

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: MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties CoC

1A-2. Collaborative Applicant Name: City of St. Joseph

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Interfaith Community Services, Inc.

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)	No	No
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Faith-Based Organizations	Yes	Yes
VA, veterans services organizations, & veterans	Yes	Yes
Citizens	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)

1. HOW SOLICITS/CONSIDERS INPUT: CoC is open to all interested parties & continually invites new participants through at least annual public invitations & many one-on-one invitations from current members to needed stakeholders. We engage a broad and large group of stakeholders, with more than 30 people attending meetings in our small CoC, with many participants representing mainstream systems of care, including members representing MULTIPLE HEALTHCARE ORGANIZATIONS, BEHAVIORAL HEALTH, DOMESTIC VIOLENCE, COURTS, POLICE DEPARTMENT, LEGAL AID, DISABILITY, 211-EQUIVALENT, COMMUNITY ACTION PARTNERSHIP, AND EDUCATION (PRE-SCHOOL, K-12, AND UNIVERSITY). United Way hosts CoC meetings monthly & meetings occur in a roundtable format with all input considered. CoC also has open committee meetings (CE implementation, NOFA, veterans, Housing Task Force, Homeless Strategies & Emergency Response Task Force) and hosts community forums to encourage input.
2. PUBLIC MEETINGS: CoC website posts information about the CoC, but CoC finds PUSHING INFORMATION ABOUT MEETINGS and CoC needs more effective. So, in addition to sending info via the COC LISTSERV, a local listserv related to community services with MORE THAN 600 RECIPIENTS sends announcements about CoC membership, CoC funding, & important meetings. United Way also sends CoC emails.
3. TAKES INPUT INTO CONSIDERATION: CoC discusses input, information gathered, and outcomes at CoC meetings to inform next steps. Example: when The Salvation Army drastically reduced shelter capacity this year, CoC (with United Way leadership) hosted multiple forums for the general public to share info, id needs & resources, and strategize. Input was shared with the CoC’s weekly emergency response task force and, using the feedback, CoC is implementing multiple creative responses (e.g. hotel vouchers, flexible fund, respite beds). CoC also hosts at least annual focus groups with street homeless population and input guides program development.

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)

INVITATION/COMMUNICATION/HOW OFTEN: New CoC members are recruited on an ONGOING BASIS through with public call for new members to full community occurring AT LEAST ONCE ANNUALLY. A) CoC leadership invites and recruits specific agencies or individuals to attend and participate EVERY MONTH. New members join by attending any meeting. B) An annual call for membership is posted on CITY/CoC WEBSITE & SENT TO LOCAL 211/COMMUNITY SERVICES RESOURCE CENTER EMAIL LIST with more than 600 recipients reaching broad swath of the community, including: businesses, nonprofits, government, volunteers, and citizens. C) Recipients of CoC, ESG, and Missouri Housing Trust Fund resources are required to attend at least 75% of meetings and recipients of CDBG or local funding are also encouraged to attend.

SUCCESS: Most meetings include at least one new CoC member and approximately 30 participants.

LIVED EXPERIENCE: CoC board ensures consistent membership and representation by currently or recently homeless people, through one on one outreach and invitation. CoC Board reserves a spot for at least one homeless/formerly homeless individual. CoC goal is to include at least one consumer in each meeting. CoC invites increased CoC participation by persons with lived experience through annual focus group/dinner for unsheltered homeless where input on CoC policy gathered.

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)

HOW COC NOTIFIES PUBLIC AND NOTIFICATION DATES: In May 2018, CoC solicited interest in CoC funding from new applicants at CoC Meeting and TA was offered to potential applicants to prepare program design in advance of competition. In June/July 2018, CoC advertised widely CoC funding opportunity and method to apply: Announcement at CoC meeting on JUNE 27, 2018 (asking members to distribute opportunity widely) with follow up email, post on City/CoC website (City is Collaborative Applicant), and email distribution to community services list (600+ persons). An open-to-the-public TA/information session was held on July 17 with written materials about local scoring, HUD requirements, and method to apply, with special TA available for new applicants. Materials were also available by email and one-on-one TA and information was provided to new applicants, both remotely and in person. SUCCESS: 3 non-CoC-funded agencies submitted strong applications for bonus funding, and one of them was selected.

PROCESS TO PRIORITIZE APPLICATIONS: CoC approved a review, rank and monitoring process (including a reallocation policy and appeals process) and scoring tools for new and renewal projects at open meetings in May and June. The renewal scoring factors focus on contributions to system performance, administrative capacity, cost-effectiveness, utilization, and Housing First implementation. Projects that are not performing well or are underspending are eligible for reallocation. The new project scoring factors

focus on: project design and supporting system performance improvement (60/115 pts), support for CoC needs and priorities (based on CoC Committee data and needs analysis; in 2018: TH-RRH) (30 pts), & agency capacity (25 pts). PRIOR EXPERIENCE WITH COC GRANTS IRRELEVANT. Nonconflicted panel reviews projects, scores and ranks.

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)	No
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Not Applicable
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
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)	
Healthcare system, Community Action Partnership	Yes
VA	Yes

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)

ESG RECIPIENT: State of Missouri.

COC CONSULTS WITH ESG PROGRAM RECIPIENT BY: A) CoC has standing representative on Missouri Governor’s Committee to End

Homelessness (GCEH), a policy-making body for state that informs resource allocation planning at state level, B) Missouri Housing Development Commission (MHDC) staffs ESG allocation for Missouri and MHDC staff participate in monthly local CoC meetings to gather feedback about the distribution of ESG funds and give ESG report. C) CoC coordinates applications locally to ensure applications are submitted for most necessary services and housing.

EVALUATION AND REPORTING of ESG: CoC supports project reporting with regard to ESG through HMIS. HMIS does onsite review and monitoring of all ESG-funded agencies. CoC reviews ESG performance semi-annually as part of system performance analysis and discussion at CoC meetings. CoC creates policy for all ESG-program recipients and monitors as part of CE implementation and CoC activities. CoC representatives participate in statewide written standards task force to inform and design RRH and other ESG-related housing and services standards of service.

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)? Yes

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)**

PROTOCOLS FOR SAFETY:

A) COORDINATED ENTRY: Homeless survivors of domestic violence et al (Survivors) have access to CE as follows: 1) Info is provided about CE and potential data breach risk; 2-A) If chooses, Survivor referred to non-victim services provider (non-VSP) to complete CE’s assessment tool (which prioritizes on vulnerability to victimization, incl: physical assault, trafficking, or sex work) & enter By-Name list, & assessor will assess in a safe place using trauma-informed practices; 2-B) Or Survivor can choose that VSP will assess and present the case at CE using only non-identifying info. If approved for housing, VSP will mediate the referral and obtain a signed ROI before sharing info. 3) All assessment staff are trained on safety planning & trauma-informed

assessment. Survivors can access all CoC/ESG/DOJ/HHS-funded housing (except for shelter) through CE.

B) CoC's EMERGENCY TRANSFER PLAN: Plan allows emergency transfer, both w/i project or to other projects, for Survivors requesting transfer with belief of threat of imminent harm or recent sexual assault. Requirements include: all staff must maintain confidentiality, projects must complete eligible transfers ASAP, CE gives prioritization for transfers, & all projects have agency plan.

C) DATA: Safeguards are taken with all Survivor data: VSP maintain a comparable database and non-VSP ensure that Survivors are given full info about possible risks and option to exclude data from HMIS.

D) REPRESENTATION: CoC & CoC Board include VSPs, and immediate past chair was VSP. Participation guides all CoC decisions to ensure safety.

MAXIMIZE CLIENT CHOICE: CoC uses person-centered approach, including:

A) consumers have choice in decisions such as location/type of housing, level/type of services, B) assessment processes that provide options & recommendations to guide not impose. Safety/confidentiality are protected using CoC protocols.

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)

The CoC provides annual training to all CoC and coordinated entry staff relating to best practices, trauma-informed care, victim-centered practices, safety planning, and serving Survivors. The YWCA (the local victim services provider) trains CoC providers and coordinated entry staff AT LEAST ANNUALLY during CoC meetings. The most recent CoC training occurred in August 2018 and topics included trauma-informed care and data confidentiality. YWCA's Training/Outreach Coordinator also provides on-site training upon request at all homeless housing and services providers in the community, including all coordinated entry assessment sites. In the past year, she trained all Family Guidance Center staff about serving Survivors and trained Salvation Army Shelter staff regarding domestic violence safety and planning for male victims. HMIS also provides training to all participating agencies about data confidentiality and privacy related to survivors of domestic violence.

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)

CoC collects data about survivors of domestic violence, dating violence, sexual assault, stalking and trafficking (collectively, Survivors) in multiple ways. First and primarily, our CoC's one primary victim services provider: YWCA (applicant for DV Bonus, CoC Chair in 2017, current CoC Board). YWCA provides safe & confidential shelter, TH, PSH, and RRH in secure facilities (as relevant) & provides targeted health and benefits-related services, therapists, workforce development, immigrant-refugee support, advocacy, housing barrier removal, and a 24/7 hotline to meet different needs. YWCA collects data in ETO, a

comparable database, about all housing & services provided which provides a broad scope of community Survivor need. This data is supported by YWCA turnaway data, HMIS data for Survivors who gave informed consent, data collected by police related to Survivor lethality assessment, & input from local Sexual Assault & Family Violence Council (SAVF, has substantial overlap w/CoC).

Example of assess & response: Using YWCA, HMIS & lethality assessment data, YWCA, on behalf of CoC, assessed gaps & needs and found unmet need for Survivor services for men. A general shelter was recruited to provide shelter services (with targeted training for shelter staff from YWCA) while YWCA provided supportive services related to DV for those households.

Example of assess & response: In 2016, SAVF Council, YWCA, St. Joseph PD, Buchanan County Sheriff, & County Prosecuting Attorney’s Office implemented evidence-based Lethality Assessment Program (LAP). Trained police officers, on the scene of a DV call, assess a Survivor’s risk for serious injury or death using Lethality Assessment Screen. Officers immediately link “High-Danger” victims to the community-based DV Services Program. LAP enables police & DV Programs to coordinate, communicate, & cooperate. In 2018, Savannah PD, Country Club PD and Andrew County Sheriff (all located within the CoC) were added to LAP.

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

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	<input type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

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)

CURRENT NUMBER OF SURVIVORS SERVED: Approximately 100 survivors of domestic violence, dating violence, sexual assault, stalking and trafficking (collectively, Survivors) at a point in time; approximately 436 Survivors over the course of a year.

In 2017, YWCA, the only provider of emergency shelter to Survivors in this CoC region, sheltered 414 individuals, operating at an occupancy rate of 103%. The YWCA shelter has operated at or above its 45 bed capacity for the last 7 years,

providing over 16,000 shelter nights every one of those years. At the Drop In Center, an entry point to our system of care, 56 Survivors were served in 2017 (5% of persons served), 22 (39% of total Survivors) of which were actively fleeing. At a point in time our CoC has 30 DV beds for households without children and 69 beds for households with children (and 10 overflow beds) for a total of 109 at a point in time, with 45 as emergency shelter (ESG-funded), 37 as transitional housing, 17 as permanent supportive housing (CoC-funded), and 10 overflow beds. The Point-in-Time count identified 47 ADULT survivors of domestic violence on January 24, 2018 (3 unsheltered and 44 sheltered (29 in ES and 15 in TH). The YWCA implemented a pilot project this year, funded by United Way, to move Survivors out of shelter more quickly, into permanent housing, by providing intensive services and barrier reduction resources.

DATA SOURCES: YWCA’s HMIS-comparable database (ETO), HMIS records (for individuals who gave informed consent), Housing Inventory Count 2018, Point in Time Count 2018, CoC APR.

COLLECTION: CoC requested and received reports on YWCA’s services (including CoC APR, VOCA reports, and other funder reports), pulled HMIS records, reviewed Housing Inventory and Point-in-Time Count data.

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)**

NUMBER OF SURVIVORS NEEDING HOUSING OR SERVICES:

Approximately 414 survivors of domestic violence et al (collectively, Survivors) BEYOND THOSE SERVED need housing or services over the course of a year.

YWCA turned away 472 women, 3 men and 367 children from their DV shelter in 2017; 87% of turnaways were due to shelter being full. Domestic violence is a key need in this CoC. In January 2017 report, “The Status of Women in Missouri: A Comprehensive Report of Leading Indicators and Findings,” published by MU Institute of Public Policy & Women’s Foundation, “On average, between 2010 and 2014, the rate of spousal or partner abuse was 7.5 per 100,000 in Missouri. . . . However, four counties Livingston, BUCHANAN [a county in this CoC where the main city, St Joseph, is located], Pemiscot, & Ripley County had a domestic violence rate more than THREE TIMES THE STATE RATE.” Buchanan County has spousal abuse rate of 32 per 100,000. Additionally, in 2017, St. Joseph PD responded to 4,888 calls for assistance related to DV and took reports in 1,309. Law enforcement submitted 701 cases to the Prosecuting Attorney’s Office for possible prosecution and charges were filed in 256 cases. Domestic violence is an under-reported crime so we know that the true incidence is much higher. National statistics show that DV is a leading cause of homelessness for women & their children, including that among homeless mothers with children, more than 80% had experienced DV and between 22 and 57% of all homeless women report that DV was the immediate cause of their homelessness.

DATA SOURCE: YWCA’s tracking system for turnaways, supported by PIT

count data, local police department and prosecuting attorney’s office data, and statewide (MO Department of Health and Senior Services) and national data (from HHS, Admin. of Children & Families).

COLLECTED: CoC requested data from YWCA and did research. YWCA collects and maintains data as member of Sexual Assault & Family Violence Council.

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)**

1. UNMET NEED: This community has a high incidence of domestic violence (more than three times the state average) and limited housing resources, especially housing available for non-disabled, non-chronically homeless people. The YWCA, informed by its experience providing a full spectrum of housing and wide variety of advocacy and services, elected to apply for rapid rehousing to expand the number of short term housing subsidies it is able to offer to Survivors who require housing and services. The YWCA has 45 shelter beds, and has had an average number sheltered per day of 45 or more since 2011, providing over 16,000 shelter nights every year since 2011, and still has turned away 411 Survivors in need of assistance in 2017, demonstrating that more housing resources are needed.

2. QUANTIFY: At least 400 Survivors over the course of a year need housing and services to support ending their homelessness.

3. DATA SOURCE: The primary data source was turnaway data from the YWCA records, but it is supported by point-in-time count data, housing inventory count data, APR data, HMIS data, police department and prosecuting attorney data, statewide and national statistics that all show that the extreme need for housing resources for this population.

4. HOW COC DETERMINED UNMET NEED: The unmet need was determined by reviewing and analyzing the data available about numbers of persons served, number of people who presented with needs and were not served due to resources being unavailable, unit capacity and utilization, and contextual data about overall community needs.

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)

This community has an unmet need for safe housing for Survivors provided by an informed and skilled victim services provider. With over 400 people turned

away from even shelter last year due to lack of resources and a rate of domestic violence that is 3 times the state average and only 109 beds dedicated to this population across the CoC, this CoC needs housing for this population.

YWCA St. Joseph provides a wide variety of trauma-informed, victim-centered housing and services to Survivors and also has the proven administrative capacity to administer this program. Services in all programs are provided within a trauma-informed framework consistent with a Housing First approach. Key YWCA program outcomes include increasing strategies related to safety, improving access to community resources, maintaining self-sufficiency and housing stability. YWCA receives CoC and ESG funds and administers them in compliance with all HUD requirements, as evidenced by completion of a HUD audit of their CoC program this year which resulted in no findings.

The proposed YWCA Bridges project will provide housing and wrap around, trauma informed services (all services funded with non-CoC dollars) to 12 Survivor households at a point in time. Having additional housing resources will improve the ability of the YWCA to move Survivors into a permanent situation more quickly and end their homelessness more quickly. Those 12 households will not need to linger in shelter trying to gather move in resources, and those 12 households will not need to return to an unsafe situation due to financial limitations. In addition, YWCA has shortened its goal for length of stay, and the United Way has funded a pilot program to support barrier removal, moving shelter stayers to permanent housing as quickly as possible. This program supports the goals of decreasing number of people who are homeless, decreasing length of time homeless, and increasing exits to permanent housing.

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)

1. 100% for YWCA’s CoC-funded permanent supportive housing program, from which three persons exited last year, and all went to live permanently with friends and family. Overall, at Bliss Manor (TH and PH), 94% exited to private permanent housing or a treatment facility. Of adults who exited YWCA’s shelter with data last year, 44% went to permanent destinations and 38% when to transitional situations, 9% went to institutions, and 8% went to shelter. Of all adults served, 21% went to permanent housing, 19% to transitional situations, 5% to institutions, 4% to shelter, and 52% was client doesn’t know/refused/not collected.

2. 100%. YWCA operates a CoC-funded permanent supportive housing program, Bliss Manor, using Housing First principles. In the last operating year, 21 people in 11 households were served, with 12 experiencing mental illness, 7 with chronic health conditions, 2 with physical disabilities, 1 with a developmental disability and 4 with drug or alcohol abuse issues. Six of the

participants had three or more conditions. ALL 21 MAINTAINED PERMANENT HOUSING DURING THE OPERATING YEAR. 18 remained in the permanent supportive housing project and 3 exited for permanent housing opportunities, to live permanently with friends or family.

3. As a result of contact with YWCA shelter, 90% of participants had improved strategies for enhancing their safety. For the 10/1/16-9/30/17 period that YWCA reported on VOCA grants, they improved safety of Survivors as follows: 91% of survivors had access to information about community resources they might need in the future; 100% of survivors had access to supportive services 24/7; 96% of children were able to identify a safe place or person in their lives; 92% of survivors had more ways to plan for their safety; and 100% of survivors found the program to be helpful for their healing process.

4. YWCA provides multidimensional services, using holistic, percent-centered, trauma-informed approaches to ensure barriers faced by Survivors are overcome. Services provided to victims of domestic and sexual violence by the YWCA include: protective shelter for women and children, 24-hour crisis hotline, crisis intervention, individual counseling, support groups, life skills groups, safety planning, case management, specialized children’s program, court advocacy and hospital advocacy. YWCA also provides long-term, supportive housing: Bliss Manor Housing Program includes 30 subsidized apartment units - 20 units of transitional housing (funded through Federal OVV grant) and 10 units of permanent, supportive housing (funded through HUD CoC grant). In 2015, housing services were expanded to include scattered site, housing services which includes assistance with rental deposits, rent, utility payments and utility arrears to assist low-income victims with achieving and maintaining safe, permanent housing. As long-term providers of both residential and non-residential services to victims of domestic and sexual violence, YWCA is acutely aware of the barriers these women face - trauma exposure, mental illness, substance abuse, chronic physical health problems and similar issues - and have the experience, expertise and connections with community providers to meet those needs.

