Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for reviewing the following:

 1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
 2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.
 6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 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 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the   HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting 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
EMS/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	No
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	No
Youth Advocates	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	No
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	No
Substance Abuse Advocates	Yes	No

Other:(limit 50 characters)		
Federally Qualified Health Centers (FQHC)	Yes	Yes
County Public Health Department	Yes	Yes
Faith Community	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)

The Sacramento CoC employs a strategy of communication and transparency to engage the universe of diverse stakeholder in the effort to end homelessness. The CoC has a 25-member Advisory Board (AB) comprised of committed representatives from an array of organizations that have expertise and interest in preventing or ending homelessness (see 1B-1). The AB meets monthly and is open to the public. In addition to members providing input at monthly meetings, interested parties in attendance as guests are also given an opportunity to comment on every agenda item. In 2018, the AB changed its meeting location to a facility with more room for guests, a larger screen for presentation materials, and more parking to better accommodate participation. The AB's committee process allows for in-depth consideration of issues and the opportunity to provide input is extended to members and guests. Thoroughly considered recommendations flow out of committees up to the AB for additional consideration and ultimately approval, ensuring decisions are based on broad input, as well as data and best practice. AB and committee meetings agendas are posted on the Sacramento Steps Forward's (SSF) website and recordings of AB meetings are posted online. For the most important issues under consideration, extra meetings are held to allow for additional public comment, as well as written input. These sessions are promoted via a listserv, on SSF's website, and on social media.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

The CoC AB's new member process is documented in its Governance Charter. An annual solicitation process results in a slate of new members seated every March, alongside members renewing terms. New member recruitment announcements are posted on the SSF website and promoted via the email networks of existing members, a 2,000+ person listserv, and social media. Interested parties submit a simple application available online. A nominating committee reviews the applications alongside the existing membership, identifying gaps and prioritizing desired areas of expertise amongst the applicants. If a gap is identified without a corresponding applicant, the

nominating committee sets aside a vacant seat for further recruitment. A slate of recommended appointees is compiled and presented to the full AB for approval in February or March, for three-year terms running from March to February each year.

The CoC conducts special outreach to ensure persons experiencing homelessness or formerly homeless people serve on the AB and its committees. One or more people with lived experience have served on the AB since inception in 2012. A new member with lived experience joined the AB in March 2018 and a seat for a person with lived experience of family homelessness has been set aside.

In 2018, as one long-time member with lived experience termed off and another resigned, the AB designated and began recruiting for two seats for people with lived experience: a single adult and a member of a family with children. The single adult seat was filled during the regular, annual new membership process. The family seat has been more difficult to fill. A targeted recruitment flyer and unique application have been developed and members of the AB are using these tools to assist with the recruitment effort.

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)

The CoC hosts a kick-off conference at the start of every competition. Advertising efforts included placement of the conference details on the SSF website, email announcements to the AB, regular guests, committee distribution lists, and other stakeholders, social media, and an ad placed in the Sacramento Bee, the main newspaper in the City and County of Sacramento. Because of the dedicated domestic violence bonus project (DV) funds, the CoC took additional steps to ensure victim service providers (VSP) were aware of this opportunity and would choose to apply. SSF emailed key contacts at the VSP agencies individually, advising each of them of the kick-off conference and encouraging them to seek this new funding opportunity. Four VSPs attended the conference and one chose to apply for funds. SSF, Recipient agency for nearly all of the CoC projects, contacted the agency that submitted an application and will be recommended for funding, offering to assist them, including an offer to serve as their Recipient. While the VSP agency chose not to partner with SSF, SSF's NOFA competition consultant did assist the VSP applicant with making technical changes to its application to ensure the newcomer performs well nationally.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

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	No
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	No
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Not Applicable
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 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, Coordinated Entry Evaluation, and HMIS & Data Comms & RRHCollaborative. ESG, CoC & other RRH funders

collaborated to create a RRH Policy Manual to ensure standardization across programs. A system level evaluation of coordinated entry conducted by the CES Evaluation Committee will include ESG RRH performance. Additionally, the CoC is currently applying for state funds to further implement coordinated entry, including full participation of emergency shelters, including ESG-funded shelters, in the system. The CoC also has performance targets and minimum standards for length of stay and permanent housing outcomes for all emergency shelter and RRH, including ESG.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?   Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?   No

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

(1) Coordinated Entry System (CES) transfers policy prioritizes safety concerns, a policy the CoC would like to see implemented for all homeless programs. Although emergency motel vouchers are not available through CES, this intervention is often an important initial step in responding to emergency safety concerns. CES staff reach out to available providers of motel vouchers to respond to this need when possible. The CoC Lead Agency offered motivational interviewing earlier this year and will offer trauma-informed care training in November to all CoC Providers in 2018.
(2) Client choice is a central tenet of the CoC's CES. CES is conducted within the HMIS and is subject to all the privacy, security, consent, and release of information regulations applied within that system. All participants have the option to make their HMIS records confidential/un-shared for further security. Outreach workers, emergency shelter staff, and CES referral staff adhere to strict protocols governing confidentiality and release of information.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and

Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

With curriculum presented by VSPs and/or developed by trainers in consultation with VSPs, the CoC conducts regular CoC provider & Coord Entry outreach provider training related to survivors of DV. In 2017, CoC providers also 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.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The CoC has access to PIT and HMIS data to assess the scope of community needs related to domestic violence. Only one agency targeting survivors of domestic violence provide shelter and transitional housing for this subpopulation, and, as these programs do not receive HUD CoC funding, no HMIS-comparable database has been established yet. With the DV Bonus project application this year, the CoC will need to establish one, an undertaking the HMIS Lead Agency is researching now and is prepared to implement at the time of funding. It is the HMIS Lead Agency's intent to bring all Victims Services Providers (VSP) serving people experiencing homelessness into the comparable database, enable the CoC access to data to truly assess the scope of community needs related to domestic violence and related situations addressed by VSPs. To date, the only data available to the CoC to understand DV is PIT data and self-reported experiences of DV reported during enrollment in non-DV programs participating in the HMIS.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects?   Yes

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	
RRH	
Joint TH/RRH	X

1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

The following data is calculated from HMIS records for all clients that enrolled in a project in CY2017. While there are currently no dedicated domestic violence projects funded by the CoC and no other projects participating in HMIS or an HMIS-modeled private parallel database, HMIS-participating projects do collect self-reported data on the incidence of domestic violence and this is reported here. For adult heads of household enrolling in a project in CY2017, 342/1349 street outreach clients (25.4%), 473/2333 emergency shelter clients (20.3%), 72/459 transitional housing clients (16.0%), and 80/308 PSH clients (26.0%) answered "yes" to a history of experiencing domestic violence. Combining all project types results in 967/4449 (21.7%) of adult heads of household enrolling in a project in CY2017 reporting domestic violence history. The domestic violence question only shows up if the client is the head of household and an adult (18+), so these numbers are only a lower bound--they would probably be a bit higher, since it is likely that the children would have answered "yes" as well. However, a one in five overall incidence of domestic violence speaks to a troubling prevalence of a major barrier to housing stability in the clients served by the CoC.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC's geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

The following data is from the unsheltered PIT Count conducted in FY2017, the CoC's last count to include people who are unsheltered. Although a portion of these respondents may be engaged in street outreach or accessing hygiene or survival services, we believe this data can inform our understanding of the need for housing because everyone surveyed was without housing on count night. 90/2052 (4%) of unsheltered survey respondents reported they left their last place due to violence from a partner or family member. This percentage may well be higher, as we know that individuals may be reluctant to disclose instances of domestic violence, particularly in a night-time survey conducted by a stranger. A majority of survivors of domestic violence (67%) reported being homeless for the entirety of the last three years, indicating that the fall-out of domestic violence is a significant and persistent barrier to ending an espisode of homelessness. Victims of domestic violence were more likely than the general homeless population to report at-risk behaviors across all measures, which demonstrates that these individuals are a particularly high-needs group. On average, victims of domestic violence were 6% more likely to report suffering from mental, physical, or medical disabilities (including PTSD) than those who were not victims of domestic violence. 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%). The CoC conducted the 2017 unsheltered count survey by deploying hundreds of volunteers to pre-designated map areas where key stakeholders had advised that homeless people were sleeping outside. All volunteers participated in standard training prior to count night. Only willing subjects were surveyed and a $5 thank you gift card was provided to all respondents.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
  (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
  (2) quantify the unmet need for housing and services for DV survivors;
 (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
  (4) describe how the CoC determined the unmet need for housing and services for DV survivors.
 (limit 3,000 characters)

The CoC quantified the unmet need for housing and services for domestic violence survivors by comparing the data points reported in 1C-4b and 1C-4c above with our 2018 Housing Inventory of projects targeting this subpopulation. Based on the 2018 Housing Inventory, there is one emergency shelter and one transitional housing program targeted to serving survivors of domestic violence. The shelter program can serve 29 families with children and single adult women at a time. The transitional housing program can serve six families with children at a time. There are no RRH or PSH programs targeted to serving survivors of domestic violence. Therefore, while the shelter and transitional housing programs can move families toward self-sufficiency, based on the absence of permanent housing programs, the unmet need for housing for survivors would be the entirety of the population experiencing this particular challenge. As a reminder of the previous two responses, based on CY2017 HMIS enrollments, 21.7% of single adult and family households have experienced domestic violence. Based on the 2017 unsheltered PIT, 4% of unsheltered households left their last housing situation because of domestic violence, with a majority of those households experiencing homelessness for the entirety of the preceding three years. As discussed above, both of these data points are likely undercounts of the prevalence of domestic violence survivors in our CoC. The CoC is requesting domestic violence bonus funding for one TH-RRH project with six TH units as 12 RRH units to help address the unmet need in our community, but the data indicates that additional resources will be necessary to fully address it.
CoC Lead Agency Sacramento Steps Forward has been focusing on increasing its data analytics and research capacity over the last ten months and will be developing research projects, including a gaps analysis, to fully respond to this unmet need question within the six to twelve months.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.
 (limit 2,000 characters)

The CoC quantified the unmet need for housing and services for domestic violence survivors by comparing the data points reported in 1C-4b and 1C-4c above with our 2018 Housing Inventory of projects targeting this subpopulation. Based on the 2018 Housing Inventory, there is one emergency shelter and one transitional housing program targeted to serving survivors of domestic violence. The shelter program can serve 29 families with children and single adult women at a time. The transitional housing program can serve six families with children at a time. There are no RRH or PSH programs targeted to serving survivors of domestic violence. Therefore, while the shelter and transitional housing programs can move families toward self-sufficiency, based on the absence of permanent housing programs, the unmet need for housing for survivors would

be the entirety of the population experiencing this particular challenge. As a reminder of the previous two responses, based on CY2017 HMIS enrollments, 21.7% of single adult and family households have experienced domestic violence. Based on the 2017 unsheltered PIT, 4% of unsheltered households left their last housing situation because of domestic violence, with a majority of those households experiencing homelessness for the entirety of the preceding three years. As discussed above, both of these data points are likely undercounts of the prevalence of domestic violence survivors in our CoC. The CoC is requesting domestic violence bonus funding for one TH-RRH project with six TH units as 12 RRH units to help address the unmet need in our community, but the data indicates that additional resources will be necessary to fully address it.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

There is one DV Bonus project applicant in this competition, Lao Family Community Development (LFCD), Inc. The project proposer is a supportive services provider that will begin providing a TH-RRH housing program with this grant.
The applicant is well-positioned to begin delivering housing services to survivors of DV. LFCD currently administers 21 federal and/or state grants in Alameda, Contra Costa and Sacramento counties. ccomplishments in FY 2017/2018 for the Sacramento offices include 1) placing 150 refugees in unsubsidized employment (85% retention rate); 2) resettling 220 refugees (110% of goal); 3) serving 276 walk-in clients with employment support, 3) assisting 140 low-income CSBG clients, 4) providing 530 clients with victim's assistance. LFCD has 30+ years of experience in providing support to victims in all aspects,i.e. crisis, hot line, safety planning, restraining orders, CalVCB victim'scompensation, court escort, translation, interpretation, prevention education, parenting and conflict resolution training, CPS and behavior health navigation, employment support, emergency/
transitional/permanent housing. With the support of the CoC these victim's will be able to work towards safety, housing first and establish steps towards independence. Refugee individuals and families who are victims of domestic violence typically have limited English, no driver's license, no income and 3 - 5 children. Through victim-centered, trauma-informed and linguistically/culturally appropriate services; victims will be provided supportive services to ensure their safety and security. Counselors are generally from the communities of the victim, therefore trust is established while collaboration on a safety and action plan provides choice and empowerment. Strategies for domestic violence survivors and their families include providing safe and confidential housing with ongoing intensive case management using in-house programs and LFCD partners. LFCD will adhere to FMR standards while using its extensive experience with
the Resettlement and Placement program to secure housing for refugees at

reasonable rates. LFCD will provide ongoing, intensive case management to support the client and ensure the timely movement from TH to RRH.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
City of Sacramento	4.32%	No	No
County of Sacramento	20.58%	Yes-HCV	No

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-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 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 has strengthened the criteria for homeless preferences across City & County Public Housing & 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 have been approved by HUD and implementation began in 2018. Project-based vouchers have been awarded, the first HCVs and youth-specific HCVs are in the hands of participants seeking rental housing with support from providers, and the process for awarding move-on vouchers is in progress.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? Yes

**Move On strategy description.
(limit 2,000 characters)**

The Sacramento Housing a Redevelopment Agency (SHRA), the PHA of Sacramento City and County, has set aside 100 HCVs over a three-year period for PSH participants that have stabilized with services, no longer require PSH services, but lack sufficient income to afford rental housing on their own. HUD has approved this amendment to SHRA's administrative plan. SHRA has agreed to coordinate with the coordinated entry system to assign Move On vouchers to PSH "graduates," targeting participants who are fully stabilized in PSH as indicated by positive tenant history and access to mainstream resources that can be accessed in times of crisis after graduation. PSH slots opened up with Move On vouchers will be filled by coordinated entry, assigned to chronically homeless households with the longest histories of homelessness and the most severe service needs as identified by the CI-SPDAT and case conferencing.

**1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)**

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. A thorough review has not revealed any problematic policies. 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. CoC Adv Brd is committed to ensuring LGBT community is treated with dignity in the homeless system of care & Lead Agency staff are currently researching anti-discrimination policies in other CoCs for implementation.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	No

2. Did the CoC conduct annual 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 (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

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

1C-8. Centralized or Coordinated Assessment System. Applicants must: (1) demonstrate the coordinated entry system covers the entire CoC geographic area; (2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach; (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and (4) attach CoC's standard assessment tool. (limit 2,000 characters)

The Sacramento CoC is able to ensure the entire geographic area is covered by providing access to anyone experiencing homelessness, through multiple Access Points. Housing Resource Access Points, are able to receive walk-in clients, along with clients scheduled through 2-1-1. 2-1-1 is also able to refer clients to Access Points that serve subpopulations such as Transition Age Youth, and Veterans. Through an online portal, families are able to make shelter reservations, where upon entrance will be provided the VI-SPDAT. Through two frequent user shelters, clients who are the most frequent users of hospitals, jails, and mental health services, are offered immediate shelter placement, as these clients traditionally utilize services only in the most extreme situations. Various Outreach elements exist within the CoC. Outreach workers

are traditionally deployed in areas where people experiencing homelessness are known to congregate, including business districts, hospitals, and remote locations, such as along the riverbeds. As part of a smart policing initiative, Outreach workers are also deployed with Law Enforcement to offer clients an alternative to traditional enforcement if possible. All Access Points are equipped to provide the VI-SPDAT assessment. While engaged with clients at the various Access Points, a phased engagement approach is taken. Through this phased engagement approach, clients are first assessed for emergency need and connected to these immediate services as necessary. Case Workers will then work to create Diversion or Assisted Resolutions with clients if possible in order to end the client's current cycle of homelessness, allowing for limited subsidized options to be more available to clients in the highest need of assistance. In order to ensure clients in most need of assistance are prioritized, the CoC is developing a Dynamic Prioritization model, allowing for all resources to target the most vulnerable.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	
Health Care:	X
Mental Health Care:	
Correctional Facilities:	
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	
Health Care:	
Mental Health Care:	
Correctional Facilities:	
None:	X

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 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 beds to the chronically homeless were eligible for maximum points (4 points). To ensure the commitment and readiness to serve this high needs 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. The panel also assessed a project's plan to serve subpopulations with severe needs (1 point) including people with low/no income, active or past substance use, criminal records, survivors of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death or victimization. Lastly, if a project had a total population comprised of more than 60% of the above

subpopulations, the project was awarded one point.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, 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, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	X	**CoC or other Website**	X
Email	X	**Email**	X
Mail		**Mail**	
Advertising in Local Newspaper(s)	X	**Advertising in Local Newspaper(s)**	
Advertising on Radio or Television		**Advertising on Radio or Television**	
Social Media (Twitter, Facebook, etc.)	X	**Social Media (Twitter, Facebook, etc.)**	X

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or

reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your 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? Attachment Required.   Yes

2A-1a. Applicants must: (1) 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, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).   Governance Charter p. 14

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.   Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor?   BitFocus

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

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type: (1) total number of beds in 2018 HIC; (2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	891	95	599	75.25%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	602	20	541	92.96%
Rapid Re-Housing (RRH) beds	732	0	716	97.81%
Permanent Supportive Housing (PSH) beds	3,109	0	2,385	76.71%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)

The CoC has made great progress on bringing all the PSH in the system into HMIS. The only reason we continue to fall short of 100% is that VASH is still not participating. Coordinated Entry System (CES) staff have taken the lead in bringing VASH into the system most recently, strengthening collaboration with the VA through the process of conducting case conferencing and sharing data to create a comprehensive veteran by name list. While the collaboration is frequent and ongoing, VA participation in HMIS for VASH has not yet been achieved. Guidance from the VA at a federal level has led to some progress on data sharing and we are optimistic that VASH will eventually be entered into the HMIS. The Sacramento CoC is pleased to have 548 VASH vouchers housing chronically homeless veterans in the CoC, but VASH's failure to participate in HMIS diminishes the CoC's ability to fully coordinate care for our homeless veterans and negatively impacts our performance on this NOFA competition measure. All other PSH projects in the CoC, including several that do not receive HUD funding, participate in HMIS.
Three ES programs do not participate in HMIS, contributing to the less than 85% HMIS participation rate for shelters. These include 95 beds for survivors of domestic violence that cannot participate in HMIS, 52 beds for single men operated by a privately funded faith-based organization that is willing to report who they serve for the annual PIT and HIC, but lack the capacity to conduct ongoing data entry into any system, and a TANF-funded motel voucher program with 115 beds that the HMIS Lead Agency will focus on bringing into the HMIS in the next 12 months.
The Sacramento CoC is seeking one-time State of California funding for homeless system improvement to fully implement and improve its CES, which, if received, should result in all homeless programs participating in the HMIS by 2020.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 10

2A-7. CoC Data Submission in HDX. 04/30/2018

**Applicants must enter the date the CoC
submitted the 2018 Housing Inventory Count
(HIC) data into the Homelessness Data
Exchange (HDX).
(mm/dd/yyyy)**

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/26/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/30/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

Not Applicable

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	129
Beds Removed:	67
Total:	62

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. 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 2018 sheltered PIT count?   No

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.   Not Applicable

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?   No

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
 (1) individuals and families experiencing chronic homelessness;
 (2) families with children experiencing homelessness; and
 (3) Veterans experiencing homelessness.
(limit 2,000 characters)

   Not Applicable

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	2,607

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

Out of a total of 3650, 2607 were first time homeless in a 24-month look-back period. The CoC has not determined which risk factors to use to identify persons becoming homeless for the first time, however, we have begun tracking first time homeless outreach clients as a unique group, in terms of demographics and the provision of diversion services. This pilot diversion program of newly homeless households will inform system-wide program implementation and the CoC's understanding of risk factors for first-time homelessness. The CoC has limited services for households at risk of becoming homeless, however, the County-funded family shelters have begun serving families with children on the brink of homelessness with one-time financial assistance and limited case management. Several agencies in the CoC also received block grant funds for one-time rent or utility payments to prevent homelessness. CoC Lead Agency Sacramento Steps Forward is responsible for supporting the CoC's planning efforts to identify strategies to reduce the number of households experiencing homelessness for the first time and for overseeing the strategies identified.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is

responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

The length of time individuals and persons in families have remained homeless between 2016 and 2017 remained essentially unchanged. The 3581 people in emergency shelter during the 2017 timeframe experienced an average of 75 days of homelessness (0 difference from 2016). Considering emergency shelter and transitional housing together, 4194 individuals and persons in families experienced an average of 121 days of homelessness in the 2017 timeframe (-4 difference from 2016). The CoC has set performance targets and minimum standards for length of stay in shelter and transitional housing in an effort to work toward reducing time spent homeless. The shelter performance target is 30 days to PH exit, a target we set but not yet achieved. The TH length of stay performance target is 90 days, except for youth, for which the length of stay is 24 months. (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. The CoC coordinated entry system tracks the length of current episode of homelessness for all individuals and families that have had a VI-SPDAT conducted and, for PSH, longest time homeless is a key criteria for prioritization for referral. 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. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	42%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	97%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

The CoC has set performance targets for exits to permanent housing for shelter, transitional housing, and rapid rehousing. The targets are as follows:

50% for singles shelters; 80% for family shelters; 85%-90% for transitional housing; and 85%-90% for RRH. 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 began a strong homeless preference in 2018. 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. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	5%

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

The CoC is pleased with a 5% return to homelessness in the 6-12 month timeframe. However, we see an increase in this percentage in the longer timeframes for this measure, indicating additional system improvements are needed. To reduce returns currently, the CoC focuses on strengthening connections to mainstream resources & support systems before exit. The CoC has additional work to do to address performance on this measure. 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; and develop better exit-readiness assessment processes. 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. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

(limit 2,000 characters)

4% of CoC Program project stayers and 51% of CoC Program project leavers increased income through earned income and/or benefits. CoC strategies include local "SMART" program, bringing SOAR model professionals under one roof. 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. Volunteers of America, in partnership with the County, provide employment-focused transitional housing for almost 200 single adults at a time. The CoC is currently exploring opportunities to re-engage and collaborate with the Sacramento Area Employment and Training Agency. 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 the administration of CoC contracts.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   04/30/2018

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	1,849
Total	1,849

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written 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? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history	X
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

In late 2017, the County of Sacramento, funder of nearly all emergency shelter for families, renegotiated shelter contracts to add an online bed reservation system, diversion services to prevent the need for shelter entry, and working toward increased emphasis on rehousing. 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 averages 1000 households, approximately 50% of moderate & 15% 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. The Sacramento region faces an increasingly difficult rental housing market, with low availability of affordable housing and landlords unwilling to rent to homeless families. As a result, RRH providers have increased their efforts at recruiting sympathetic landlords and connecting clients to mainstream resources that will remain after the RRH program ends. Additionally, the CoC is implementing Ready to Rent curriculum widely available throughout the system to best equip participants to be good tenants. (3) 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. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination 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.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	X
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

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-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	X

3B-2.6. Applicants must describe the CoC's strategy to increase:
 (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
 (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

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. The CoC seeks to address youth homelessness through increasing the supply of housing and services through funding and improving efficiencies in the existing inventory. 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 2018, 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. 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. 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. In September 2018, the CoC was just selected to participate in a Rapid Results Institute 100-Day Challenge on youth homelessness with HUD TA coaching and support. Strategies likely to be pursued in the 100-Day Challenge will focus on improving efficiencies to reduce the time youth spend in homelessness before being connected to housing programs.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

The CoC is focusing on increasing the inventory of programs and services for homeless youth and on increasing the efficiency of existing programs and services. The CoC has not yet begun regular, systemic measurement of performance, however, the measures we propose to use are (1) permanent housing outcomes; (2) time from engagement with the system to permanent housing program entry; (4) the length of time from program entry to graduation (excluding PSH) and (4) returns to homelessness. These measures are the same or similar to HUD's System Performance Measures and are focused on the main goal of the youth we serve, housing and housing retention. The CoC is applying for new state funding with a percentage of resources required to be targeted to homeless youth to increase the housing and services available. The CoC is also about to engage in a 100-Day Challenge on youth homelessness to assist with these efforts at improving efficiencies. The 100-Day Challenge comes at an excellent time, as homeless youth provider Wind will open an expanded day center this fall and the other homeless youth service providers will co-locate at this location to coordinate service delivery and case management. Following the practices of the Veterans Collaborative, this provider group and the CoC's coordinated entry system will implement a TAY By Name List and housing case conferencing process.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

CoC Lead Agency Sacramento Steps Forward (SSF) has designated a HUD CoC Contracts Team member and Coordinated Entry System Team member to coordinated and collaborate with homeless family providers and school district liaisons regarding the educational rights and service needs of homeless students. Participation includes attendance & regular reports at monthly meetings of the McKinney-Vento homeless student liaisons convened by the Local Education Agency (LEA), Sacramento County Office of Education (SCOE). SCOE is also 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. The HYTF has been an official committee of the CoC Adv Brd since 2016.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

All CoC Program providers of RRH and PSH are required in their contracts to designate a project team member to advise of & assist w/ensuring the education rights of homeless individuals & families are met. SSF monitors for compliance with this requirement at monitoring visits. Emergency shelter providers are also required to post information about the educational rights of homeless students and the provide transportation to the school of choice for children residing in their facilities.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	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 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Child Protective Services	No	Yes
Family Shelters	No	Yes

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of

Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 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 a Veterans By Name list is shared with 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 (SVRC). SVRC has become a veterans subpopulation-specific site for referral of all homeless veterans for diversion services and phased engagement, and VI-SPDAT assessment if other options are not viable and the need for a homeless housing program seems likely. The VA is now willing to engage in data sharing of the VASH waiting list and VASH housing placements with the Coordinated Entry System, enabling better coordination and information on the housing options and outcomes of all homeless veterans the system seeks to serve.

