	Stop interview & offer gift	<input type="checkbox"/> Vehicle (car, van, RV, truck)	<input type="checkbox"/> Transitional housing	<input type="checkbox"/> Park	<input type="checkbox"/> Motel/hotel	<input type="checkbox"/> Abandoned building	<input type="checkbox"/> House or apartment	<input type="checkbox"/> Bus, train station, airport	<input type="checkbox"/> Jail, hospital, treatment program	<input type="checkbox"/> Under bridge/overpass		<input type="checkbox"/> Woods or outdoor encampment			
<input type="checkbox"/> Street or sidewalk	<input type="checkbox"/> Emergency shelter	}	Stop interview & offer gift																
<input type="checkbox"/> Vehicle (car, van, RV, truck)	<input type="checkbox"/> Transitional housing																		
<input type="checkbox"/> Park	<input type="checkbox"/> Motel/hotel																		
<input type="checkbox"/> Abandoned building	<input type="checkbox"/> House or apartment																		
<input type="checkbox"/> Bus, train station, airport	<input type="checkbox"/> Jail, hospital, treatment program																		
<input type="checkbox"/> Under bridge/overpass																			
<input type="checkbox"/> Woods or outdoor encampment																			
2. Did another volunteer or survey worker already ask you these same questions about where you will stay tonight?	<input type="checkbox"/> Yes [Stop interview & offer gift] <input type="checkbox"/> No <input type="checkbox"/> Don't Know /Refused																		

All of your answers to these questions will be completely confidential. But to make sure we are not interviewing people more than once, can I ask you for the first 2 letters of your first and last name, and the day and month you were born?

3a. The first 2 letters of your first name?	_____	_____	<input type="checkbox"/> Refused
3b. The first 2 letters of your last name?	_____	_____	
3c. Month & day of your birth?	_____	_____	

The next set of questions ask about you and the people in your household who will also stay with you in the same location tonight. By household, I mean the people who live with you now or most of the time.

4a. Including yourself, how many are there in your <u>household</u> that will also stay with you tonight?	_____	If more than 5 members attach additional Household Question sheets and check this box []
4b. Including yourself how many are adults (18 years old or older)?	_____	
4c. How many are under 18 years old?	_____	

	Self	Person 2	Person 3	Person 4	Person 5
10. Is this your/their first time homeless?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
11. How many separate times in the past 3 years have you/they lived in a shelter, on the streets, or in a car?	<input type="checkbox"/> My first time <input type="checkbox"/> 2 – 3 Times <input type="checkbox"/> 4 Times or + <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	<input type="checkbox"/> My first time <input type="checkbox"/> 2 – 3 Times <input type="checkbox"/> 4 Times or + <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	<input type="checkbox"/> My first time <input type="checkbox"/> 2 – 3 Times <input type="checkbox"/> 4 Times or + <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	<input type="checkbox"/> My first time <input type="checkbox"/> 2 – 3 Times <input type="checkbox"/> 4 Times or + <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	<input type="checkbox"/> My first time <input type="checkbox"/> 2 – 3 Times <input type="checkbox"/> 4 Times or + <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused
12. If you add up all the times you/they have been homeless in the last 3 years, how many weeks /months would that be?	____Weeks ____Months <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	____Weeks ____Months <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	____Weeks ____Months <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	____Weeks ____Months <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused	____Weeks ____Months <input type="checkbox"/> Entire Time <input type="checkbox"/> DK/Refused

[If respondent is in a household, return to questions 7-12 for other members, in order of oldest to youngest]

Sensitive Questions

Some of these next questions touch on sensitive topics (and are only for the adults in your group). We can skip questions you don't feel comfortable answering, but I'm going to just list a couple different situations and you tell me "Yes" or "No" if any apply to you. You can also say "Not sure" or "Don't Know." Again, this survey is confidential and your answers will not affect your eligibility for services or programs. But what you share may help to improve programs in our community.

[Ask questions 13-29 only to adults; leave blank if member is under 18. Repeat questions 13-29 per adult.]

	Self	Person 2	Person 3	Person 4	Person 5
13. Have you served in any branch of the US Armed Forces*?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF <input type="checkbox"/> Not Adult	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF <input type="checkbox"/> Not Adult	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF <input type="checkbox"/> Not Adult	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF <input type="checkbox"/> Not Adult REF

[*Armed Forces=Army, Navy, Air Force, Marine Corps, or Coast Guard]

[If question 13 is Yes, SKIP to question 16]

14. Were you ever called into active duty as a member of the National Guard or as a Reservist?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
15. Have you ever received health care benefits from a Veterans Administration medical center?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF

	Self	Person 2	Person 3	Person 4	Person 5
16. Did you* ever receive special education services (special ed.) while in school for more than 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
[*= If asking about other members substitute "Did this person" or "Does this person" ...]					
17. Do you* have a developmental disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
[Clarifying Prompt: Like ADHD, autism, cerebral palsy, or other developmental delays?]					
18. Do you* have a physical disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
19. Do you* drink alcohol or use non-medical drugs ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
[Clarifying Prompt: Non-medical means using an illegal drug or a drug without a prescription]					
20. Do you* have an ongoing medical condition, such as diabetes, cancer, or heart disease?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
21. Do you* have a psychiatric or emotional condition such as major depression or schizophrenia?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
22. Do you* have a traumatic injury to the brain?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
23. Do you* have Post-Traumatic Stress Disorder or PTSD?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
24. Do you feel any of the situations we just discussed keep you from holding a job or living in stable housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
[If question 24 is No, SKIP question 25 and go to question 26]					

	Self	Person 2	Person 3	Person 4	Person 5
25. Which ones keep you from holding a job or living in stable housing? [Mark all the general conditions that apply]	<input type="checkbox"/> Alcohol/drug use <input type="checkbox"/> Psychiatric/emotional condition <input type="checkbox"/> Medical condition <input type="checkbox"/> Physical disability <input type="checkbox"/> Develop. disability	<input type="checkbox"/> Alcohol/drug use <input type="checkbox"/> Psychiatric/emotional condition <input type="checkbox"/> Medical condition <input type="checkbox"/> Physical disability <input type="checkbox"/> Develop. disability	<input type="checkbox"/> Alcohol/drug use <input type="checkbox"/> Psychiatric/emotional condition <input type="checkbox"/> Medical condition <input type="checkbox"/> Physical disability <input type="checkbox"/> Develop. disability	<input type="checkbox"/> Alcohol/drug use <input type="checkbox"/> Psychiatric/emotional condition <input type="checkbox"/> Medical condition <input type="checkbox"/> Physical disability <input type="checkbox"/> Develop. disability	<input type="checkbox"/> Alcohol/drug use <input type="checkbox"/> Psychiatric/emotional condition <input type="checkbox"/> Medical condition <input type="checkbox"/> Physical disability <input type="checkbox"/> Develop. disability
We're almost done; just have a few questions left for you.					
26. Do you* receive any disability benefits such as SSI, SSDI, or Veteran's Disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
27. Do you* have AIDS or an HIV-related illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
28. Did you leave your last place because a partner or someone else in the family was hurting or threatening to hurt you	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF
29. Before age 18, were you ever placed in a foster home or a group home?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK/REF

[Repeat questions 13-27 for each adult-member of the household]

Those are all the questions I have for you. We realize that some of the topics covered are personal and can be difficult to think and talk about. We appreciate your willingness to participate tonight. Thank you for taking the survey!

Student Contributors

We greatly appreciate the work of our 28 student contributors from Social Work, Sociology and Criminal Justice, who made this project possible.

- Social Work:
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