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?
St Joseph Housing Authority	0.00%	Yes-Both	No

ABCD	0.00%	No	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)

The St. Joseph PHA has recently experienced a leadership change, and the CoC has met with the St Joseph PHA in the past month to identify ways the CoC and PHA can partner and share information. Planned activities have included: (1) partnering to site and support crisis housing after the loss of the main emergency shelter in this community this year and (2) preparation steps for implementing a Moving On policy. In addition, the CoC's Affordable Decent Housing Task Force engaged the St Joseph PHA to present about needs of homeless persons and perceived barriers to homeless preference. Consequently, the St Joseph PHA began participating in general CoC meetings and Housing Task Force meetings. ABCD (a small rural PHA with few units) has engaged with the CoC this year by phone.

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)? No

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)

COC ACTIONS TO ADDRESS LGBT+ NEED:

POLICY: CoC adopted and implemented an anti-discrimination policy on 8/31/17 to ensure that the CoC, all CoC- and ESG-funded agencies, and provider and coordinated entry staff comply with the 2012 and 2016 Equal Access to Housing rules and Notice CPD-15-02, and do not discriminate based on protected classes. Required procedures include using inclusive language in communications, supporting clients in understanding their rights, maintaining confidentiality of a client's legal name/gender at birth, taking immediate action to resolve inappropriate behavior or harassment, among other related

requirements.

TRAINING: CoC hosts a training AT LEAST ANNUALLY about the Equal Access to Housing Final Rule and its requirements. The most recent training was in August 2018 and covered: applicability and requirements of the Equal Access Rule, definitions, creating a safe environment, appropriate language, culture change, providing appropriate placement, and creating physical accommodations. In August 2018, CoC also hosted a training by a COC MEMBER WHO REPRESENTS OUR LOCAL LGBT+ ADVOCACY GROUP for CoC and providers about local resources for LGBT+ persons and ongoing advocacy activities, and a guided discussion about agency resources and practices.

HOUSING AND SERVICES: CoC agencies provide housing and services to all eligible people prioritized based on Coordinated Entry written standards that comply in all ways with the Equal Access rules and other non-discrimination requirements. All providers serve all eligible persons without regard to their actual or perceived gender identity, sexual orientation, or marital status. At least three providers will have booths at community-wide PRIDE event in mid-September to outreach and ensure knowledge of services.

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?	Yes
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:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	

Develop outreach/resources for street homelessness	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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)

GEOGRAPHY: CoC’s coordinated entry system (CES) covers 100% of the CoC’s geography. Providers across CoC do assessments & CE staff cover full geography. Local 211-like phone/web info service refers to CE.

REACHES LEAST LIKELY TO APPLY: In addition to CE sites (+2 in 2018), outreach teams assess & CoC has markedly increased outreach, incl: Drop In Center, community health worker team (w/specialty in disabilities) (expanding to 8 FTE), law enforcement outreach team, Project Connect 2x/yr, & vets outreach. State-funded CE Specialist travels full CoC to assess. Access sites take reasonable steps to serve minority, ethnic, & groups with Limited English Proficiency; most have bi-lingual staff or interpretation services. Appropriate auxiliary aids and services are provided. Assessor moves to complete assessment w/mobility impaired.

PRIORITIZES MOST IN NEED OF ASSISTANCE/ SERVED TIMELY: CoC has a By-Name list generated during the prioritization process for transparency. List is sorted first by chronic homeless status, and then by score on vulnerability assessment tool (developed locally w/State Dept of Mental Health) (disability, ER/hospital use, interactions with corrections system, victimization). Tool does NOT screen people out or require disclosure of specific disabilities/diagnosis. CoC adopted priorities in Notice CPD-16-11. Additional prioritizing factors: Functional impairments; High use of crisis services; unsheltered; vulnerability to illness/death; risk of cont’d homelessness; & vulnerability to victimization. Providers house highest priority persons first. Twice monthly meeting held to match By-Name households to programs, make referrals, and follow-up on past referral. Referrals also made between meetings. To ensure TIMELY PROCESS, referrals are made from the top tier of persons (rather than specific individual at top of list) and providers get 2 referrals/vacancy to quickly fill unit with prioritized person.

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

1D-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:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

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

Instructions

For guidance on completing this application, please reference the FY 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)

CoC Rank and Review process considers severity of needs in three ways. A) Per CoC’s approved process, Rank & Review Committee is instructed to keep in mind that performance outcomes will naturally be lower in a more difficult-to-serve population (such as chronically homeless people and homeless people with mental and/or addictive illnesses) and to score accordingly. B) RENEWAL projects are scored 10/117 points for serving persons with severe needs and vulnerabilities (SPECIFIC VULNERABILITIES: no income, substance use, criminal record (especially for certain infractions), DOMESTIC VIOLENCE, LGBT+ status, health challenges, high utilization of crisis services, unsheltered youth/children, vulnerability to illness/death, vulnerability to victimization). Additionally, RENEWAL projects are scored 10/117 points on providing low barrier/Housing First projects and 20/117 points for prioritizing/dedicating beds to CH. 3) NEW projects are scored on extent to which the project plans to serve persons with highest need (10/115) or provide most needed services (10/115).

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

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: No

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects. (limit 2,000 characters)

At the CoC’s public, open meetings in May/June 2018, CoC approved process to select & prioritize projects for CoC funding, including reallocation policy directing the reallocation of funds for underperforming projects or projects not fully utilizing funding awarded. CoC solicited interest in new projects & 4 applications were received.

A 5-member, nonconflicted Rank & Review Committee was trained about project review, monitoring, scoring and ranking process, including reallocation, on 8/10/18. Committee met on 8/17/18 to review project performance and all applications, score each project independently, & rank the projects. Committee reviews performance of all renewal projects using a visual, web-based tool that highlights project performance & contributions to system performance.

Committee scores each project using an objective scoring tool of which all 117 points are related to project performance and capacity (72 points) or alignment with CoC priorities for housing/services (e.g. housing first)(45 points). Performance targets were set using national SPM data to ensure adequate performance. Committee reviewed reallocation options & found ALL RENEWAL PROJECTS WERE PERFORMING WELL AND CONTRIBUTING TO SYSTEM PERFORMANCE. No projects had HUD findings or other capacity concerns; no project that left > 10% of grant funds unspent for three years running. Committee elected not to reallocate based on poor performance or underspending. ALL RENEWAL PROJECTS ARE PSH PROJECTS SERVING MOST VULNERABLE PERSONS FROM CE BY-NAME LIST, AND PERFORMING WELL.

WHY COC DID NOT REALLOCATE 20%: This CoC prioritized its funding for PSH for vulnerable people years ago, and has only funded PSH and HMIS since 2014; all perform well & use their CoC resources. Reallocating from an existing project would reduce current CoC capacity and cause a gap in housing and services during contracting, and would not improve the CoC's performance or alignment with Federal or local policy priorities.

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.	Yes
(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). MOU, pg 1-2 (roles of HMIS Lead/Operator), Policies and Procedures (roles of CoC Lead/CoC), page 1 of document, page 4 of attachment

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? Mid America Assistance Coalition

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	76	45	31	100.00%
Safe Haven (SH) beds	18	0	17	94.44%
Transitional Housing (TH) beds	77	37	40	100.00%
Rapid Re-Housing (RRH) beds	32	0	32	100.00%
Permanent Supportive Housing (PSH) beds	234	17	178	82.03%
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)

CoC has 100% coverage in 4 of 5 Project Types. At 81.65% for PSH beds, the only project that is not completely participating in HMIS is VASH. The CoC has engaged VASH staff in all elements of the CoC functioning and VASH staff attend all CoC meetings. A Veterans Leadership Group meets before every CoC meeting. However, VASH beds are administered outside of our CoC and the VA has not agreed to enter these beds into our HMIS. CoC has engaged VA staff to help advocate for HMIS participation, and in the next 12 months, CoC will continue to inquire of VA staff about what can be done to input these beds into HMIS. Steps taken will include offering to: undertake data entry, provide free licenses, or otherwise support their input.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/09/2018

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). 01/24/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 03/27/2018

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)

NO CHANGES. Due to 100% HMIS coverage rates and high data quality in emergency shelter and transitional housing, our sheltered count is very reliable. Data quality has improved in recent years due to increased street outreach which resulted in more persons being input in HMIS. Change between 2017 and 2018 was approximately 18 people and due to bed usage the night of the count.

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:	0
Beds Removed:	19
Total:	-19

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 an unsheltered PIT count in 2018, select Not Applicable. No

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? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count. (limit 2,000 characters)

In 2018, the CoC partnered with the school districts to support a youth point-in-time count. A St Joseph School District (SJSD) representative sits on the CoC Board, and she coordinated efforts with all school-level McKinney-Vento liaisons to identify any students or student families that met the CoC definition of homelessness. Despite training and outreach, no literally homeless youth or families were identified through this process (most homeless families and youth served by SJSD are couchsurfing). SJSD, emergency shelter, and family providers, together with PIT count planners, attempted to identify places where youth may congregate (e.g. the known location count included libraries and the downtown area). Five unsheltered homeless youth (of 30 total unsheltered people) were identified. Currently homeless youth were unable to be identified to engage in the planning or counting process.

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)

To improve the PIT count, the CoC increased overall outreach services by increasing the number and type of outreach workers and opening a Drop In Center. These efforts broadened engagement with unsheltered homeless

people and households that are precariously housed. By increasing engagement overall and adding a service-based component to our count methodology (i.e., providing catered breakfast at the Drop In Center, going to food kitchen over lunch), more persons were willing to engage with PIT volunteers and respond to surveys. This was especially helpful for counting and ensuring full information was collected about **CHRONICALLY HOMELESS PERSONS** and **VETERANS**. SJSD's outreach to all school liaisons was intended to support a strong count of **HOMELESS FAMILIES**.

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.	550
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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)

DATA: From FY16 to FY17, the percentage of person who were first time homeless (FTH) decreased by 44%!!

RISK FACTORS: CoC’s outreach collect/track data about housing barriers and needs. CE Committee reviews HMIS data collected & identifies risk factors, & reports to CoC. CoC responds through CoC’s Housing Task Force & provider activity. CoC’s main risk factors relate to unsafe housing, losing income, & domestic violence.

PREVENTION STRATEGIES:

- A) DIVERSION PROTOCOL: CoC revised its diversion protocol and is implementing diversion community-wide.
- B) PREVENTION RESOURCE: United Way (CoC member) created Housing Stability Program to maintain/attain stable housing with homeless prevention/barrier removal funds. Uses: utility bills/fees, rent/fees, court costs/legal fees, first month rent, deposit, household items, motel vouchers, & transportation.
- C) INCREASE STAFF RESOURCES TO PREVENT FTH: Community Health Workers Team (serves at-risk & homeless households) is increasing to 8 FTE, & increasing referral sites. Drop In Center increased staff to better serve all clients, including at-risk.
- D) IDENTIFY DV NEEDS TO PREVENT FTH: YWCA & Law Enforcement implemented DV risk assessment and referral process (including both PD calls at homes and at hospital) that contribute to referrals to needed services and reducing FTH.
- E) INCREASE SAFE & AFFORDABLE HOUSING TO MAINTAIN HOUSING:

CoC's Housing Task Force has engaged landlords & PHA to increase safe/affordable housing by improving landlord/provider relationships & improving quality of rental homes. City recently implemented landlord certification program for quality landlords.

F) COORDINATE COMMUNITY RESOURCES TO RESPOND TO NEED: Emergency Response Task Force (including providers, partners, funders) meets weekly to address long-term strategies for crisis response (esp for FTH) & respond to immediate client needs.

RESPONSIBLE: Community Health Worker Team

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)

AVERAGE BED NIGHTS for ES/SH/TH in FY17 was 110 bed nights (111 in FY16).

STRATEGY TO ID/HOUSE LONGEST LOTH:

A) COORDINATED ENTRY (CE): CoC fully implemented CE in 1/16 & efficiently assesses & targets resources to vulnerable people with longest LOTH.

B) OUTREACH TO ID PERSON WITH LONGEST LOTH: CoC has extensive street outreach (teams include health, vets, PD), resource line, and Drop In Center, all of which assess and ID LOTH. CoC adding two assessment sites (including one on under-resourced Southside) & add a traveling CE Specialist to support additional outreach & assessment.

COC STRATEGY TO SHORTEN LENGTH OF TIME HOMELESS (LOTH):

In addition to A and B,

C) STRONG PSH: CoC funds only PSH housing and all projects are Housing First and target to top of CE prioritized list to focus resources on longest LOTH.

D) CRISIS RESPONSE: After main emergency shelter reduced service drastically this year due to lack of funding, CoC formed Homeless Strategies & Emergency Response Task Force (TF) to address gap in services. To shorten LOTH/time unsheltered, TF has created diversion protocol, identified crisis resources in CoC, funded housing-focused case management/barrier removal funds both for those staying at closing shelter & at CoC's remaining shelter, created Housing Stability Program to assist with prevention/diversion, and housing barrier removal (e.g. utility bills/fees, rent/fees, court costs/legal fees, deposits, household items, motel vouchers, transportation), & supported creation of short-term shelter.

E) BARRIER REMOVAL: With City Municipal Court, law enforcement & local service agencies, CoC began a Homeless Court in 2018 with goal of giving alternatives to sentencing by providing activities to reduce or eliminate fines for

homeless individuals, helping reduce barriers, and expedite housing for homeless people.

RESPONSIBLE: Coordinated Entry Committee

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.	48%
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.	84%

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)

Percentage of persons exiting to PH from non-PSH housing increased from 25% to 48%. CoC believes this is due to refocusing all state-funded prevention funding to rapid rehousing activities. While PSH retention reduced by 4% from last year (88% > 84%), 7 additional people retained housing (and 20 more were served).

STRATEGY TO IMPROVE EXITS TO PH:

- A) **IMPROVE HOUSING ACCESS:** CoC’s Housing Task Force works to increase PH opportunities for placement, including by working to increase rental property standards, partnering with City Council to address low-income housing development, and working with landlords on rehousing priorities.
- B) **HOUSING-RELATED SERVICES:** Catholic Charities (largest CoC provider) has enhanced services related to education of clientele to support housing access and maintenance, including working with landlords and workforce development.
- C) **WORKFORCE SUPPORT:** Community Health Worker Team is partnering with the State’s Skill Up program to increase workforce access and support for persons exiting homelessness to PH.

RESPONSIBLE: Director of Individual and Family Services, InterServ (agency that operates CoC’s rapid rehousing programs, and PSH provider)

STRATEGY TO IMPROVE PSH RETENTION AND EXITS:

A) **MOVING ON PROGRAM:** CoC working with PHA to create Moving On Program for CoC-funded PSH and to identify resources to support exited households in housing maintenance.

B) **HOUSING FIRST:** CoC funds only effective, low barrier, Housing First permanent supportive housing, focusing on housing placement and retention.

RESPONSIBLE: St Joseph Housing Authority

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	30%

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)**

HOW COC IDENTIFIES FACTORS IN RETURNS TO HOMELESSNESS

(RTH): At CE case conferencing, committee reviews data & discusses common causes of RTH. Most common include: substance abuse and mental health challenges.

STRATEGY TO IDENTIFY HOUSEHOLDS RTH: When persons present for housing or services, CoC and CE staff refer to open HMIS to identify prior service provided. CE case conferencing discusses specific strengths & barriers for returning households and identifies housing strategy, including resources needed for success (e.g., different neighborhood, deeper support). CoC staff, including especially the community health worker team maintains relationships and supports to clients after housed, allowing them to identify resource needs as they arise.

STRATEGY TO REDUCE RETURNS TO HOMELESSNESS:

A) **DIVERSION:** In 2018, CoC implemented diversion protocol system-wide and Housing Stability Program to fund prevention/diversion to increase diversion success. Program can help with utility bills/fees, rent/fees, court costs/legal fees, and deposits.

B) **CRISIS INTERVENTION:** Multiple interventions to respond to household crises have been implemented to reduce housing loss. Emergency Room Enhancement Team at hospital responds to high utilizers. Law enforcement liaison at local jail provides in-reach substance abuse and mental health services to support stabilization before release to home.

C) **STABILIZING SERVICES:** Persons housed are connected to community resources including income benefits, health benefits, & employment training and

support to stabilize in housing.

D)HOUSING FIRST: CoC’s Housing First philosophy and focus on retention supports success. CoC competition rewards programs with strong housing stability.

E)BEHAVIORAL HEALTH RESOURCES: CoC member, Northwest Health, opened a downtown clinic with on-site therapist easily sited for at-risk/homeless clients. Clinic also provides medical and dental services. A center focused on opioid recovery opened Sept 5, 2018.

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)

40% of CoC-funded program stayers increased total income. 12% of program leavers increased total income.

STRATEGY TO INCREASE ACCESS TO CASH INCOME:

CoC projects evaluate & connect eligible clients to benefits or workforce services. CoC-funded programs are scored on increasing income & access to resources. Specifically, in addition to mainstream strategies below:

A)SOAR: SOAR is coordinated statewide by local CoC recipient MO Dept of Mental Health (DMH). DMH also provides Certified Benefits Planner & employment program.

B)DISABILITY: A medical-legal partnership coordinated by CoC member Legal Aid of Western MO increases access to disability benefits.

C)VETERANS: VA & veterans providers (all CoC members) access income benefits for vets.

D)PARTNERSHIP: Projects are assisted in accessing resources by creating partnerships at the CoC level, training resources, and information sharing through distribution list.

WORKING WITH MAINSTREAM EMPLOYMENT ORGANIZATIONS:

A)ONSITE SERVICES: Missouri Job Center & Catholic Charities are active CoC members. They provide workforce services onsite at CoC programs, including workforce preparation course at YWCA and Drop In Center, with employer interviews.

B)PROJECT CONNECT: Both agencies, plus Labor Max and IMKO, provide access to services at Project Connect.

C)INNOVATIVE SERVICE COORDINATION: Community Health Worker Team is partnering with Vocational Rehab (often serves recently homeless persons with disabilities), Chamber of Commerce, state Skill Up program, IMKO, Community Action Partnership, & Headstart to create employment training and support pilot project, including monthly classes on barriers to employment, inventory of available jobs, and wrap around resources and supports.

D)PARTNERSHIP: CoC-funded agencies have partnered with employers (e.g. Specialty Industries, a sheltered workshop providing labeling and packaging

services) to employ homeless/formerly homeless individuals.

RESPONSIBLE: Catholic Charities

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) 05/23/2018

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	20
Total number of beds dedicated to individuals and families experiencing chronic homelessness	146
Total	166

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)	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>
Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

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)**

STRATEGY TO REHOUSE FAMILIES IN 30 DAYS: CoC has focused on continual improvements in CE processes and referrals, partnering with mainstream providers, increasing housing options for families and CoC commitment to Housing First/low barrier methods. A) HOUSING FOCUSED SHELTER: Largest year-round emergency shelter now has a 30 day model, supported by grant for housing-focused case management & barrier-removal fund. The Salvation Army, shifted its shelter to focus only on families this year and launched Pathways to Hope program to support homeless/at-risk families. B) INCREASING HOUSING: The CoC is also increasing housing resources, more than doubling its RRH units this past year. CoC’s Housing Task Force engages with landlords, PHA, and City to increase access to quality housing. C) DIVERT: CoC works very closely with St Joseph school district to identify families becoming homelessness and provide resources. CoC implemented system-wide diversion program this year. CoC created Housing Stability Program this year to provide resources to divert or quickly rehouse households (e.g. rent, utilities, deposits).