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 experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?   No

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary.   No

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

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. 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.CoC & HMIS Lead Agency Sacramento Steps Forward

will oversee CoC strategies by sharing data to monitor effectiveness & recommend changes as needed.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	30
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	30
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

The Sacramento CoC's Outreach operates in various capacities, however, standardized practices are utilized by all Outreach elements. All Outreach in the CoC receives standardized training on the VI-SPDAT assessment though Sacramento Steps Forward, the CoC Lead Agency. Outreach workers also utilize a client-centered phased engagement approach. This approach prioritizes client choice, and provides continual opportunity during the process, for a household experiencing homelessness, to engage in both mainstream resources, and resources specific to the homeless subpopulation, allowing clients to explore all potential options to end their cycle of homelessness. Opportunities present themselves at different times for each client, and each opportunity should be explored with the client, regardless of where they are in their case plan. If a household denies a housing referral, or service, this is not held against them, as a household will only receive a referral to a program that they have agreed to accept, and may receive a referral to a similar opportunity again in the future if they so choose. The Outreach elements deploy Monday through Saturday 9 to 5. On hours that Outreach Workers are not deploying, clients can schedule an appointment through 2-1-1 at an Access Point. If a client is scheduled for an Access Point but is unable to attend, an Outreach Worker may be deployed to them, in order to provide 100 percent geographic

coverage. Beyond the Outreach Workers scheduled through 2-1-1, the CoC deploys Outreach Workers to areas where clients are known to congregate, allowing the CoC to meet clients where they are, and not require the client to actively seek services. Outreach workers are contracted through Hospitals in the community to allow for partnership between both the medical and housing community. In a partnership with Law Enforcement, Outreach Workers deploy with Law Enforcement to offer clients an alternative to traditional enforcement.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC 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; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 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-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	738	732	-6

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?   No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as   No

homeless under other Federal statutes?

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
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Admin Plan	09/18/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	Coordinated Asses...	09/18/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Objective Criteri...	09/17/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Public Posting - ...	09/18/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Local Competition...	09/17/2018
1E-4. CoC's Reallocation Process	Yes	CoC's Reallocatio...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Notifications Out...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Notifications Out...	09/17/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Public Posting- L...	09/17/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC and HMIS Lead...	09/17/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policies and...	09/17/2018
3A-6. HDX–2018 Competition Report	Yes	HDX 2018 Competit...	09/18/2018
3B-2. Order of Priority–Written Standards	No		

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: PHA Admin Plan

Attachment Details

Document Description:

Attachment Details

Document Description: Coordinated Assessment Tool

Attachment Details

Document Description: Objective Criteria, - Rate, Rank, Review, and Selection Criteria

Attachment Details

Document Description: Public Posting - CoC Approved Consolidation Application

Attachment Details

Document Description: Local Competition Rate, Rank, Review, and
                            Selection Criteria

Attachment Details

Document Description: CoC's Reallocation Process

Attachment Details

Document Description: Notifications Outside esnaps- Projects Accepted

Attachment Details

Document Description: Notifications Outside esnaps- Projects Rejected
                            or Reduced

Attachment Details

Document Description: Public Posting- Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description: HDX 2018 Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/17/2018
1B. Engagement	09/17/2018
1C. Coordination	09/18/2018
1D. Discharge Planning	09/18/2018
1E. Project Review	09/18/2018
2A. HMIS Implementation	09/18/2018
2B. PIT Count	09/18/2018
2C. Sheltered Data - Methods	09/18/2018
3A. System Performance	09/18/2018
3B. Performance and Strategic Planning	09/18/2018
4A. Mainstream Benefits and Additional Policies	09/18/2018
4B. Attachments	09/18/2018

Submission Summary   No Input Required

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) <u>Description of How the Applicant Meets the Need for Affordable Housing as defined in the Consolidated Plan:</u>

   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) <u>Description of How the Proposed Housing De-concentrates Poverty and Expands Housing and Economic Opportunities:</u>

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) <u>The State of Housing to Be Funded</u>

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.

CLARITY HUMAN SERVICES

Assessment Date	09/17/2018
Agency Conducting VI-SPDAT Assessment	Select
Current location	Select
Primary Language Spoken by Client	Select
# of Additional Adults in Household (Must Conduct Separate VI-SPDAT)	

A. HISTORY OF HOUSING & HOMELESSNESS

What is client's current Housing Status?	Select
Main Reason for Homelessness	Select
Where did the client sleep last night? (Residence Prior to Program Entry)	Select
Is Client Entering From the Streets or Emergency Shelter ***This will include clients who may be entering from an institutional stay of 90 days or less, but resided on the streets or in a shelter prior to entering that institution***	Select
What is the TOTAL length of time you have lived on the streets or in shelters in your life?	Select
Have you been Continually Homeless for at Least One Year? (During Current Episode, Please include the time lived in shelters, Place not meant for Human Habitation)	Select
In the past Three Years, how many times have you been housed and then homeless again?	Select

Do you have any Cash Income	Select

MONTHLY INCOME

Employed	Select

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

I'd like to take your picture. May I do so?

Is anyone in the Family Registered as Sex Offender	Select
Does client have pet?	Select

Private

SAVE	CANCEL

Right now or at any point in the last six months have any of your children been separated from you to live with a family member or friend?   Select

Has there been any involvement with any member of your family and child protective services in the last six months - even if it was resolved?   Select

Have you had anything in family court over the past six months or anything currently being considered in family court?   Select

... AND IS IT EXPECTED TO BE LONG-CONTINUING OR OF AN INDEFINITE DURATION AND SUBSTANTIALLY IMPEDES YOUR ABILITY TO LIVE INDEPENDENTLY WHERE IT COULD BE IMPROVED BY THE PROVISION OF MORE SUITABLE HOUSING CONDITIONS? ("YES" IF CLIENT IS RECEIVING SSI/SSDI)

FINALLY, I'D LIKE TO ASK YOU SOME QUESTIONS TO HELP US BETTER UNDERSTAND HOMELESSNESS AND IMPROVE HOUSING AND SUPPORT SERVICES.

Veteran Status   No

What is your citizenship status?   Select

Where did you live prior to becoming homeless?   Select

Have you ever been in foster care?   Select

Have you ever been in jail?   Select

Have you ever been in prison?   Select

Do you or any member of the family have a permanent physical disability that limits mobility? (i.e. wheelchair, amputation, unable to climb stairs)?   Select

WHAT TYPE OF HEALTH INSURANCE DO YOU HAVE, IF ANY?

MEDICAID (aka Medi-Cal)

MEDICARE

VA Medical

Private Insurance

No Health Insurance

Other

You indicated in your responses that there is a medical condition, experience with mental health services and experience with substance use. Is that the same member of the family in all of those instances?

Select

Have you or any member of the family had any medicines prescribed by a doctor that were not taken, sold, stolen, misplaced, or where the prescriptions were never filled?

Select

Have you or any member of your family experienced any emotional, physical, psychological, sexual or other type of abuse or trauma which help was not sought for, and/or which has caused your homelessness?

Select

Disabling Condition: (Head of Household ONLY) Do you have a physical, mental, or emotional impairment (including an impairment caused by alcohol, drug abuse, PTSD, or brain injury), a developmental disability, HIV or AIDS...

Select

E. FAMILY UNIT

Do any of your children spend two or more hours per day when you don't know where they are?

Select

On most days, do any children do tasks that adults would normally do like preparing meals, getting other children ready for bedtime, shopping, cleaning the apartment, or anything like that?

Select

What is the total number of times adults in the family have changed in the family over the past year because of things like new relationships or a breakdown in the relationship, prison, military deployment, or anything like that?

Select

What is the total number of times that children have been separated from the family or returned to the family over the past year?

Select

Are there any school-aged children that are not enrolled in school or missing more days of school than they are attending?

Select

Have you or any family member used non-beverage alcohol like cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months?		Select

Have you or any family member blacked out because of alcohol or drug use in the past month?		Select

Has any family member under the legal drinking age consumed alcohol four or more times in the last month or used drugs at any point in time during the last month - including marijuana or prescription pills to get high?		Select

OBSERVATION ONLY: Surveyor, do you observe signs or symptoms of problematic alcohol or drug use?		Select

Have you or any family member ever been taken to a hospital against their will for a mental health reason?		Select

Have you or any family member ever gone to the emergency room because they weren't feeling 100% well emotionally or because of their nerves?		Select

Have you or any member of your family spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of mental health - whether that was voluntary or because someone insisted that it be done?		Select

Have you or any member of your family had a serious brain injury or head trauma?		Select

Have you or any member of your family ever been told they have a learning disability or developmental disability?		Select

Do you or any member of your family have any problems concentrating and/or remembering things?		Select

OBSERVATION ONLY: Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?		Select

D. WELLNESS

Where do you and other
family members usually   Select
go for healthcare when
you're not feeling well?

DO YOU OR ANY FAMILY MEMBER HAVE NOW, EVER HAD, OR HAD A HEALTHCARE PROVIDER EVER TOLD YOU THAT YOU HAVE ANY OF THE FOLLOWING MEDICAL CONDITIONS:

Kidney disease/End
Stage Renal Disease or   Select
Dialysis

History of frostbite,
Hypothermia, or   Select
Immersion Foot

Liver disease, Cirrhosis,
or End-Stage Liver   Select
Disease

HIV+/AIDS   Select

History of Heat
Stroke/Heat Exhaustion   Select

Heart disease,
Arrhythmia, or Irregular   Select
Heartbeat

Emphysema   Select

Diabetes   Select

Asthma   Select

Cancer   Select

Hepatitis C   Select

Tuberculosis   Select

OBSERVATION ONLY:
Surveyor, do you observe   Select
signs or symptoms of a
serious health condition?

Have you or any member
of the family ever had
problematic drug or   Select
alcohol use, abused
drugs or alcohol, or told
you do?

Have you or any family
member consumed
alcohol and/or drugs   Select
almost every day or every
day for the past month?

Have you or any family
member ever used   Select
injection drugs or shots
In the last six months?

Have you or any family
member ever been
treated for drug or   Select
alcohol problems and
returned to drinking or
using drugs?

Do you or any member of the family have any legal stuff going on right now that may result in being locked up or having to pay fines?   Select

Does anybody force or trick you or any member of the family to do things that they do not want to do?   Select

Do you or any family member ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?   Select

I am going to read types of places people sleep. Please tell me which one that you and your family sleep at most often.   Select

C. SOCIALIZATION & DAILY FUNCTIONS

Is there anybody that thinks you or any family member owes them money?   Select

Does the family have any money coming in on a regular basis, like through a job or government benefit or even working under the table, binning or bottle collecting, sex work, odd jobs, day labor, or anything like that?   Select

Does your family have enough money to meet all expenses on a monthly basis?   Select

Do you and each member of the family have planned activities each day other than just surviving that bring happiness and fulfillment?   Select

Do you or any member of the family have any friends, family or other people in your life out of convenience or necessity, but you do not like their company?   Select

Do any friends, family or other people in you or your family's life ever take your money, borrow cigarettes, use your drugs, drink your alcohol, or get you to do things you really don't want to do?   Select

OBSERVATION ONLY: Surveyor, do you detect signs of poor hygiene or daily living skills of any family member?   Select

Is Client Entering From the Streets or Emergency Shelter ***This will include clients who may be entering from an institutional stay of 90 days or less, but resided on the streets or in a shelter prior to entering that institution***

Select

Total Months Continuously Homeless prior to Entry

Continually Homeless for at Least One Year

Select

What is the TOTAL length of time you and your family have lived on the streets or in shelters in your life?

Select

In the past three years, how many times have you and your family been housed and then homeless again?

Select

B. RISKS

In the past six months, how many times have you and/or members of your family been to the emergency department/room?

Select

In the past six months, how many times have you and/or members of your family had an interaction with the police?

Select

In the past six months, how many times have you and/or members of your family been taken to the hospital in an ambulance?

Select

In the past six months, how many times have you and/or members of your family used a crisis service, including distress centers or suicide prevention hotlines?

Select

In the past six months, how many times have you and/or members of your family been hospitalized as an in-patient, including hospitalizations in a mental health hospital?

Select

Have you or any family member been attacked or beaten up since becoming homeless?

Select

Have you or any family member threatened to or tried to harm themselves or anyone else in the last year?

Select

CLARITY
HUMAN SERVICES

Assessment Date	09/17/2018

Agency Conducting VI-SPDAT Assessment	Select

(ONLY TO BE USED by VOA, ESG Program)) Is Client Referred by CPS Social Worker for Bringing Families Home program (BFH)?

Current location	Select

Primary Language	Select

Additional Adults in Household (Including children 18 and Older)

Total Household Members Seeking Housing (All Adults and Children seeking Housing)

Is there a secondary Head of Household?

CHILDREN

Total number of children under age 18 that are currently with the head(s) of household, or that you have reason to believe will join you when you get housed?	Select

A. HISTORY OF HOUSING & HOMELESSNESS (HEAD OF HOUSEHOLD ONLY)

Current Housing Status	Select

Main reason for Homelessness	Select

Where did you sleep last night? (Residence Prior to Program Entry)	Select

On a regular day, where is
it easiest to find you and
what time of day is
easiest to do so?

I'd like to take your
picture. May I do so?

Are You Registered as
Sex Offender?   Select

Does client have pet?   Select

REMINDER: ALL CLIENTS MUST BE REFERRED TO THE COMMUNITY QUEUE!

Private

SAVE   CANCEL

FINALLY, I'D LIKE TO ASK YOU SOME QUESTIONS TO HELP US BETTER UNDERSTAND
HOMELESSNESS AND IMPROVE HOUSING AND SUPPORT SERVICES.

Veteran Status	No
What is your citizenship status?	Select
Where did you live prior to becoming homeless?	Select
Have you ever been in foster care?	Select
Have you ever been in jail?	Select
Have you ever been in prison?	Select
Do you have a permanent physical disability that limits your mobility? [i.e., wheelchair, amputation, unable to climb stairs]?	Select
Disabling Condition: Do you have a physical, mental, or emotional impairment (including an impairment caused by alcohol, drug abuse, PTSD, or brain injury), a developmental disability, HIV or AIDS and is it expected to be long-continuing...	Select

...OR OF AN INDEFINITE DURATION AND SUBSTANTIALLY IMPEDES YOUR ABILITY TO LIVE
INDEPENDENTLY WHERE IT COULD BE IMPROVED BY THE PROVISION OF MORE SUITABLE
HOUSING CONDITIONS? (THIS WILL BE "YES" IF CLIENT IS RECEIVING SSI/SSDI)

WHAT TYPE OF HEALTH INSURANCE DO YOU HAVE, IF ANY?

MEDICAID / Medi-Cal

MEDICARE

VA Medical

Private Insurance

No Health Insurance

Other

MONTHLY INCOME

Client has Cash Income	Select
Employed	Select

Do you have any chronic health issues with your liver, kidneys, stomach lungs or heart?

Select

If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?

Select

Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?

Select

When you are sick or not feeling well, do you avoid getting help?

Select

Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?

Select

Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?

Select

Will drinking or drug use make it difficult for you to stay housed or afford your housing?

Select

If you've ever used marijuana, did you ever try it at age 12 or younger?

Select

HAVE YOU EVER HAD TROUBLE MAINTAINING YOUR HOUSING, OR BEEN KICKED OUT OF AN APARTMENT, SHELTER PROGRAM OR OTHER PLACE YOU WERE STAYING, BECAUSE OF:

A mental health issue or concern?

Select

A past head injury?

Select

A learning disability, developmental disability, or other impairment?

Select

Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?

Select

Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?

Select

Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?

Select

Do you ever do things
that may be considered
to be risky like exchange
sex for money, run drugs   Select
for someone, have
unprotected sex with
someone you don't know,
share a needle, or
anything like that?

C. SOCIALIZATION

Is there any person, past
landlord, business,
bookie, dealer, or   Select
government group like
the IRS that thinks you
owe them money?

Do you get any money
from the government, a
pension, an inheritance,   Select
working under the table,
a regular job, or anything
like that?

Do you have planned
activities, other than just   Select
surviving, that make you
feel happy and fulfilled?

Are you currently able to
take care of basic needs
like bathing, changing
clothes, using a   Select
restroom, getting food
and clean water and
other things like that?

IS YOUR CURRENT LACK OF STABLE HOUSING...

Because you ran away
from your family home, a   Select
group home or a foster
home?

Because of a difference
in religious or cultural
beliefs from your   Select
parents, guardians or
caregivers?

Because your family or
friends caused you to   Select
become homeless?

Because of conflicts
around gender identity or   Select
sexual orientation?

Because of violence at
home between family   Select
members?

Because of an unhealthy
or abusive relationship,   Select
either at home or
elsewhere?

D. WELLNESS

Have you ever had to
leave an apartment,
shelter program, or other   Select
place you were staying
because of your physical
health?

YOU ALSO CANNOT COMPLETE THE VI-SPDAT SOLELY THROUGH OBSERVATION OR USING KNOWN INFORMATION WITHIN YOUR ORGANIZATION.

B. RISKS

In the past six months, received health care at an emergency department/room?   Select

In the past six months, how many times have you taken an ambulance to the hospital?   Select

In the past six months, how many times have you been hospitalized as an in-patient?   Select

In the past six months, how many times have you used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?   Select

In the past six months, how many times have you talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?   Select

In the past six months, how many times have you stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?   Select

Have you been attacked or beaten up since you've become homeless?   Select

Have you threatened to or tried to harm yourself or anyone else in the last year?   Select

Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines or that make it more difficult to rent a place to live?   Select

Were you ever incarcerated when younger than age 18?   Select

Does anybody force or trick you to do things that you do not want to do?   Select

Assessment Date	09/17/2018
Agency Conducting VI-SPDAT Assessment	Select
Current location	Select
Primary Language	Select
# of Adults in Household (Must Conduct A Separate VI-SPDAT)	

A. HISTORY OF HOUSING & HOMELESSNESS

What Is The Client's Current Housing Status?	Select
Main Reason for Homelessness	Select
Where Did You Sleep Last Night?	Select
Where do you sleep most frequently?	Select
What is the TOTAL length of time you have lived on the streets or in shelters in your life?	Select
Is Client Entering From the Streets or Emergency Shelter ***This will include clients who may be entering from an institutional stay of 90 days or less, but resided on the streets or in a shelter prior to entering that institution***	Select
In the last three years, how many times have you been housed and then homeless again?	Select

IMPORTANT: PLEASE READ ALL QUESTIONS AS IS TO THE CLIENT.THE ORDER OF THE VI-SPDAT CANNOT CHANGE. AS A SELF-REPORTED TOOL, THE SEQUENCE IS VITALLY IMPORTANT. AN INDIVIDUAL MUST PROVIDE INFORMED CONSENT PRIOR TO THE VI-SPDAT BEING COMPLETED.

PLEASE TELL THE CLIENT THAT MOST QUESTIONS ONLY REQUIRE A YES OR NO. SOME QUESTIONS REQUIRE A ONE-WORD ANSWER. I'LL BE HONEST THAT SOME QUESTIONS ARE PERSONAL IN NATURE.

MEDICARE

VA Medical

Private Insurance

No Health Insurance

Other

MONTHLY INCOME

Client has Cash Income	Select
VA Non-Service Connected Disabilty Pension	
Employed	Select

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

I'd like to take your picture. May I do so?

Are you Registered as Sex Offender?	Select
Does client have pet?	Select

REMINDER: ALL CLIENTS MUST BE REFERRED TO THE COMMUNITY QUEUE!

Private

SAVE	CANCEL

Do you have any problems concentrating and/or remembering things?   Select

OBSERVATION ONLY: Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?   Select

Have you had any medicines prescribed to you by a doctor that you do not take, sell, had stolen, misplaced, or where the prescriptions were never filled?   Select

Have you experienced any emotional, physical, psychological, sexual or other type of abuse or trauma in your life which you have not sought help for, and/or which has caused your homelessness?   Select

FINALLY, I'D LIKE TO ASK YOU SOME QUESTIONS TO HELP US BETTER UNDERSTAND HOMELESSNESS AND IMPROVE HOUSING AND SUPPORT SERVICES.

Veteran Status   No

What is your citizenship status?   Select

Where did you live prior to becoming homeless?   Select

Have you ever been in foster care?   Select

Have you ever been in jail?   Select

Have you ever been in prison?   Select

Do you have a permanent physical disability that limits your mobility? [i.e., wheelchair, amputation, unable to climb stairs]?   Select

Disabling Condition: Do you have a physical, mental, or emotional impairment (including an impairment caused by alcohol, drug abuse, PTSD, or brain injury), a developmental disability, HIV or AIDS and is it expected to be long-continuing...   Select

...OR OF AN INDEFINITE DURATION AND SUBSTANTIALLY IMPEDES YOUR ABILITY TO LIVE INDEPENDENTLY WHERE IT COULD BE IMPROVED BY THE PROVISION OF MORE SUITABLE HOUSING CONDITIONS? (THIS WILL BE "YES" IF CLIENT IS RECEIVING SSI/SSDI)

WHAT TYPE OF HEALTH INSURANCE DO YOU HAVE, IF ANY?