SUPPORTING FAMILIES AFTER ASSISTANCE ENDS: All providers connect program participants to mainstream resources to support stabilization (e.g. health, income benefits, food, landlord supports, workforce development) and provide skills development so that families are prepared to maintain housing. In addition, Community Health Worker Team continues to provide services once household is housed with no predetermined expiration date, and stay in contact as long as support is needed. Families can get connected to needed services though service-intensive 211-like resource line which also tracks available resources (e.g. call ABC for utility assistance, because DEF ran out yesterday), follows up with callers, & will canvass for community funders for unavailable resources or specific needs (e.g. refrigerator).

RESPONSIBLE: YWCA

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.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>

CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input type="checkbox"/>
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.	<input type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>

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	No
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)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

**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)**

STRATEGY USED TO INCREASE OR IMPROVE YOUTH RESOURCES: CoC works together to identify youth at-risk of or experiencing homelessness and provide quality housing and services.

A) CoC is fortunate to have a privately funded non-profit (Noyes Home) focused on at-risk youth 0-18 that houses any child homeless or at-risk in this CoC. Noyes Home does not serve exclusively homeless youth or children and does not appear on HIC or other CoC reports (per HUD determination in 2011).

B) The proposed CoC bonus project will provide rapid rehousing to youth and

families.

C) CoC member, SJ School District, was highest scorer for state McKinney-Vento-related funds. Program collaborates with CE to identify and refer families/youth eligible for housing.

D) Current providers make arrangements to serve youth and support youth in age appropriate ways. YWCA and Hillcrest (CoC members) both have housed youth-led households, including under 18.

STRATEGY TO INCREASE OR IMPROVE UNSHELTERED YOUTH RESOURCES:

A) CoC's Drop In Center staff have worked with providers to serve youth in age appropriate ways for the few youth encountered, including accessing safe spaces not normally available to homeless persons.

B) CoC developed partnerships with youth providers in neighboring counties to support youth needs.

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)

EVIDENCE OF EFFECTIVENESS: 2018 PIT count included only 9 unaccompanied youth (4% of total PIT) with 5 unsheltered (2017 found 8, with 1 unsheltered, and 2016 found 8 in ES/TH). CoC believes this is accurate based on SJSD & other data/experience.

MEASURES TO CALCULATE EFFECTIVENESS: Measure compares youth counted in PIT count to population as a whole & change in youth homelessness year over year, and shows very low levels of youth experiencing homelessness under the HUD definition with no significant increases in population.

WHY MEASURE IS APPROPRIATE: CoC tracks number of homeless youth using HUD definition and point-in-time count because of service restrictions of homeless programs. CoC partners with mainstream providers, including Noyes Home and St. Joseph School District, to address couch-surfing population, which has much higher incidence.

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)

COLLABORATION AND FORMAL PARTNERSHIP WITH YOUTH

EDUCATION PROVIDERS: CoC providers, including InterServ and YWCA, also serve youth and children with early childhood education programs. Each has signed a formal Letter of Agreement with the CoC to partner with the CoC's coordinated entry system and other CoC agencies to support access to resources and provide training. CoC member, CAP, which runs Headstart and early Headstart in St Joseph works in partnership with CoC providers to ensure access to services. CoC member, United Way, coordinates Success by 6 Program with school district and childcare facilities, which provides education resources and support to all families with children 0-6. CoC providers refer families to Noyes Home (privately funded housing for all at-risk children), as needed. CoC also has representative on Governor's Committee to End Homelessness, which meets with state Headstart representatives bimonthly.

COLLABORATION AND FORMAL PARTNERSHIP WITH MCKINNEY-VENTO LIAISONS: St Joseph School District McKinney-Vento liaison (LEA) is a CoC member, attending all CoC meetings, past CoC Board member, and is active partner in planning and activities. Liaison signed a formal Letter of Agreement with CoC to share information, resources, attend meetings, provide access to resources and training. CoC also has representative on Governor's Committee to End Homelessness, which meets with SEA bimonthly.

COLLABORATION AND FORMAL PARTNERSHIP WITH SCHOOL DISTRICTS: School district participates in CoC activities (including CoC review and rank in past years, and PIT count). Providers serving families work with school district and its employees to stabilize children in their educational setting.

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)

THE COC HAS A POLICY THAT ALL COC- AND ESG-FUNDED AGENCIES MUST PROTECT THE EDUCATION RIGHTS OF CHILDREN AS FOLLOWS:

COC PROCEDURES: All emergency shelter, transitional housing, permanent housing, and other homeless providers have posters detailing the rights of homeless children, youth, and families and McKinney-Vento applications onsite. Every project serving youth or children has a designated staff member to ensuring children or youth are enrolled in school and connected to the appropriate services within the community. Case managers at homeless programs enroll children in school and connect them to needed services, which may include Parents as Teachers (support for 0-3), home visits, childcare, HeadStart, tutoring, or other education related needs and participate in meetings with the school regarding Individualized Education Programs when appropriate and requested by the parent for the purpose of advocacy and collaboration. Monitoring of the students' adequate progression in school will occur at least annually.

To support this work, case managers in homeless programs can call the McKinney-Vento office St Joseph School District directly to seek assistance for homeless families. Also, a McKinney-Vento liaison trains CoC annually (most recent: 4/18) and visits all emergency shelters at least annually to review and

train about available resources and process. LEA gives two city-wide parenting classes per year about homeless rights and impact on children, including trauma. In addition, St Joseph School District registration identifies students who are homeless or at-risk, St Joseph School District staff are trained on how to identify and engage with homeless students and families.

Policies and practices are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act.

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	Yes	Yes
Head Start	No	No
Early Head Start	Yes	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	Yes	Yes
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
School district McK-V program	Yes	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)

SUCCESS: CoC has submitted Criteria Benchmark application to USICH, stating that CoC achieved Functional Zero as of March 21, 2018.

ACTIONS TO IDENTIFY VETERANS: CoC’s outreach includes Drop In Center, police department outreach teams, community health worker outreach, and VA outreach (including rural outreach by engagement with law enforcement, VFW, and VA clinics). Outreach locations include selected weekly routes at pantries, soup kitchens, shelters, day centers, faith based organizations, libraries, abandoned houses and camps. All outreach programs, housing programs, and persons and/or sites that complete CE assessments screen for military service. Homeless court also screens for veteran status.

ACTIONS TO ASSESS VETERANS: All homeless persons are assessed with

the CE assessment tool to determine needs and vulnerability. Persons who have military service experience are connected with VA staff for VA eligibility screening. Veterans outreach specialists and case managers order DD214.

ACTIONS TO REFER VETERANS: Outreach refers unsheltered veterans to crisis resources immediately, including local resources and the Emergency Line through the VA in Leavenworth to access Safe Haven, GPD, and other resources. At biweekly CoC CE case conferencing re By-Name list, prioritized, eligible veterans are referred to available resources. VA and veterans service organizations participate in case conferencing; ensuring veterans are housed appropriately in VA-funded or non-VA-funded beds. VA and SSVF representative attend and provide support to veterans at homeless court. CoC has a Veterans Leadership Team that meets monthly and representatives of veterans services (including VA, VASH & SSVF providers and other veterans advocates) attend all CoC meetings to represent veteran needs and coordinate with other mainstream resources available to veterans. On average, veterans are housed within 30 days.

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? Yes

3B-5. Racial Disparity. Applicants must: Yes
(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.

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>

There are no racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	<input type="checkbox"/>
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	<input type="checkbox"/>
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	<input type="checkbox"/>
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	<input type="checkbox"/>
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	<input type="checkbox"/>
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	<input type="checkbox"/>
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	<input type="checkbox"/>
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	<input type="checkbox"/>
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	<input type="checkbox"/>
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	<input type="checkbox"/>
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	<input type="checkbox"/>
Other:	<input type="checkbox"/>

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)		
Voc Rehab medical/dental assistance	Yes	Yes

- 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 WORKS WITH MAINSTREAM PROVIDERS TO ACCESS BENEFITS: All CoC-funded providers work to access benefits for program participants either directly or through partnership with mainstream providers:

- A) MO Dept of Mental Health (DMH, local CoC recipient) is SOAR coordinator and trainer for Missouri. DMH staff attend all CoC meetings, and provides provider training and support.
- B) Legal Aid also attends all CoC meetings and supports disability benefits access for homeless people.
- C) Medical navigation services (insurance application/healthcare access) are provided by Mosaic (local hospital system), NW Missouri Area Agency on Aging, & homeless community health worker team (providing medical, dental,

- behavioral health, and case management services).
- D) Mosaic partners with Legal Aid (both active CoC members) in Medical-Legal Partnership to improve medical benefits access.
- E) Family Guidance Center (local behavioral health provider) provides comprehensive benefits enrollment assistance (e.g. TANF).
- F) VA provides enrollment assistance to veterans.
- G) Project Connect, held twice annually, hosts benefits enrollment assistance and CAP St Joseph provides funding for birth certificates to help access benefits more quickly.
- H) NW Health Services (CoC member) has a Medicaid Enrollment Specialist at its new downtown medical clinic (providing medical/dental/counseling services) which targets homeless clients.
- I) Community health worker team provides mainstream benefits access services.

COC KEEPS STAFF UP TO DATE by:

- A) Hosting onsite enrollment activities at CoC agencies for SNAP & Medicaid benefits
- B) Having social services resource center/2-1-1 distribute updates about resource access via large email distribution list, including all local homeless staff
- C) Providing trainings as needs are identified
- D) Sharing agency funding availability monthly at CoC meeting, and
- E) Encouraging peer-based relationships & infosharing.

RESPONSIBLE: Department of Mental Health

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.	8
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.	8
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)

COC OUTREACH ACTIVITIES:

A) Drop-In Center (funded by hospital system) provides crisis services, case management, & CE/housing assessment & referral. Staffing increased in 2018.

B) Community health worker team (increasing to 8 FTE) provides case management, housing & health supports to clients who are unsheltered, sheltered, & housed.

C) St Joseph PD outreach team employs best practices to address unsheltered homeless needs. CoC also works with rural law enforcement.

D) Project Connect held twice/year.

E) Veterans outreach to connect veterans to GPD, SSVF, VASH.

F) CoC holds focus group with street homeless in downtown area at least annually.

G) New in 2018, a mobile CE Specialist to assess for CE.

H) A pop-up cold weather shelter for women.

I) To identify homeless people/encampments for targeting services, CoC works with: railroads, lawn services, Dept of Conservation & Fire Dept (river outreach), Parks Dept, local business, & storage unit facilities.

COVERAGE/FREQUENCY: Through partnership with VA & law enforcement outreach occurs across CoC's full geographic area. Homeless-specific outreach covers 100% of geography on an As Needed basis. 100% of St Joseph city area is covered 5 days/week.

CoC has been planful about TARGETING OUTREACH TO LEAST LIKELY TO ENGAGE:

A) Bilingual outreach workers/staff have been employed for all outreach strategies.

B) Community health worker team has a specialty in working with persons who have physical & psychiatric disabilities.

C) CoC invites mainstream agencies with experience with underserved populations to CoC & Project Connect (e.g. MERIL, Progressive Community Services for people with disabilities, Bartlett Center for historically African-American Midtown neighborhood, Interfaith Alliance on Immigration for immigrants and people with limited English Proficiency)

D) Access points are ADA accessible or outreach teams will go to people with physical disabilities.

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)

CoC STRATEGIES FOR FAIR HOUSING:

In CoC's expanded outreach efforts, careful consideration has been given to reach those least likely to engage, including disabled people and people for

whom English is a second language, and how to ensure they have fair and equal access to coordinated entry and housing programs. Steps the CoC has taken include: medical outreach to disabled populations, engaging disability providers and advocate in outreach and CoC activities, hiring bilingual outreach staff, coordinating with CoC and other services providers serving underserved populations/ neighborhoods (InterServ's & Catholic Charities' immigrant services, Bartlett Center in historically African-American Midtown neighborhood), etc.

Coordinated entry has a non-discrimination policy (including a compliant investigation process) requiring that all aspects of the CE process comply with all Federal, State, and local Fair housing laws and regulations and that providers shall not discriminate on the basis of any protected class and shall provide equal access to programs. CE procedures are designed to ensure that highest priority persons, no matter their other characteristics (e.g. race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability), are linked to housing.

EFFECTIVELY COMMUNICATING WITH PERSON WITH DISABILITIES & LIMITED ENGLISH PROFICIENCY: CoC works with housing and service providers to ensure communications are available in formats usable by people with disabilities (large print materials, TTY line, & staff available to provide accommodation (e.g provide visual printed materials for illiterate people; read relevant documents to vision-impaired)) and Limited English Proficiency (bilingual staff, translated agency written materials).

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	12	32	20

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 homeless under other Federal statutes? No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	2018StJo1C5Attach...	09/13/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	2018StJo1C-5MoveO...	09/13/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	2018StJoCoC1C8Attach	09/13/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	2018StJoCoC1E1Attach	09/13/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	PLACEHOLDER	09/13/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	2018StJoCoC1E3Com...	09/13/2018
1E-4. CoC's Reallocation Process	Yes	2018StJoCoC1E4Attach	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	2018StJoCoC1E5Acc...	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	2018StJoCoC1E5Pro...	09/13/2018
1E-5. Public Posting–Local Competition Deadline	Yes	2018StJoCoC1E5Dea...	09/13/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	2018StJoCoCHMISGov	09/13/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	2018StJoCoCHMISP&P	09/13/2018
3A-6. HDX–2018 Competition Report	Yes	2018StJoCoCHDX	09/13/2018
3B-2. Order of Priority–Written Standards	No	2018StJoCoCWritte...	09/13/2018

3B-5. Racial Disparities Summary	No	2018StJoCoCRacial...	09/13/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No	2018StJoCoC4A7	09/13/2018
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: 2018StJo1C5Attachment

Attachment Details

Document Description: 2018StJo1C-5MoveOnAttach

Attachment Details

Document Description: 2018StJoCoC1C8Attach

Attachment Details

Document Description: 2018StJoCoC1E1Attach

Attachment Details

Document Description: PLACEHOLDER

Attachment Details

Document Description: 2018StJoCoC1E3CompPosting

Attachment Details

Document Description: 2018StJoCoC1E4Attach

Attachment Details

Document Description: 2018StJoCoC1E5Accepted

Attachment Details

Document Description: 2018StJoCoC1E5ProjectsRejected

Attachment Details

Document Description: 2018StJoCoC1E5Deadline

Attachment Details

Document Description: 2018StJoCoCHMISGov

Attachment Details

Document Description: 2018StJoCoCHMISP&P

Attachment Details

Document Description: 2018StJoCoCHDX

Attachment Details

Document Description: 2018StJoCoCWrittenStandards

Attachment Details

Document Description: 2018StJoCoCRacialDisparity

Attachment Details

Document Description: 2018StJoCoC4A7

Attachment Details

Document Description:

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Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/12/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/13/2018
2B. PIT Count	09/12/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/12/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/12/2018
4B. Attachments	09/13/2018

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Submission Summary

No Input Required

ST JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 01: PHA ADMINISTRATION PLAN-HOMELESS PREFERENCE RELATED APPLICATION QUESTION: 1C-5

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a. Homeless definition and preference	6-7

Administrative Plan For The Section 8 Housing Choice Voucher Program

Chapter 4

MAINTAINING THE WAITING LIST

(24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206)

INTRODUCTION

It is SJHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the eligibility criteria and the system of applying.

By maintaining an accurate waiting list, SJHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. WAITING LIST [24 CFR 982.204]

SJHA uses a single waiting list for admission to its Section 8 tenant-based assistance program.

Except for Special Admissions, applicants will be selected from SJHA waiting list in accordance with policies and income targeting requirements defined in this Administrative Plan.

SJHA will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

Applicant name

Family unit size (number of bedrooms family qualifies for under SJHA's subsidy standards)

Date of application

Racial or ethnic designation of the head of household

Targeted program qualifications

B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards SJHA program funding that is targeted for specifically named families, SJHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They are not required to be on the program waiting list. SJHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project;

A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;

A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants who are admitted under Special Admissions, rather than from the waiting list, are **identified by codes in the automated system and are not maintained on separate lists.**

C. LOCAL PREFERENCES [24 CFR 982.207]

St. Joseph Housing Authority (SJHA) has established a preference system for admission to its Public Housing program. SJHA uses the following local preference system:

"Homeless" found on the next page.

St. Joseph MO, Buchanan County Residency Preference

Applicants who reside in St. Joseph, MO or Buchanan County will receive (50) preference points.

Employed, Elderly, Disabled, Veteran or Homeless Preference

An applicant qualifies for this preference if the family meets the definitions below. SJHA will only apply the preference points once to each family if the applicant family meets more than one definition under this preference. Applicants will receive (50) preference points.

- **Employed**

An applicant qualifies for this preference if the head of household or spouse, life partner of the applicant family is employed. For the purpose of this preference, an applicant is considered employed if they work at least 20 hours per week.

- **Elderly**

An applicant qualifies for this preference if the head of household, spouse or life partner of the applicant family is 62 years old or older.

- **Disabled**

An applicant qualifies for this preference if the head of household, spouse, life partner or sole member is a person with disabilities; or two or more adult persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. A person who is under a disability, as defined in Section 233 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). People who are diagnosed with alcoholism or drug abuse

are not part of the definition of disabled. SJHA does recognize an applicant, family, or spouse, life partner with HIV as a disabled person.

- **Veteran**

An applicant qualifies for this preference if the head of household, spouse or life partner of the applicant is a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

- **Homeless**

HUD Guidance on Homelessness:

A household which lacks a fixed, regular and adequate nighttime habitation or the primary nighttime dwelling is one of the following: a supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing); or a public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings. An individual or family who lacks a fixed, regular and adequate nighttime residence meaning: Revised June 22, 2017 6-3 Resolution No. 2840

An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals)

An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground

Unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless under this definition, but who

Have experienced a long-term period, more than 60 days, without living independently in permanent housing; and

Have experienced persistent instability as measured by frequent moves, more than two moves in 60 days, over such period; and

Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability or multiple barriers to employment

Enrolled in or Recently Graduated from a Job Training or Educational Program Preference

An applicant qualifies for this preference if the head of household or spouse, life partner of the applicant family is currently enrolled in or within the last 12 months has graduated from a job training or educational program.

SJHA defines a job training program as a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period of time. It is designed to lead to a higher level of proficiency and it enhances the individual's ability to obtain employment.

SJHA defines an educational program as a GED program or an institution of higher learning. To qualify, the applicant must be regularly attending a GED program and making progress toward attainment of a GED or they must be taking at least six credit hours at an institution of higher learning.

An applicant remains qualified for the preference if the applicant completed the job training program, obtained a GED or graduated from the institution of higher learning within the past 12 months.

Treatment of Single Applicants

Single applicants will be treated as any other eligible family on the waiting list.

D. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year SJHA will reserve a minimum of seventy-five percent of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." SJHA will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement.

SJHA's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

E. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged once a year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within 30 calendar days will result in the applicant's name being dropped from the waiting list.

An extension of 30 calendar days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability. Verification of the disability will be required.

If the applicant did not respond to SJHA's request for information or updates because of a family member's disability, SJHA will reinstate the applicant in the family's former position on

the waiting list, upon written verification of the family member's disability provided by a person licensed to provide such verification.

If a letter is returned by the Post Office, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

Mail sent from SJHA to an applicant will not be forwarded. Mail returned to SJHA, which is not the result of post office error, will result in the removal of an applicant from the waiting list.

Documentation of postal service error is the responsibility of the applicant and must include a letter from the Postmaster explaining the error which caused the applicant's mail to be returned to SJHA. Applicants providing acceptable documentation will be returned to the waiting list with their original application date.

Mail sent from SJHA to an applicant is considered received. If an applicant claims to not have received a mailing from SJHA, SJHA will:

Verify the address on record; AND

Verify mail was sent to the address on record

If mail was sent to an incorrect address, the applicant will be returned to the waiting list with their original application date.

If mail was sent to the correct address, the applicant must submit a new application.

Families who wish to appeal the removal of their application from the waiting list must do so within thirty (30) calendar days from the date the application was removed.

Addendum 1 SJHA Local Preferences for PH Waitlist

SJHA LOCAL PREFERENCES

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An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

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SJHA defines an educational program as a GED program or an institution of higher learning. To qualify, the applicant must be regularly attending a GED program and making progress toward attainment of a GED or they must be taking at least six credit hours at an institution of higher learning.

An applicant remains qualified for the preference if the applicant completed the job training program, obtained a GED or graduated from the institution of higher learning within the past 12 months.

ST JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 02: MOVE-ON MULTI-FAMILY ASSISTED APPLICATION QUESTION: 1C-5

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Document Satisfying Requirement	Page Number
1. PHA has not adopted a Move-On Multi-Family Assisted Preference. No documents attached.	NA

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 03: COORDINATED ENTRY ASSESSMENT TOOL

RELATED APPLICATION QUESTION: 1C-8

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Document Satisfying Requirement	Page Number
1. St. Joseph Coordinated Entry Policies and Procedures, approved 01.09.18	1-11
a. Coordinated Entry Assessment Tool for Adults and TAY (created locally)	10-11

St. Joseph/Andrew, Buchanan, DeKalb Counties Continuum of Care (MO-603)
Coordinated Entry Policies and Procedures
Approved January 9, 2018

Overview and Scope

Coordinated Entry (CE) is a centralized or coordinated process designed to streamline participant intake, assessment, and provision of referrals. A CE System covers a specific geographic area, is easily accessed by households seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

The St. Joseph/Andrew, Buchanan, DeKalb Counties Continuum of Care (MO-603) (CoC) has formed a CE System to ensure that homeless assistance is allocated as effectively as possible and is easily accessible no matter where or how people present with a housing crisis. These Policies and Procedures will be used to guide the operation of the CoC CE System.

The purpose of a CE System is to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, and connected to housing and homeless services based on their strengths and needs. It uses standardized tools and practices, incorporates a system-wide Housing First (no barriers to entry) approach, and, in an environment of scarce resources, coordinates housing support so that those with the most acute service needs are prioritized.

The intention of the CE Policies and Procedures is to comply with all relevant HUD notices, rules, and regulations. All CoC- and ESG-funded programs are committed to implementing this program. These policies will be updated at least annually to comply with evolving regulations and any changes in the homeless system of care. For the purposes of these policies, the term household includes both an individual and family seeking services.

Except as otherwise specified, CoC CE Policies and Procedures apply to all geographic areas, subpopulations, and housing and homelessness services within the CoC.

Guiding Principles

The following are the Guiding Principles of the CoC CE System:

- The system will provide low-barrier, low-threshold points of entry that take into consideration transit issues and regional preferences.
- The system will be person-centered; will respect consumer choice, safety, and cultural preferences; will be informed by cultural competency and trauma-informed care; and will be flexible enough to respond to changing needs.
- The system will utilize a consistent assessment tool and process across all points of access in the CoC geographic area. The assessment will be made available via multiple methods, such as over-the-phone and in-person.
- The system will rely on a centralized and accurate database that has availability of housing resources.
- All access points will serve or refer all sub-populations with respect for their unique needs.
- The system will reduce barriers by increasing program accessibility, limiting restrictive program criteria and turnaways, and focusing on matching the household in need to the right resources.
- In rolling out the system, there will be a strong communication plan in order to educate consumers and providers about coordinated access.

- Trustworthiness and transparency will be fundamental principles of the system. As entry into the CE system does not guarantee housing, providers will offer consumers accurate information about the probability of obtaining housing through CE.
- The system will coordinate with other systems of care, including but not limited to, the health care system, the criminal justice system, and the different geographic areas of the CoC.
- The system will build on current infrastructure and will be mindful of cost and capacity.
- In order to ensure a high-quality coordinated access system, the CoC will implement policies and procedures, regular training and evaluation, and a standardized assessment tool.
- Performance metrics and data captured through the CE system will be used to evaluate the success of the CoC's homeless housing and services, driving continuous quality improvement.
- Providers in the CE system will take all reasonable steps to prevent households from falling out of housing, through coordination with all available resources.

System Overview

The CoC CE System is a collaboration of multiple community, government, and faith-based agencies that, collectively, provide services ranging from prevention of homelessness to permanent housing placements. Consumers are linked to supports needed to obtain and sustain housing. The CE is uniform and coordinated for all beds, units, and services available at participating projects within the geographic area, with a targeted access point (YWCA of St. Joseph) for survivors of domestic violence. All vacancies in CoC and ESG-funded permanent housing shall be filled through the CE referral process. The CoC utilizes a Housing First approach.

Entry Points

CoC has a “many door” approach in which a homeless household can present at any homeless or housing provider in the geographic area.

All households encountered by street outreach workers are offered the same standardized process as households who access CE through site-based access points.

CoC access points provide opportunity for households experiencing a housing crisis to present for initial assessment screening.

CoC access points will take reasonable steps to offer CE materials and instructions to meet the needs of minority, ethnic, and groups with Limited Language Proficiency.

The CoC will provide appropriate auxiliary aids and services necessary to ensure effective communication.

Assessment

CoC consistently utilizes one standardized assessment tool (see Appendix A) throughout the CoC in order to achieve fair, equitable, and equal access to services within the community.

Multiple points of entry are available into the CE system in regard to certification of homelessness and assessment which includes a scoring system. The answers provided result in a numerical score that determines what system resources are most appropriate for the household. The assessment and score is then entered into HMIS in an accurate and timely

fashion. The assessment tool contains no items which would screen people out of the CE process due to perceived barriers to housing or services to housing or services, including, but not limited to, too little or no income, active or a history of substance abuse, domestic violence history, resistance to receiving services, the type or extent of a disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record.

Any household with a mobility impairment may request a reasonable accommodation at a different assessment location in order to complete the CE process based on their needs.

All assessments are conducted using client-centered methods. Assessment areas are safe and private to allow households to identify sensitive information or safety issues in a private and secure setting.

All CoC coordinated assessment households are free to decide what information they provide during the assessment process, to refuse to answer assessment questions, and to refuse housing and service options without retribution or limiting their access to other forms of assistance or placement on the By-Name list.

The assessment process does not require disclosure of specific disabilities or diagnosis. Specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals.

Prioritization and Match

The CoC has established a community-wide list of all known homeless households who are seeking or may need CoC housing and services to resolve their housing crisis. The list generated during the prioritization process, referred to as the "By-Name list" or "Master List", provides an effective way to manage an accountable and transparent prioritization process.

Prioritization for Permanent Supportive Housing

The By-Name list will be sorted first by those households who meet the definition of chronically homeless, and then by score. Those scoring ten and above on the assessment tool qualify for PSH.

A semi-monthly meeting will be held to review the By-Name list, match households to PSH programs (after review of published program eligibility criteria), make appropriate referrals, and follow-up on past households.

Households selected for CoC-funded permanent supportive housing (PSH) shall be prioritized in the following order:

- A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Households Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Households Experiencing Chronic Homelessness
 1. First priority shall be chronically homeless households residing in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the household's service needs by By-Name List order.
 2. Where there are no chronically homeless households within the CoC's geographic area, such PSH beds will be prioritized based on the Section B below.

- B. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Not Dedicated or Not Prioritized for Occupancy by Households Experiencing Chronic Homelessness
1. First Priority—Homeless Households with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs. A household that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.
 2. Second Priority—Homeless Households with a Disability with Severe Service Needs. A Household that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.
 3. Third Priority—Homeless Households with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs. A household that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the household has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.
 4. Fourth Priority—Homeless Households with a Disability Coming from Transitional Housing. A household that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes households residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.
- C. Target Populations: Recipients of CoC Program-funded PSH shall follow the orders of priority above, as adopted by the CoC, while also considering the goals and any identified target populations served by the project.
- D. CE Prioritization: In addition to the prioritization of CoC-funded permanent supportive housing beds as stated above in Sections A and B, the CoC prioritizes entry to other housing and homelessness assistance programs through the CE system using any combination of the following factors to prioritize homeless households:
1. Significant challenges or functional impairments, including physical, mental, developmental, or behavioral health challenges, which require a significant level of support in order to maintain permanent housing.
 2. High utilization of crisis or emergency services to meet basic needs.
 3. Extent to which households, especially youth and children, are unsheltered.
 4. Vulnerability to illness or death.
 5. Risk of continued homelessness.
 6. Vulnerability to victimization, including physical assault, trafficking, or sex work

In cases where the assessment tool does not produce the entire body of information necessary to determine a household's prioritization, either because of the nature of self-reporting, withheld information, or circumstances outside the scope of assessment questions, the CoC allows case workers and others working with households to provide additional information through case conferencing or another method of case worker input.

In the event that two or more homeless households within the same geographic area are identically prioritized for the next available unit, and each household is also eligible for that unit, the CoC selects the household with most months homeless in the determination of which household receives a referral to the next available unit.

Prevention Services/Rapid Rehousing (RRH) Prioritization

ESG households are assessed for CE.

Within the CoC, households selected for CoC-funded RRH shall be those who are not chronically homeless and then organized by the following:

1. First priority-Homeless households who have not been identified as having severe service needs.
2. Second Priority-Homeless households who have been residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for less than 90 days. The length of time in which households have been homeless should be considered when prioritizing households that meet the criteria, but there is not a minimum length or maximum length of homeless time required.
3. Third Priority-Homeless households who are actively seeking or have sustainable income to retain housing when the RRH program exits.
4. Fourth Priority-Homeless households who are coming from Transitional Housing. A household that is eligible for CoC program-funded RRH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes households residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

Households must pay 30% of their adjusted annual gross income while receiving rapid rehousing assistance.

Transitional Housing Prioritization

No transitional housing assistance is available through the CoC funding hierarchy.

Referrals to Participating projects

CoC's CE process includes uniform and coordinated referral process for all beds, units and services available at participating projects within the CoC's geographic area for referral to housing and services.

CoC and ESG-program recipients and sub-recipients use the CE process established by the CoC as the only referral source from which to consider filling vacancies in housing and/or services funded by CoC and ESG programs.

CoC maintains and annually updates a list of all resources that may be accessed through referrals from the CE process.

Each CoC project establishes and makes publicly available the specific eligibility criteria the project uses to make enrollment determinations.

Upon referral, CoC households receive clear information about the project they are referred to, what households can expect from the project, and expectations of the project. If a household declines a referral to a housing program, their name remains on the By-Name List until the next housing opportunity is available.

If a household declines three PSH referrals in a twelve month period, the household will not be prioritized for PSH for the following twelve months. The household will be referred to other services.

If a household is prioritized for PSH but no PSH resources are available, that household is offered any other CoC resource available in the CoC's geographic area.

Reasons for Denial by Programs: It is expected that provider agencies will only rarely reject a referral from the CE System. Reasons why a provider agency operating a CoC- or ESG-funded permanent housing program may reject a household referred by the CE system are if:

- The household is ineligible to participate in the program because of funding restrictions.
- The program lacks the capacity to safely accommodate that household.
- The household will not engage with housing provider after multiple attempts.
- Household presents with more people than referred and doesn't fit available unit.
- Program has a history of serving this household unsuccessfully.

Emergency Services

People are able to access emergency services, such as emergency shelter, independent of the operating hours of the system's intake and assessment process. Emergency services include:

- YWCA (domestic violence shelter): 816.232.4481/800.653.1477
- The Salvation Army: 816.279.2101
- Help Me Hotline: 816.364.1131/800.365.7724
- Hope House in Leavenworth: 913.250.5790
- Green Hills Women's Shelter in Cameron: 816.632.4900

Incorporating Mainstream Services

CoC access points provide connections and referrals to mainstream and community based emergency assistance services.

CoC includes relevant mainstream service providers in the following activities:

- Identifying people at risk of homelessness;
- Facilitating referrals to and from the CE process;
- Aligning prioritization criteria where applicable;
- Coordinating services and assistance; and
- Conducting activities related to continual process improvement.

Participant Autonomy

CoC incorporates a person-centered approach into the referral process. A person-centered approach includes:

- Participant choice in decisions such as location and type of housing, level and type of services, and other project characteristics, including assessment processes that provide options and recommendations that guide and inform participant choice, as opposed to rigid decisions about what households need.
- Clear expectations concerning where households are being referred, entry requirements, and services provided.

Data Privacy and Safety Protections

The CoC ensures adequate privacy protections of all participant information and complies with HUD's HMIS Data and Technical Standards and other legal standards. The CoC ensures all HMIS users are informed and understand the privacy rules associated with collection, management, and reporting of data, and obtain participant consent to share and store participant information for purposes of assessing and referring participants through the CE process.

The CoC prohibits denying services to households if the household declines to allow their data to be gathered or shared, unless federal statute requires collection, use, storage, and reporting of a household's personally identifiable information (PII) as a condition of program participation.

The CoC does not use data collected from the assessment process to discriminate or prioritize households for housing and services on a protected basis, such as race, color, religion, national origin, sex age, familial status, disability, actual or perceived sexual orientation, gender identify or marital status.

People fleeing or attempting to flee domestic violence and victims of trafficking have safe and confidential access to the CE process and victim services such as domestic violence hotline and shelter.

Additional Safeguards for Survivors of Domestic Violence

In addition to the safeguards described above, additional safeguards must be taken with any data associated with anyone who is known to be fleeing domestic violence, dating violence, stalking, trafficking and/or sexual assault, regardless of whether or not such people are seeking shelter or services from a victim service provider.

In compliance with State and Federal confidentiality provisions, victim services providers will not utilize HMIS, but will maintain victim-identifying information in a comparable database that protects confidentiality. When non-victim services providers become aware that the household they are serving is fleeing/attempting to flee domestic violence, dating violence, stalking, trafficking and/or sexual assault, they will ensure that the household is given information regarding the possible risks associated with having their information entered into HMIS and will give them the option of having their data excluded from HMIS. If the household chooses not to have their information entered into HMIS, the service provider will not enter their information into a shared database and will maintain any identifying information in an alternate manner that safeguards confidentiality.

Homeless households who are in need of supported housing and are fleeing/attempting to flee domestic violence, dating violence, stalking, trafficking and/or sexual assault, will have access to the CE process in the following manner:

- Information will be provided to the victim/survivor regarding the CE process and possible risks associated with being entered into a shared, prioritized list, including the possibility that protected data could be inappropriately disclosed or unintentionally breached.
- If the victim/survivor chooses to be entered onto the shared list, she/he will be referred to a non-victim services provider to complete the assessment tool for prioritization and be entered onto the shared list. The non-victim services provider shall ensure that the assessment tool is administered in a location that protects confidentiality and in a manner that incorporates trauma-informed practices. If the victim/survivor currently resides in a domestic violence shelter, the service provider entering the information for the shared list shall ensure that the location of the victim/survivor is not identified. Entering information in this manner will assist in protecting the location and safety of the victim/survivor.
- If the victim/survivor chooses not to be entered onto the shared list, a victim services provider will complete the assessment tool for prioritization and will present the case through the coordinated entry process using only non-identifying information. If the victim/survivor's case is approved for housing through the CE process, the victim services provider will obtain a signed, release of confidential information form before disclosing any victim-identifying information to the housing provider.

Non-Discrimination

All aspects of the CE process will comply with all Federal, State, and local Fair Housing laws and regulations. CoC-funded providers shall not discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. CoC-funded housing shall be made available to all otherwise eligible households regardless of actual or perceived sexual orientation, gender identity, or marital status. The CoC and CoC agencies will ensure equal access to programs, for all households; provide housing, services, and/or accommodations in accordance with a clients' gender identity; and determine eligibility without regard to actual or perceived sexual orientation, gender identity, or marital status.

Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

If a non-discrimination complaint is received, the CE provider in coordination with the CoC Executive Committee will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation. Within 30 days after completing the investigation, the CE Provider will write an adequate report of the investigation's findings, including the investigator's opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. If appropriate, the investigator may recommend that the complainant be re-assessed or re-prioritized for housing or services. The report will be kept on file for two years.

Evaluation

A random sampling of households will be offered a survey annually to evaluate the CE process. Results of the survey will be presented to the CE Committee and CoC Executive Committee for review and action. CoC ensures adequate privacy protections of all household information collected in the course of the annual CE evaluation.

The CoC will regularly review HMIS data and collect qualitative feedback to monitor and evaluate the performance of the CE System. Agencies participating in CE will annually evaluate the intake, assessment, and referral processes associated with CE, as well as to assess the quality and effectiveness of the CE experience. The process will be monitored for fairness and consistency through case notes, HMIS, and independent tracking. Findings will be presented to the CoC Executive Committee and CE Committee for review and discussion of changes and improvements to CE. CoC incorporates system performance measures into the annual CE evaluation plan. The CoC invites and welcomes feedback from all agencies, community partners and participants.

Marketing

The CoC will affirmatively market housing and supportive services to eligible households who are least likely to apply in the absence of special outreach. The marketing may be conducted using methods such as brochures, flyers, community announcements, and websites. Marketing will be designed to ensure the CE process is available to all eligible households regardless of membership in any protected classes under federal and state law. Similarly, marketing and outreach efforts will be designed to ensure people in different populations and subpopulations in the CoC's geographic area, including people experiencing chronic homelessness, veterans, families with children, youth, and survivors of domestic violence, have fair and equal access to the CE process.

Training

CoC provides training opportunities at least once annually through HMIS provider MAACLink to organizations and or staff persons at organizations that serve as access points or administer assessments. CoC updates and distributes training protocols at least annually through MAACLink. The purpose of the training is to provide all staff administering assessments with access to materials that clearly describe the methods by which assessments are to be conducted with fidelity to the CoC's CE written policies and procedures.

All staff administering assessments use culturally and linguistically competent practices, including the following:

- CoC incorporates cultural and linguistic competency training into the required annual training protocols for participating projects and staff members; and
- Assessments use culturally and linguistically competent questions for all households that reduce cultural or linguistic barriers to housing and services for special populations.

All assessment staff are trained on how to conduct a trauma-informed assessment of households. Special consideration and application of trauma-informed assessment techniques are afforded victims of domestic violence or sexual assault to help reduce the chance of re-traumatization. All assessment staff are trained on safety planning and other next step procedures if safety issues are identified in the process of household assessment.