MEDICAID/MediCal

Asthma	Select
Cancer	Select
Hepatitis C	Select
Tuberculosis	Select
OBSERVATION ONLY: Surveyor, do you observe signs or symptoms of a serious health condition?	Select
Have you ever had a problematic drug or alcohol use, abused drugs or alcohol, or told you do?	Select
Have you consumed alcohol and/or drugs almost every day or every day for the past month?	Select
Have you ever used injection drugs or shots in the last six months?	Select
Have you ever been treated for drug or alcohol problems and returned to drinking or using drugs?	Select
Have you used non-beverage alcohol like cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months?	Select
Have you blacked out because of your alcohol or drug use in the past month?	Select
OBSERVATION ONLY: Surveyor, do you observe signs or symptoms of problematic alcohol or drug abuse?	Select
Ever been taken to a hospital against your will for a mental health reason?	Select
Gone to the emergency room because you weren't feeling 100% well emotionally or because of your nerves?	Select
Spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of your mental health - whether that was voluntary or because someone insisted that you do so?	Select
Has a serious brain injury or head trauma?	Select
Ever been told you have a learning disability or developmental disability?	Select

Is there anybody that thinks you owe them money?   Select

Do you have any money coming in on a regular basis, like a job or government benefit or even working under the table, binning or bottle collecting, sex work, odd jobs, day labor, or anything like that?   Select

Do you have enough money to meet all of your expenses on a monthly basis?   Select

Do you have planned activities each day other than just surviving that bring you happiness and fulfillment?   Select

Do you have any friends, family or other people in your life out of convenience or necessity, but you do not like their company?   Select

Do any friends, family or other people in your life ever take your money, borrow cigarettes, use your drugs, drink your alcohol, or get you to do things you really don't want to do?   Select

OBSERVATION ONLY: Surveyor, do you detect signs of poor hygiene or daily living skills?   Select

D. WELLNESS

Where do you usually go for healthcare or when you're not feeling well?   Select

DO YOU HAVE NOW, HAVE YOU EVER HAD, OR HAS A HEALTHCARE PROVIDER EVER TOLD YOU THAT YOU HAVE ANY OF THE FOLLOWING MEDICAL CONDITIONS:

Kidney disease/End Stage Renal Disease or Dialysis   Select

History of frostbite, Hypothermia, or Immersion Foot   Select

Liver disease, Cirrhosis, or End-Stage Liver Disease   Select

HIV+/AIDS   Select

History of Heat Stroke/Heat Exhaustion   Select

Heart disease, Arrhythmia, or Irregular Heartbeat   Select

Emphysema   Select

Diabetes   Select

IMPORTANT: PLEASE READ ALL QUESTIONS AS IS TO THE CLIENT.THE ORDER OF THE VI-SPDAT CANNOT CHANGE. AS A SELF-REPORTED TOOL, THE SEQUENCE IS VITALLY IMPORTANT. AN INDIVIDUAL MUST PROVIDE INFORMED CONSENT PRIOR TO THE VI-SPDAT BEING COMPLETED.

PLEASE TELL THE CLIENT THAT MOST QUESTIONS ONLY REQUIRE A YES OR NO. SOME QUESTIONS REQUIRE A ONE-WORD ANSWER. I'LL BE HONEST THAT SOME QUESTIONS ARE PERSONAL IN NATURE.

YOU ALSO CANNOT COMPLETE THE VI-SPDAT SOLELY THROUGH OBSERVATION OR USING KNOWN INFORMATION WITHIN YOUR ORGANIZATION.

B. RISKS

In the past six months, how many times have you been to the emergency department/room?	Select
In the past six months, how many times have you had an interaction with the police?	Select
In the past six months, how many times have you been taken to the hospital in an ambulance?	Select
In the past six months, how many times have you used a crisis service, including distress centers or suicide prevention hotlines?	Select
In the past six months, how many times have you been hospitalized as an in-patient, including hospitalizations in a mental health hospital?	Select
Have you been attacked or beaten up since becoming homeless?	Select
Threatened to or tried to harm yourself or anyone else in the last year?	Select
Do you have any legal stuff going on right now that may result in you being locked up or having to pay fines?	Select
Does anybody force or trick you to do things that you do not want to do?	Select
Ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?	Select
I am going to read types of places people sleep. Please tell me which one that you sleep at most often.	Select

C. SOCIALIZATION

Sacramento Continuum of Care

HUD Homeless Assistance
FY 2018 Continuum of Care
Program Competition

<u>REVISED</u>
Local Competition Handbook

Revised July 23, 2018

TABLE OF CONTENTS

2018 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

Date	Time	Event/ Activity	Responsible/Attendees	Location
June 20, 2018		**HUD releases Notice of Funding Availability**	HUD	N/A
June 28, 2018		**HUD scheduled to Release Project Applications in e-SNAPs**	HUD	925 Del Paso Blvd - Sequoia Room Sacramento
July 16, 2018	9:00am to 12:00pm	**Kick Off 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/PRC	N/A
August 2, 2018	12:00 PM	**New and Renewal eSNAPs Project Applications and Attachments due** Agencies will have approximately three weeks from the date of the kick-off conference to complete this task.	Agencies	Online
August 6, 2018	9:00am to 11:00am	**Performance Review Committee** receives orientation for PRESTO and access to project materials	Performance Review Committee; HomeBase	N/A
August 6, 2018- August 12, 2018		**Performance Review Committee reviews Project Reports:** non-conflicted panelists review and scores proposals individually.	SSF, HomeBase, Performance Review Committee	1331 Garden Highway, Suite 100 – VCR Room Sacramento, CA 95833
August 13-14, 2018	9:00 am to 5:00 pm	**Performance Review Committee meets:** Review & Rank Panel meets to review, score and discuss proposals and determine recommendation on how projects will be ranked in the 2018 application.	SSF, HomeBase; Review and Rank Panel	Via e-mail
August 16, 2018	12:00 PM	**Posting of Preliminary Priority List:** HomeBase will email list to agencies	HomeBase	Via e-mail
August 17, 2018	12:00 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 20, 2018	5:00 PM	**Appeals due:** All appeals must be submitted to HomeBase.	Agencies	Via phone
August 22, 2018	TBD	**Appeal Committee meets:** Review appeals and recalculate scores, if necessary.	Appeal Committee	Via e-mail
August 23, 2018	5:00 PM	**Priority List is distributed to applicants:** via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	TBD
Late August (Targeting August 29)	TBD	**Advisory Board Approval of Priority List**	SSF	Via e-mail
By August 31, 2018		**Project Applicants notified of final decisions on whether their applications are accepted and will be Ranked on the Priority Listing or were Rejected or Reduced (Note: HUD Deadline that must be met)**	HomeBase	N/A
August 3, 2018 – September 5, 2018		HomeBase and SSF do review of project applications, coordinate with applicants	HomeBase, SSF	On CoC website
September 13, 2018		**Consolidated Application and Priority Listing Posted**		Online
September 18, 2018		**Consolidated Application is due to HUD**	SSF	

SACRAMENTO CONTINUUM OF CARE

FY 2018 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
Sacramento Housing and Redevelopment Agency	Boulevard Court	$0	$128,232	$0	$0	$0	$9,122	$137,354
Sacramento Steps Forward	Building Bridges Program	$9,315	$0	$335,659	$0	$0	$24,118	$369,092
Sacramento Steps Forward	Casas de Esperanza	$172,825	$0	$95,389	$50,830	$0	$31,315	$350,359
Sacramento Steps Forward	Connections	$0	$0	$263,036	$0	$0	$18,389	$281,425
Sacramento Steps Forward	Omega Permanent Supportive Housing Project	$0	$0	$412,338	$0	$0	$40,303	$452,641
TLCS, Inc.	PACT PHP	$0	$542,172	$0	$0	$0	$43,384	$585,556
Sacramento Steps Forward	Quinn Cottages	$0	$0	$297,275	$0	$0	$20,808	$318,083
Sacramento Steps Forward	Saybrook Permanent Supportive Housing Project	$44,915	$0	$363,042	$75,380	$0	$33,193	$516,530
Sacramento Housing and Redevelopment Agency	Shasta Hotel	$0	$126,792	$0	$0	$0	$8,475	$135,267
Sacramento Housing and Redevelopment Agency	Shelter Plus Care TRA	$0	$4,051,488	$0	$0	$0	$285,591	$4,337,079
TLCS, Inc.	WORK 2016	$0	$422,496	$0	$0	$0	$23,451	$445,947
Sacramento Steps Forward	Friendship Housing Expansion #2	$727,535	$0	$250,138	$292,235	$0	$85,905	$1,355,813
Sacramento Steps Forward	The King Project	$0	$0	$0	$157,448	$0	$10,289	$167,737

FY 2018 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
Sacramento Steps Forward	Achieving Change Together (ACT)	$0	$325,116	$0	$0	$0	$20,987	$346,103
Sacramento Steps Forward	Home at Last	$172,071	$0	$58,212	$63,055	$0	$28,788	$322,126
Sacramento Steps Forward	Sacramento HMIS	$0	$0	$0	$0	$258,704	$14,490	$273,194
Sacramento Steps Forward	Mutual Housing at the Highlands	$0	$206,892	$111,290	$0	$0	$21,043	$339,225
Mercy Housing California	Mather Veterans Village	$0	$147,780	$0	$0	$0	$4,708	$152,488
Sacramento Steps Forward	Step Up Sacramento	$1,628,998	$0	$622,785	$0	$0	$221,284	$2,473,067
Sacramento Steps Forward	The Doorway	$0	$308,460	$279,370	$0	$0	$58,151	$645,981
TLCS, Inc.	New Direction PHP 2016	$0	$630,528	$0	$0	$0	$40,895	$671,423
Sacramento Steps Forward	New Community	$378,437	$0	$165,141	$92,938	$0	$62,369	$698,885
Sacramento Steps Forward	Building Community	$282,154	$0	$106,540	$148,268	$0	$53,270	$590,232
Sacramento Steps Forward	Rapid Rehousing for Youth	$0	$74,124	$1,258	$0	$0	$7,478	$82,860
Sacramento Steps Forward	reSTART	$1,462,230	$0	$761,867	$177,255	$0	$234,834	$2,636,186
Sacramento Steps Forward	Rapid Rehousing for Youth #2	$0	$91,248	$3,882	$0	$0	$9,443	$104,573

2018 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 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.

A. **Annual Performance Report** (APR) data is generated from project inputs to the Homeless Management Information System (HMIS). This data can <u>only</u> be modified through corrected HMIS inputs. The data in the Annual Performance Report will be processed and formatted using the PRESTO web tool, and then presented to the Review and Rank Panel as part of the local NOFA competition.

B. Projects that primarily serve survivors of domestic violence will generate their APRs using data from an alternative, non-HMIS database. If no such data is available, the project's program director or executive director may hand-tabulate the relevant data and sign a statement under penalty of perjury confirming that the director has personally reviewed the data and that the data is accurate.

C. APR data will cover the full calendar year beginning April 1, 2017 and terminating March 31, 2018.

D. All projects that began operations on or before April 1, 2017 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition, as follows:

   i.   On **April 18, 2018**, the HMIS Lead ran APRs for all CoC-funded projects and shared those reports with those projects and with HomeBase. <u>Each provider is responsible for reviewing the accuracy and completeness of its own APRs.</u> Agencies are encouraged to begin correcting their APR data as soon as they receive their draft APRs. This may require, e.g., completing annual follow-up evaluations on old clients, doing research to determine the final destination of clients who have left a program, and transferring data from paper case notes to HMIS.

   ii.   By **April 30, 2018**, HomeBase will use the APRs to generate one basic PRESTO report per project that shows each project's primary objective criteria (e.g. housing placement, income, and utilization). Agencies will be given access to these basic reports as an educational <u>tool</u> to help them fulfill their responsibility to correct their APRs.

   iii. For **the next two weeks**, HomeBase will help agencies answer questions regarding their APRs and/or PRESTO reports and to help providers troubleshoot any errors in those reports. Although most errors will need to be fixed via additional data entry or by discussing issues with the HMIS lead, HomeBase will provide technical assistance to agencies who proactively request it. In order to confirm that all corrections have been successful, agencies are encouraged to request new APRs from the HMIS Lead and review the new APRs.

E. By **May 11, 2018**, all projects are required to have finished cleaning and correcting their APR data. Providers who are tardy in finalizing their APRs without a valid reason will lose up to 5 out of 100 points in the local competition.

II.   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**.

   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.

D. At the Kickoff Conference, HomeBase will distribute a local competition schedule that includes a deadline for submitting the Local Application (see Section III of these policies).

A. At the Kickoff Conference, shortly after publication of the CoC Program NOFA, HomeBase will distribute the Local Application, which will include Supplemental Questions to be answered by each project, as well as a list of Attachments to be submitted by each project. For Renewal Projects that have been operating for at least one year, the Local Application is also considered to include the APR.

    i. The **Supplemental Questions** provide Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR.

    ii. **Attachments**: The attachments to be collected include e-snaps materials such as the applicant profile and the project application that needs to be submitted to HUD as part of the national competition. Attachments may also be used to collect or verify objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits application. All of this information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

B. Answers to all Supplemental Questions must be completed online, using the PRESTO web tool. Agencies will receive PRESTO login information at the Kickoff Conference. Agencies who decide to submit new projects after the Kickoff Conference but before the local application deadline should request PRESTO logins from HomeBase via e-mail.

C. As the Supplemental Questions are answered, the PRESTO report will be updated in real-time. It is each agency's responsibility to review its PRESTO reports and confirm that the reports are correct prior to the local application deadline. Projects may make use of the essay questions and short-answer questions to clarify the context of their objective performance data, but HomeBase cannot and will not edit a project's scores based on a project's assertions about its own performance. The only way to correct objective performance data is by entering new data into HMIS, which should be done before the Kickoff Conference (see Section I of these policies).

D. **Late penalties**: A project that turns in Local Application materials after the deadline (or insists on modifying Local Application materials after the deadline) will be subject to late penalties. Late penalties are imposed at the discretion of the Review & Rank Panel, based on the following guidance:

    i. Materials received up to 10 minutes late may be accepted without penalty.

    ii. Materials received between 10 minutes and 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

iii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iv. Materials received more than 72 hours after the deadline **may be excluded** at the discretion of the Panel. If a Local Application is still substantially incomplete or non-compliant 72 hours after the deadline, then, at the discretion of the Panel, the project may be **automatically rejected** and **denied entry into the local competition**.

E. **Changes to PRESTO Reports:** Starting 72 hours after the Local Application deadline, changes to the PRESTO reports will be made only to correct transcription errors on the part of HomeBase. The underlying information, such as APRs and Supplemental Answers, will not be changed.

IV.   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 in person to discuss the applications submitted as part of the Continuum of Care Competition.

G. 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.

H. All projects submitted as New Projects may be invited to attend the Review and Rank Meeting to be interviewed by the Panel, at the discretion of the Panel. These interviews would be scheduled prior to the Review and Rank Meeting. Failure to cooperate with an invitation by the Review and Rank Panel may result in a project not being funded.

I. The ranked list is created by the following procedures:

   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. Certain project types will automatically be ranked in the bottom of Tier 1. ***Within this region at the bottom of Tier 1,*** renewal housing projects with less than one year of operating data will be placed at the top of the region. HMIS renewal projects will be placed in the middle of the region, and Coordinated Entry renewal projects will be ranked at the bottom of the region, immediately above the 'straddling' project.

e. 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.

J. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

K. After the Review and Rank Meeting, a priority listing with scores will be compiled.

L. Project applicants will be notified of the scoring results within three business 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.

Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the requirements of this section.

A. **Timing.** All appeals shall be concluded within 10 days of the Review and Rank Panel Meeting.

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

C. **Eligible Projects.** 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)
   5. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

D. **Eligible Grounds.** Appeals may be made on the following bases:

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

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

   New Projects Not Recommended for Funding
   1. 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
   2. 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.

A. **Timeline for Appeals.** 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.

B. **Notice of Appeal.** 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.

C. 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.

D. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.

    iv. 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.

    v. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

E. 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.

F. The Appeal Hearing shall be conducted according to the following procedure:

    vi. The Appeal Hearing will be conducted telephonically.

    vii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.

    viii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.

    ix. 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.

    x. 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.

xi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

G. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

H. The decision of the Appeal Panel is final.

I. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

J. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

K. 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.

APPENDIX A: 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 2017 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

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

APPENDIX B: SUPPLEMENTAL PROJECT FUNDING

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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

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

** Unscored Factors**

(will be scored in next year's competition)

Unscored Cost Factor	Due to data considered unreliable or incomplete, this factor will not be used for the 2018 NOFA competition		
Project Serves Highly Vulnerable Individuals as identified by the VI-SPDAT	This factor will be evaluated based on a 2-point scale, but will not be worth any points in this year's competition. The factor will use different scales for RRH and PSH. Projects must report both their average VI-SPDAT score and the sample size on which that average is based, i.e., how many clients actually have a recorded VI-SPDAT score.	≥ 10 = 2 Points	← RRH	≥ 16 = 2 Points
		7-9 = 1 Point	RFI	14-15 = 1 Point
		<7 = 0 Points	PSH →	<14 = 0 Points

1. THRESHOLD FACTORS

Name	Description	Met/Not Met
Housing First	The project's policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Successful Drawdown	If the project is under contract with HUD, then the project has made at least one successful drawdown of federal funds as of the time of this application was submitted.	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA and fair housing requirements, and confidentiality.	Met/Not Met
Eligible Applicants	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
Equal Access	The project provides equal access and fair housing without regard to sexual orientation, gender identity, local residency status, or any other protected category.	Met/Not Met
Match	Agency demonstrates 25% match per grant.	Met/Not Met
Required but not scored		

2. HOUSING PERFORMANCE (24 pts.)

Name	Description	Sources	Score
	Permanent Supportive Housing (PSH)		
Housing Retention	Count each person who either remained in the project at the end of the measurement period or exited to permanent housing. These are the successes. Then, count the total number of people who participated in the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living participants, and apply the scale to the right.	APR Q5 APR Q23	≥ 95% = **24** 90% - 94% = **18** 85% - 89% = **12** 80% - 84% = **6** < 80% = **0**
	Rapid Re-Housing for Transitional Age Youth		
Housing Placement	Count the number of people who exited to permanent housing during the measurement period, not including people who died. These are the successes. Then, count the number of people who left the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living leavers, and apply the scale to the right.	APR Q5 APR Q23	≥ 85% = **22** 80% - 85% = **18** 75% - 79% = **12** 70% - 74% = **6** < 70% = **0**
Length of Stay	The average (mean) length of stay in the project in days, including all participants. This average is calculated as follows: (Avg. stay for leavers * # of leavers) + (Avg. stay for stayers * # of stayers) ÷ (Total # of participants) = Final Average The Panel should consider the project's narrative response, which may provide context for the project's average length of stay.	APR Q22	≤ 730 days = **2** > 730 days = **0**

3. SERVICES PERFORMANCE (10 pts.)

Name	Description	Sources	Score
Increase or Maintain Income	Count each adult who increased or maintained a non-zero income (including all sources), based on valid measurements from both (a) entry, and (b) either follow-up or exit. These are the successes. Then, count the total number of adults who participated in the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living adults, and apply the scale to the right.	APR Q5 APR Q19	≥ 85% = **4** 70% - 84% = **3** 55% - 69% = **2** 40% - 54% = **1** < 40% = **0**
Mainstream Benefits	The percentage of participants aged 18 or older with at least one non-cash mainstream benefit (including health insurance) at time of measure. *Because this year's APR lists health insurance benefits separately, the percentage will be calculated as A + B − (A * B), where A is food, transportation, childcare, etc. and B is healthcare. This is the best approximation available given the format of the APR.*	APR Q5 APR Q20 APR Q21	≥ 95% = **4** 90% - 94% = **3** 80% - 89% = **2** 75% - 79% = **1** < 75% = **0**
Quality of Services	Award points based on the project's narrative if the project provides services that: • offer ongoing support to stay housed • are comprehensive and well-coordinated • are delivered by an adequate number of appropriately trained staff • are thoughtfully matched to the needs of the target population For Victim Service Providers: • project provides services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking	RFI	Up to **2** Points

4. <u>FULL UTILIZATION (20 pts.)</u>

Name	Description	Sources	Score
Bed and/or Unit Utilization	Count the average number of people enrolled in the project on the last Wednesday of each quarter, and divide it by the number of beds promised in e-snaps to get the bed utilization rate. Count the average number of households enrolled in the project on the last Wednesday of each quarter, and divide it by the number of units promises in e-snaps to get the unit utilization rate. The Panel may rely on bed utilization and/or unit utilization depending on what is appropriate for the project type and what the project says in its essay.	APR Q7b APR Q8b E-Snaps	≥ 95% = **12** 85% - 94% = **9** 75% - 84% = **6** 65% - 74% = **3** < 65% = **0**
Grant Spenddown	The amount of money drawn down from e-LOCCs during the project's most recently completed contract, divided by the amount of CoC funding shown for that project on the corresponding GIW.	e-LOCCs E-Snaps	≥ 95% = **6** 85% - 94% = **4** 75% - 84% = **2** < 75% = **0**
Quarterly Drawdowns	Award points if the project's drawdowns are <u>Quarterly</u>, i.e., occurring at least once in each three month period during the year.	RFI	Up to **2** points

5. PRIORITIZATION (15 pts.)

Name	Description	Sources	Score
Housing First	Award 1 point for each of the following items, for a total of up to 4 points: • Project checks all "Housing First" boxes on the e-snaps application • Project attaches policies and procedures that demonstrate a commitment to Housing First • Project itemizes the number of clients who left for each type of non-permanent destination and explains why they left. • Project's narrative explains how it handles situations where a program participant becomes intoxicated and/or fails to participate in services.	APR Q23 RFI HomeBase analysis	Up to **4** points
Chronic Homeless	Award 1 point for each of the following items, for a total of up to 4 points: • Project has attached chronic homeless eligibility forms that reflect the current definition of chronic homelessness. • Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps. • Project has a specific plan to meet the needs of chronically homeless clients. • At least 50% of the households in the project had one or more chronically homeless members	APR Q26a E-snaps RFI	Up to **4** points
Special Populations	Award 2 points if the project targets one or more of the following specialized populations: • Youth (potentially up through age 24) • Domestic Violence survivors • Families with Children • Chronic Homeless • Veterans	RFI	**2** points
Single-Site Housing	Award 2 points if the project provides Permanent Supportive Housing at a single built site in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless. Do not award points for scattered-site housing that happens to be concentrated in one area.	E-snaps	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

(Prioritization Continued)

Name	Description	Sources	Score
Severity of Needs	HUD has recognized the following subpopulations as having severe needs: people with low/no income, active or past substance use, criminal records, survivors of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization. Award 1 point for each of the elements below that the project demonstrates are present: • Project has a specific plan in place to serve people with severe needs. • Adding up membership in all of the severe needs subpopulations from the APR yields a total of at least 60% of the project's total population.	RFI APR Q13a1, Q14a, Q15, Q16.	2 Points
Affirmatively Furthering Fair Housing	Award 1 point if the project explains how it actively prevents discrimination by affirmatively accommodating people based on differences in: • race, color, ancestry, or national origin • religion • mental or physical disability • sex, gender, or sexual orientation • marital or familial status, including pregnancy, children, and custody arrangements • genetic information • source of income • other arbitrary characteristics not relevant to a person's need or suitability for housing	RFI	Up to **1** point

6. <u>COMPLIANCE (15 pts.)</u>

Name	Description	Sources	Score
Audit or Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **5** points
Entries from Homelessness	The number of participants who entered from the street, jail, hospital, asylum, Emergency Shelter, Transitional Housing, Safe Havens, or detox facilities, divided by the total number of participants.	APR Q15 RFI	≥ 98% = **3** 90% - 97% = **2** 80% - 89% = **1** < 80% = **0**
Coordinated Entry	Award 2 points if at least 80% of the new enrollments in the project were enrolled via referral from the Coordinated Entry System. *In consultation with SSF, projects that are still in the process of implementing Coordinated Entry <u>shall</u> be awarded full credit.*	APR Q5 RFI	Up to **2** points
Accurate Data	The fraction of data points that are recorded as missing, don't know, client refused to answer, and/or unable to calculate. Lower percentages are better. You should focus on the overall data quality, but you may also consider the data quality of exit destinations.	APR Q6	< 5% error = **3** 5% - 10% error = **2** 10% - 15% error = **1** > 15% error = **0**
Timely Data	The average length of time between when a client enters or exits the project, and when the project records the entry or exit in HMIS, counting each data point as the center of its bracket so that "1-3 Days" counts as 2 Days, and "11+ Days" counts as 14 Days.	APR Q6e	≤ 5 days = **2** 5 days – 8 days = **1** > 8 days = **0**

7.