➤ St. Joseph CoC Assessment Form

Appendix A

	RESPONSE		AGENCY USE
What is your age?			
	YES	NO	
Do you have a serious mental illness?			
Do you have a drug use disorder?			
Do you have an alcohol use disorder?			
Do you have a developmental disability?			
Do you have HIV or AIDS?			
Do you have Post-Traumatic Stress Disorder (PTSD)?			
Do you have any cognitive impairments resulting from a brain or head injury?			
Do you have a physical disability?			
Do you have any of the following:	YES	NO	
Kidney disease, end-stage renal disease, or use of dialysis			
History of frostbite, hypothermia, or immersion foot			
History of heat stroke or heat exhaustion			
Liver disease or cirrhosis			
History of heart disease, heart attack, stroke, or irregular heartbeat			
Emphysema or chronic obstructive pulmonary disease (COPD)			
Diabetes			
Severe asthma or bronchitis			
Cancer			
Hepatitis C			
Tuberculosis			
	RESPONSE		
How many times have you been physically assaulted in the past year?			
In the past six months, how many times have you been to the emergency room?			
In the past six months, how many times have you used a crisis service such as a suicide hotline?			
In the past six months, how many times have you been hospitalized as an in-patient?			
In the past 12 months, how many separate times have you been in jail or prison?			
In the past three years, how many months total have you been in jail or prison?			
	YES	NO	

Do you have any legal stuff going on now that may result in you being locked up or having to pay fines?			
Since becoming homeless, have you ever been attacked or beaten up?			
Since becoming homeless, have you ever engaged in risky behavior, such as sharing needles, having unprotected sex with a stranger, or exchanging sex for money?			
How many times have you been homeless in the past three years? No score			
How long was your longest homeless episode? No score			total

Veteran: Y N

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 04: COC RATING AND RANKING PROCEDURE, 1E-1

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2018 Scoring Tools	9-15
<ul style="list-style-type: none">Objective Criteria	9-12, 14
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Sample performance report used for review and rank, evaluation of objective criteria, & evaluation of positive housing outcomes (Example is a victim services provider, this document reflects how the victim services provider was evaluated.)	26-33
Minutes from CoC meetings where local processes were adopted <ul style="list-style-type: none">May 2018 (pages 34-35)June 2018 (pages 36-37)	34-37

St Joseph/Buchanan, Andrew, DeKalb County Continuum of Care

**HUD Homeless Assistance
FY 2018 Continuum of Care
NOFA Competition**

Local Process Materials

July 17, 2018

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IF YOU HAVE QUESTIONS, CONTACT US!

We hope the information in this packet is helpful, but if you have questions during the application process, please do not hesitate to ask:

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2018 OVERVIEW OF THE ST JOSEPH COC NOFA PROCESS

RENEWAL PROJECTS PREPARATION

- HomeBase collected APRs printed out of Sage from each renewal applicant, including domestic violence projects which have used a comparable database to collect data.
- HomeBase entered performance data in its PProject Evaluation and Scoring TOol (PRESTO), including APR data and other information provided by both the applicant and HMIS lead agency.
- PRESTO project summaries will be included in the Review and Rank materials as a part of the local competition.
- HomeBase will distribute draft PRESTO program summaries to applicants for review and comment prior to using them in Rank and Review process.

NEW PROJECTS PREPARATION

- Starting at May CoC meeting, the CoC began circulating information about the potential to apply for new project funding, and offering technical assistance to interested agencies.
- After NOFA release, the CoC advertised the new project funding available in this CoC widely by:
 - Circulating information to CoC membership, and asking members to post at their agencies and share widely
 - Distributing information via AFL-CIO Community Services listserv (widely used in this community to advertise grant opportunities and other information, inclusive of 600+ individuals)
 - Posting information on the City's website and on the City's information channel.

ALL PROJECTS APPLICATION PROCESS

- The CoC will host a CoC NOFA Kickoff Training to orient applicants to the process for reviewing and ranking applications, including supplemental local application materials, the scoring tools and relevant dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes. Technical assistance will be available during the application preparation period.
- Qualified, non-conflicted Rank & Review Committee members are being recruited.
- Renewal applicants will submit comments on draft PRESTO project summaries.
- All applicants will submit HUD project applications and local application materials.
- At submission, if there is a lack of eligible new project applications, compared to the amount of funding available, additional new project applications will be sought from the community.
- Rank & Review Committee members will be oriented to the review and ranking process, scoring tools, CoC monitoring procedures, and PRESTO.
 - qimproving St Joseph CoC's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in our CoC. Certain scoring factors relate to specific System Performance Measures (SPM), as enumerated in each factor.
- Rank & Review Committee members will receive all local application and scoring materials and review and score each program's application in PRESTO.

Domestic violence projects are evaluated on data pulled from Sage, on equal footing with other projects. VSP keeps data in comparable database, and used it to prepare APR, APR is pulled from Sage to support performance reporting.

Section describes Review & Rank proces

- Committee members will also review overall performance data of each project and provide feedback about annual performance as part of the CoC's monitoring process.
- Rank & Review Committee members will keep in mind that performance outcomes will naturally be lower in a more difficult-to-serve population (such as chronically homeless people and homeless people with mental and/or addictive illnesses). However, in the St Joseph CoC in 2017, all renewal projects are permanent housing projects serving chronically homeless people from the prioritized Coordinated Entry list, so the population served may be quite similar among the competing projects.
- The Rank & Review Committee will meet to jointly review project applications. Committee members will individually score applications based on the scoring tools, and scores will be aggregated to create a ranked list.
 - New project applicants will have a scheduled phone appointment with the Rank and Review Committee to answer any questions about their proposal.
 - The Rank & Review Committee will determine if any renewal project should receive a decrease in funding due to substandard performance or utilization of funds. (See Reallocation Policies below.) Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.
 - Any new project that is expanding a renewal project will be scored and ranked like all other new projects, however after project selection and ranking, if the new project is not ranked below the renewal project on the priority list, it will be placed directly below the renewal project on the priority list.
 - Renewal HMIS projects are a necessary part of this CoC and will be ranked at the bottom of Tier 1 above the straddling project.
- Ranked list and scoring results will be sent to applicants with a reminder of the appeals process.
- Appeals, if any, will be considered. (See appeals policy below).
- A final ranked project list will be submitted to the CoC electronically, the CoC will discuss, and non-conflicted members will approve it via e-survey.
- HomeBase will provide technical assistance to all ranked applications to ensure that applications meet HUD technical standards.
- HomeBase will collect all final Project Applications and prepare them for submission to HUD, along with the Priority Listing, as part of the CoC's Consolidated Application.

REALLOCATION POLICIES

REALLOCATION POLICY FOR UNEXPENDED FUNDS

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that show a history of not expending the full amount of HUD funding are subject to an annual reallocation process as part of the NOFA Rank and Review committee.

Specifically: If a program has 10 percent or greater of HUD funds remaining at the end of the program year and has established a 3 year trend of having 10 percent or greater of HUD funds remaining at the end of the program year, the Rank & Review Committee in conjunction with the

Executive Committee reserves the right to reallocate a portion of the funds from that program to another program or a new project.

REALLOCATION FOR UNDERPERFORMING PROGRAMS

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that have been deemed to be underperforming or have had HUD Monitoring findings that call into question the project's ability to meet performance or financial management standards. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards and/or answer any HUD findings. If the agency is unable or unwilling to meet standards or satisfy HUD findings, the CoC will work with the funding agency to mitigate the findings. If the project continues to underperform, cannot meet the stated objectives and goals or cannot comply with HUD findings then that project will be recommended for Reallocation in the next HUD NOFA process.

APPEALS PROCESS

The Rank & Review Committee reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeal Panel will be final.

WHO MAY APPEAL

A project may appeal if the Rank & Review Committee recommends a renewal project for full or partial reallocation or for Tier 2, or if a new project is not selected for funding.

INITIATING A FORMAL APPEAL

Any agency desiring to appeal must contact the CoC Chair by Wednesday, August 22, 2018 at 5:00 pm to state its intent to appeal of the Rank & Review Committee's decision regarding their rank. The Formal Appeal must consist of a short, clear, written statement (no longer than 1 page) of the agency's appeal of the Rank & Review Committee's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The Formal Appeal must be transmitted to Collaborative Applicant (or its designee). ***The Formal Appeal must be emailed or delivered so that it is received by Thursday, August 23, 2018 at 2:00 pm***

THE FORMAL APPEAL PROCESS

Upon timely receipt of the Formal Appeal, an Appeal Panel will be formed as described below. The Appeal Panel may make inquiries of the Rank & Review Committee members concerning the issues raised in the appeal. The Appeal Panel will meet by telephone or video conference with a representative(s) of the party making the appeal to discuss the issue(s) at an Appeal Hearing set at a date taking in consideration the date the application is due to be filed with HUD. The Collaborative Applicant and/or Appeal Panel may consider the possible effect their decision may have on another agency's rank and contact potentially affected agencies to invite them to become involved in the appeal process and hearing. The decision of the Appeal Panel will be final.

Section
describes
Appeals
Process

MEMBERS OF THE APPEAL PANEL

A 3-member Appeal Panel will be selected and can consist of individuals from non-profits, foundations, consumers, government, and private agencies and similar organizations. Representatives will not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

Local timeline for 2018 CoC Competition

2018 ST JOSEPH/ANDREW, BUCHANAN, DEKALB COUNTIES

COC NOFA PROCESS AND TIMELINE

Event/ Activity	Responsible	Date/Time	Place	Notes
NOFA Released	HUD	Wednesday, June 20, 2018	N/A	HUD releases the Notice of Funding Availability (NOFA)
CoC NOFA Committee meets	HomeBase	Monday, June 25, 2018 at noon	United Way	Discuss NOFA details, make recommendations for uses of new project funding, and a few other issues
June CoC meeting	CoC	Wednesday, July 27, 2018, 10:00 am	United Way	Quick NOFA overview; approval of new project scoring tool/process and changes to overall process/renewal process.
NOFA Kickoff Meetings/Trainings for Applicants (with special session for new applicants)	HomeBase	Tuesday, July 17, 2018, 1-2 PM	United Way	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.
Draft Project Evaluations	HomeBase	Wednesday, July 18, 2018	Via email	HomeBase provides Draft Project Evaluations for renewal projects to agencies for review.
Project Evaluations Returned to HomeBase	Agencies	Wednesday, August 1, 2018 at noon	Via email	Projects return Draft Project Evaluations with edits.
Agencies write Proposals	Agencies	July 17- August 8, 2018	N/A	Includes HUD Project Application and local supplemental information.
CoC NOFA Committee meets	HomeBase	TBD	United Way (small conference room)	CoC Application preparation
July CoC Meeting	CoC	Wednesday, July 25, 2018 at 10:00 AM	United Way	Review of System Performance Measures and planning; adoption of policies.
Agency Proposals are due	Agencies	Wednesday, August 8, 2018 at noon	Via email	
Rank & Review Committee Training	HomeBase	Friday, August 10, 2018 at TBD	Online	Rank & Review Committee receives training for scoring projects using PRESTO.
Rank & Review Committee reviews Proposals	HomeBase, Committee	August 10-17, 2018	N/A	Rank & Review Committee reads and scores proposals individually.

Rank & Review Committee meets for Rank & Review	HomeBase	Friday, August 17, 2018	United Way	Rank & Review Committee meets to discuss proposals and determine how projects will be ranked.
Distribution of Preliminary Priority Listing	HomeBase	By 1:00 PM on Monday, August 20, 2018	Via e-mail	Preliminary priority list emailed to agencies.
Notification of Appeal	Agencies	Wednesday, August 22, 2018 at 5:00 pm	Via e-mail	Applicants who intend to appeal their ranking on the Preliminary Priority Listing must notify HomeBase of their intent to appeal.
Appeals due	Agencies	Thursday, August 23, 2018 at 2:00 pm	Via e-mail	Agencies may inspect their scores and formulate a written appeal based on appeal policy.
Appeal Committee meets	Appeal Committee	Friday, August 24, 2018 at TBD	Online/TBD	Review appeals and recalculate scores, if necessary.
Priority Listing is distributed to applicants	HomeBase	Monday, August 27, 2018	Via e-mail	
August CoC Meeting	CoC	August 29, 2018, 10:00 am	United Way	Present the Final Priority Listing to CoC for approval. Final Priority Listing published on CoC website. Discussion of youth homelessness. Annual trainings on equal access and serving survivors of domestic violence/providing trauma informed care to occur at end of meeting.
HomeBase reviews project applications	HomeBase	August 8 - September 7, 2018	N/A	HomeBase works with agencies to finalize project applications for submission.
Final Project Applications to e-snaps	Agencies	Before September 7, 2018 @ 5:00 pm	Online	Agencies upload final applications to e-snaps, including all necessary attachments.
CoC Consolidated Application Posting	HomeBase	Before September 14, 2018	Online	CoC consolidated application is posted on CoC website.
Application is due to HUD	Collaborative Applicant	September 18, 2018	N/A	Application is packaged and submitted to HUD.

2018 PRIORITIZATION SCORING SHEET FOR RENEWAL PROJECTS

THRESHOLD REQUIREMENTS

Project must meet all of HUD's threshold requirements for renewal projects (including eligibility requirements). If threshold requirements are not met, the Review Committee reserves the right to request additional information, amend back for revision, or choose not to consider the application in the ranking process.

Local Threshold Requirement:

- **PARTICIPATION IN THE COORDINATED ENTRY SYSTEM (CES) including that** the agency is currently participating in the implementation of CES at the monthly meetings and is both accepting all referrals from CES and currently doing vulnerability assessments and entering them into the HMIS system (or bringing them to the monthly CES meeting)

SCORING FACTORS

CAPACITY AND COMPLIANCE (37 POINTS)

- 1. AGENCY CAPACITY:** Does the agency currently have any findings from a HUD monitoring review that have been open for a period greater than six months, for which the agency has missed a HUD-stated deadline or has the agency experienced HUD sanctions in the past year? ***-This section is worth up to 6 points***
 - If the agency does not have open findings or sanctions, add 6 points
 - If the agency has an open finding, but has submitted a plan for corrective action to HUD, add 3 points
 - If no plan has been submitted or the agency has sanctions, 0 points and see reallocation policy
- 2. HMIS COMPLIANCE (related to all SPM)-This section is worth up to 6 points**
 - If the agency currently in compliance with HMIS (as determined by HMIS lead), add 2 points
 - If the agency has been in compliance with HMIS (as determined by HMIS lead) for the past year (12 months prior to release of NOFA), add 2 points
 - If HIC data was accurate and submitted on time, add 2 points
- 3. CoC PARTICIPATION & SUPPORT:** Does the Agency Participate in the CoC? ***-This section is worth 5 points***
 - If the agency attended at least 75% of CoC meetings (12 months prior to release of NOFA), add 5 points.
- 4. LOW BARRIER AND HOUSING FIRST FOR ALL HOUSING PROGRAMS (related to SPM 1, 3, 7): This section is worth up to 10 points based on application and APR information**
 - Was the agency able to check off all boxes for low barrier and project termination allowing the agency to qualify for "Housing First" compliance in the project application?

Scoring factors that use objective criteria

- Does the program description in the renewal application have any elements or language that would be in conflict with Housing First and Low Barrier housing policies?
- Residence prior to entry indicates low barrier/Housing First practices

Scoring factor that uses objective criteria

- 5. UNEXPENDED FUNDS:** Amount left from Previous Grant-*This section is worth up to 10 points*
- If the agency expended all HUD grant funds and made at least quarterly draw downs, add 10 points. The project will lose two points for every percent of the grant remaining. If 5% or more, 0 points will be awarded. If quarterly draw downs are not made, reduce final score by 2 points, without incurring a negative score. *Please note- if the program had greater than 10% of funds remaining at the end of the program year, and has established a 3 year trend of not expending funds, the review committee reserves the right to reallocate a portion of the funds.

PERFORMANCE AND OUTCOMES (80 POINTS)

- 6. SYSTEM PERFORMANCE OUTCOME (related to SPM 2, 7)- Housing-This section is worth up to 20 points**

Permanent Supportive Housing/Safe Haven: Housing Destination Upon Exit

- If 90% or more of those leaving went to positive destinations (i.e., permanent housing and death) upon leaving, add 10 points
- If between 85% and 90% of those leaving went to positive destinations upon leaving, add 8 points
- If between 80% and 85% of those leaving went to positive destinations upon leaving, add 6 points
- If between 75% and 80% of those leaving went to positive destinations upon leaving, add 4 points
- If between 70% and 75% of those leaving went to positive destinations upon leaving, add 2 points

Permanent Supportive Housing: Permanent Housing Retention or Exit

- If 95% or more of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 10 points
- If between 90 and 94.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 8 points
- If between 85% and 89.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 6 points
- If between 80% and 84.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 4 points

Scoring factors that use objective criteria AND relate to positive housing outcomes

- If between 75% and 79.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 2 points

Safe Haven: Positive Housing Outcome

- If more than 90% of those served remained in the housing program housing or exited to a more stable housing destination, add 10 points
- If between 85% and 89.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 8 points
- If between 80% and 84.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 6 points
- If between 75% and 79.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 4 points
- If between 70% and 75.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 2 points

7. SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Earned Income for Stayers-This section is worth up to 3 points

- If the agency had 15% or greater of adult stayers that maintained or increased earned income (excluding participants who have been in the program less than a year), add 3 points
- If at least 7% but less than 15% of adults that maintained or increased earned income (excluding participants who have been in the program less than a year), add 1.5 points
- If less than 7% of adults maintained or increased earned income (excluding participants who have been in the program less than a year), 0 points

8. SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Earned Income for Leavers-This section is worth up to 3 points

- If the agency had 27% or greater of adults that maintained or increased earned income, add 3 points
- If at least 19% but less than 27% of adults that maintained or increased earned income, add 1.5 points
- If less than 19% of adults maintained or increased earned income, 0 points

9. SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Non-Employment Cash Income for Stayers-This section is worth up to 3 points

- If the agency had 26% or greater of adult stayers that maintained or increased non-employment cash income (excluding participants who have been in the program less than a year), add 3 points
- If at least 18% but less than 26% of adults that maintained or increased non-employment cash income (excluding participants who have been in the program less than a year), add 1.5 points
- If less than 18% of adults maintained or increased non-employment cash income (excluding participants who have been in the program less than a year), 0 points

10. SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Non-Employment Cash Income for Leavers-This section is worth up to 3 points

Scoring factor that uses objective criteria AND relate to positive housing outcomes

Scoring factors that use objective criteria

Scoring factors that use objective criteria

- If the agency had 30% or greater of adults that maintained or increased non-employment cash income, add 3 points
- If at least 22% but less than 30% of adults that maintained or increased non-employment cash income, add 1.5 points
- If less than 22% of adults maintained or increased non-employment cash income, 0 points

11. SYSTEM PERFORMANCE OUTCOME (related to SPM 2, 7b)- Mainstream Benefits (not including health insurance)- This section worth up to 8 points

- If at least 85% of the participants receive non-cash mainstream benefits, add 8 points
- If between 60% and 85% of participants receive non-cash mainstream benefits, add 4 points

12. SEVERITY OF NEEDS-This section is worth up to 10 points

- If at program entry, more than 50% of adults have no earned or unearned income, add 5 points

- If the program serves other populations with severe needs or vulnerabilities with strong outcomes, add 5 points. Such populations may include:
 - Current or past substance use,
 - Criminal record (esp for certain infractions),
 - Survivor of domestic violence,
 - LGBTQ status,
 - Significant health or behavioral health challenges that impede housing maintenance,
 - High utilization of crisis/emergency services,
 - Unsheltered youth/children,
 - Vulnerability to illness/death,
 - Vulnerability to victimization (e.g. trafficking, sex work).

For example, projects serving survivors of domestic violence, dating violence, sexual assault, trafficking, stalking, or other persons that meet the definition of homeless in Category 4, must show they improve safety for the population they serve.

13. Cost Effectiveness- Cost Per Service-This section is worth up to 6 points

- Is the cost per permanent housing outcome consistent with the type of programming provided? Add 3 points
- Is the cost per household served consistent with the type of programming provided? Add 3 points

14. Chronic Prioritization and Dedication-This section is worth up to 20 points

- If 90-100% of turnover beds are prioritized for use by the chronically homeless, add 15 point
- If 75-90% of turnover beds are prioritized for use by the chronically homeless, add 5 points
- If less than 75% of turnover beds are prioritized for use by the chronically homeless, 0 points

15. Utilization Rate (related to SPM 1, 3)-This section is worth up to 4 points

- If the average daily bed utilization rate is more than 90%, add 2 points
- If the average daily bed utilization rate is between 80% and 90%, add 1 point
- If the average unit utilization rate is more than 90%, add 2 points
- If the average unit utilization rate is between 80% and 90%, add 1 point

Specific method for Evaluating Domestic Violence Providers

Scoring factors that use objective criteria

TOTAL POSSIBLE POINTS: 117

ST JOSEPH COC

2018 PRIORITIZATION SCORING SHEET FOR NEW HOUSING PROJECTS

THRESHOLD REQUIREMENTS

If any of the HUD threshold requirements or local threshold requirements are not met, the Review Committee reserves the right to request additional information, amend back for revision, or choose not to consider the application in the ranking process.

- A. **Eligible:** Is this project eligible for funding? Is the applicant eligible to receive CoC funding (i.e. valid applicant type, SAM registered, has DUNS number, no outstanding delinquent federal debt, has fully disclosed any violations of Federal criminal law, and no debarments/suspensions)? Is the project type eligible for funding under this CoC NOFA and this CoC's local competition rules? Is the project consistent with the local Consolidated Plan? Will the project be ready to start by HUD's statutory deadlines? Does this project propose to serve an eligible population, with eligible costs? Does the project have adequate match?
 - a. HomeBase will be available to help panelists complete this assessment.
- B. **Low Barrier and Housing First:** Was the agency able to check off all boxes for "Low Barrier" and "Housing First Approach" box in the project application? Were the project application narratives aligned with Housing First practices?
- C. **HMIS Participation:** Does the agency currently participate, or has it acknowledged and agreed to participate, in the HMIS of the CoC or comparable database if a DV provider?
- D. **Coordinated Entry Participation:** Does agency actively participate in or will participate in the COC Coordinated Intake meetings? Does the agency have an adequate strategy detailing how they will use Coordinated Entry?
- E. **Program Capacity - Financial:** Does the applicant have an accounting system that meets federal standards? Did the applicant provide a current audit (must cover a fiscal period that ended not more than 18 months prior to January of the year in which the application is submitted) and current 990 (must cover the same fiscal period as the audit)?

SCORING FACTORS¹

COMMUNITY NEEDS (30 POINTS)

1. **Unmet Need** (5 points)

¹ All of the scoring factors in this tool measure projects' anticipated contribution to improving System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness our CoC. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

- Will the project address an unmet need by serving an underserved population, providing services that are less available, or serving an underserved geography of the CoC?

2. Does the Agency Participate in the CoC or otherwise support community activities to end homelessness? (10 points)

- Has the agency attended at least 75% of CoC meetings from July 1, 2017-June 30, 2018 (12 months prior to release of NOFA) or otherwise support community activities to end homelessness?

3. Bonus Points for Community Need (up to 15 points total)

- If the project submitted is for Bonus funds and for a joint transitional housing/rapid rehousing component project, the project will be awarded 15 bonus points for responding to community need due to lack of crisis housing options in this CoC.

IMPROVING SYSTEM PERFORMANCE (60 POINTS)

4. Population Served (10 points) (related to SPM 1, 7)

- Is the population to be served well defined?
- Will the project prioritize serving project participants with the highest need?
- Does the applicant or subrecipients (if any) have experience serving this population?
- Does the applicant or subrecipients (if any) understand the needs of the clients to be served?

5. Program Design (10 points) (related to SPM 2, 3, 7b)

- Will the project meet the needs of program participants?
- For DV projects, will project meet safety outcomes?
- Do the services described and staffing pattern seem adequate and appropriate?
- Will staff be adequately trained to support the population?
- Does the applicant or subrecipients (if any) have experience providing housing similar to that proposed in the application?

6. Outreach (10 points) (related to SPM 1, 4, 5, 7)

- Does the agency adequately describe a strategy to outreach to special populations that may include LGBT, unaccompanied youth, or families?
- Does the agency strategy affirmatively further fair housing by providing outreach to special populations?
- Does the agency provide clear strategies that affirmatively further fair housing as detailed in 24 CFR 578.93(c) (see below), and ensure that outreach is conducted to homeless individuals and families who are least likely to request housing or services in the absence of special outreach?

7. System Performance Improvement: Reduce Length of Time People are Homeless (10 points) (SPM 1)

- If PSH: Does the agency provide an adequate strategy to reduce barriers to housing? Does the agency provide an adequate strategy to provide ongoing services? Does the agency provide an adequate strategy to partner with property management?

Scoring factors that use objective criteria

- If RRH: Does the agency provide an adequate strategy to identify, recruit and retain landlords? Does the agency provide an adequate strategy to reduce barriers to housing? Does the agency provide an adequate strategy to administer rent and move-in assistance?

Scoring factors that relate to Positive Housing Outcomes

8. **System Performance Improvement: Increase Exits to/Maintenance of Permanent Housing** (10 points) (SPM 2, 7)
 - Does the agency provide an adequate strategy to provide supportive services to clients to assist in locating housing and obtaining employment and/or benefits?
 - Does the agency strategy emphasize client choice?
9. **System Performance Improvement: Limit Returns to Homelessness** (10 points) (SPM 2)
 - Does the agency have an adequate strategy for follow up after placement or program exit?

AGENCY CAPACITY (25 POINTS)

10. **Program Capacity** (15 points)
 - Does the applicant have the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements?
 - Does the agency have experience operating similar programs and receiving similar grants, specifically federal grants?
 - Does the agency have a staffing plan that covers both grant management and performance of grant activities?
11. **Agency Compliance** (10 points)
 - Does the agency have any outstanding financial audit findings or concerns?
 - Does the agency have any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? If yes, what steps is the agency taking to resolve the findings or concerns?

TOTAL POSSIBLE POINTS: 115 Points

This portion of the document will be emailed to all interested parties in Word Format.

ST JOSEPH COC FY2018 CONTINUUM OF CARE PROGRAM COMPETITION

RENEWAL PROJECT SUBMISSION CHECKLIST

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

ON OR BEFORE NOON ON AUGUST 1, 2018:

Submit comments on draft project evaluations for your project to bridget@homebaseccc.org

ON OR BEFORE NOON ON AUGUST 8, 2018:

Please e-mail each of the documents listed below to bridget@homebaseccc.org

LOCAL DOCUMENTS

<input type="checkbox"/>	This Submission Checklist and Local Application Materials for Renewal Projects form (see page 2-5 of this document)
<input type="checkbox"/> If no findings, check here: <input type="checkbox"/>	Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD: Written communication between HUD and the project

HUD DOCUMENTS

<input type="checkbox"/>	e-snaps HUD Project Application (also known as Exhibit 2)
<input type="checkbox"/>	e-snaps Applicant Profile
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Applicant Code of Conduct (if not already on HUD's website)
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Non-profit documentation showing applicant and subrecipient eligibility
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Only if requesting indirect costs and agency has negotiated an approved indirect cost rate: Approved Indirect Cost Rate Proposal

LOCAL APPLICATION MATERIALS FOR RENEWAL PROJECTS

Renewal project applicants should respond to the following questions for each renewal project and submit this form with their other materials by **August 8, 2018 at noon** to bridget@homebaseccc.org.

Agency	
Project	
Contact Name	
Contact Telephone	
Contact Email	

1. Threshold Requirements

Please check each box to confirm that the following statements are true:

- The project applicant’s performance meets the plans and goals established in the initial application (as amended).
- The project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met.
- The project applicant’s performance assists program participants to achieve and maintain independent living.
- The project applicant has been willing to accept technical assistance, has not had a history of inadequate financial accounting practices, has no indications of project mismanagement, has not had a drastic reduction in the population served, has not made program changes without prior HUD approval, and has not lost a project site.
- Project meets HUD threshold requirements for renewal projects including that the project has **none** of the following:
 - Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
 - Audit finding(s) for which a response is overdue or unsatisfactory;
 - History of inadequate financial management accounting practices;
 - Evidence of untimely expenditures on prior award;
 - History of other major capacity issues that have significantly impacted the operation of the project and its performance;

- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; or
- History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Applicant’s past performance in managing funds reflects:

- The ability to account for funds appropriately
- Timely use of funds received from HUD
- Timely submission and quality of reports submitted to HUD
- That projects meet program requirements
- That projects meet performance targets as established in the grant agreement
- Strong organizational capacity, including staffing structures and capabilities
- That timelines for completion of activities and receipt of promised matching or leveraged funds are met; and
- That the correct number of persons to be served or targeted for assistance is served.

The project applicant is currently participating in the implementation of CES at the monthly meetings and is both accepting all referrals from CES and currently doing vulnerability assessments and entering them into the HMIS system (or bringing them to the monthly CES meeting).

If you are unable to check one of the boxes above, please provide an explanation (one page limit).

2. HUD Monitoring

- a. Are there any unresolved HUD monitoring findings or concerns or outstanding HUD audit findings related to any project of your agency?

Yes No

- b. Has HUD instituted any sanctions on any project of your agency, including, but not limited to, suspending disbursements (*e.g.*, freezing eLOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

Yes No

If yes to either (1) or (2) above, please provide the written communications between HUD and the project concerning those matters and describe the issue and status here, including the extent to which you have advised the Collaborative Applicant of the outstanding HUD findings or concerns (one page limit).

3. Low Barrier and Housing First

- a. Does your CoC project application state that your agency qualifies as Housing First in your Project Application (including, specifically, on Page 3B of the application)?

Yes No

4. Unexpended Funds

a. Please complete this chart:

FY2013 CoC Grant Amount	
FY2013 Total Amount Expended	
FY2014 CoC Grant Amount	
FY2014 Total Amount Expended	
FY2015 CoC Grant Amount	
FY2015 Total Amount Expended	
FY2016 CoC Grant Amount	
FY2016 Total Amount Expended (if grant year is finished)	

b. Please list the dates that you drew down funds from eLOCCS during your most recently completed grant operating year:

-
-
-
-
-
-
-

5. **Program Budget:** Please provide your total program budget for this project during your most recently completed grant year (including all resources that support the project, not just CoC resources): _____ (This number will support cost-effectiveness calculations related to scoring factor 13.)

6. **Context:** Per the scoring sheet, the Rank and Review Committee will be provided with:
- a. Information from the CoC Chair and HMIS Lead about HMIS compliance (scoring factor 2), CoC participation (scoring factor 3), and participation in coordinated entry (scoring factor 5), and
 - b. Information about performance outcomes for your project based on your most recently completed APR (which will inform scoring for scoring factors 6 - 15).

If you would like to provide additional information that may inform the Rank and Review Committee about your agency's performance on these scoring factors, you may provide a narrative to supplement. Applicants can use this opportunity to provide the Rank and Review Committee members explanatory or qualifying information regarding those scoring factors on which their project may not score perfectly and to encourage members to exercise discretion in changing the scores for those factors. Applicants may use data and past performance information to support their arguments, including, e.g., information regarding the special nature of the population served, unusual or unforeseeable circumstances beyond the project's control, or other reasons the project's data does not adequately reflect its work. (Please keep your answer to less than two pages.)

This portion of the document will be emailed to all interested parties in Word Format.

ST JOSEPH COC FY2018 CONTINUUM OF CARE PROGRAM COMPETITION

NEW PROJECT SUBMISSION CHECKLIST

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

ON OR BEFORE NOON ON AUGUST 8, 2018:

Please e-mail each of the documents listed below to bridget@homebaseccc.org

LOCAL DOCUMENTS

<input type="checkbox"/>	This Submission Checklist and Local Application Materials for New Projects form (see page 2-5 of this document)
<input type="checkbox"/>	Current Audit (covering a fiscal period that ended not more than 18 months prior to January 2018)
<input type="checkbox"/>	Current 990
<input type="checkbox"/> If no findings, check here: <input type="checkbox"/>	Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD: Written communication between HUD and the project

HUD DOCUMENTS

<input type="checkbox"/>	e-snaps HUD Project Application (also known as Exhibit 2)
<input type="checkbox"/>	e-snaps Applicant Profile
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Applicant Code of Conduct (if not already on HUD's website)
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Non-profit documentation showing applicant and subrecipient eligibility
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Only if requesting indirect costs and agency has negotiated an approved indirect cost rate: Approved Indirect Cost Rate Proposal
<input type="checkbox"/>	Match letters demonstrating eligible match for the project of at least 25%

ST JOSEPH COC FY2018 CONTINUUM OF CARE PROGRAM COMPETITION

LOCAL APPLICATION MATERIALS FOR NEW PROJECTS

New project applicants should respond to the following questions and submit this form with their other materials by **August 8, 2018 at noon** to bridget@homebaseccc.org. Please note that reviewers will score your project based on this this document together with your HUD Project Application.

Agency	
Project	
Contact Name	
Contact Telephone	
Contact Email	

GENERAL PROJECT INFORMATION

1. What type of project are you applying for?
 Permanent supportive housing for chronically homeless people or DedicatedPLUS
 Rapid rehousing
 Joint Transitional Housing and Rapid Rehousing Component project
2. Which funding are you applying for? (Please check all that apply.)
 Bonus funding
 Domestic Violence (DV) Bonus funding
 Reallocated funding
3. What population do you intend to serve with this project?
 Chronically homeless
 Survivors of domestic violence
 Other: _____
 Other: _____

THRESHOLD REQUIREMENTS

Please check each box to confirm that the following statements regarding eligibility for receiving CoC funding from HUD are true:

ALL PROJECTS:

- The applying agency is eligible to receive CoC Program funding.
- Our agency can demonstrate financial and management capacity and experience to carry out the project and to administer Federal funds.
- This proposal will serve an eligible population for the project type, as designated by the CoC Program Interim Rule and the NOFA.
- This project is cost-effective, with costs not deviating substantially from the norm in that locale for similar project activities.
- This project will participate in HMIS (except for victim service providers who must use a comparable database).
- The housing and services in this proposal are appropriate to the needs of the program participants and the community.
- This project adheres to a Housing First model.
- Project applicants and potential subrecipients with existing grants have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings. If project applicant and subrecipients have no exiting grants, check here .
- For expansion projects, project applicants have clearly articulated the part of the project that is being expanded. Additionally, the project applicants have clearly demonstrated that they are not replacing other funding sources. If not an expansion project, check here .
- This project will meet all timeliness standards per 24 CFR 578.85.
- The project applicant has no significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing HUD grants. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on a prior CoC grant. If project applicant and subrecipients have no exiting grants, check here .
- The project applicant has a DUNS number and active registration in SAM
- This proposal is consistent with the local Consolidated Plan.
- Agency has no issues with any of the following Federal requirements:
 - Resolution of Civil Rights Matters
 - Outstanding Delinquent Federal Debts
 - Debarments and/or Suspensions
 - Pre-selection Review of Performance
 - Sufficiency of Financial Management System
 - False Statements
 - Mandatory Disclosure Requirement
 - Conducting Business in Accordance with Ethical Standards/Code of Conduct
 - Prohibition Against Lobbying Activities
 - Equal Protection for Faith-based and Community Organizations

FOR PERMANENT SUPPORTIVE HOUSING AND RAPID REHOUSING PROJECTS:

- The type of housing, number, and configuration of units in this proposal will fit the needs of the program participants (e.g., two or more bedrooms for families.)
- The type of the supportive services offered (regardless of funding source) in this proposal will help to obtain and retain permanent housing, including all supportive services.

- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- In this proposal, participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

FOR JOINT TH/PH-RRH COMPONENT PROJECTS:

- The type of housing, number, and configuration of units in this proposal will fit the needs of the program participants (e.g., two or more bedrooms for families).
- The proposed project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
- The type of the supportive services offered (regardless of funding source) in this proposal will help to obtain and retain permanent housing, including all supportive services.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- In this proposal, participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

If you are unable to check one of the boxes above, please provide an explanation (one page limit).

Please complete the questions below regarding local project eligibility requirements:

- A. **Low Barrier and Housing First:** Will this project operate using a Low Barrier and Housing First model?
 - Yes No
- B. **HMIS Participation:** Does your agency currently participate, or do you acknowledge and agree to participate, in the HMIS of the CoC (or comparable database if a DV provider)?
 - Yes No
- C. **Coordinated Entry Participation:** Does your agency actively participate in or will your agency participate in the CoC Coordinated Intake meetings?
 - Yes No
- D. **Program Capacity - Financial Audit:** Did your agency provide a current audit (must cover a fiscal period that ended not more than 18 months prior to January of the year in which the application

is submitted) and current 990 (must cover the same fiscal period as the audit) with your application materials?

Yes

No

SCORING FACTORS

The page limit for the Scoring Factors section of the application is 5 pages in total, with 1 inch margins and at least 11 point font.

COMMUNITY NEEDS

Scoring Factor 1: As applicable, describe how the project will address an unmet need by serving an underserved population, providing services that are less available, or serving an underserved geography of the CoC.

Scoring Factor 2: Has your agency attended at least 75% of CoC meetings from July 1, 2017-June 30, 2018(12 months prior to release of NOFA) or otherwise support community activities to end homelessness? Please describe community activities in detail.

Scoring Factor 3 will be scored based on information in the HUD project application.

IMPROVING SYSTEM PERFORMANCE

Scoring Factor 4: Please describe the population to be served, including how the project will prioritize serving project participants with the highest need. Describe your agency's (and any subrecipient) experience with serving this population and how you understand the needs of the clients to be served.

Scoring Factor 5: Please describe your program design (especially any elements that are not clear in the HUD Project Application form), including specifically:

- How the project will meet the needs of program participants,
- For DV projects, how the project will meet safety outcomes,
- How the services described and staffing pattern will be adequate and appropriate,
- How staff will be adequately trained to support the population, and
- Any experience your (and your subrecipient) have providing housing similar to that proposed in the application.

Scoring Factor 6: Please describe your project's outreach strategy, including specifically:

- Your strategy to outreach to special populations that may include LGBT, unaccompanied youth, or families,
- Your strategy to affirmatively further fair housing by providing outreach to special populations,
- Your strategy to affirmatively further fair housing as detailed in 24 CFR 578.93(c), and ensure that outreach is conducted to homeless individuals and families who are least likely to request housing or services in the absence of special outreach.