8. COMMUNITY (16 pts.)

Name	Description	Sources	Score
Participation in CoC Activities	Award points for the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to **4** points
Mandatory Training	Award points if the agency demonstrated regular attendance at mandatory training events by attending at least one such event per quarter.	RFI SSF Staff Report	Up to **2** points
Voluntary Reallocation	Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider: • The amount of funds reallocated compared to the funds being requested by the agency • The reason stated for the reallocation • Whether the agency is submitting new project proposals that would rely on reallocated funds	GIW RFI	Up to **5** points
Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late. Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late. If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to **5** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

(Renewal) SACRAMENTO Supplemental Questions FY2018

EXPERIMENTAL FACTORS

1. What are the total costs for your project over the past grant year, including all local and federal funds?

2. How many of the clients who are currently in your program have ever been assessed using the VI-SPDAT?

3. Among your clients who have VI-SPDAT assessments, what is their average (mean) score on their most recent VI-SPDAT?

4. If you have any comments that would help the Review and Rank Panel understand your **cost-effectiveness and/or VI-SPDAT scores**, you may type them here. This question is optional and this entire section is unscored. If you do not wish to answer this question, please type "pass".

THRESHOLD INFORMATION

5. Please **attach** all relevant **policies and procedures** for your project. In particular, make sure your policies include:
   a. evidence of your commitment to a Housing First philosophy
   b. evidence of your willingness to participate in Coordinated Entry
   c. evidence of your use of HMIS
   d. evidence that you involve at least one homeless or formerly homeless person in feedback or decision-making processes
   e. evidence that you document the eligibility of your new participants,
   f. a description of how you maintain the confidentiality of client records,
   g. a policy on how and when to terminate client assistance,
   h. a policy on how to handle client appeals,
   i. a policy on ADA and fair housing requirements, *and*
   j. a statement that you provide equal access to all participants without regard to sexual orientation, gender identity, local residency status, or any other protected category.

   If your total page count for these attachments is more than 30 pages, please indicate the page number(s) where each of the policies above can be found. For example, you could say "Housing First: page 3. Coordinated Entry: pages 4 and 7. ADA: page 10." The page numbering does not have to be perfect; it is there to help staff find your policies.

6. Please describe your agency's **financial controls**, including a description of your process for approving large expenditures, your process for ensuring that employees are

performing the work for which they are paid, and your process for reconciling your total annual expenditures with your total annual income.

7. Please **attach** a **summary printout from e-LOCCs** or other similar documentary proof confirming that you have made at least one draw-down from e-LOCCs during the previous grant year. If you have not done so, please instead attach correspondence confirming that you are not yet under contract with HUD and that you have made diligent efforts to secure a contract from HUD.

8. Please state the amount of **match** you have committed to this project, the general source(s) of this match (e.g., private donors), and the amount of HUD funding you are requesting for this project.

9. If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

HOUSING PERFORMANCE

10. If and only if you are a Permanent Supportive Housing project, you may use this space to make any comments that would help the Review and Rank Panel understand your **housing retention.** This question is optional. If you are not a PSH project, or if you do not wish to answer this question, please type "pass".

11. If and only if you are a Rapid Re-Housing project, you may use this space to make any comments that would help the Review and Rank Panel understand your **housing placement rate.** This question is optional. If you are not a RRH project, or if you do not wish to answer this question, please type "pass".

12. If and only if you primarily serve Transition-Aged Youth (18 to 25 years old), you may use this space to explain why your project has a **relatively longer length of stay**. This question is optional. If you are not focused on serving TAY, if you have a short length of stay, or if you do not wish to answer this question, please type "pass".

13. If you have any other comments that would help the Review and Rank Panel understand your **housing performance**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

SERVICES PERFORMANCE

14. If you have any comments that would help the Review and Rank Panel understand your track record of helping your clients **increase or maintain their total income**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

15. If you have any comments that would help the Review and Rank Panel understand your track record of helping your clients **obtain mainstream benefits, including health insurance**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

16. Do you provide **ongoing support** that helps your clients stay housed? If so, how?

17. Do you offer supportive services that are **comprehensive and well-coordinated**? If so, how?

18. Are your supportive services delivered by an **adequate number of appropriately trained staff**? If so, please state your staffing ratio and explain why the ratio is adequate. Also, please summarize your staff's training, and explain why the training is adequate.

19. Are your supportive services **thoughtfully matched to the needs of the local population**? If so, please explain which services you offer, what needs your local population has, and why the services you offer are a good match for those needs.

20. If you have any other comments that would help the Review and Rank Panel understand your **services performance**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

FULL UTILIZATION

21. Is **bed utilization rate or unit utilization rate** a more appropriate way of measuring your project's efficiency? Why?

22. Please state the amount (to the nearest $100, rounded up) and month of each time you **drew down funds from e-LOCCs** within the last grant period. For example, you could state "May 2017: $40,000, August 2017: $35,300, December 2017: $42,200, February 2018: $39,800."

23. In total, **how much money have you drawn down** from e-LOCCs over the last grant year for this project?

24. **How much CoC funding was allocated** for this project on last year's Grants Inventory Worksheet? Please use the final total, i.e., including admin funding.

25. If you have any comments that would help the Review and Rank Panel understand your success at **utilizing your grant resources**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

PRIORITIZATION

26. Did you **check all of the Housing First boxes** on the 2018 e-snaps application? If not, why not?

27. Did you **attach** policies and procedures that **demonstrate a firm commitment to Housing First**? If necessary, you may use this space to briefly explain how your policies reflect your commitment to Housing First.

28. Please **itemize the number of clients who exited your program** and went to each type of non-permanent housing destination. For example, you could write that 3 clients left for emergency shelters, 1 client left for jail, and 1 client left to go to the hospital.

29. Please briefly **explain why or how each of the clients mentioned above left your program**. To save time, you may stop writing after explaining why 10 different clients left. For example, you could explain that the clients who went to emergency shelters lost contact with your program, the client who went to jail was arrested for allegedly selling illegal drugs, and the client who went to the hospital was involuntarily committed after showing signs of mental illness.

30. How does your program **handle situations where a program participant becomes intoxicated** and/or fails to participate in supportive services?

31. Have you **attached chronic homeless eligibility forms** that reflect the current definition of chronic homelessness?

32. Does your e-snaps application for <u>last year</u> show that you selected the drop-down menu option for either **DedicatedPLUS or 100% Dedicated** to serving the chronically homeless population?

33. Do you have a **specific plan in place to meet the needs of chronically homeless** clients? If so, what is it?

34. Does your project **focus on serving one or more of the following specialized populations**: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless persons, and/or veterans? If so, which population(s)?

35. Does your project provide Permanent Supportive Housing at a **single built site** that is deed-restricted or otherwise covenanted for use by the homeless? If so, please briefly explain the nature of the restriction or covenant.

36. Does your project have a **specific plan in place to serve participants with severe needs**? If so, what is it?

37. Do you actively prevent discrimination by **affirmatively accommodating** people based on differences in race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person's need or suitability for housing? If so, how do you affirmatively accommodate these people?

38. If you have any comments that would help the Review and Rank Panel understand your success at **prioritizing participants with the highest needs**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

COMPLIANCE

39. Have you **experienced any HUD audits** or financial audits in the past 2 years?

40. If you experienced any HUD audits or financial audits in the past 2 years, did these audits **result in any findings** related to housing quality or financial mismanagement? If you did not experience any such audits, please type "N/A".

41. If you received any audit findings related to housing quality or financial mismanagement, what were those findings? **Have you addressed those findings** already? How do you plan to address those findings in the future? If you did not receive any such findings, please type "N/A".

42. If you have any additional comments that would help the Review and Rank Panel understand your **audit record**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

43. How many of your clients entered your program immediately after **fleeing from domestic violence and/or graduating from foster care**, without first spending a night on the streets? Please briefly summarize the living situation of each such client, e.g., "1 client fled from permanent housing with family due to domestic violence; 2 clients graduated from foster care, were asked to leave their foster homes, and had nowhere else to live."

44. If you have any additional comments that would help the Review and Rank Panel understand how your clients were **literally homeless** before entering your program, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

45. During the last grant year, **how many bed openings did you <u>have</u>** during the last grant year? If you are a RRH project, an open "bed" includes the (re-)availability of a new voucher.

46. During the last grant year, **how many bed openings did you <u>report</u>** to the Coordinated Entry System <u>before</u> filling those beds?

47. During the last grant year, **how many referrals (suitable or otherwise) did you <u>receive</u>** from the coordinated entry system?

48. During the last grant year, **how many referrals (suitable or otherwise) did you <u>accept</u>** from the coordinated entry system, e.g., by notifying the system or the client that you were willing to house that client in your program?

49. If you have any additional comments that would help the Review and Rank Panel understand your participation in Coordinated Entry, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

50. If you have any comments that would help the Review and Rank Panel understand your **HMIS data quality**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

COMMUNITY

51. Please **describe your agency's attendance, participation, and leadership at CoC events**, meetings, committees, forums, and projects, with a focus on activities that took place since last year's NOFA.

52. If you have any comments that would help the Review and Rank Panel understand your **attendance at mandatory training events**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

53. Have you voluntarily reallocated funding from any projects this year? If so, why did you reallocate this funding? If not, please type "N/A".

54. Have you complied with all local competition deadlines, including deadlines for turning in supporting documents and attachments?

55. If you have any comments that would help the Review and Rank Panel understand your success at **participating in the CoC community**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

GENERAL

56. **Please provide a brief summary of your project.** This summary is for identification purposes only and <u>will not be scored</u>. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program's age, location, size, the populations your project serves, and any distinguishing characteristics

of your program. Typically, three sentences or 100 words are plenty of detail for this question.

57. If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program's performance, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

1. THRESHOLD FACTORS

Name	Description	Met/Not Met
Housing First	The project's policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA requirements, and confidentiality.	Met/Not Met
Eligible Clients	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
Eligible Applicant	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met
Equal Access	The project provides equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met
Match	Agency will be able to provide 25% match per grant.	Met/Not Met
Budget	Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.	Met/Not Met
Community Need	There is a demonstrated need for the project in the community to improve the CoC's system performance.	Met/Not Met
DV Bonus Threshold	Project is 100% dedicated to serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking. The project must follow a Housing First approach and may not exclude unsheltered victims.	Met/Not Met

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

1. HOUSING DESIGN (24 pts.)

Name	Description	Sources	Score
Fully Described and Appropriate Housing	Award points for a housing design that: • is clearly and fully described • has a layout or features that are thoughtfully matched to the target population • is strategically located to meet the needs of the target population • is handicapped-accessible • will help maximize client choice in the CoC For Victim Service Providers: • is designed to protect the safety of the population they serve	RFI	Up to **10** points
Site Control	Award points if the agency has either: • secured all necessary housing for the project, or • adequately described how the project will acquire the necessary housing for the project type. For RRH, this may include landlord engagement strategies.	RFI	Up to **8** points
Projected Outcomes	Award points if the project's goals are realistic and sufficiently challenging given the scale of the project. For full credit, outcomes should be measureable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including: • At least 85% of clients experience positive housing outcomes • At least 55% of adult clients maintain or increase their income from all sources	RFI	Up to **6** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

2. <u>SERVICES DESIGN (12 pts.)</u>

Name	Description	Sources	Score
Appropriate Supportive Services	Award points for services that: • offer ongoing support to stay housed, • are comprehensive and well-coordinated, • include culture-specific elements, and • are thoughtfully matched to the target population For Victim Service Providers: • improve the safety for victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking	RFI	Up to **3** points
Project Staffing	Award points if staff: • Is large enough to handle the expected client case load; • Is familiar with innovative or evidence-based practices; and • Includes at least one person with formal training and/or education in a relevant social services field.	RFI E-snaps	Up to **3** points
Community Coordination	Award points if the project explains a concrete plan for referring specific types of clients to specific outside services, giving examples of: • Who will be referred; • The agencies that will accept referrals; • The types of services to be provided; and • The logic behind the agency's referral scheme	RFI	Up to **2** points
Relevant Experience	Award points if the agency submitting this application has demonstrated, through past performance, the ability to successfully carry out the work proposed and has successfully served homeless people as a particular group. Consider the experience of the agency in handling a similar project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).	RFI	Up to **2** points
Participant Evaluation	Award points if program indicates how it will evaluate each client's needs, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for.	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

3. <u>FULL UTILIZATION (20 pts.)</u>

Name	Description	Sources	Score
Amount of Budget	Award a total of up to 12 points based on the bullet points below: • Project has submitted a budget that is clear, complete, and easy to read. • The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population. • The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. • The budget shows that the project is taking appropriate measures to contain costs.	Budget RFI	Up to **12** points
Fiscal Capacity	Award points if the agency has sufficient fiscal capacity to manage the grant, including: • internal financial controls • grant match tracking • well-maintained records • oversight by a board of directors • a strategy for documenting eligible costs • a strategy for ensuring adequate grant drawdowns	e-LOCCs E-Snaps	Up to **6** points
Ready to Start	Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider: • Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues; • Whether the agency's current staff has the capacity to begin preparing for this project; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

4. <u>PRIORITIZATION (15 pts.)</u>

Name	Description	Sources	Score
Housing First	Award 1 point for each of the following items, for a total of up to 4 points: • Project checks all "Housing First" boxes on the e-snaps application under penalty of perjury • Project attaches policies and procedures that demonstrate a commitment to Housing First • Project's narrative includes an example of a time when the agency was able to avoid discharging or evicting a difficult client. • Project's narrative explains how it handles situations where a program participant becomes intoxicated and/or fails to participate in services.	RFI HomeBase analysis	Up to **4** points
Chronic Homeless	Award 1 point for each of the following items, for a total of up to 3 points: • Project has attached chronic homeless eligibility forms that reflect the current definition of chronic homelessness. • Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps. • Project has a specific plan to meet the needs of chronically homeless clients.	E-snaps RFI	Up to **3** points
Special Populations	Award 2 points if the project targets one or more of the following specialized populations: • Youth (potentially up through age 24) • Domestic Violence victims • Families with Children • Chronic Homeless • Veterans	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

(Prioritization Continued)

Name	Description	Sources	Score
Severity of Needs	HUD has recognized the following subpopulations as having severe needs: people with low/no income, active or past substance use, criminal records, victims of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization. Award 1 point if the project demonstrates that both elements are present: • Project has a specific plan in place to serve people with severe needs. • Project's narrative adequately explains what types of severe needs its clients are likely to have and how the project will avoid screening out these clients.	RFI	1 point

Project Will Serve Highly Vulnerable Clients with high VI-SPDAT	Award up to 2 points if the project plans to serve a population with high average VI-SDPAT scores.	≥ 10 = 2 Points	← RRH **RFI** PSH →	≥ 16 = 2 Points
		7-9 = 1 Point		14-15 = 1 Point
		<7 = 0 Points		<14 = 0 Points

Name	Description	Sources	Score
Single-Site Housing	Award 2 points if the project will provide Permanent Supportive Housing at a single site in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless.	E-snaps	Up to **2** points
Fair Housing	Award 1 point if the project explains how it will actively prevent discrimination by affirmatively accommodating people based on differences in: • race, color, ancestry, nat'l origin, or religion • mental or physical disability • sex, gender, or sexual orientation • marital or familial status, including pregnancy, children, & custody arrangements • genetic information • source of income • other arbitrary characteristics not relevant to a person's need or suitability for housing	RFI	Up to **1** point

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

5. PRIORITIZATION FOR DV BONUS HOUSING (15 pts.)

*Use this section **instead of** the previous two pages if the project is dedicated to serving victims actively fleeing or attempting to flee domestic violence and applying for DV Bonus funding. For all scoring purposes, "domestic violence" also includes dating violence, sexual assault, stalking, and/or trafficking.*

Name	Description	Source	Score
Ability to Quantify Need	Award 1 point for each of the following items: • Project provides statistics describing the CoC's population of domestic violence victims • Project provides statistics describing the projects and resources currently available to serve domestic violence victims in the CoC • Project convincingly analyzes why currently available resources are inadequate to meet the needs of local domestic violence victims	RFI	Up to **3** points
How Project will Address Need	Award 1 point for each of the following items: • Project explains how it proposes to meet the unmet needs of domestic violence victims. • Project makes quantitative predictions about how the project will reduce unmet need among domestic violence victims. • Project provides examples showing how the experience of domestic violence victims will be improved after the project's launch	RFI	Up to **3** points
Previous Performance	Award up to 2 points if the agency has experience serving victims of domestic violence, dating violence, sexual assault, stalking, and/or trafficking.	RFI	Up to **2** points
Ability to House Victims	Award 1 point for each of the following items: • The project will have housing that is specifically designed to accommodate the needs of victims. • The project's staff has skills that are specifically needed to identify and locate victims, or to persuade victims to accept and enter housing.	RFI	Up to **2** points
Ability to Meet Safety Outcomes	Award 1 point for each of the following items: • The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence. • The project sets quantitative safety targets that are appropriate and realistic. • The project explains why it is likely to be able to achieve the targeted safety outcomes.	RFI	Up to **3** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

Ability and Experience Serving Domestic Violence Victims	Award up to 2 points if the agency has experience serving, or demonstrates a plan to serve, victims who are fleeing, or attempting to flee, domestic violence, which includes dating violence, sexual assault, stalking, and/or human trafficking, and that experience, or plan, specifically shows that they can serve victims who come from unsheltered situations.	RFI	Up to 2 points

5. COMPLIANCE (15 pts.)

Name	Description	Sources	Score
Audit and Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **5** points
Experience with Federal Grants	Award full points if the agency has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC. Consider awarding full points if the agency can otherwise demonstrate that it can successfully manage complex reporting requirements.	RFI	Up to **3** points
HMIS	Award points based on project's plan for maintaining accurate & timely data, and/or based on agency's history of high data quality.	RFI	Up to **3** points
Coordinated Entry	Award points based on project's plan for communicating open beds to CES, participating in case conferences, and using referrals from CES to fill openings.	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

| Including Consumers | Award points if the agency shows its commitment to including consumers in decision-making processes by:
• having at least one homeless or formerly homeless person on its staff or board,
• having a consumer advisory board and making changes based on the board's advice, or
• administering consumer satisfaction surveys and making changes based on the results. | RFI | Up to **2** points |

6. COMMUNITY (14 pts.)

Name	Description	Sources	Score
Participation in CoC Activities	Award points for the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to **4** points
Voluntary Reallocation	Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider: • The amount of funds reallocated compared to the funds being requested by the agency • The reason stated for the reallocation • Whether the agency is submitting new project proposals that would rely on reallocated funds	GIW RFI	Up to **5** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. • Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late. • Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late. • If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to **5** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

(New) SACRAMENTO Supplemental Questions FY2018

THRESHOLD INFORMATION

1.   Please **attach** all relevant **policies and procedures** for your project. In particular, make sure your policies include:
     a.   evidence of your commitment to a Housing First philosophy
     b.   evidence of your willingness to participate in Coordinated Entry
     c.   evidence of your use of or willingness to use HMIS
     d.   evidence that you involve homeless or formerly homeless individuals in feedback or decision-making processes or how you will do so
     e.   evidence that you document the eligibility of your new participants or how you will do so,
     f.   a description of how you maintain the confidentiality of client records or how you will do so,
     g.   a policy on how and when to terminate client assistance,
     h.   a policy on how to handle client appeals,
     i.   a policy on ADA and fair housing requirements, *and*
     j.   a statement that you provide equal access to all participants without regard to sexual orientation, gender identity, local residency status, or any other protected category.

    If your total page count for these attachments is <u>more</u> than 30 pages, please indicate the page number(s) where each of the policies above can be found. For example, you could say "Housing First: page 3. Coordinated Entry: pages 4 and 7. ADA: page 10." The page numbering does not have to be perfect; it is there to help staff find your policies.

2.   Please describe your agency's **financial controls**, including a description of your process for approving large expenditures, your process for ensuring that employees are performing the work for which they are paid, and your process for reconciling your total annual expenditures with your total annual income. If you are under contract with HUD currently, have you made at least one successful drawdown of funds? If you are not a HUD grantee yet, will you commit to draw down funds in a timely manner?

3.   Please state the amount of **match** you have committed to this project, the general source(s) of this match (e.g., private donors), and the amount of HUD funding you are requesting for this project.

4.   If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here, including comments on the demonstrated need for your project to improve the CoC's system performance. If you do not wish to answer this question, please type "pass".

5.	For DV Bonus Projects Only: Is your project 100% dedicated serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking? Does your project have a Housing First Approach (i.e. low barriers to entry, rapid placement in housing, no service participation requirements), including specifically not excluding unsheltered victims?

COMMUNITY

51.	Please **describe your agency's attendance, participation, and leadership at CoC events**, meetings, committees, forums, and projects, with a focus on activities that took place over the past year.

53.	Have you **voluntarily reallocated** funding from any projects this year? If so, why did you reallocate this funding? If not, please type "N/A".

54.	Have you **complied with all local competition deadlines**, including deadlines for PRESTO data entry and turning in supporting documents and attachments?

55.	If you have any comments that would help the Review and Rank Panel understand your success at **participating in the CoC community**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

GENERAL

56.	**Please provide a brief summary of your project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program's age, location, size, the populations your project serves, and any distinguishing characteristics of your program. Typically, three sentences or 100 words are plenty of detail for this question.

57.	If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program's performance, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

HOUSING DESIGN

101.	Please describe your **housing design.** Where will you house people? In what type of housing? What will your housing be like? How will the **layout and/or features** of your proposed housing match the population that you plan to serve? How will your proposed location(s) help you **meet the needs of your target** population? Will your housing be **handicapped-accessible**? If so, how? Will your housing help **maximize client choice** in

the Continuum of Care by providing new types of housing options that are not currently available? If so, how? For scattered site projects, you can use this space to describe your overall approach for housing location, client choice, strategic location of units, etc. **For Victim Service Providers**: Please describe how the housing designed to protect the safety of the population you serve?

102.   Have you secured the **legal rights** to all of the housing that will be needed for your project, using e.g., mortgages, covenants, leases, contracts, permits, etc.? If not, how will you acquire the necessary housing? For scattered site projects, please describe your housing location strategies (i.e. landlord engagement, real estate, etc.)

103.   What are your **projected outcomes**? In particular, please indicate what percent of clients are expected to experience positive housing outcomes, and what percent of clients are expected to maintain or increase their total income. Goals should be realistic, sufficiently challenging given the scale of the project, measurable, and appropriate to the population being served.

104.   If you have any comments that would help the Review and Rank Panel understand your **housing design**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass."

SERVICES DESIGN

105.   Please describe the services you will offer. How will your project provide services that offer clients **ongoing support to stay housed**? How will your project offer services that are **comprehensive and well-coordinated**? How will your project offer services that **include culture-specific elements**? How will your project **thoughtfully match its services** to the target population?

106.   If you are a dedicated victim service provider, how will your services **improve safety** for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking? (If you are not a dedicated victim service provider, please type "pass.")

107.   How many **full-time equivalent staff** are expected to work on your project? Include only the time that staff will spend on this project in particular. For example, if your agency employs 6 full-time staff, and they will each spend half of their time on this project, then please type "3".

108.   **How many clients** do you expect to be serving on any given night?

109.   Will your **staff be large enough** to handle the expected client case load? Why? Please describe your staff's familiarity with **innovative and/or evidence-based practices**. Does

your staff include at least one person with formal training and/or education in a relevant social services field? If so, please briefly describe that training and/or education.

110. Do you have a **concrete plan for referring** specific types of clients to specific outside services? If so, please explain (a) who will be referred, (b) which agencies will accept those referrals, (c) what types of services will be provided as a result of those referrals, and (d) why you have chosen to set up your referrals in this way.

111. Please summarize your agency's **relevant past experience** in handling projects that served similar populations and/or provided similar types of services. Has your agency's past performance demonstrated an ability to successfully carry out the work proposed? If so, how?

112. How will you **evaluate each client's needs**, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for?

113. If you have any other comments that would help the Review and Rank Panel understand any aspect of your **services design**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

FULL UTILIZATION

114. Please e-mail a **budget** for your proposed project to sacramento@homebaseccc.org, and then type "sent" as your answer to this question. The budget should be clear, complete, and easy to read. It must include information about how you will spend the CoC funds you are requesting, and information about how you will spend matching funds that you are raising from non-CoC sources (state, local, private, HHS, etc.). It must include both a revenue section (showing where your funding will come from) and an expenses section (showing how your money will be spent).

115. Please briefly explain how your budget shows that you will have **enough resources** to provide high-quality, reliable services to the target population. Please briefly explain how your budget shows that your project will **leverage significant outside resources** (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. Please briefly explain how your budget shows that your project will take appropriate measures to **contain costs**.

116. Please describe your fiscal capacity. What kinds of **internal financial controls** does your agency use? How do you ensure that money is not wasted or diverted to private uses? How does your agency **track the use of match funding**? In other words, how do you know when you have spent some or all of your match? Please briefly describe your **financial recordkeeping system**. What kinds of financial records do you maintain, and for how long? Do you have a board of directors? If so, how does the board oversee your operations? Do you have a strategy for keeping documentation to show that each of

your major expenses **corresponds to an eligible cost**? What is your strategy for ensuring adequate drawdowns?

117.   Please help the Review and Rank Panel understand how and why your project will be ready to start operations within 3 months of receiving HUD funding. Does your proposed project face any **regulatory obstacles** such as tenant displacement, environmental issues, or zoning issues? If so, how will you overcome them? Does your agency's current staff have the capacity to **begin preparing** for this project even before funding is received? If so, please briefly explain. Does your agency have policies and/or **procedures that can be used as-is or easily adapted** for use in a CoC-funded project? If so, please briefly indicate which policies.

PRIORITIZATION – ORDINARY NEW HOUSING

118.   Did you **check all of the Housing First boxes** on the 2018 e-snaps application? If not, why not? (Do not answer if you are a DV Bonus project.)

119.   Did you **attach** policies and procedures that **demonstrate a firm commitment to Housing First**? If necessary, you may use this space to briefly explain how your policies reflect your commitment to Housing First or why not. (Do not answer if you are a DV Bonus project.)

120.   Please briefly share an example of a time when your agency was able to **avoid discharging** or evicting a difficult client. (Do not answer if you are a DV Bonus project.)

121.   How will your program **handle situations where a program participant becomes intoxicated** and/or fails to participate in supportive services? (Do not answer if you are a DV Bonus project.)

122.   Have you **attached** **chronic homeless eligibility forms** that reflect the current definition of chronic homelessness? (Do not answer if you are a DV Bonus project.)

123.   Does your e-snaps application for this year show that you selected the drop-down menu option for either **DedicatedPLUS or 100% Dedicated** to serving the chronically homeless population? (Do not answer if you are a DV Bonus project.)

124.   Do you have a **specific plan to meet the needs of chronically homeless** clients? If so, what is it? (Do not answer if you are a DV Bonus project.)

125.   Will your project **focus on serving one or more of the following specialized populations**: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless persons, and/or veterans? If so, which population(s)? (Do not answer if you are a DV Bonus project.)

126. Does your project have a **specific plan to serve participants with severe needs**? If so, what is it? If so, what is it? How will you avoid screening out clients with severe needs? (Do not answer if you are a DV Bonus project.)

127. What is the average **VI-SPDAT score** among the target population you plan to serve? (Do not answer if you are a DV Bonus project.)

128. Will you provide Permanent Supportive Housing at a **single site** in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless? (Do not answer if you are a DV Bonus project.)

129. Do you actively prevent discrimination by **affirmatively accommodating** people based on differences in race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person's need or suitability for housing? If so, how do you affirmatively accommodate these people? (Do not answer if you are a DV Bonus project.)

130. If you have any comments that would help the Review and Rank Panel understand your success at **prioritizing participants with the highest needs**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass". (Do not answer if you are a DV Bonus project.)

PRIORITIZATION -- DOMESTIC VIOLENCE BONUS HOUSING

131. **How many survivors** of domestic violence, dating violence, sexual assault, stalking, and/or trafficking are currently in the CoC? What projects and resources are currently available to serve those survivors? Why are the **currently available resources** inadequate to meet the needs of local domestic violence survivors? (DV Bonus only)

132. **How will your project help meet the unmet needs** of domestic violence survivors? Please include (a) your plan for meeting some of these needs, (b) a quantitative prediction about how many needs you will be able to address, and (c) a specific example of how the experience of domestic violence survivors will be improved after your project's launch. (DV Bonus only)

133. Please briefly summarize your **experience serving survivors** of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. (DV Bonus only)

134. How will your project's housing be **specifically designed to promote the safety** and accommodate the needs of survivors? (DV Bonus only)

135. Does your project's staff have **skills that are specifically needed** to identify and locate survivors, and/or skill with victim-centered practices that maximize client choice while maintaining safety and confidentiality? If so, please briefly describe these skills. (DV Bonus only)

136. What is your project's **plan for ensuring that your residents will be safe** from further domestic violence? Please suggest quantitative safety targets for your project that are appropriate and realistic. Why is your project likely to be able to achieve these safety targets? (DV Bonus only).

137. Does your agency have experience serving or a plan to serve victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking, and does that experience or plan specifically show that you can serve victims who come from unsheltered situations?

138. If you have any comments that would help the Review and Rank Panel understand your proposal for **promoting the safety of survivors** of domestic violence, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass". (DV Bonus only)

COMPLIANCE

139. Have you **experienced any HUD or SSF audits or monitoring** or financial audits in the past 2 years? If so, did they **result in any findings** related to housing quality or financial mismanagement? If you did not experience any such audits or did not receive any such findings, please type "N/A". Otherwise, please briefly describe the findings and send the report and any follow up correspondence to sacramento@homebaseccc.org

140. If you received any audit findings, h**ave you addressed those findings** already? How do you plan to address those findings in the future? If you did not receive any such findings, please type "N/A".

141. Has your agency **successfully handled at least one other federal grant** or other major grant of this size and complexity? If so, please identify that grant. If not, please explain why your agency will be able to successfully manage complex reporting requirements.

142. Please briefly summarize your **plan for maintaining accurate and timely data**, and/or your agency's history of high data quality.

143. Please briefly summarize your **plan for communicating open beds** to the Coordinated Entry System, participating in Coordinated Entry case conferences, and using referrals from the Coordinated Entry System to fill bed openings. If there are current barriers to your participation in the Coordinated Entry System, please describe the plan for overcoming those barriers and the timeline for doing that.

144. Please describe your **plan for including consumers** in the decision-making process. For example, do you have at least one homeless or formerly homeless person on your staff or board? Do you make changes to your programs based on the advice of a consumer advisory board? Do you make changes to your programs based on the results of consumer satisfaction surveys?

145. If you have any comments that would help the Review and Rank Panel understand your **compliance with applicable regulations**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

	SUBMISSION CHECKLIST

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

New Project ☐   Renewal Project ☐

Due before August 2, 2018 at 12:00pm (PST)

☐	Confirm that your agency has an active **DUNS number** from www.sam.gov
☐	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.
☐	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.
☐	Use www.prestoevals.org to answer the **Supplemental Questionnaire**.
PDF Created: ☐ No audit findings: ☐	If you have any HUD or other Funder **audit or monitoring findings** or financial audit findings from the past 2 years, create a PDF of all of the written communications between you and that entity.
PDF Created: ☐ Renewal Project: ☐	If you are a new project, create a PDF of your **proposed project budget (please use sample template)**, adding up both CoC funding and non-CoC funding to get your total budget.
PDF Created: ☐ Renewal Project: ☐	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: ☐ Renewal Project: ☐	If you are a new project that has received a HUD grant previously, or for another project, create a PDF of **summary printout from e-LOCCs** or other similar documentary proof confirming that you made at least one draw-down from e-LOCCs during the previous grant year.
PDF Created: ☐ Renewal Project: ☐	If you are a new project, create a PDF of your **chronic homeless eligibility forms** that reflect the current definition of chronic homelessness
PDF Created: ☐ No Indirect Cost Rate Agreement: ☐	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: ☐	If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each **missing match letter**.
No Missing Match: ☐	
☐	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

I attest that the information my agency is providing in the FY 2018 CoC Competition is accurate and complete.

_____

Date

_____

Title of Responsible Party

_____

Signature of Responsible Party

_____

Printed Name of Responsible Party

SACRAMENTO STEPS FORWARD

≡

Sacramento Steps Forward | Continuum of Care Program Application and Priority Listing

SHARE THIS PAGE

Continuum of Care Program Application and Priority Listing

By Sacramento Steps Forward Public Affairs,

SACRAMENTO, CA (Sept. 10, 2018) – The U.S. Department of Housing and Urban Development (HUD) released the [Notice of Funding Availability (NOFA)](#) for the Fiscal Year 2018 Continuum of Care (CoC) Program Competition on June 20. Sacramento Steps Forward issued a [public solicitation](#) for new projects in the Sacramento Bee July 6. A mandatory kick-off conference and technical assistance workshop for applicants was held July 16. The local competition was finalized with the adoption of a project priority listing by the Continuum of Care Advisory Board. The Continuum of Care's application is due date of Sept. 18.

This funding, which is provided for under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, supports local homeless service providers who make up Sacramento's CoC. Last year, ten CoC providers operating 31 programs were awarded $20,180,083. That is a 35 percent or $5.2 million increase in federal funding since Sacramento Steps Forward became the lead agency for the program in 2011.

To maximize the funding award each year, Sacramento Steps Forward and the CoC Advisory Board take great care ensuring that local agencies have the opportunity to participate in a fair and competitive application process. Key to that process is the Advisory Board's appointment of non-conflicted panelists to a Review and Rank Committee who are charged with reviewing local projects based on application criteria and recommending a ranked project priority list.

The ranked list is made up of Tier 1 and Tier 2 projects. By HUD regulation, 12 percent of local project funding must be placed in the Tier 2 category. While Tier 1 projects are likely to be funded, Tier 2 projects must compete nationally for funding. We understand this places a lot of stress on Tier 2 projects but it is a necessary HUD requirement.

The Rank and Review Committee recommended and the Continuum of Care Advisory Board has adopted the final priority listing on Aug. 29, 2018. The priority listing can be found by clicking [here](#).

Additional Materials

- [Notice of Funding Availability Summary – Sacramento Summary](#)
- [Sacramento Technical Assistance Handbook (July 16, 2018)](#)
- [Sacramento Local Competition Handbook (Revised July 23, 2018)](#)
- [Scoring Tool – Victim Service Providers](#)
- [CoC Application 9-16-18](#)

What is Continuum of Care?

The Continuum of Care (CoC) Program is designed by the U.S. Department of Housing and Urban Development to promote community-wide commitment to the goal of ending homelessness. Find out more how Sacramento Steps Forward works with the Continuum of Care.

LEARN MORE

Get Involved   VOLUNTEER   SPONSOR

$ DONATE

About

Sac Steps Forward
Our Purpose
Our Staff and Board
HMIS
Field Outreach
Become A Team Member

Continuum of Care
Continuum of Care
The HEARTH Act
Advisory Board Members
Agendas & Minutes
Committees

Connection

Resources
Find Help
Ending Homelessness Together
Helpful Materials

The Human Element

Stories
Clifford and Gary
Shawna
Tracey

Get Involved
Donate
Volunteer
Sponsor A Program
Our Partners

Glossary
Contact

Stay Informed

4/4

Articles

Subscribe to stay connected

| Email Address | SUBMIT |

Top

1331 Garden Hwy, Ste 100 · Sacramento, CA 95833 · 916-577-9770

SACRAMENTO
STEPS FORWARD

Sacramento Steps Forward | Continuum of Care Program Application and Priority Listing

SHARE THIS PAGE

SACRAMENTO
STEPS FORWARD

PRESS RELEASE

Continuum of Care Program Application and Priority Listing

By Sacramento Steps Forward Public Affairs,

SACRAMENTO, CA (Sept. 10, 2018) – The U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care (CoC) Program Competition on June 20. Sacramento Steps Forward issued a public solicitation for new projects in the Sacramento Bee July 6. A mandatory kick-off conference and technical assistance workshop for applicants was held July 16. The local competition was finalized with the adoption of a project priority listing by the Continuum of Care Advisory Board. The Continuum of Care's application is due date of Sept. 18.

This funding, which is provided for under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, supports local homeless service providers who make up Sacramento's CoC. Last year, ten CoC providers operating 31 programs were awarded $20,180,083. That is a 35 percent or $5.2 million increase in federal funding since Sacramento Steps Forward became the lead agency for the program in 2011.

To maximize the funding award each year, Sacramento Steps Forward and the CoC Advisory Board take great care ensuring that local agencies have the opportunity to participate in a fair and competitive application process. Key to that process is the Advisory Board's appointment of non-conflicted panelists to a Review and Rank Committee who are charged with reviewing local projects based on application criteria and recommending a ranked project priority list.

The ranked list is made up of Tier 1 and Tier 2 projects. By HUD regulation, 12 percent of local project funding must be placed in the Tier 2 category. While Tier 1 projects are likely to be funded, Tier 2 projects must compete nationally for funding. We understand this places a lot of stress on Tier 2 projects but it is a necessary HUD requirement.

The Rank and Review Committee recommended and the Continuum of Care Advisory Board has adopted the final priority listing on Aug. 29, 2018. The priority listing can be found by clicking here.

Additional Materials

- Notice of Funding Availability Summary – Sacramento Summary
- Sacramento Technical Assistance Handbook (July 16, 2018)
- Sacramento Local Competition Handbook (Revised July 23, 2018)
- Scoring Tool – Victim Service Providers

What is Continuum of Care?

The Continuum of Care (CoC) Program is designed by the U.S. Department of Housing and Urban Development to promote community-wide commitment to the goal of ending homelessness. Find out more how Sacramento Steps Forward works with the Continuum of Care.

LEARN MORE

< Older entry

Get Involved

[VOLUNTEER]   [SPONSOR]

[$ DONATE]

About

Sac Steps Forward
Our Purpose
Our Staff and Board
HMIS
Field Outreach
Become A Team Member

Continuum of Care
Continuum of Care
The HEARTH Act
Advisory Board Members
Agendas & Minutes
Committees

Connection

Resources
Find Help
Ending Homelessness Together
Helpful Materials
Glossary

The Human Element

Stories
Clifford and Gary
Shawna
Tracey

Get Involved
Donate
Volunteer
Sponsor A Program
Our Partners

Contact

Stay Informed

Articles

4/4

Subscribe to stay connected

| Email Address | | SUBMIT |

Top

Sacramento Continuum of Care

HUD Homeless Assistance
FY 2018 Continuum of Care
Program Competition

REVISED
Local Competition Handbook

Revised July 23, 2018

TABLE OF CONTENTS

2018 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

Date	Time	Event/ Activity	Responsible/Attendees	Location
June 20, 2018		**HUD releases Notice of Funding Availability**	HUD	N/A
June 28, 2018		**HUD scheduled to Release Project Applications in e-SNAPs**	HUD	925 Del Paso Blvd - Sequoia Room Sacramento
July 16, 2018	9:00am to 12:00pm	**Kick Off 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/PRC	N/A
August 2, 2018	12:00 PM	**New and Renewal eSNAPs Project Applications and Attachments due** Agencies will have approximately three weeks from the date of the kick-off conference to complete this task.	Agencies	Online
August 6, 2018	9:00am to 11:00am	**Performance Review Committee** receives orientation for PRESTO and access to project materials	Performance Review Committee; HomeBase	N/A
August 6, 2018- August 12, 2018		**Performance Review Committee reviews Project Reports:** non-conflicted panelists review and scores proposals individually.	SSF, HomeBase, Performance Review Committee	1331 Garden Highway, Suite 100 – VCR Room Sacramento, CA 95833
August 13-14, 2018	9:00 am to 5:00 pm	**Performance Review Committee meets:** Review & Rank Panel meets to review, score and discuss proposals and determine recommendation on how projects will be ranked in the 2018 application.	SSF, HomeBase; Review and Rank Panel	Via e-mail
August 16, 2018	12:00 PM	**Posting of Preliminary Priority List:** HomeBase will email list to agencies	HomeBase	Via e-mail
August 17, 2018	12:00 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 20, 2018	5:00 PM	**Appeals due:** All appeals must be submitted to HomeBase.	Agencies	Via phone
August 22, 2018	TBD	**Appeal Committee meets:** Review appeals and recalculate scores, if necessary.	Appeal Committee	Via e-mail
August 23, 2018	5:00 PM	**Priority List is distributed to applicants:** via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	TBD
Late August (Targeting August 29)	TBD	**Advisory Board Approval of Priority List**	SSF	Via e-mail
By August 31, 2018		**Project Applicants notified of final decisions on whether their applications are accepted and will be Ranked on the Priority Listing or were Rejected or Reduced (Note: HUD Deadline that must be met)**	HomeBase	N/A
August 3, 2018 – September 5, 2018		HomeBase and SSF do review of project applications, coordinate with applicants	HomeBase, SSF	On CoC website
September 13, 2018		**Consolidated Application and Priority Listing Posted**		Online
September 18, 2018		**Consolidated Application is due to HUD**	SSF	

FY 2018 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
Sacramento Housing and Redevelopment Agency	Boulevard Court	$0	$128,232	$0	$0	$0	$9,122	$137,354
Sacramento Steps Forward	Building Bridges Program	$9,315	$0	$335,659	$0	$0	$24,118	$369,092
Sacramento Steps Forward	Casas de Esperanza	$172,825	$0	$95,389	$50,830	$0	$31,315	$350,359
Sacramento Steps Forward	Connections	$0	$0	$263,036	$0	$0	$18,389	$281,425
Sacramento Steps Forward	Omega Permanent Supportive Housing Project	$0	$0	$412,338	$0	$0	$40,303	$452,641
TLCS, Inc.	PACT PHP	$0	$542,172	$0	$0	$0	$43,384	$585,556
Sacramento Steps Forward	Quinn Cottages	$0	$0	$297,275	$0	$0	$20,808	$318,083
Sacramento Steps Forward	Saybrook Permanent Supportive Housing Project	$44,915	$0	$363,042	$75,380	$0	$33,193	$516,530
Sacramento Housing and Redevelopment Agency	Shasta Hotel	$0	$126,792	$0	$0	$0	$8,475	$135,267
Sacramento Housing and Redevelopment Agency	Shelter Plus Care TRA	$0	$4,051,488	$0	$0	$0	$285,591	$4,337,079
TLCS, Inc.	WORK 2016	$0	$422,496	$0	$0	$0	$23,451	$445,947
Sacramento Steps Forward	Friendship Housing Expansion #2	$727,535	$0	$250,138	$292,235	$0	$85,905	$1,355,813
Sacramento Steps Forward	The King Project	$0	$0	$0	$157,448	$0	$10,289	$167,737

SACRAMENTO CONTINUUM OF CARE

FY 2018 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
Sacramento Steps Forward	Achieving Change Together (ACT)	$0	$325,116	$0	$0	$0	$20,987	$346,103
Sacramento Steps Forward	Home at Last	$172,071	$0	$58,212	$63,055	$0	$28,788	$322,126
Sacramento Steps Forward	Sacramento HMIS	$0	$0	$0	$0	$258,704	$14,490	$273,194
Sacramento Steps Forward	Mutual Housing at the Highlands	$0	$206,892	$111,290	$0	$0	$21,043	$339,225
Mercy Housing California	Mather Veterans Village	$0	$147,780	$0	$0	$0	$4,708	$152,488
Sacramento Steps Forward	Step Up Sacramento	$1,628,998	$0	$622,785	$0	$0	$221,284	$2,473,067
Sacramento Steps Forward	The Doorway	$0	$308,460	$279,370	$0	$0	$58,151	$645,981
TLCS, Inc.	New Direction PHP 2016	$0	$630,528	$0	$0	$0	$40,895	$671,423
Sacramento Steps Forward	New Community	$378,437	$0	$165,141	$92,938	$0	$62,369	$698,885
Sacramento Steps Forward	Building Community	$282,154	$0	$106,540	$148,268	$0	$53,270	$590,232
Sacramento Steps Forward	Rapid Rehousing for Youth	$0	$74,124	$1,258	$0	$0	$7,478	$82,860
Sacramento Steps Forward	reSTART	$1,462,230	$0	$761,867	$177,255	$0	$234,834	$2,636,186
Sacramento Steps Forward	Rapid Rehousing for Youth #2	$0	$91,248	$3,882	$0	$0	$9,443	$104,573

2018 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 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.

A. **Annual Performance Report** (APR) data is generated from project inputs to the Homeless Management Information System (HMIS). This data can only be modified through corrected HMIS inputs. The data in the Annual Performance Report will be processed and formatted using the PRESTO web tool, and then presented to the Review and Rank Panel as part of the local NOFA competition.

B. Projects that primarily serve survivors of domestic violence will generate their APRs using data from an alternative, non-HMIS database. If no such data is available, the project's program director or executive director may hand-tabulate the relevant data and sign a statement under penalty of perjury confirming that the director has personally reviewed the data and that the data is accurate.

C. APR data will cover the full calendar year beginning April 1, 2017 and terminating March 31, 2018.

D. All projects that began operations on or before April 1, 2017 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition, as follows:

   i. On **April 18, 2018**, the HMIS Lead ran APRs for all CoC-funded projects and shared those reports with those projects and with HomeBase. Each provider is responsible for reviewing the accuracy and completeness of its own APRs. Agencies are encouraged to begin correcting their APR data as soon as they receive their draft APRs. This may require, e.g., completing annual follow-up evaluations on old clients, doing research to determine the final destination of clients who have left a program, and transferring data from paper case notes to HMIS.

   ii. By **April 30, 2018**, HomeBase will use the APRs to generate one basic PRESTO report per project that shows each project's primary objective criteria (e.g. housing placement, income, and utilization). Agencies will be given access to these basic reports as an educational tool to help them fulfill their responsibility to correct their APRs.

   iii. For **the next two weeks**, HomeBase will help agencies answer questions regarding their APRs and/or PRESTO reports and to help providers troubleshoot any errors in those reports. Although most errors will need to be fixed via additional data entry or by discussing issues with the HMIS lead, HomeBase will provide technical assistance to agencies who proactively request it. In order to confirm that all corrections have been successful, agencies are encouraged to request new APRs from the HMIS Lead and review the new APRs.

E. By **May 11, 2018**, all projects are required to have finished cleaning and correcting their APR data. Providers who are tardy in finalizing their APRs without a valid reason will lose up to 5 out of 100 points in the local competition.

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**.

   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.

D. At the Kickoff Conference, HomeBase will distribute a local competition schedule that includes a deadline for submitting the Local Application (see Section III of these policies).

A. At the Kickoff Conference, shortly after publication of the CoC Program NOFA, HomeBase will distribute the Local Application, which will include Supplemental Questions to be answered by each project, as well as a list of Attachments to be submitted by each project. For Renewal Projects that have been operating for at least one year, the Local Application is also considered to include the APR.

   i. The **Supplemental Questions** provide Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR.

   ii. **Attachments**: The attachments to be collected include e-snaps materials such as the applicant profile and the project application that needs to be submitted to HUD as part of the national competition. Attachments may also be used to collect or verify objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits application. All of this information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

B. Answers to all Supplemental Questions must be completed online, using the PRESTO web tool. Agencies will receive PRESTO login information at the Kickoff Conference. Agencies who decide to submit new projects after the Kickoff Conference but before the local application deadline should request PRESTO logins from HomeBase via e-mail.