Scoring Factor 7: System Performance Improvement: Reduce Length of Time People are Homeless

- If proposing a PSH project: Please describe your strategies:

- To reduce barriers to housing,
- To provide ongoing services, and
- To partner with property management.
- If proposing a RRH or TH-RRH project: Please describe your strategies:
 - To identify, recruit and retain landlords,
 - To reduce barriers to housing, and
 - To administer rent and move-in assistance.

Scoring Factor 8: System Performance Improvement: Increase Exits to/Maintenance of Permanent Housing. Please describe your strategies to:

- Provide supportive services to clients to assist in locating housing and obtaining employment and/or benefits
- Emphasize client choice.

Scoring Factor 9: System Performance Improvement: Limit Returns to Homelessness

- Please describe your strategy for follow up after placement or program exit.

AGENCY CAPACITY

Scoring Factor 10: Program Capacity. Please describe how your agency’s expertise, staff, procedural, and administrative structure will allow this project all administrative requirements, including any experience your agency has operating similar programs and receiving similar grants and a staffing plan that covers both grant management and performance of grant activities.

Scoring Factor 11: Agency Compliance. *This scoring factor will be scored in part based on the audit you submit.*

- Does your agency any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

Yes **No**

- If yes, what steps is the agency taking to resolve the findings or concerns?

Bliss Manor (PSH)

Young Women's Christian Association of St. Joseph, Missouri

2929 Lafayette Street

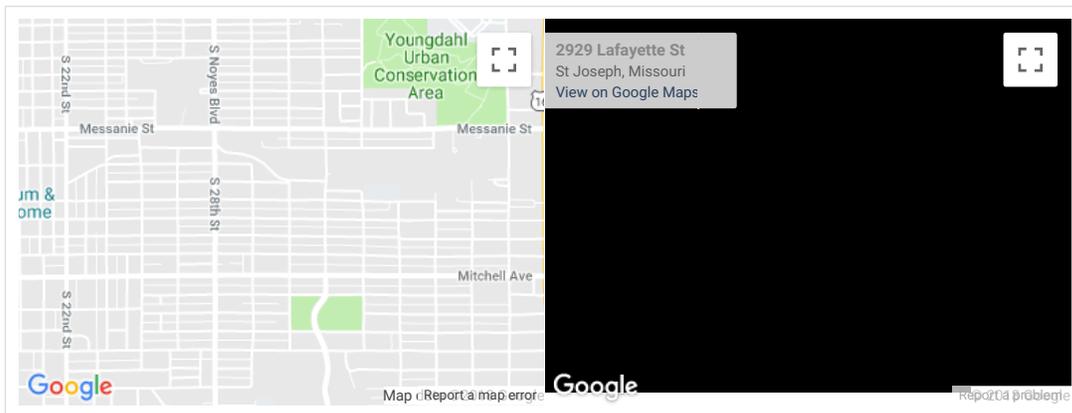
YWCA provides domestic violence and sexual violence services.

Project Overview

The YWCA St. Joseph provides permanent supportive housing to a total of 9 chronically homeless and/or homeless women with disabilities and their children. The project targets women who are fleeing domestic violence and who have a history of housing instability as evidenced by a prolonged period of homelessness or multiple episodes of homelessness. Housing is provided at Bliss Manor apartments, a 30 unit apartment building, which is owned and operated by the applicant. The St. Joseph community lacks an adequate supply of safe, affordable housing leaving these women with few safe options. As long-term providers of emergency shelter to this population, we are acutely aware of the obstacles these women face - mental illness, substance abuse, chronic physical health problems and similar issues - and have the experience, expertise and connections with community providers to meet those needs.

Each homeless woman is assigned a Case Manager who completes a needs assessment and goal plan and assists them with accessing mainstream resources. Supportive services include access to an array of services including (1) on-site individual therapy (2) A weekly domestic violence support group (3) health and wellness services and (4) Monthly community building groups held to foster a sense of community and increase their social support network. In addition to the opportunity to attend on-site supportive services, the YWCA works with a network of community service providers to meet the complex and individualized needs of housing participants including, but not limited to: Missouri Career Center, Vocational Rehabilitation Services, Family Guidance Center, Legal Aid of Western Missouri, Adult Basic Education programs, and a host of similar programs to meet the educational, vocational, legal, emotional and physical health needs of homeless individuals and their children.

Project Location



Program at a Glance

Funding Category	PSH
Amount of Grant	\$70,008.00
Persons Served in Last Operating Year	11 households (10 adults 11 children) Of the persons served last year, at entry 12 were mentally ill, 3 had experience with alcohol abuse, 1 had experience with drug abuse, 0 had HIV/AIDS and related diseases, 7 had a chronic health condition, 1 had a developmental disability, and 2 had a physical disability. Of the persons served last year, at entry, 10 had no conditions, 3 had one condition, 2 had two conditions, and 6 had three or more conditions. 11 of the adults served had past domestic violence experience. The program served 1 seniors and 0 veterans.

Threshold Requirements

Project must meet all of HUD's threshold requirements for renewal projects. If threshold requirements are not met, the Review Committee reserves the right to request additional information, amend back for revision, or choose not to consider the application in the ranking process.

HUD Threshold Requirement	Applicant Confirmation
The project applicant's performance meets the plans and goals established in the initial application (as amended).	Yes
The project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met.	Yes
The project applicant's performance assists program participants to achieve and maintain independent living.	Yes
The project applicant has been willing to accept technical assistance, has not had a history of inadequate financial accounting practices, has no indications of project mismanagement, has not had a drastic reduction in the population served, has not made program changes without prior HUD approval, and has not lost a project site.	Yes
<p>Project meets HUD threshold requirements for renewal projects including that the project has none of the following:</p> <ul style="list-style-type: none"> • Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon; • Audit finding(s) for which a response is overdue or unsatisfactory; • History of inadequate financial management accounting practices; • Evidence of untimely expenditures on prior award; • History of other major capacity issues that have significantly impacted the operation of the project and its performance; • History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; or • History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes. 	Yes
<p>Applicant's past performance in managing funds reflects:</p> <ul style="list-style-type: none"> • The ability to account for funds appropriately; • Timely use of funds received from HUD; • Timely submission and quality of reports submitted to HUD; • That projects meet program requirements; • That projects meet performance targets as established in the grant agreement; • Strong organizational capacity, including staffing structures and capabilities; • That timelines for completion of activities and receipt of promised matching or leveraged funds are met; • That the correct number of persons to be served or targeted for assistance is served. 	Yes

Local Threshold Requirement	Applicant Confirmation
The agency is currently participating in the implementation of CES at the monthly meetings, is accepting all referrals from CES, is currently doing vulnerability assessments, and is entering them into the HMIS system (or bringing them to the CES meetings).	Yes

Optional explanation:

No explanation required.

Scoring Factors

HUD Monitoring & Agency Capacity

Are there any unresolved HUD monitoring findings or concerns or outstanding HUD audit findings related to any project of your agency? No **[Factor 1]**

Has HUD instituted any sanctions on any project of your agency, including, but not limited to, suspending disbursements (e.g., freezing eLOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? No **[Factor 1]**

Optional explanation: **[Factor 1]**

No explanation required.

Please see Additional Project Application Materials for written communications between HUD and the project (if applicable).

HMIS Compliance

Is the agency currently in compliance with HMIS (as determined by HMIS lead)? Yes **[Factor 2]**

Has the agency been in compliance with HMIS (as determined by HMIS lead) for the past year (12 months prior to release of NOFA)? Yes **[Factor 2]**

Was HIC data accurate and submitted on time? Yes **[Factor 2]**

	Don't Know or Refused	Missing Data	Percentage Don't Know/Refused or Missing Data for All Clients
Overall	0	0	0.0%

*The percent null or missing data for each field type represents the percent of all participants who had "Don't Know," "Refused" or missing data for that field in HMIS. The total percentage null or missing data represents the percentage of all of the fields in APR Question 07, for all clients, that had "Don't Know," "Refused" or missing data.

Objective measures- HMIS data quality, CoC attendance.

CoC Participation & Support

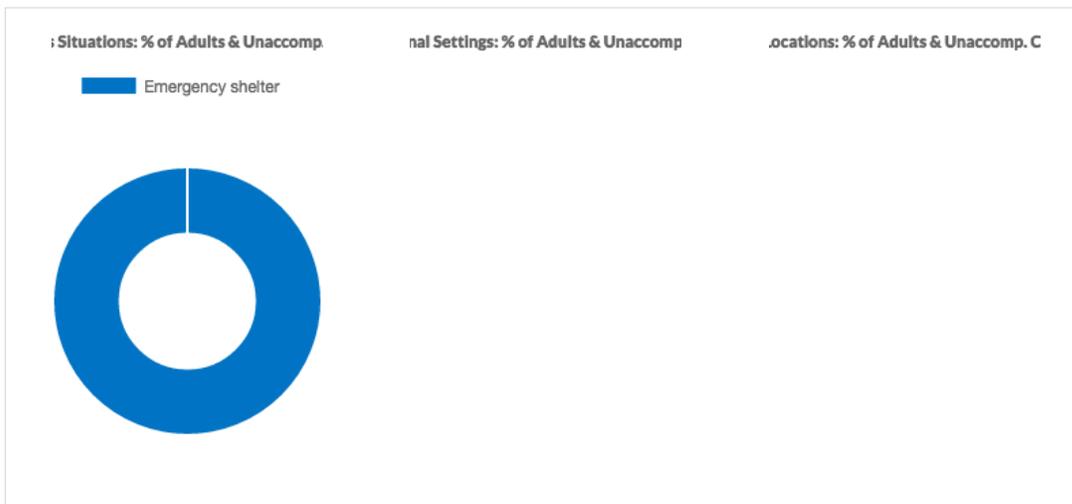
Did the agency attend at least 75% of CoC meetings (12 months prior to release of NOFA)? Yes **[Factor 3]**

The agency has attended 100% of CoC meetings during that time.

Low Barrier and Housing First for All Housing Programs

Was the agency able to check off all boxes related to low barriers in the project application allowing the agency to qualify for "Housing First" compliance? Yes **[Factor 4]**

Residence Prior to Program Entry [Factor 4]



Homeless Situations

Residence Type	Adults & Unaccompanied Children
Emergency shelter	11 of 11 (100.0%)
Transitional housing for homeless persons	0 of 11 (0.0%)
Place not meant for human habitation	0 of 11 (0.0%)
Safe haven	0 of 11 (0.0%)

Institutional Settings

Residence Type	Adults & Unaccompanied Children
Psychiatric facility	0 of 11 (0.0%)
Substance abuse or detox center	0 of 11 (0.0%)
Hospital (non-psychiatric)	0 of 11 (0.0%)
Jail, prison, or juvenile detention	0 of 11 (0.0%)
Foster care home or foster care group home	0 of 11 (0.0%)

Other Locations

Residence Type	Adults & Unaccompanied Children
PSH for homeless persons	0 of 11 (0.0%)
Owned by client, no subsidy	0 of 11 (0.0%)
Owned by client, with subsidy	0 of 11 (0.0%)
Rental by client, no subsidy	0 of 11 (0.0%)
Rental by client, with VASH subsidy	0 of 11 (0.0%)
Rental by client with other subsidy	0 of 11 (0.0%)
Hotel/Motel, paid by client	0 of 11 (0.0%)
Staying or living with family	0 of 11 (0.0%)
Staying or living with friend(s)	0 of 11 (0.0%)
Other	0 of 11 (0.0%)
Don't know/refused	0 of 11 (0.0%)
Information missing	0 of 11 (0.0%)

Unexpended Funds [Factor 5]

Fiscal Year	CoC Grant Amount	Total Amount Expended	Percentage
2016	70,008	70,008	100%
2015	68,419	68,419	100%
2014	58,780	58,780	100%

Objective measures- unexpended funds

When did the agency draw down funds from eLOCCS during the most recently completed grant operating year?

• 01/25/2017 • 02/14/2017 • 03/09/2017 • 04/10/2017 • 05/05/2017 • 06/07/2017 • 07/08/2017 • 08/14/2017 • 09/14/2017 • 10/09/2017 • 11/09/2017 • 12/14/2017

Performance Outcomes Related to Housing

3 of 3 (100.0%) of those leaving went to positive destinations (permanent housing or death) upon leaving. **[Factor 6]**

Excluding 0 tenants who passed away, 21 of 21 (100.0%) of persons remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized). **[Factor 6]**

Destination At Program Exit

3 of 3 (100.0%) exiting tenants left for permanent housing opportunities, including 3 living permanently with friends or family.

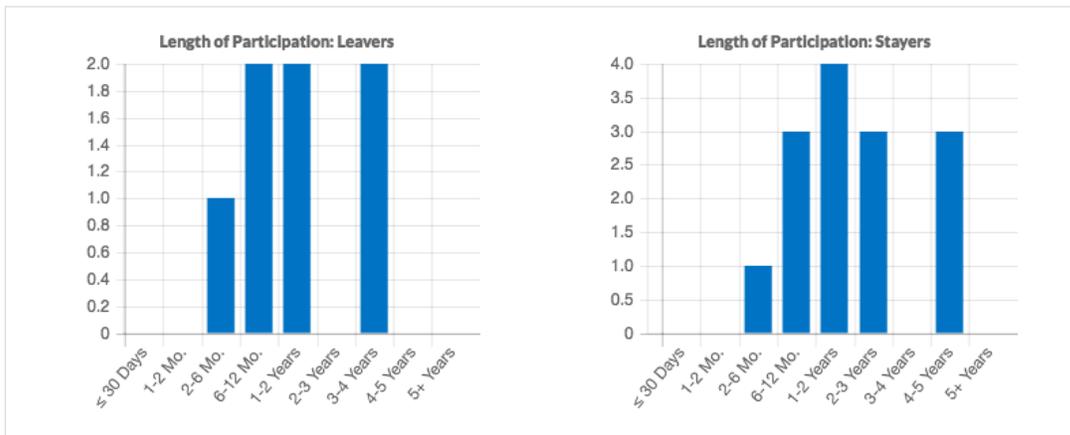
0 of 3 (0.0%) exiting participants were living in temporary destinations.

0 went to an institution 0 in detox. 0 in foster care. 0 in hospital(s). 0 in psychiatric facilities. 0 in jail.

Objective measures and positive housing outcomes



Destination of Leavers at Program Exit	Fewer Than 90 Days	Greater Than 90 Days
Permanent Destinations	0 of 0 (0.0%)	3 of 3 (100.0%)
Temporary Destinations	0 of 0 (0.0%)	0 of 3 (0.0%)
Institutional Settings	0 of 0 (0.0%)	0 of 3 (0.0%)
Other Destinations	0 of 0 (0.0%)	0 of 3 (0.0%)



	30 Days or Less	1-2 months	3-6 months	6 months - 1 year	1-2 years	2-3 years	3-4 years	4-5 years	5+ years
Leavers	0	0	1	2	2	0	2	0	0
Stayers	0	0	1	3	4	3	0	3	0

Average Length of Participation	Average Length (Days)	Median Length (Days)
Leavers	463	639
Stayers	764	708

Performance Outcomes Related to Income

Employment Income

3 of 9 (33.3%) of adult stayers maintained or increased employment income, excluding 0 stayers not yet required to have an annual assessment. **[Factor 7]**

1 of 2 (50.0%) of adult leavers maintained or increased employment income. **[Factor 8]**

Non-Employment Income

1 of 9 (11.1%) of adult stayers maintained or increased non-employment income, excluding 0 stayers not yet required to have an annual assessment. **[Factor 9]**

0 of 2 (0.0%) of adult leavers maintained or increased non-employment income. **[Factor 10]**

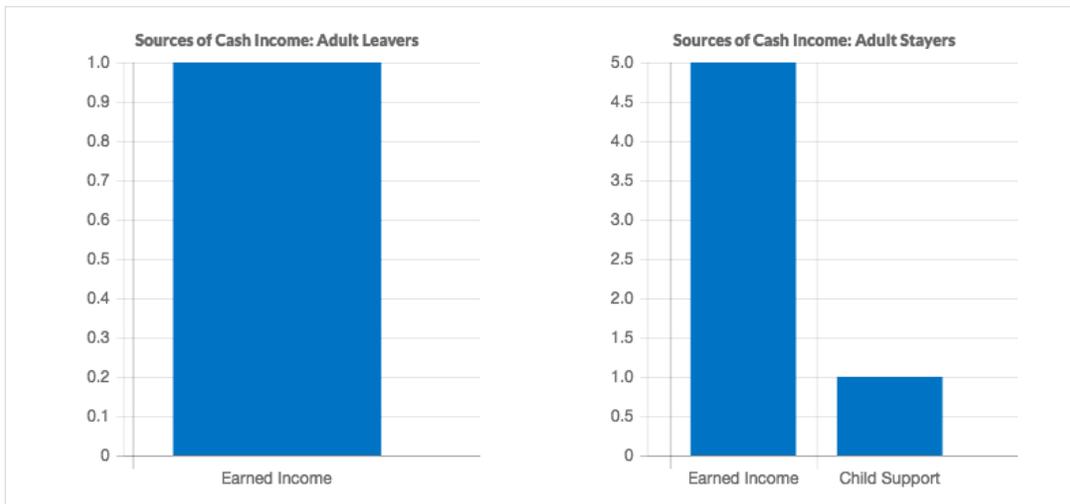
Cash Income

Number of Cash Income Sources	Adult Leavers	Adult Stayers*
No Sources	1 of 2 (50.0%)	6 of 9 (66.7%)
1 + Source(s)	1 of 2 (50.0%)	6 of 9 (66.7%)
Don't Know/Refused	0 of 2 (0.0%)	0 of 9 (0.0%)
Information Missing	0 of 2 (0.0%)	0 of 9 (0.0%)

*This table does not include 0 adult stayers who were not yet required to have an annual assessment as of the end of the measurement period.

Sources of Cash Income	Adult Leavers	Adult Stayers*
Earned Income	1 of 2	5 of 9
Child Support	0 of 2	1 of 9

*This table does not include 0 adult stayers who were not yet required to have an annual assessment as of the end of the measurement period.



Change in Income	Adult Leavers	Adult Stayers*
Less Income at Follow Up or Exit	0 of 2	3 of 9
Same Income at Follow Up or Exit	0 of 2	3 of 9
More Income at Follow Up or Exit	1 of 2	3 of 9
Unknown Income at Follow Up or Exit	1 of 2	0 of 9

*This table does not include 0 stayers who were not yet required to have an annual assessment as of the end of the measurement period.