C. As the Supplemental Questions are answered, the PRESTO report will be updated in real-time. It is each agency's responsibility to review its PRESTO reports and confirm that the reports are correct prior to the local application deadline. Projects may make use of the essay questions and short-answer questions to clarify the context of their objective performance data, but HomeBase cannot and will not edit a project's scores based on a project's assertions about its own performance. The only way to correct objective performance data is by entering new data into HMIS, which should be done before the Kickoff Conference (see Section I of these policies).

D. **Late penalties**: A project that turns in Local Application materials after the deadline (or insists on modifying Local Application materials after the deadline) will be subject to late penalties. Late penalties are imposed at the discretion of the Review & Rank Panel, based on the following guidance:

   i. Materials received up to 10 minutes late may be accepted without penalty.

   ii. Materials received between 10 minutes and 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

iii.   Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iv.   Materials received more than 72 hours after the deadline **may be excluded** at the discretion of the Panel. If a Local Application is still substantially incomplete or non-compliant 72 hours after the deadline, then, at the discretion of the Panel, the project may be **automatically rejected** and **denied entry into the local competition**.

E. **Changes to PRESTO Reports:** Starting 72 hours after the Local Application deadline, changes to the PRESTO reports will be made <u>only</u> to correct transcription errors on the part of HomeBase. The underlying information, such as APRs and Supplemental Answers, will not be changed.

IV.   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 in person to discuss the applications submitted as part of the Continuum of Care Competition.

G. 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.

H. All projects submitted as New Projects may be invited to attend the Review and Rank Meeting to be interviewed by the Panel, at the discretion of the Panel. These interviews would be scheduled prior to the Review and Rank Meeting. Failure to cooperate with an invitation by the Review and Rank Panel may result in a project not being funded.

I. The ranked list is created by the following procedures:

   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. Certain project types will automatically be ranked in the bottom of Tier 1. ***Within this region at the bottom of Tier 1,*** renewal housing projects with less than one year of operating data will be placed at the top of the region. HMIS renewal projects will be placed in the middle of the region, and Coordinated Entry renewal projects will be ranked at the bottom of the region, immediately above the 'straddling' project.

e. 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.

J. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

K. After the Review and Rank Meeting, a priority listing with scores will be compiled.

L. Project applicants will be notified of the scoring results within three business 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.

V.   ELIGIBILITY FOR APPEALS

Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the requirements of this section.

A. **Timing.** All appeals shall be concluded within 10 days of the Review and Rank Panel Meeting.

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

C. **Eligible Projects.** 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)
   5. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

D. **Eligible Grounds.** Appeals may be made on the following bases:

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

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

   New Projects Not Recommended for Funding
   1. 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
   2. 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.

A. **Timeline for Appeals.** 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.

B. **Notice of Appeal.** 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.

C. 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.

D. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.

   iv. 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.

   v. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

E. 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.

F. The Appeal Hearing shall be conducted according to the following procedure:

   vi. The Appeal Hearing will be conducted telephonically.

   vii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.

   viii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.

   ix. 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.

   x. 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.

      xi.   The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

G. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

H. The decision of the Appeal Panel is final.

I. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

J. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

K. 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.

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 2017 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.

APPENDIX B: SUPPLEMENTAL PROJECT FUNDING

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.

** Unscored Factors**

(will be scored in next year's competition)

Unscored Cost Factor	Due to data considered unreliable or incomplete, this factor will not be used for the 2018 NOFA competition			
Project Serves Highly Vulnerable Individuals as identified by the VI-SPDAT	This factor will be evaluated based on a 2-point scale, but will not be worth any points in this year's competition. The factor will use different scales for RRH and PSH. Projects must report both their average VI-SPDAT score and the sample size on which that average is based, i.e., how many clients actually have a recorded VI-SPDAT score.	≥ 10 = 2 Points	← RRH	≥ 16 = 2 Points
		7-9 = 1 Point	RFI	14-15 = 1 Point
		<7 = 0 Points	PSH →	<14 = 0 Points

1. <u>THRESHOLD FACTORS</u>

Name	Description	Met/Not Met
Housing First	The project's policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Successful Drawdown	If the project is under contract with HUD, then the project has made at least one successful drawdown of federal funds as of the time of this application was submitted.	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA and fair housing requirements, and confidentiality.	Met/Not Met
Eligible Applicants	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
Equal Access	The project provides equal access and fair housing without regard to sexual orientation, gender identity, local residency status, or any other protected category.	Met/Not Met
Match	Agency demonstrates 25% match per grant.	Met/Not Met
Required but not scored		

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

2. HOUSING PERFORMANCE (24 pts.)

Name	Description	Sources	Score
	Permanent Supportive Housing (PSH)		
Housing Retention	Count each person who either remained in the project at the end of the measurement period or exited to permanent housing. These are the successes. Then, count the total number of people who participated in the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living participants, and apply the scale to the right.	APR Q5 APR Q23	≥ 95% = **24** 90% - 94% = **18** 85% - 89% = **12** 80% - 84% = **6** < 80% = **0**
	Rapid Re-Housing for Transitional Age Youth		
Housing Placement	Count the number of people who exited to permanent housing during the measurement period, not including people who died. These are the successes. Then, count the number of people who left the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living leavers, and apply the scale to the right.	APR Q5 APR Q23	≥ 85% = **22** 80% - 85% = **18** 75% - 79% = **12** 70% - 74% = **6** < 70% = **0**
Length of Stay	The average (mean) length of stay in the project in days, including all participants. This average is calculated as follows: (Avg. stay for leavers * # of leavers) + (Avg. stay for stayers * # of stayers) ÷ (Total # of participants) = Final Average The Panel should consider the project's narrative response, which may provide context for the project's average length of stay.	APR Q22	≤ 730 days = **2** > 730 days = **0**

3. SERVICES PERFORMANCE (10 pts.)

Name	Description	Sources	Score
Increase or Maintain Income	Count each adult who increased or maintained a non-zero income (including all sources), based on valid measurements from both (a) entry, and (b) either follow-up or exit. These are the successes. Then, count the total number of adults who participated in the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living adults, and apply the scale to the right.	APR Q5 APR Q19	≥ 85% = **4** 70% - 84% = **3** 55% - 69% = **2** 40% - 54% = **1** < 40% = **0**
Mainstream Benefits	The percentage of participants aged 18 or older with at least one non-cash mainstream benefit (including health insurance) at time of measure. *Because this year's APR lists health insurance benefits separately, the percentage will be calculated as A + B – (A * B), where A is food, transportation, childcare, etc. and B is healthcare. This is the best approximation available given the format of the APR.*	APR Q5 APR Q20 APR Q21	≥ 95% = **4** 90% - 94% = **3** 80% - 89% = **2** 75% - 79% = **1** < 75% = **0**
Quality of Services	Award points based on the project's narrative if the project provides services that: • offer ongoing support to stay housed • are comprehensive and well-coordinated • are delivered by an adequate number of appropriately trained staff • are thoughtfully matched to the needs of the target population For Victim Service Providers: • project provides services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking	RFI	Up to **2** Points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

4. <u>FULL UTILIZATION (20 pts.)</u>

Name	Description	Sources	Score
Bed and/or Unit Utilization	Count the average number of people enrolled in the project on the last Wednesday of each quarter, and divide it by the number of beds promised in e-snaps to get the bed utilization rate. Count the average number of households enrolled in the project on the last Wednesday of each quarter, and divide it by the number of units promises in e-snaps to get the unit utilization rate. The Panel may rely on bed utilization and/or unit utilization depending on what is appropriate for the project type and what the project says in its essay.	APR Q7b APR Q8b E-Snaps	≥ 95% = **12** 85% - 94% = **9** 75% - 84% = **6** 65% - 74% = **3** < 65% = **0**
Grant Spenddown	The amount of money drawn down from e-LOCCs during the project's most recently completed contract, divided by the amount of CoC funding shown for that project on the corresponding GIW.	e-LOCCs E-Snaps	≥ 95% = **6** 85% - 94% = **4** 75% - 84% = **2** < 75% = **0**
Quarterly Drawdowns	Award points if the project's drawdowns are <u>Quarterly</u>, i.e., occurring at least once in each three month period during the year.	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

5. PRIORITIZATION (15 pts.)

Name	Description	Sources	Score
Housing First	Award 1 point for each of the following items, for a total of up to 4 points: • Project checks all "Housing First" boxes on the e-snaps application • Project attaches policies and procedures that demonstrate a commitment to Housing First • Project itemizes the number of clients who left for each type of non-permanent destination and explains why they left. • Project's narrative explains how it handles situations where a program participant becomes intoxicated and/or fails to participate in services.	APR Q23 RFI HomeBase analysis	Up to **4** points
Chronic Homeless	Award 1 point for each of the following items, for a total of up to 4 points: • Project has attached chronic homeless eligibility forms that reflect the current definition of chronic homelessness. • Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps. • Project has a specific plan to meet the needs of chronically homeless clients. • At least 50% of the households in the project had one or more chronically homeless members	APR Q26a E-snaps RFI	Up to **4** points
Special Populations	Award 2 points if the project targets one or more of the following specialized populations: • Youth (potentially up through age 24) • Domestic Violence survivors • Families with Children • Chronic Homeless • Veterans	RFI	**2** points
Single-Site Housing	Award 2 points if the project provides Permanent Supportive Housing at a single built site in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless. Do <u>not</u> award points for scattered-site housing that happens to be concentrated in one area.	E-snaps	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

(Prioritization Continued)

Name	Description	Sources	Score
Severity of Needs	HUD has recognized the following subpopulations as having severe needs: people with low/no income, active or past substance use, criminal records, survivors of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization. Award 1 point for each of the elements below that the project demonstrates are present: • Project has a specific plan in place to serve people with severe needs. • Adding up membership in all of the severe needs subpopulations from the APR yields a total of at least 60% of the project's total population.	RFI APR Q13a1, Q14a, Q15, Q16.	2 Points
Affirmatively Furthering Fair Housing	Award 1 point if the project explains how it actively prevents discrimination by affirmatively accommodating people based on differences in: • race, color, ancestry, or national origin • religion • mental or physical disability • sex, gender, or sexual orientation • marital or familial status, including pregnancy, children, and custody arrangements • genetic information • source of income • other arbitrary characteristics not relevant to a person's need or suitability for housing	RFI	Up to **1** point

6. COMPLIANCE (15 pts.)

Name	Description	Sources	Score
Audit or Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **5** points
Entries from Homelessness	The number of participants who entered from the street, jail, hospital, asylum, Emergency Shelter, Transitional Housing, Safe Havens, or detox facilities, divided by the total number of participants.	APR Q15 RFI	≥ 98% = **3** 90% - 97% = **2** 80% - 89% = **1** < 80% = **0**
Coordinated Entry	Award 2 points if at least 80% of the new enrollments in the project were enrolled via referral from the Coordinated Entry System. *In consultation with SSF, projects that are still in the process of implementing Coordinated Entry shall be awarded full credit.*	APR Q5 RFI	Up to **2** points
Accurate Data	The fraction of data points that are recorded as missing, don't know, client refused to answer, and/or unable to calculate. Lower percentages are better. You should focus on the overall data quality, but you may also consider the data quality of exit destinations.	APR Q6	< 5% error = **3** 5% - 10% error = **2** 10% - 15% error = **1** > 15% error = **0**
Timely Data	The average length of time between when a client enters or exits the project, and when the project records the entry or exit in HMIS, counting each data point as the center of its bracket so that "1-3 Days" counts as 2 Days, and "11+ Days" counts as 14 Days.	APR Q6e	≤ 5 days = **2** 5 days – 8 days = **1** > 8 days = **0**

7.

8. COMMUNITY (16 pts.)

Name	Description	Sources	Score
Participation in CoC Activities	Award points for the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to **4** points
Mandatory Training	Award points if the agency demonstrated regular attendance at mandatory training events by attending at least one such event per quarter.	RFI SSF Staff Report	Up to **2** points
Voluntary Reallocation	Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider: • The amount of funds reallocated compared to the funds being requested by the agency • The reason stated for the reallocation • Whether the agency is submitting new project proposals that would rely on reallocated funds	GIW RFI	Up to **5** points
Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late. Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late. If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to **5** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 11, 2018

(Renewal) SACRAMENTO Supplemental Questions FY2018

EXPERIMENTAL FACTORS

1. What are the total costs for your project over the past grant year, including all local and federal funds?

2. How many of the clients who are currently in your program have ever been assessed using the VI-SPDAT?

3. Among your clients who have VI-SPDAT assessments, what is their average (mean) score on their most recent VI-SPDAT?

4. If you have any comments that would help the Review and Rank Panel understand your **cost-effectiveness and/or VI-SPDAT scores**, you may type them here. This question is optional and this entire section is unscored. If you do not wish to answer this question, please type "pass".

THRESHOLD INFORMATION

5. Please **attach** all relevant **policies and procedures** for your project. In particular, make sure your policies include:
   a. evidence of your commitment to a Housing First philosophy
   b. evidence of your willingness to participate in Coordinated Entry
   c. evidence of your use of HMIS
   d. evidence that you involve at least one homeless or formerly homeless person in feedback or decision-making processes
   e. evidence that you document the eligibility of your new participants,
   f. a description of how you maintain the confidentiality of client records,
   g. a policy on how and when to terminate client assistance,
   h. a policy on how to handle client appeals,
   i. a policy on ADA and fair housing requirements, *and*
   j. a statement that you provide equal access to all participants without regard to sexual orientation, gender identity, local residency status, or any other protected category.

   If your total page count for these attachments is <u>more</u> than 30 pages, please indicate the page number(s) where each of the policies above can be found. For example, you could say "Housing First: page 3. Coordinated Entry: pages 4 and 7. ADA: page 10." The page numbering does not have to be perfect; it is there to help staff find your policies.

6. Please describe your agency's **financial controls**, including a description of your process for approving large expenditures, your process for ensuring that employees are

performing the work for which they are paid, and your process for reconciling your total annual expenditures with your total annual income.

7. Please **attach** a **summary printout from e-LOCCs** or other similar documentary proof confirming that you have made at least one draw-down from e-LOCCs during the previous grant year. If you have not done so, please instead attach correspondence confirming that you are not yet under contract with HUD and that you have made diligent efforts to secure a contract from HUD.

8. Please state the amount of **match** you have committed to this project, the general source(s) of this match (e.g., private donors), and the amount of HUD funding you are requesting for this project.

9. If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

HOUSING PERFORMANCE

10. If and only if you are a Permanent Supportive Housing project, you may use this space to make any comments that would help the Review and Rank Panel understand your **housing retention.** This question is optional. If you are not a PSH project, or if you do not wish to answer this question, please type "pass".

11. If and only if you are a Rapid Re-Housing project, you may use this space to make any comments that would help the Review and Rank Panel understand your **housing placement rate.** This question is optional. If you are not a RRH project, or if you do not wish to answer this question, please type "pass".

12. If and only if you primarily serve Transition-Aged Youth (18 to 25 years old), you may use this space to explain why your project has a **relatively longer length of stay**. This question is optional. If you are not focused on serving TAY, if you have a short length of stay, or if you do not wish to answer this question, please type "pass".

13. If you have any other comments that would help the Review and Rank Panel understand your **housing performance**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

SERVICES PERFORMANCE

14. If you have any comments that would help the Review and Rank Panel understand your track record of helping your clients **increase or maintain their total income**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

15. If you have any comments that would help the Review and Rank Panel understand your track record of helping your clients **obtain mainstream benefits, including health insurance**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

16. Do you provide **ongoing support** that helps your clients stay housed? If so, how?

17. Do you offer supportive services that are **comprehensive and well-coordinated**? If so, how?

18. Are your supportive services delivered by an **adequate number of appropriately trained staff**? If so, please state your staffing ratio and explain why the ratio is adequate. Also, please summarize your staff's training, and explain why the training is adequate.

19. Are your supportive services **thoughtfully matched to the needs of the local population**? If so, please explain which services you offer, what needs your local population has, and why the services you offer are a good match for those needs.

20. If you have any other comments that would help the Review and Rank Panel understand your **services performance**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

FULL UTILIZATION

21. Is **bed utilization rate or unit utilization rate** a more appropriate way of measuring your project's efficiency? Why?

22. Please state the amount (to the nearest $100, rounded up) and month of each time you **drew down funds from e-LOCCs** within the last grant period. For example, you could state "May 2017: $40,000, August 2017: $35,300, December 2017: $42,200, February 2018: $39,800."

23. In total, **how much money have you drawn down** from e-LOCCs over the last grant year for this project?

24. **How much CoC funding was allocated** for this project on last year's Grants Inventory Worksheet? Please use the final total, i.e., including admin funding.

25. If you have any comments that would help the Review and Rank Panel understand your success at **utilizing your grant resources**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

PRIORITIZATION

26. Did you **check all of the Housing First boxes** on the 2018 e-snaps application? If not, why not?

27. Did you [attach](#) policies and procedures that **demonstrate a firm commitment to Housing First**? If necessary, you may use this space to briefly explain how your policies reflect your commitment to Housing First.

28. Please **itemize the number of clients who exited your program** and went to each type of non-permanent housing destination. For example, you could write that 3 clients left for emergency shelters, 1 client left for jail, and 1 client left to go to the hospital.

29. Please briefly **explain why or how each of the clients mentioned above left your program**. To save time, you may stop writing after explaining why 10 different clients left. For example, you could explain that the clients who went to emergency shelters lost contact with your program, the client who went to jail was arrested for allegedly selling illegal drugs, and the client who went to the hospital was involuntarily committed after showing signs of mental illness.

30. How does your program **handle situations where a program participant becomes intoxicated** and/or fails to participate in supportive services?

31. Have you [attached](#) **chronic homeless eligibility forms** that reflect the current definition of chronic homelessness?

32. Does your e-snaps application for <u>last year</u> show that you selected the drop-down menu option for either **DedicatedPLUS or 100% Dedicated** to serving the chronically homeless population?

33. Do you have a **specific plan in place to meet the needs of chronically homeless** clients? If so, what is it?

34. Does your project **focus on serving one or more of the following specialized populations**: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless persons, and/or veterans? If so, which population(s)?

35. Does your project provide Permanent Supportive Housing at a **single built site** that is deed-restricted or otherwise covenanted for use by the homeless? If so, please briefly explain the nature of the restriction or covenant.

36. Does your project have a **specific plan in place to serve participants with severe needs**? If so, what is it?

37. Do you actively prevent discrimination by **affirmatively accommodating** people based on differences in race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person's need or suitability for housing? If so, how do you affirmatively accommodate these people?

38. If you have any comments that would help the Review and Rank Panel understand your success at **prioritizing participants with the highest needs**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

COMPLIANCE

39. Have you **experienced any HUD audits** or financial audits in the past 2 years?

40. If you experienced any HUD audits or financial audits in the past 2 years, did these audits **result in any findings** related to housing quality or financial mismanagement? If you did not experience any such audits, please type "N/A".

41. If you received any audit findings related to housing quality or financial mismanagement, what were those findings? **Have you addressed those findings** already? How do you plan to address those findings in the future? If you did not receive any such findings, please type "N/A".

42. If you have any additional comments that would help the Review and Rank Panel understand your **audit record**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

43. How many of your clients entered your program immediately after **fleeing from domestic violence and/or graduating from foster care**, without first spending a night on the streets? Please briefly summarize the living situation of each such client, e.g., "1 client fled from permanent housing with family due to domestic violence; 2 clients graduated from foster care, were asked to leave their foster homes, and had nowhere else to live."

44. If you have any additional comments that would help the Review and Rank Panel understand how your clients were **literally homeless** before entering your program, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

45. During the last grant year, **how many bed openings did you <u>have</u>** during the last grant year? If you are a RRH project, an open "bed" includes the (re-)availability of a new voucher.

46. During the last grant year, **how many bed openings did you <u>report</u>** to the Coordinated Entry System <u>before</u> filling those beds?

47. During the last grant year, **how many referrals (suitable or otherwise) did you <u>receive</u>** from the coordinated entry system?

48. During the last grant year, **how many referrals (suitable or otherwise) did you <u>accept</u>** from the coordinated entry system, e.g., by notifying the system or the client that you were willing to house that client in your program?

49. If you have any additional comments that would help the Review and Rank Panel understand your participation in Coordinated Entry, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

50. If you have any comments that would help the Review and Rank Panel understand your **HMIS data quality**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

COMMUNITY

51. Please **describe your agency's attendance, participation, and leadership at CoC events**, meetings, committees, forums, and projects, with a focus on activities that took place since last year's NOFA.

52. If you have any comments that would help the Review and Rank Panel understand your **attendance at mandatory training events**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

53. Have you voluntarily reallocated funding from any projects this year? If so, why did you reallocate this funding? If not, please type "N/A".

54. Have you complied with all local competition deadlines, including deadlines for turning in supporting documents and attachments?

55. If you have any comments that would help the Review and Rank Panel understand your success at **participating in the CoC community**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

GENERAL

56. **Please provide a brief summary of your project.** This summary is for identification purposes only and <u>will not be scored</u>. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program's age, location, size, the populations your project serves, and any distinguishing characteristics

of your program. Typically, three sentences or 100 words are plenty of detail for this question.

57. If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program's performance, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

1. <u>THRESHOLD FACTORS</u>

Name	Description	Met/Not Met
Housing First	The project's policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA requirements, and confidentiality.	Met/Not Met
Eligible Clients	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
Eligible Applicant	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met
Equal Access	The project provides equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met
Match	Agency will be able to provide 25% match per grant.	Met/Not Met
Budget	Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.	Met/Not Met
Community Need	There is a demonstrated need for the project in the community to improve the CoC's system performance.	Met/Not Met
DV Bonus Threshold	Project is 100% dedicated to serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking. The project must follow a Housing First approach and may not exclude unsheltered victims.	Met/Not Met

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

1. HOUSING DESIGN (24 pts.)

Name	Description	Sources	Score
Fully Described and Appropriate Housing	Award points for a housing design that: • is clearly and fully described • has a layout or features that are thoughtfully matched to the target population • is strategically located to meet the needs of the target population • is handicapped-accessible • will help maximize client choice in the CoC For Victim Service Providers: • is designed to protect the safety of the population they serve	RFI	Up to **10** points
Site Control	Award points if the agency has either: • secured all necessary housing for the project, or • adequately described how the project will acquire the necessary housing for the project type. For RRH, this may include landlord engagement strategies.	RFI	Up to **8** points
Projected Outcomes	Award points if the project's goals are realistic and sufficiently challenging given the scale of the project. For full credit, outcomes should be measureable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including: • At least 85% of clients experience positive housing outcomes • At least 55% of adult clients maintain or increase their income from all sources	RFI	Up to **6** points

2. <u>SERVICES DESIGN (12 pts.)</u>

Name	Description	Sources	Score
Appropriate Supportive Services	Award points for services that: • offer ongoing support to stay housed, • are comprehensive and well-coordinated, • include culture-specific elements, and • are thoughtfully matched to the target population For Victim Service Providers: • improve the safety for victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking	RFI	Up to **3** points
Project Staffing	Award points if staff: • Is large enough to handle the expected client case load; • Is familiar with innovative or evidence-based practices; and • Includes at least one person with formal training and/or education in a relevant social services field.	RFI E-snaps	Up to **3** points
Community Coordination	Award points if the project explains a concrete plan for referring specific types of clients to specific outside services, giving examples of: • Who will be referred; • The agencies that will accept referrals; • The types of services to be provided; and • The logic behind the agency's referral scheme	RFI	Up to **2** points
Relevant Experience	Award points if the agency submitting this application has demonstrated, through past performance, the ability to successfully carry out the work proposed and has successfully served homeless people as a particular group. Consider the experience of the agency in handling a similar project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).	RFI	Up to **2** points
Participant Evaluation	Award points if program indicates how it will evaluate each client's needs, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for.	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

3. <u>FULL UTILIZATION (20 pts.)</u>

Name	Description	Sources	Score
Amount of Budget	Award a total of up to 12 points based on the bullet points below: • Project has submitted a budget that is clear, complete, and easy to read. • The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population. • The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. • The budget shows that the project is taking appropriate measures to contain costs.	Budget RFI	Up to **12** points
Fiscal Capacity	Award points if the agency has sufficient fiscal capacity to manage the grant, including: • internal financial controls • grant match tracking • well-maintained records • oversight by a board of directors • a strategy for documenting eligible costs • a strategy for ensuring adequate grant drawdowns	e-LOCCs E-Snaps	Up to **6** points
Ready to Start	Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider: • Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues; • Whether the agency's current staff has the capacity to begin preparing for this project; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project	RFI	Up to **2** points

4. <u>PRIORITIZATION (15 pts.)</u>

Name	Description	Sources	Score
Housing First	Award 1 point for each of the following items, for a total of up to 4 points: • Project checks all "Housing First" boxes on the e-snaps application under penalty of perjury • Project attaches policies and procedures that demonstrate a commitment to Housing First • Project's narrative includes an example of a time when the agency was able to avoid discharging or evicting a difficult client. • Project's narrative explains how it handles situations where a program participant becomes intoxicated and/or fails to participate in services.	RFI HomeBase analysis	Up to **4** points
Chronic Homeless	Award 1 point for each of the following items, for a total of up to 3 points: • Project has attached chronic homeless eligibility forms that reflect the current definition of chronic homelessness. • Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps. • Project has a specific plan to meet the needs of chronically homeless clients.	E-snaps RFI	Up to **3** points
Special Populations	Award 2 points if the project targets one or more of the following specialized populations: • Youth (potentially up through age 24) • Domestic Violence victims • Families with Children • Chronic Homeless • Veterans	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

(Prioritization Continued)

Name	Description		Sources	Score	
Severity of Needs	HUD has recognized the following subpopulations as having severe needs: people with low/no income, active or past substance use, criminal records, victims of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization. Award 1 point if the project demonstrates that both elements are present: • Project has a specific plan in place to serve people with severe needs. • Project's narrative adequately explains what types of severe needs its clients are likely to have and how the project will avoid screening out these clients.		RFI	1 point	
Project Will Serve Highly Vulnerable Clients with high VI-SPDAT	Award up to 2 points if the project plans to serve a population with high average VI-SDPAT scores.	≥ 10 = 2 Points	← RRH **RFI** PSH →	≥ 16 = 2 Points	
		7-9 = 1 Point		14-15 = 1 Point	
		<7 = 0 Points		<14 = 0 Points	
Single-Site Housing	Award 2 points if the project will provide Permanent Supportive Housing at a single site in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless.		E-snaps	Up to **2** points	
Fair Housing	Award 1 point if the project explains how it will actively prevent discrimination by affirmatively accommodating people based on differences in: • race, color, ancestry, nat'l origin, or religion • mental or physical disability • sex, gender, or sexual orientation • marital or familial status, including pregnancy, children, & custody arrangements • genetic information • source of income • other arbitrary characteristics not relevant to a person's need or suitability for housing		RFI	Up to **1** point	

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

5. PRIORITIZATION FOR DV BONUS HOUSING (15 pts.)

Use this section __instead of__ the previous two pages if the project is dedicated to serving victims actively fleeing or attempting to flee domestic violence and applying for DV Bonus funding. For all scoring purposes, "domestic violence" also includes dating violence, sexual assault, stalking, and/or trafficking.

Name	Description	Source	Score
Ability to Quantify Need	Award 1 point for each of the following items: • Project provides statistics describing the CoC's population of domestic violence victims • Project provides statistics describing the projects and resources currently available to serve domestic violence victims in the CoC • Project convincingly analyzes why currently available resources are inadequate to meet the needs of local domestic violence victims	RFI	Up to **3** points
How Project will Address Need	Award 1 point for each of the following items: • Project explains how it proposes to meet the unmet needs of domestic violence victims. • Project makes quantitative predictions about how the project will reduce unmet need among domestic violence victims. • Project provides examples showing how the experience of domestic violence victims will be improved after the project's launch	RFI	Up to **3** points
Previous Performance	Award up to 2 points if the agency has experience serving victims of domestic violence, dating violence, sexual assault, stalking, and/or trafficking.	RFI	Up to **2** points
Ability to House Victims	Award 1 point for each of the following items: • The project will have housing that is specifically designed to accommodate the needs of victims. • The project's staff has skills that are specifically needed to identify and locate victims, or to persuade victims to accept and enter housing.	RFI	Up to **2** points
Ability to Meet Safety Outcomes	Award 1 point for each of the following items: • The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence. • The project sets quantitative safety targets that are appropriate and realistic. • The project explains why it is likely to be able to achieve the targeted safety outcomes.	RFI	Up to **3** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

Ability and Experience Serving Domestic Violence Victims	Award up to 2 points if the agency has experience serving, or demonstrates a plan to serve, victims who are fleeing, or attempting to flee, domestic violence, which includes dating violence, sexual assault, stalking, and/or human trafficking, and that experience, or plan, specifically shows that they can serve victims who come from unsheltered situations.	RFI	Up to 2 points

5. COMPLIANCE (15 pts.)

Name	Description	Sources	Score
Audit and Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **5** points
Experience with Federal Grants	Award full points if the agency has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC. Consider awarding full points if the agency can otherwise demonstrate that it can successfully manage complex reporting requirements.	RFI	Up to **3** points
HMIS	Award points based on project's plan for maintaining accurate & timely data, and/or based on agency's history of high data quality.	RFI	Up to **3** points
Coordinated Entry	Award points based on project's plan for communicating open beds to CES, participating in case conferences, and using referrals from CES to fill openings.	RFI	Up to **2** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

Including Consumers	Award points if the agency shows its commitment to including consumers in decision-making processes by: • having at least one homeless or formerly homeless person on its staff or board, • having a consumer advisory board and making changes based on the board's advice, or • administering consumer satisfaction surveys and making changes based on the results.	RFI	Up to **2** points

6. COMMUNITY (14 pts.)

Name	Description	Sources	Score
Participation in CoC Activities	Award points for the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to **4** points
Voluntary Reallocation	Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider: • The amount of funds reallocated compared to the funds being requested by the agency • The reason stated for the reallocation • Whether the agency is submitting new project proposals that would rely on reallocated funds	GIW RFI	Up to **5** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. • Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late. • Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late. • If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to **5** points

APPROVED by the Sacramento Continuum of Care Advisory Board on July 20, 2018

(New) SACRAMENTO Supplemental Questions FY2018

THRESHOLD INFORMATION

1. Please **attach** all relevant **policies and procedures** for your project. In particular, make sure your policies include:
    a. evidence of your commitment to a Housing First philosophy
    b. evidence of your willingness to participate in Coordinated Entry
    c. evidence of your use of or willingness to use HMIS
    d. evidence that you involve homeless or formerly homeless individuals in feedback or decision-making processes or how you will do so
    e. evidence that you document the eligibility of your new participants or how you will do so,
    f. a description of how you maintain the confidentiality of client records or how you will do so,
    g. a policy on how and when to terminate client assistance,
    h. a policy on how to handle client appeals,
    i. a policy on ADA and fair housing requirements, *and*
    j. a statement that you provide equal access to all participants without regard to sexual orientation, gender identity, local residency status, or any other protected category.

    If your total page count for these attachments is <u>more</u> than 30 pages, please indicate the page number(s) where each of the policies above can be found. For example, you could say "Housing First: page 3. Coordinated Entry: pages 4 and 7. ADA: page 10." The page numbering does not have to be perfect; it is there to help staff find your policies.

2. Please describe your agency's **financial controls**, including a description of your process for approving large expenditures, your process for ensuring that employees are performing the work for which they are paid, and your process for reconciling your total annual expenditures with your total annual income. If you are under contract with HUD currently, have you made at least one successful drawdown of funds? If you are not a HUD grantee yet, will you commit to draw down funds in a timely manner?

3. Please state the amount of **match** you have committed to this project, the general source(s) of this match (e.g., private donors), and the amount of HUD funding you are requesting for this project.

4. If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here, including comments on the demonstrated need for your project to improve the CoC's system performance. If you do not wish to answer this question, please type "pass".

5.	For DV Bonus Projects Only: Is your project 100% dedicated serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking? Does your project have a Housing First Approach (i.e. low barriers to entry, rapid placement in housing, no service participation requirements), including specifically not excluding unsheltered victims?

COMMUNITY

51.	Please **describe your agency's attendance, participation, and leadership at CoC events**, meetings, committees, forums, and projects, with a focus on activities that took place over the past year.

53.	Have you **voluntarily reallocated** funding from any projects this year? If so, why did you reallocate this funding? If not, please type "N/A".

54.	Have you **complied with all local competition deadlines**, including deadlines for PRESTO data entry and turning in supporting documents and attachments?

55.	If you have any comments that would help the Review and Rank Panel understand your success at **participating in the CoC community**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

GENERAL

56.	**Please provide a brief summary of your project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program's age, location, size, the populations your project serves, and any distinguishing characteristics of your program. Typically, three sentences or 100 words are plenty of detail for this question.

57.	If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program's performance, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

HOUSING DESIGN

101.	Please describe your **housing design.** Where will you house people? In what type of housing? What will your housing be like? How will the **layout and/or features** of your proposed housing match the population that you plan to serve? How will your proposed location(s) help you **meet the needs of your target** population? Will your housing be **handicapped-accessible**? If so, how? Will your housing help **maximize client choice** in

the Continuum of Care by providing new types of housing options that are not currently available? If so, how? For scattered site projects, you can use this space to describe your overall approach for housing location, client choice, strategic location of units, etc. **For Victim Service Providers**: Please describe how the housing designed to protect the safety of the population you serve?

102. Have you secured the **legal rights** to all of the housing that will be needed for your project, using e.g., mortgages, covenants, leases, contracts, permits, etc.? If not, how will you acquire the necessary housing? For scattered site projects, please describe your housing location strategies (i.e. landlord engagement, real estate, etc.)

103. What are your **projected outcomes**? In particular, please indicate what percent of clients are expected to experience positive housing outcomes, and what percent of clients are expected to maintain or increase their total income. Goals should be realistic, sufficiently challenging given the scale of the project, measurable, and appropriate to the population being served.

104. If you have any comments that would help the Review and Rank Panel understand your **housing design**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass."

SERVICES DESIGN

105. Please describe the services you will offer. How will your project provide services that offer clients **ongoing support to stay housed**? How will your project offer services that are **comprehensive and well-coordinated**? How will your project offer services that **include culture-specific elements**? How will your project **thoughtfully match its services** to the target population?

106. If you are a dedicated victim service provider, how will your services **improve safety** for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking? (If you are not a dedicated victim service provider, please type "pass.")

107. How many **full-time equivalent staff** are expected to work on your project? Include only the time that staff will spend on this project in particular. For example, if your agency employs 6 full-time staff, and they will each spend half of their time on this project, then please type "3".

108. **How many clients** do you expect to be serving on any given night?

109. Will your **staff be large enough** to handle the expected client case load? Why? Please describe your staff's familiarity with **innovative and/or evidence-based practices**. Does

your staff include at least one person with formal training and/or education in a relevant social services field? If so, please briefly describe that training and/or education.

110.   Do you have a **concrete plan for referring** specific types of clients to specific outside services? If so, please explain (a) who will be referred, (b) which agencies will accept those referrals, (c) what types of services will be provided as a result of those referrals, and (d) why you have chosen to set up your referrals in this way.

111.   Please summarize your agency's **relevant past experience** in handling projects that served similar populations and/or provided similar types of services. Has your agency's past performance demonstrated an ability to successfully carry out the work proposed? If so, how?

112.   How will you **evaluate each client's needs**, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for?

113.   If you have any other comments that would help the Review and Rank Panel understand any aspect of your **services design**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

FULL UTILIZATION

114.   Please e-mail a **budget** for your proposed project to sacramento@homebaseccc.org, and then type "sent" as your answer to this question. The budget should be clear, complete, and easy to read. It must include information about how you will spend the CoC funds you are requesting, and information about how you will spend matching funds that you are raising from non-CoC sources (state, local, private, HHS, etc.). It must include both a revenue section (showing where your funding will come from) and an expenses section (showing how your money will be spent).

115.   Please briefly explain how your budget shows that you will have **enough resources** to provide high-quality, reliable services to the target population. Please briefly explain how your budget shows that your project will **leverage significant outside resources** (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. Please briefly explain how your budget shows that your project will take appropriate measures to **contain costs**.

116.   Please describe your fiscal capacity. What kinds of **internal financial controls** does your agency use? How do you ensure that money is not wasted or diverted to private uses? How does your agency **track the use of match funding**? In other words, how do you know when you have spent some or all of your match? Please briefly describe your **financial recordkeeping system**. What kinds of financial records do you maintain, and for how long? Do you have a board of directors? If so, how does the board oversee your operations? Do you have a strategy for keeping documentation to show that each of

your major expenses **corresponds to an eligible cost**? What is your strategy for ensuring adequate drawdowns?

117. Please help the Review and Rank Panel understand how and why your project will be ready to start operations within 3 months of receiving HUD funding. Does your proposed project face any **regulatory obstacles** such as tenant displacement, environmental issues, or zoning issues? If so, how will you overcome them? Does your agency's current staff have the capacity to **begin preparing** for this project even before funding is received? If so, please briefly explain. Does your agency have policies and/or **procedures that can be used as-is or easily adapted** for use in a CoC-funded project? If so, please briefly indicate which policies.

PRIORITIZATION – ORDINARY NEW HOUSING

118. Did you **check all of the Housing First boxes** on the 2018 e-snaps application? If not, why not? (Do not answer if you are a DV Bonus project.)

119. Did you **attach** policies and procedures that **demonstrate a firm commitment to Housing First**? If necessary, you may use this space to briefly explain how your policies reflect your commitment to Housing First or why not. (Do not answer if you are a DV Bonus project.)

120. Please briefly share an example of a time when your agency was able to **avoid discharging** or evicting a difficult client. (Do not answer if you are a DV Bonus project.)

121. How will your program **handle situations where a program participant becomes intoxicated** and/or fails to participate in supportive services? (Do not answer if you are a DV Bonus project.)

122. Have you **attached** **chronic homeless eligibility forms** that reflect the current definition of chronic homelessness? (Do not answer if you are a DV Bonus project.)

123. Does your e-snaps application for this year show that you selected the drop-down menu option for either **DedicatedPLUS or 100% Dedicated** to serving the chronically homeless population? (Do not answer if you are a DV Bonus project.)

124. Do you have a **specific plan to meet the needs of chronically homeless** clients? If so, what is it? (Do not answer if you are a DV Bonus project.)

125. Will your project **focus on serving one or more of the following specialized populations**: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless persons, and/or veterans? If so, which population(s)? (Do not answer if you are a DV Bonus project.)

126. Does your project have a **specific plan to serve participants with severe needs**? If so, what is it? If so, what is it? How will you avoid screening out clients with severe needs? (Do not answer if you are a DV Bonus project.)

127. What is the average **VI-SPDAT score** among the target population you plan to serve? (Do not answer if you are a DV Bonus project.)

128. Will you provide Permanent Supportive Housing at a **single site** in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless? (Do not answer if you are a DV Bonus project.)

129. Do you actively prevent discrimination by **affirmatively accommodating** people based on differences in race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person's need or suitability for housing? If so, how do you affirmatively accommodate these people? (Do not answer if you are a DV Bonus project.)

130. If you have any comments that would help the Review and Rank Panel understand your success at **prioritizing participants with the highest needs**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass". (Do not answer if you are a DV Bonus project.)

PRIORITIZATION -- DOMESTIC VIOLENCE BONUS HOUSING

131. **How many survivors** of domestic violence, dating violence, sexual assault, stalking, and/or trafficking are currently in the CoC? What projects and resources are currently available to serve those survivors? Why are the **currently available resources** inadequate to meet the needs of local domestic violence survivors? (DV Bonus only)

132. **How will your project help meet the unmet needs** of domestic violence survivors? Please include (a) your plan for meeting some of these needs, (b) a quantitative prediction about how many needs you will be able to address, and (c) a specific example of how the experience of domestic violence survivors will be improved after your project's launch. (DV Bonus only)

133. Please briefly summarize your **experience serving survivors** of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. (DV Bonus only)

134. How will your project's housing be **specifically designed to promote the safety** and accommodate the needs of survivors? (DV Bonus only)

135. Does your project's staff have **skills that are specifically needed** to identify and locate survivors, and/or skill with victim-centered practices that maximize client choice while maintaining safety and confidentiality? If so, please briefly describe these skills. (DV Bonus only)

136. What is your project's **plan for ensuring that your residents will be safe** from further domestic violence? Please suggest quantitative safety targets for your project that are appropriate and realistic. Why is your project likely to be able to achieve these safety targets? (DV Bonus only).

137. Does your agency have experience serving or a plan to serve victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking, and does that experience or plan specifically show that you can serve victims who come from unsheltered situations?

138. If you have any comments that would help the Review and Rank Panel understand your proposal for **promoting the safety of survivors** of domestic violence, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass". (DV Bonus only)

COMPLIANCE

139. Have you **experienced any HUD or SSF audits or monitoring** or financial audits in the past 2 years? If so, did they **result in any findings** related to housing quality or financial mismanagement? If you did not experience any such audits or did not receive any such findings, please type "N/A". Otherwise, please briefly describe the findings and send the report and any follow up correspondence to sacramento@homebaseccc.org

140. If you received any audit findings, h**ave you addressed those findings** already? How do you plan to address those findings in the future? If you did not receive any such findings, please type "N/A".

141. Has your agency **successfully handled at least one other federal grant** or other major grant of this size and complexity? If so, please identify that grant. If not, please explain why your agency will be able to successfully manage complex reporting requirements.

142. Please briefly summarize your **plan for maintaining accurate and timely data**, and/or your agency's history of high data quality.

143. Please briefly summarize your **plan for communicating open beds** to the Coordinated Entry System, participating in Coordinated Entry case conferences, and using referrals from the Coordinated Entry System to fill bed openings. If there are current barriers to your participation in the Coordinated Entry System, please describe the plan for overcoming those barriers and the timeline for doing that.

144. Please describe your **plan for including consumers** in the decision-making process. For example, do you have at least one homeless or formerly homeless person on your staff or board? Do you make changes to your programs based on the advice of a consumer advisory board? Do you make changes to your programs based on the results of consumer satisfaction surveys?

145. If you have any comments that would help the Review and Rank Panel understand your **compliance with applicable regulations**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

SUBMISSION CHECKLIST

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

New Project ☐   **Renewal Project** ☐

Due before August 2, 2018 at 12:00pm (PST)

☐	Confirm that your agency has an active **DUNS number** from www.sam.gov
☐	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.
☐	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.
☐	Use www.prestoevals.org to answer the **Supplemental Questionnaire**.
PDF Created: ☐ No audit findings: ☐	If you have any HUD or other Funder **audit or monitoring findings** or financial audit findings from the past 2 years, create a PDF of all of the written communications between you and that entity.
PDF Created: ☐ Renewal Project: ☐	If you are a new project, create a PDF of your **proposed project budget (please use sample template)**, adding up both CoC funding and non-CoC funding to get your total budget.
PDF Created: ☐ Renewal Project: ☐	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: ☐ Renewal Project: ☐	If you are a new project that has received a HUD grant previously, or for another project, create a PDF of **summary printout from e-LOCCs** or other similar documentary proof confirming that you made at least one draw-down from e-LOCCs during the previous grant year.
PDF Created: ☐ Renewal Project: ☐	If you are a new project, create a PDF of your **chronic homeless eligibility forms** that reflect the current definition of chronic homelessness
PDF Created: ☐ No Indirect Cost Rate Agreement: ☐	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: ☐ No Missing Match: ☐	If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each **missing match letter**.
☐	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

I attest that the information my agency is providing in the FY 2018 CoC Competition is accurate and complete.

_____	_____
Date	Signature of Responsible Party
_____	_____
Title of Responsible Party	Printed Name of Responsible Party

Gmail by Google

Fwd: 2018 CoC Competition: Final Priority Listing

9 messages

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:46 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 3:59 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Brad Meyer <bmeyer@lfcd.org>, Kathy Chao Rothberg <krothberg@lfcd.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear Brad and Kathy,

Thank you so much for participating in the 2018 Sacramento CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application. Please note that the local competition has now concluded. Attached please find the 2018 Priority Listing as approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused on local and national housing and policy goals, and included the two-tier system by which projects are ranked and prioritized based on performance data and local information according to the approved scoring tools.

The following Lao Family Community Development project application will be included with the CoC's application to HUD at the amount requested:

- Casa Liberty

The Sacramento CoC Advisory Board approved these recommendations on August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2018 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project application!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

Sacramento Final Priority Listing August 29, 2018.pdf
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:46 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:00 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Amani Sawires-Rapaski <amani@voa-ncnn.org>, Jill Fox <jfox@voa-ncnn.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear Amani and Jill,

Thank you so much for participating in the 2018 Sacramento CoC Local
Competition! We appreciate all the hard work you and your staff devoted to
preparing and submitting your funding application. Please note that the local
competition has now concluded. Attached please find the 2018 Priority Listing as
approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused
on local and national housing and policy goals, and included the two-tier system

by which projects are ranked and prioritized based on performance data and local information according to the approved scoring tools.

The following Volunteers of America project application will be included with the CoC's application to HUD at the amount requested:

- ReSTART Permanent Supportive Housing

The Sacramento CoC Advisory Board approved these recommendations on August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2018 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project application!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Sacramento Final Priority Listing August 29, 2018.pdf
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:47 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:00 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Cheyenne Caraway <ccaraway@shra.org>, Tanya Tran <TTran@shra.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear Cheyenne and Tanya,

Thank you so much for participating in the 2018 Sacramento CoC Local
Competition! We appreciate all the hard work you and your staff devoted to
preparing and submitting your funding applications. Please note that the local
competition has now concluded. Attached please find the 2018 Priority Listing as
approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused
on local and national housing and policy goals, and included the two-tier system
by which projects are ranked and prioritized based on performance data and local
information according to the approved scoring tools.

The following Sacramento Housing and Redevelopment Agency project
applications will be included with the CoC's application to HUD at the amount
requested:

- Boulevard Court (Budget Inn)
- Shelter Plus Care TRA
- Shasta Hotel

The Sacramento CoC Advisory Board approved these recommendations on
August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to
ensure that the approved 2018 Priority Listing contribute to a competitive CoC
application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:47 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:03 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Londell Earls <learls@nextmovesacramento.org>
Cc: Sacramento <sacramento@homebaseccc.org>, Harpal Aulakh <haulakh@nextmovesacramento.org>

Dear Londell,

Thank you so much for participating in the 2018 Sacramento CoC Local
Competition! We appreciate all the hard work you and your staff devoted to
preparing and submitting your funding applications. Please note that the local
competition has now concluded. Attached please find the 2018 Priority Listing as
approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused
on local and national housing and policy goals, and included the two-tier system

by which projects are ranked and prioritized based on performance data and local information according to the approved scoring tools.

The following Next Move project applications will be included with the CoC's application to HUD at the amount requested:

- Casas De Esperanza
- Step Up Sacramento
- Omega Permanent Supportive Housing Project
- Home At Last

The Sacramento CoC Advisory Board approved these recommendations on August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2018 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:47 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:03 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: John Foley <jfoley@sacselfhelp.org>, Anne-Marie Hooper <AHooper@sacselfhelp.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear John and Anne-Marie,

Thank you so much for participating in the 2018 Sacramento CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding applications. Please note that the local competition has now concluded. Attached please find the 2018 Priority Listing as approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused on local and national housing and policy goals, and included the two-tier system by which projects are ranked and prioritized based on performance data and local information according to the approved scoring tools.

The following Sacramento Self Help Housing project applications will be included with the CoC's application to HUD at the amount requested:

- Friendship Housing Expansion II
- Shared Community
- Building Community
- New Community

The Sacramento CoC Advisory Board approved these recommendations on August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2018 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project application!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:47 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:03 PM
Subject: 2018 CoC Competition: Final Priority Listing

To: David Husid <dhusid@cottagehousing.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear David,

Thank you so much for participating in the 2018 Sacramento CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application. Please note that the local competition has now concluded. Attached please find the 2018 Priority Listing as approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused on local and national housing and policy goals, and included the two-tier system by which projects are ranked and prioritized based on performance data and local information according to the approved scoring tools.

The following Cottage Housing project application will be included with the CoC's application to HUD at the amount requested:

- Quinn Cottages

The Sacramento CoC Advisory Board approved these recommendations on August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2018 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project application!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:48 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:04 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Carol Roberts <croberts@lssnorcal.org>, Kate Hutchinson <KHutchinson@lssnorcal.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear Carol and Kate,

Thank you so much for participating in the 2018 Sacramento CoC Local
Competition! We appreciate all the hard work you and your staff devoted to
preparing and submitting your funding applications. Please note that the local
competition has now concluded. Attached please find the 2018 Priority Listing as
approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused
on local and national housing and policy goals, and included the two-tier system
by which projects are ranked and prioritized based on performance data and local
information according to the approved scoring tools.

The following Lutheran Social Services project applications will be included with
the CoC's application to HUD at the amount requested:

- Mutual Housing at the Highlands
- Building Bridges Program
- Achieving Change Together (ACT)

- Connections
- Connections Consolidation
- Rapid Re-Housing for Youth 1
- Rapid Re-Housing for Youth 2
- Saybrook Permanent Supportive Housing
- Project Home

The Sacramento CoC Advisory Board approved these recommendations on August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2018 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**

152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:48 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:04 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Wendy Saca-Mertens <wsaca@mercyhousing.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear Wendy

Thank you so much for participating in the 2018 Sacramento CoC Local
Competition! We appreciate all the hard work you and your staff devoted to
preparing and submitting your funding application. Please note that the local
competition has now concluded. Attached please find the 2018 Priority Listing as
approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused
on local and national housing and policy goals, and included the two-tier system
by which projects are ranked and prioritized based on performance data and local
information according to the approved scoring tools.

The following Mercy Housing project application will be included with the CoC's
application to HUD at the amount requested:

- Mather Veterans Village

The Sacramento CoC Advisory Board approved these recommendations on
August 29, 2018. Both the Review and Rank Panel and the CoC Board sought to
ensure that the approved 2018 Priority Listing contribute to a competitive CoC
application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project application!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**
152K

Kelly Shaban <kelly@homebaseccc.org>   Mon, Sep 17, 2018 at 2:48 PM
To: Kate Casarino <kcasarino@sacstepsforward.org>

---------- Forwarded message ----------
From: **Kelly Shaban** <kelly@homebaseccc.org>
Date: Fri, Aug 31, 2018 at 4:04 PM
Subject: 2018 CoC Competition: Final Priority Listing
To: Erin Johansen <ejohansen@tlcssac.org>, Kim Gilbert <kgilbert@tlcssac.org>, Karen Brockopp
<kbrockopp@tlcssac.org>
Cc: Sacramento <sacramento@homebaseccc.org>

Dear Erin, Kim, and Karen,

Thank you so very much for participating in the 2018 Sacramento CoC Local
Competition. We appreciate all the hard work you and your staff devoted to
preparing and submitting your applications. Please note that the local
competition has now concluded. Attached please find the 2018 Priority Listing as
approved by the CoC Advisory Board on August 29, 2018.

As you know, this year's Continuum of Care Program Competition was focused on local and national housing and policy goals, and included the two-tier system by which projects are ranked and prioritized based on performance data and local information according to the approved scoring tools.

The following TLCS project applications will be included with the CoC's application to HUD at the amount requested:

- New Direction Permanent Housing Program
- PACT Permanent Housing Program (PPHP) 2016
- RA Consolidation
- WORK 2016
- Possibilities
- PACT PHP Expansion II

Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Kelly Shaban

--

Kelly Shaban| Staff Attorney

870 Market Street | Suite 1228 San
Francisco, CA 94102
415-788-7961 ext. 351 Fax 415-788-7965
www.homebaseccc.org

Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

--

Sacramento Final Priority Listing August 29, 2018.pdf
152K

Kate Casarino <kcasarino@sacstepsforward.org>

FY 2018 NOFA Final Priority Listing

Kate Casarino <kcasarino@sacstepsforward.org>　　　　　　　　Tue, Sep 4, 2018 at 4:05 PM

Bcc: Andrew Geurkink <ageurkink@cityofsacramento.org>, akhlok@rcmg.com, edwardsann@saccounty.net, aprilw@ril-sacramento.org, Becca Bettis <bbettis@voa-ncnn.org>, Beth Hassett <bhassett@weaveinc.org>, Beth Theriault <beth@homebaseccc.org>, Bill Knowlton <Billknowlton59@yahoo.com>, bob erlenbusch <bob@srceh.org>, brenna@focusstrategies.net, "Pyne. Brian" <pyneb@saccounty.net>, brian@womens-empowerment.org, Bridget Alexander <bridget@wakingthevillage.org>, Brooke Purves <brookempurves@gmail.com>, carlosgarcia@maximus.com, Carol Roberts <croberts@lssnorcal.org>, cwhite@scoe.net, Chris Weare <cweare@sacstepsforward.org>, cgonzales@wellspacehealth.org, Christina Arechiga <arechiga.Christina@gmail.com>, marquezkickball@yahoo.com, Dave Andre <sunscallopart@gmail.com>, David Husid <dhusid@cottagehousing.org>, Debi Noonan <dnoonan@wellspacehealth.org>, Debra Larson <LarsonD@saccounty.net>, dlandsberg@pacific.edu, "Ameneyro. Eduardo" <ameneyroe@saccounty.net>, Ewhitefeather@acommunityforpeace.org, elizabeth.hudson@usw.salvationarmy.org, Erica@windyouth.org, Erica Plumb <eplumb@mercyhousing.org>, "Frank L. Topping" <frankneedstoknow@gmail.com>, gabriela.herrera@mail.house.gov, Howard Lawrence <howardl141@aol.com>, SchmidtH@saccounty.net, JBrock@shra.org, jameson@exploremidtown.org, Janelle Smalls <jsmalls@vuinc.org>, jmilligan@rcmg.com, jeff@actsonline.net, leathermanj@saccounty.net, Jeffery Tardaguila <jefftard17@gmail.com>, Jenn Fleming <JFleming@mercyhousing.org>, grangerjen@hotmail.com, Jeremy Baird <JBaird@sacselfhelp.org>, Joan Burke <advocate4loaves@yahoo.com>, jonathan gainsbrugh <jonathan@gainsbrugh.org>, Juan Gonzales <juan@francishousecenter.org>, Karen Brockopp <kbrockopp@tlcssac.org>, Kate Hutchinson <KHutchinson@lssnorcal.org>, Kaylee Hrisoulas <khrisoulas@gmail.com>, Kbarter@vetsresource.org, Kris Martin <kmartin@cottagehousing.org>, lmickleburgh@pacific.edu, lwheeler@cde.ca.gov, HooksL@saccounty.net, voaleo@aol.com, Liane Bruckstein <hrsliane@gmail.com>, Lisa Culp <lisa@womens-empowerment.org>, Lisa Hershey <lhershey@housingca.org>, Londell Earls <learls@nextmovesacramento.org>, Maria Ramirez <mariar@ril-sacramento.org>, martin.ross@usw.salvationarmy.org, SabilloM@saccounty.net, Mayra Renteria <mrenteria@sacstepsforward.org>, "Marshall. Meghan" <MarshallMe@saccounty.net>, michael.yanuck@va.gov, "Mohanty-Campbell. Niku" <mohann@saccounty.net>, Natalie Siva <nsiva@bfhp.org>, "Mori. Dominico (Nick)" <morid@saccounty.net>, morrowde16@gmail.com, Patty Kleinknecht <PattyK@riverdistrict.net>, lakepg@saccounty.net, Paul Powell <ppowell@tlcssac.org>, SHOC <shoc_1@yahoo.com>, Peter Muse <pmuse@sacstepsforward.org>, Rachel Wickland <rwickland@nextmovesacramento.org>, randalas@ardennet.com, rebeccagraulich@aol.com, richarda@goodwillsacto.org, Robynne Rose-Haymer <robynner@goodwillsacto.org>, Russell Rawlings <RPRawlings@gmail.com>, Ryann.Esteban@va.gov, Sandy Piekarski <spiekarski@shra.org>, sarah@windyouth.org, Sarah Ropelato <sropelato@lsnc.net>, Sarah Steinheimer <ssteinheimer@lsnc.net>, shannon@sacloaves.org, Sherman Haggerty <shaggerty@voa-ncnn.org>, Silvia Molina <Silviacm23@yahoo.com>, "Cotter, Stephanie" <scotter@citrusheights.net>, Steve Watters <swatters@firststepcommunities.org>, Susan Veazey <sveazey@shra.org>, Suzi Dotson <suzi@windyouth.org>, "TTran@shra.org" <ttran@shra.org>, tgalvan@cashsac.org, tcurran@elhogarinc.org, Canine Corral <Tmgoeman@yahoo.com>, tory.ross@usw.salvationarmy.org, tracy@focusstrategies.net, Tricia.Rosenbaum@hotmail.com, vince@sacloaves.org, HYPinfo@library.ca.gov, Alexis Bernard <alexisbernard@tpcp.org>, Alyson Collier <acollier@scoe.net>, Amani <Amani@voa-sac.org>, Cathy Creswell <cat.creswell@comcast.net>, Cindy Cavanaugh <cavanaughc@saccounty.net>, dmonk@pd.cityofsacramento.org, Desli Beckman <dbeckman@sacstepsforward.org>, Dion Dwyer <ddwyer@downtownsac.org>, Emily Bender <emily@thesocialchangery.com>, Emily Halcon <EHalcon@cityofsacramento.org>, Erin Johansen <ejohansen@tlcssac.org>, John Foley <jfoley@sacselfhelp.org>, johnkraintz@yahoo.com, Jonathan Porteus <jporteus@wellspacehealth.org>, Joycelynn Brown <JBrown@vetsresource.org>, Katie Freeny <kfreeny@elhogarinc.org>, Michele Watts <mwatts@sacstepsforward.org>, Mike Jaske <mike.jaske@gmail.com>, Nick Lee <nlee@sacstepsforward.org>, Noel Kammermann <noel@sacloaves.org>, "Kasirye. Olivia" <kasiryeo@saccounty.net>, sthomas@shra.org, Sarah Bontrager <sbontrager@elkgrovecity.org>, Stefan Heisler <sheisler@cityofranchocordova.org>, "Henry, Todd A." <thenry@sacsheriff.com>

Dear Sacramento Continuum of Care,

Please find the Sacramento Continuum of Care 2018 Competition Final Priority Listing as approved by the Sacramento CoC Advisory Board during a special convening held on August 29th.

The Priority List will be sent to HUD as part of the CoC's FY 2018 NOFA Competition Application.

If you have any questions regarding the list or the local competition process, please don't hesitate to reach out.

Thank you,

Kate Casarino |CoC and Contracts Coordinator
Sacramento Steps Forward

1331 Garden Highway, Suite 100
Sacramento, CA 95833
Office: (916)993-7706
Email: kcasarino@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

📄 **Sacramento Final Priority Listing August 29, 2018.pdf**
152K

September 13, 2018

After a successful 2018 Local Competition, the Review and Rank Panel recommended that all projects applying for HUD's FY2018 NOFA to be accepted.

This recommendation was brought to the Sacramento Continuum of Care Advisory Board where it was approved.

Therefore, there are no projects that have been rejected or reduced during the FY 2018 NOFA competition.

SACRAMENTO STEPS FORWARD

Sacramento Steps Forward | Continuum of Care Grant Application Process Released – Mandatory Training July 16

SHARE THIS PAGE

Continuum of Care Grant Application Process Released – Mandatory Training July 16

By Sacramento Steps Forward Public Affairs,

SACRAMENTO (July 2, 2018): The U.S. Department of Housing and Urban Development (HUD) released its Notice of Funding Availability (NOFA) for the 2018 Continuum of Care (CoC) Program Competition on Wednesday, June 20.

In Fiscal Year (FY) 2017, service providers in Sacramento county received $20,180,083 in funding through the CoC Program for housing and services for persons experiencing homelessness, as well as for some of the infrastructure to support our system of care.

Please join Sacramento Steps Forward for the mandatory informational Technical Assistance (TA) Workshop on Monday, July 16 from 9 a.m. to 12 p.m., with the last hour dedicated to training on eSNAPS, HUD's online application tool. This workshop will provide attendees with an overview of the local application process, as well as instructions for completing the local and project applications.

Please RSVP by clicking here.

Information will be provided about renewal project applications as well as applications for new housing projects through reallocated and/or bonus funding. In addition, there is new bonus funding for applicants serving survivors of domestic violence, dating violence, sexual assault, or stalking (DV). We encourage all organizations interested in applying for CoC funding to attend, including organizations that have not previously received CoC funding.

Sacramento Homeless Continuum of Care
NOFA Technical Assistance Workshop
Monday, July 16, 2918, 9 a.m. to 12 p.m.
925 Del Paso Blvd – Sequoia Room
Sacramento, CA 95815
Please RSVP by clicking here.

Further information regarding the Sacramento CoC NOFA local process, including key dates, is below. Please find a summary of the 2018 Sacramento Continuum of Care NOFA here.

Please contact sacramento@homebaseccc.org with any further questions.

2018 CoC Program Competition Process Overview

The following overview provides information about the local process required by HUD as part of this competition, including key dates. You can find more information about the 2018 CoC NOFA on HUD's website.

- <u>NOFA Overview</u>This year's NOFA and scoring criteria are very focused on HUD's policy priorities, including system performance measures and demonstrated ability to reallocate resources to higher performing projects, as well as making further progress on ending homelessness for all populations. As in past years, CoC funding is divided into two tiers, with projects prioritized into Tier 1 being more likely to be funded than projects of lower priority that fall into Tier 2.The CoC may apply for new projects. Funding for new projects can come from reallocation of resources or from bonus funding. Bonus projects may include:
- New Permanent Supportive Housing (PSH) for persons experiencing chronic homelessness
- New PSH that is "DedicatedPLUS," a new term defined by HUD in the FY 2017 NOFA
- New Rapid ReHousing (RRH) projects that will serve homeless individuals and families, including unaccompanied youth
- New Transitional Housing-RapidReHousing (TH-RRH) projects for families or individuals experiencing homelessness, as described by HUD in the FY 2018 NOFA
- Reallocated funds can be used for those project types, and for:
- New Supportive Services Only projects for Coordinated Assessment
- New Homeless Management Information System (HMIS) projects

<u>Estimated Funding Available</u>

Please note that the estimates below are based on last year's ARD and PPRN, which may change slightly when 2018 numbers are released by HUD
The Sacramento CoC may apply for the following estimated awards:

- Estimated Annual Renewal Demand: $19,599,048
- Estimated Bonus Amount (6% of Pro Rata Need): $463,058.70
- Estimated DV Bonus amount: TBD*
- Estimated Planning Funding: $231,529.35

*HUD has set aside $50 million for DV Bonus projects, which will support RRH, joint TH-RRH, or supportive services only projects for coordinated assessment, to serve survivors of domestic violence, dating violence, sexual assault, or stalking. The CoC may apply for up to 10% of our Pro Rata Need. HUD has not yet provided the Pro Rata Need, so the estimated funding is not available yet.

Key Dates

The following dates outline steps in the local process:

July 16, 2018 – 9 a.m. to 12 p.m.
Technical Assistance (TA) Workshop and PRESTO Training
Location: <u>925 Del Paso Blvd</u> – Sequoia Room – Sacramento, CA 95815

○ This workshop will provide attendees with an overview of the local application process, as well as instructions for completing the local and project applications. All prospective applicants should attend. Please RSVP here.

August 3, 2018 – by 12:00pm

○ Local proposals due. Submissions will occur online.

August 6, 2018 – (Exact time and location TBD)

○ Performance Review Committee Orientation

August 13 – August 14, 2018 (Exact time and location TBD)
Review and Rank Panel

○ Rank & Review Panel meets to review and discuss proposals, score them and determine recommendation on how projects will be ranked in the 2018 application.

August 16, 2018 – by 5:00pm

○ Collaborative Applicant will post the preliminary Priority Listing. (Note: an appeals process will be scheduled after the preliminary priority listing is posted, should applicants wish to submit an appeal to their Priority Listing.)

August 20, 2018 – by 5:00pm

○ Appeals due: All appeals must be submitted to HomeBase.

August 23, 2018 – by 5:00pm

○ Priority List is distributed to applicants: HomeBase will distribute the list to the CoC Board prior to the Board Approval of the Priority List. (Note HUD Deadline: applications must have been submitted to the CoC on or before this date to be included in the CoC submission package)

On or before September 18, 2018

○ Consolidated Application and Priority Listing will be submitted to HUD

Please contact sacramento@homebaseccc.org with any questions or concerns.

###

< Older entry   Newer entry >

Get Involved

👪 VOLUNTEER   🤝 SPONSOR

💲 DONATE

About

Sac Steps Forward
Our Purpose
Our Staff and Board
HMIS
Field Outreach
Become A Team Member

Continuum of Care
Continuum of Care
The HEARTH Act
Advisory Board Members
Agendas & Minutes
Committees

The Human Element

Stories
Clifford and Gary
Shawna
Tracey

Get Involved
Donate
Volunteer
Sponsor A Program
Our Partners

Connection

Resources
Find Help
Ending Homelessness Together
Helpful Materials
Glossary
Contact

Stay Informed
Articles

Subscribe to stay connected

Email Address

SUBMIT

© 2018 Sacramento Steps Forward · Legal · Client Login · HMIS Login

1331 Garden Hwy, Ste 100 · Sacramento, CA 95833 · 916-577-9770

Top

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

Contents

Table of Contents

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)
  - o   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)
  - o   Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
    - Runaway and Homeless Youth (RHY)
  - o   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.

Sacramento
City and County
Continuum of Care

GOVERNANCE CHARTER

Sacramento City and County Continuum of Care
Governance Charter

Table of Contents

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.

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.

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.

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

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 charger, 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.

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.

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.

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.

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

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

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

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).
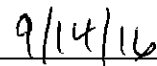
Adopted:
1/17/2014

Amended:
11/11/2015

Revised:
9/14/16

Signed by:

William Knowlton, Secretary
CoC Advisory Board

9/14/16
Date

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;

(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

(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

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 disbursal 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.

§ 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

Table of Contents

HMIS Lead Agency Contact Information

Sacramento Steps Forward (SSF)
1331 Garden Highway, Suite 100
Sacramento, CA 95833
www.sacramentostepsforward.org

HMIS Contact Information	Team Contact Email Reason
Manjit Kaur, HMIS Program Manager mkaur@sacstepsforward.org 916.993.7703	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.
Sara Christian, HMIS Coordinator schristian@sacstepsforward.org 916.677.8278 hmis@sacstepsforward.org	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	• Individuals will determine whether their information can be entered into the HMIS.	• Avoid system wide duplication of data entry • Decreased data input requirement
Services, Assessments and Program Placement History	Full Share	• Individuals will determine whether their information can be shared with the other Partner Agencies by signed	• 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	• Individuals will determine whether their information can be shared with the other Partner Agencies	• 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	• Individuals will determine whether their information can be shared with the other Partner Agencies	• 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	• 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 de-activate 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 all 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 October1st, 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**

FY2017 - 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)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	3201	3581	75	75	0	44	41	-3
1.2 Persons in ES, SH, and TH	4194	4449	125	121	-4	68	66	-2

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added 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.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	3201	4002	167	331	164	85	138	53
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	4194	4958	203	358	155	122	182	60

FY2017 - 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.

 After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	170	21	12%	8	5%	19	11%	48	28%
Exit was from ES	1630	239	15%	76	5%	168	10%	483	30%
Exit was from TH	663	29	4%	28	4%	46	7%	103	16%
Exit was from SH	0	0		0		0		0	
Exit was from PH	519	23	4%	32	6%	32	6%	87	17%
TOTAL Returns to Homelessness	2982	312	10%	144	5%	265	9%	721	24%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2500	3665	1165
Emergency Shelter Total	870	977	107
Safe Haven Total	0	0	0
Transitional Housing Total	682	636	-46
Total Sheltered Count	1552	1613	61
Unsheltered Count	948	2052	1104

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	4220	4485	265
Emergency Shelter Total	3226	3613	387
Safe Haven Total	0	0	0
Transitional Housing Total	1294	1046	-248

FY2017 - Performance Measurement Module (Sys PM)

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	1085	1232	147
Number of adults with increased earned income	65	95	30
Percentage of adults who increased earned income	6%	8%	2%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	1085	1232	147
Number of adults with increased non-employment cash income	438	525	87
Percentage of adults who increased non-employment cash income	40%	43%	3%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	1085	1232	147
Number of adults with increased total income	482	594	112
Percentage of adults who increased total income	44%	48%	4%

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	595	615	20
Number of adults who exited with increased earned income	217	198	-19
Percentage of adults who increased earned income	36%	32%	-4%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	595	615	20
Number of adults who exited with increased non-employment cash income	150	129	-21
Percentage of adults who increased non-employment cash income	25%	21%	-4%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	595	615	20
Number of adults who exited with increased total income	343	313	-30
Percentage of adults who increased total income	58%	51%	-7%

FY2017 - Performance Measurement Module (Sys PM)

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 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	3490	3650	160
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.	951	1043	92
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)	2539	2607	68

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	5302	6684	1382
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.	1361	1546	185
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.)	3941	5138	1197

FY2017 - 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 FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	1018	1149	131
Of persons above, those who exited to temporary & some institutional destinations	27	44	17
Of the persons above, those who exited to permanent housing destinations	288	116	-172
% Successful exits	31%	14%	-17%

Metric 7b.1 – Change in exits to permanent housing destinations

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	4285	4732	447
Of the persons above, those who exited to permanent housing destinations	2399	2007	-392
% Successful exits	56%	42%	-14%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	2563	2636	73
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2462	2565	103
% Successful exits/retention	96%	97%	1%

FY2017 - 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.

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	531	575	610	678	936	899	735	651	2610	2787	2970	3036	114	358	101	661				
2. Number of HMIS Beds	418	456	514	596	713	798	636	560	2110	2175	2268	2300	114	328	101	661				
3. HMIS Participation Rate from HIC (%)	78.72	79.30	84.26	87.91	76.18	88.77	86.53	86.02	80.84	78.04	76.36	75.76	100.00	91.62	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	2882	3421	3518	3621	1689	1515	1313	1054	2484	2495	2611	2642	515	1698	2865	4553	0	1322	2951	1202
5. Total Leavers (HMIS)	2510	2942	2975	3076	1053	1006	805	658	473	443	384	319	227	717	2000	2597	0	213	1018	315
6. Destination of Don't Know, Refused, or Missing (HMIS)	539	834	501	788	49	144	28	19	30	49	13	3	16	1	124	450	0	9	605	94
7. Destination Error Rate (%)	21.47	28.35	16.84	25.62	4.65	14.31	3.48	2.89	6.34	11.06	3.39	0.94	7.05	0.14	6.20	17.33		4.23	59.43	29.84