Performance Outcomes Related to Mainstream Benefits

6 of 10 adults (60.0%) had at least one non-cash benefit (such as food stamps or bus passes) by follow-up or exit, excluding 0 adult stayers not yet required to have an annual assessment. **[Factor 11]**

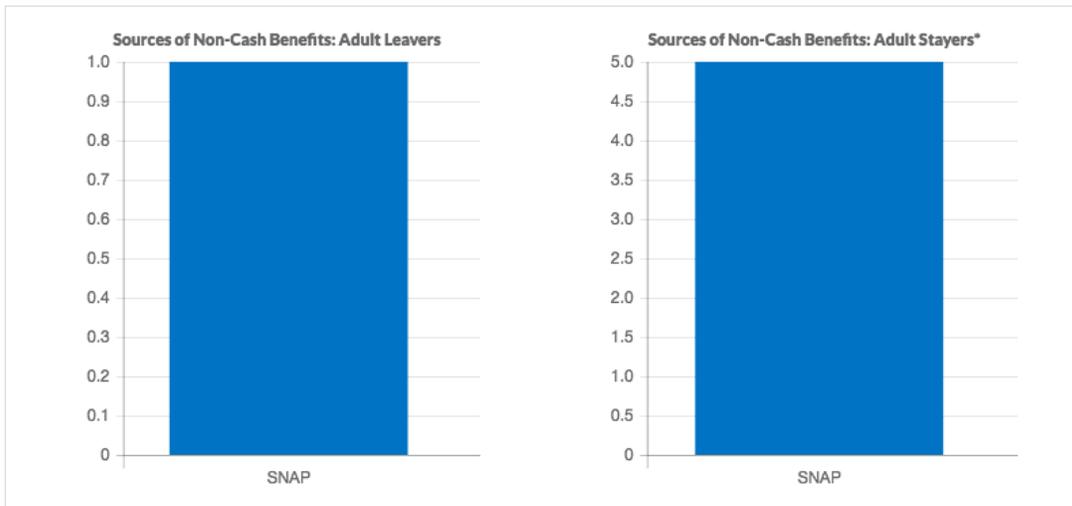
Non-Cash Mainstream Resources

Number of Non-Cash Benefits Sources	Adult Leavers	Adult Stayers*
No Sources	1 of 2 (50.0%)	4 of 9 (44.4%)
1 + Source(s)	1 of 2 (50.0%)	5 of 9 (55.6%)
Don't Know/Refused	0 of 2 (0.0%)	0 of 9 (0.0%)

*This table does not include 0 adult stayers who were not yet required to have an annual assessment as of the end of the measurement period.

Sources of Non-Cash Benefits	Adult Leavers	Adult Stayers*
Supplemental Nutrition Assistance Program	1 of 2	5 of 9

*This table does not include 0 adult stayers who were not yet required to have an annual assessment as of the end of the measurement period.



Cost Effectiveness

Cost per permanent housing outcome per grant amount: \$3,333.71 **[Factor 13]**

Cost per permanent housing outcome per program budget: \$6,107.08 **[Factor 13]**

Cost per household served per grant amount: \$6,364 **[Factor 13]**

Cost per household served per program budget: \$11,659 **[Factor 13]**

[Additional Cost Effectiveness Information](#)

Chronic Prioritization

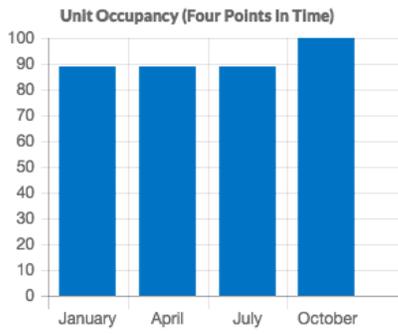
17% of turnover beds are prioritized for use by the chronically homeless. **[Factor 14]**

Utilization Rate

The program's average bed utilization rate across 4 points in the year was 91.2%. **[Factor 15]**

The program's average unit utilization rate across 4 points in the year was 91.7%. **[Factor 15]**

Objective measures-
prioritization of beds,
utilization rates.



January	88.9% (8 of 9)
April	88.9% (8 of 9)
July	88.9% (8 of 9)
October	100.0% (9 of 9)

Context

No essay provided.



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St Joseph Continuum of Care Meeting Minutes
Wednesday, May 30, 2018
10:00 – 11:30 am
United Way, 118 South 5th Street, St. Joseph, MO

Attendance:

Kim Kempf – YWCA	Bridget Kurtt DeJong - HomeBase
Richard Romero - MAAC	Rose Aker – SSVF/Salvation Army
Donna Wilson - MOSAIC	Randy Sharp - InterServ
Amy Copeland - DMH	Robert Miller - CMC
Jodi Bloemker – United Way	Stacy Downey - VA
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Mark Dobbs – NWHS/Home Unit	Colette Canchola - Progressive
Eva Cook – Northwest Health	Amy Ward – Catholic Charities
Brad Derr – HTHNWMO	Dana Peters – Northwest Health
Tyler Feeney – Legal Aid	

Welcome and introductions

Minutes from April meeting approved

Committee Reports:

- **ESG/MHTF:** No report
- **HMIS:** Completed annual refresher training for MAAC users.
- **Law Enforcement:** No report
- **CoC Executive Committee:** Have formerly homeless representative who will begin participating next month.
- **Housing Group:** Met last week. Representative from Rescue Mission in Kansas City presented about funding issues.
- **Veterans Leadership Team:** Draft of the benchmark application completed and sent out to Executive Committee for feedback.
- **Homeless Court:** The second session was held May 9th and went well. Already seeing some successes. Court meets at 1:00 the 2nd Wednesday of each month.

Homeless Strategies/Emergency Response Task Force: The task force was created in response to the Salvation Army's decision to eliminate emergency shelter options for single men and women and focus on providing services to current 4 families and expand services in the future to include 9 family units. Rachel (HEALTH) and Danielle (InterServ) worked with single residents of Salvation Army to secure housing prior to closure. The task force has been meeting to create

short and long term plans to meet the housing needs of homeless in the community. There were also 2 community discussions held with 80 attendees.

A plan was developed to shelter medically fragile and the protocol is to refer those individuals to AFL-CIO. Those who meet criteria will be provided with short-term motel placement.

Jodi and Matt recently visited ReStart and City Union Mission in Kansas City. City Union Mission reported that they frequently have vacant beds for single males and would be willing to provide shelter for those who do not have ties to St. Joseph and are interested in relocating.

United Way received two proposals from community agencies. YWCA submitted a 3 month pilot proposal to increase case management time focused on securing housing. Funds were also requested for financial assistance focused on removing barriers to housing (i.e. utility or rent arrears). YWCA is unable to add additional beds, but is focusing on reducing length of stay, when safe to do so, in an effort to serve additional women and families. Community Missions submitted a proposal to provide emergency shelter for single men in the Cold Weather Shelter facility. Both proposals are under consideration by the UW Board of Directors.

A diversion protocol was created and distributed to community agencies. The protocol includes questions that agency staff can ask a homeless individual to assist in securing temporary shelter while longer term shelter/housing options are secured. Families should continue to be referred to Salvation Army and individuals can be referred to 8th Street Drop In Center for assessment and referrals.

Coordinated Entry: Since January 2017, 600+ individuals have been assessed and 191 have exited to housing destinations. There are 456 individuals still on the list.

Agency Updates:

- Rhonda Bullmaster has resigned from InterServ.
- Tyler from Legal Aid reported that there is precedent for requesting a jury trial in cases of eviction. He has one case and the trial has been scheduled for August.
- Pivotal Point reported that they will have openings soon.
- Kayla reported that she has veteran openings.

Motion to adopt the recommended 2018 new/renewal scoring tool.

HUD and HomeBase Updates: Bridget distributed a handout with the scoring analysis from our FY2017 HUD CoC Application. Our application scored above the weighted mean score for all CoCs. The 2018 NOFA is expected to be released soon and will include new DV set aside funding for RRH. Bridget shared draft policies and scoring tools for new and renewal projects for FY2018.

→ The CoC voted to approve the policies and tools submitted by Bridget.

Next Meeting

Wednesday, June 27, 2018

United Way, 118 South 5th Street, St. Joseph, MO

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10:00 – 11:30 am
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Welcome and introductions

Minutes from May meeting approved

Committee Reports:

- **ESG/MHTF:** No report
- **HMIS:** MAAC Annual Conference will be September 24th at Kaufman Foudation.
- **Law Enforcement:** Recent complaints regarding homeless congregating in front of Benchmark Insurance on Frederick.
- **CoC Executive Committee:** Will meet prior to August CoC meeting.
- **Housing Group:** No report
- **Veterans Leadership Team:** Hope to submit benchmark application to USICH next week. Now that application is submitted, the team is looking at adding members to the group to focus on veteran outreach and engagement.
- **Homeless Court:** There were 18 individuals at homeless court last month. Meeting today to discuss possible changes.

Project Connect: Kayla reported that the event was well attended with 25+ birth certificates purchased.

Homeless Strategies/Emergency Response Task Force: The task force is working on the following strategies:

1. Possible availability of motel vouchers.
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3. Options for an emergency shelter. Dave Howery requested CoC support and advocacy for funding requests in the future.
4. Possible fund for bus tickets to relocate for housing or shelter in other communities.

Amy Copeland brought up concerns regarding obtaining homeless verification for permanent housing programs without an emergency shelter. Possible strategies were discussed for having law enforcement complete verifications. Can also check with Penny Adams at AFL-CIO.

Homeless Community Meeting: 45 people participated at the 8th Street Drop In Center. Employment/Staffing Center connections were identified as a priority by participants. 8th Street does have a job board and Catholic Charities is doing workforce development classes.

Coordinated Entry: Shelter Plus Care has 3 openings. InterServ has job opening for MOHIP/Coordinated Entry Coordinator. Please call or email Danielle Brown for additional information. A reminder to update information in MAAC if you are aware of someone who was on the CE list, but is now housed.

Agency Updates:

- Grace Evangelical Church is holding Moonlight Walk on August 3rd.
- CAP Poverty Simulation with Leadership St. Joe on July 12th which is open to the public. Contact Jodi is interested in participating.
- Penny let the group know that the State of Missouri will provide a free ID for someone who is interested in voting. She will email out more information.
- IAI Prayerful Gathering will be held June 30th regarding reunification of immigrant families and other issues related to immigrants and public policy.

HUD and HomeBase Updates: Bridget distributed a handouts related to the recently released FY2018 HUD CoC NOFA. New funding available includes \$74,380 in bonus funding (bonus points will be given to projects addressing TH/RRH due to emergent needs) and approximately \$100,000 in RRH or TH/RRH specifically serving victims of domestic violence.

Bridget provided recommendations updating our local rank and review process.
 → A motion was made and approved to accept the recommendations as presented.

Motion to update local competition to include policies/processes found on pages 1-9.

A CoC NOFA Kickoff Training will be held July 17th at 1:00 pm at United Way for interested applicants.

Next Meeting

Wednesday, July 25, 2018

United Way, 118 South 5th Street, St. Joseph, MO

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 5: PUBLIC POSTING COC- APPROVED CONSOLIDATED APPLICATION

RELATED APPLICATION QUESTIONS: 1E-3

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Screenshot of City of St Joseph website on September 14, 2018 showing Application and Project Listing posted	1
Copy of email to CoC referring to website posting on September 14, 2018	2

ST JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 06: PUBLIC POSTING

SELECTIONS, RANKING AND COC APPLICATION

RELATED APPLICATION QUESTION: 1E-3

TABLE OF CONTENTS

Document Satisfying Requirements	Page Number
1. Minutes of open, public CoC meeting where CoC selection policies and New and Renewal Scoring Tools were adopted and where new funding opportunity and CoC NOFA Kickoff Training was announced (where the objective ranking, rating, review and selection criteria were presented).	1-4
2. 07.03.18 screenshot of posting of local Notice of Funding Availability on City of St Joseph (collaborative applicant) website	5
3. 07.09.18 email to CoC listserv with Public Solicitation attached (which includes invitation to 07.17.18 Kickoff Training, where the objective ranking, rating, review and selection criteria were presented)	6-8
4. 07.10.18 email to AFL-CIO Community Services Information and Referral email distribution list (reaches 600+ persons community wide) with Public Solicitation attached (which includes invitation to 7.17.18 Kickoff Training, where the objective ranking, rating, review and selection criteria were presented)	9-11
5. 07.17.18 Agenda of CoC NOFA Kickoff training where local process, ranking and rating process, and new and renewal scoring tools were presented)	12
6. 07.17.18 email to Kickoff Training participants (and others who requested materials) attaching application forms, policies, timelines, and scoring criteria.	13

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- CAP Poverty Simulation with Leadership St. Joe on July 12th which is open to the public. Contact Jodi is interested in participating.
- Penny let the group know that the State of Missouri will provide a free ID for someone who is interested in voting. She will email out more information.
- IAI Prayerful Gathering will be held June 30th regarding reunification of immigrant families and other issues related to immigrants and public policy.

HUD and HomeBase Updates: Bridget distributed a handouts related to the recently released FY2018 HUD CoC NOFA. New funding available includes \$74,380 in bonus funding (bonus points will be given to projects addressing TH/RRH due to emergent needs) and approximately \$100,000 in RRH or TH/RRH specifically serving victims of domestic violence.

Bridget provided recommendations updating our local rank and review process.

→ A motion was made and approved to accept the recommendations as presented.

A CoC NOFA Kickoff Training will be held July 17th at 1:00 pm at United Way for interested applicants.

Next Meeting

Wednesday, July 25, 2018

United Way, 118 South 5th Street, St. Joseph, MO

Tuesday, July 3, 2018

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Community Development

Community Development administers the U.S. Department of Housing and Urban Development (HUD) grant programs, such as the Community Development Block Grant, Emergency Shelter Grant, and the HOME Program. Funds are used to provide:

- Community enhancements
- Home ownership opportunities
- Social services
- Infrastructure projects
- Economic development initiatives

Services of the Division

The Community Development Division provides many community enhancements, from emergency home repairs and home ownership opportunities for low income persons, to the provision of social services, major infrastructure projects, and economic development initiatives. The division's primary mission is to address the housing, economic, and social needs of low to moderate income households, the homeless, and others with special needs. Some of these services include:

- The [Emergency Assistance Program](#) provides assistance to correct spontaneous and life threatening situations in the home.
- The [Low Interest Loan Program](#) provides assistance to promote centralized neighborhood revitalization.
- Federal Funds Administration administers and regulates compliance of Community Development Block Grant funds.

If you or someone that you know is an owner/occupant of a home located within St. Joseph city limits and you would like to have your house considered for our program, please email the [community development loan and fair housing coordinator](#) or call 816-271-4609816-271-4609.

Related Documents

- [Annual Plan 2018-2019](#)
- [CAPER](#)
- [CDBG Activity Summary Report](#)

St. Joseph MO Continuum of Care

Serving St. Joseph, Buchanan, Anderson and DeKalb Counties MO 64503

- [FY2018 Notice of Funding Availability](#)
- [FY 2017 Continuum of Care NOFA TA Handbook St. Joseph](#)

Contact Us

Gerald McCush
Community Development Manager
[Email](#)

1100 Frederick Ave.
Room 101A
St. Joseph, MO 64501

Ph: 816-271-4646
Fx: 816-271-5365

Hours
Monday - Friday
8 a.m. - 5 p.m.

[Staff Directory](#)

Quick Links

- Emergency Assistance Program
- Low Interest Loan Program

[View All](#)

FAQs

- Is any assistance available to make repairs to our home?
- How do I qualify for these programs?
- What happens if I qualify?

[View All](#)

New Project Funding Availability

Kim Collado <kcollado@communitymissionscorp.org>

Mon, Jul 9, 2018 at 7:49 AM

To: "kacklin@ccharities.com" <kacklin@ccharities.com>, "penny.adams@helpmenow.org" <penny.adams@helpmenow.org>, "rose_aker@usc.salvationarmy.org" <rose_aker@usc.salvationarmy.org>, "dallen@mhdc.com" <dallen@mhdc.com>, "rachaebittiker@socialwelfareboard.org" <rachaebittiker@socialwelfareboard.org>, "jblew@endpov.com" <jblew@endpov.com>, "jodi.bloemker@stjosephunitedway.org" <jodi.bloemker@stjosephunitedway.org>, "dbradley@ci.st-joseph.mo.us" <dbradley@ci.st-joseph.mo.us>, Danielle Brown <dbrown@interservstjoe.org>, "jbrown@ywcasj.org" <jbrown@ywcasj.org>, "busby@ebs.k12.mo.us" <busby@ebs.k12.mo.us>, "ccanchola@sb40pcs.com" <ccanchola@sb40pcs.com>, "helen.chaffin@ssa.gov" <helen.chaffin@ssa.gov>, "dchanay@lawmo.org" <dchanay@lawmo.org>, "mchurchill@ccharities.com" <mchurchill@ccharities.com>, Kim Collado <kcollado@communitymissionscorp.org>, "evacook@nwhealth-services.org" <evacook@nwhealth-services.org>, "Amy.Copeland@dmh.mo.gov" <Amy.Copeland@dmh.mo.gov>, Mechelle Cox <mcox@communitymissionscorp.org>, "sculter@hillcrestkc.org" <sculter@hillcrestkc.org>, "cdeets@fgcnw.org" <cdeets@fgcnw.org>, "Bridget@homebaseccc.org" <Bridget@homebaseccc.org>, "bderr@derrequipment.com" <bderr@derrequipment.com>, "tderr@ci.st-joseph.mo.us" <tderr@ci.st-joseph.mo.us>, "markdobbs@nwhealth-services.org" <markdobbs@nwhealth-services.org>, "stacy.downey@va.gov" <stacy.downey@va.gov>, "michelee@pivotalpointstjoseph.org" <michelee@pivotalpointstjoseph.org>, "kevans@ccharities.com" <kevans@ccharities.com>, "revans@fgcnw.org" <revans@fgcnw.org>, "devenson@endpov.com" <devenson@endpov.com>, "ifeeney@lawmo.org" <ifeeney@lawmo.org>, "pamelafelder@nwhealth-services.org" <pamelafelder@nwhealth-services.org>, "melissaf@pivotalpointstjoseph.org" <melissaf@pivotalpointstjoseph.org>, "lisag@meril.org" <lisag@meril.org>, "dangach@gmail.com" <dangach@gmail.com>, Samantha Gamble-Kintz - <skintz@mhdc.com>, "jgentry@fgcnw.org" <jgentry@fgcnw.org>, "sgilbert@ccharities.com" <sgilbert@ccharities.com>, "Kristin.Glick@sjsd.k12.mo.us" <Kristin.Glick@sjsd.k12.mo.us>, "Bobbi.Good@dmh.mo.gov" <Bobbi.Good@dmh.mo.gov>, "Dale.Good@doc.mo.gov" <Dale.Good@doc.mo.gov>, "mkgriffin@ci.st-joseph.mo.us" <mkgriffin@ci.st-joseph.mo.us>, "jgross@ccharities.com" <jgross@ccharities.com>, "hfhstjoe@gmail.com" <hfhstjoe@gmail.com>, "khannon@fgcnw.org" <khannon@fgcnw.org>, "inhisstepsrh@yahoo.com" <inhisstepsrh@yahoo.com>, David Howery <dhowery@interservstjoe.org>, "chelseahowlett@noyeshome.org" <chelseahowlett@noyeshome.org>, "rodneyhummer@nwhealth-services.org" <rodneyhummer@nwhealth-services.org>, Andrea Jenkins- <ajenkins@mhdc.com>, "ajohnson@lawmo.org" <ajohnson@lawmo.org>, "ajolly@youth-alliance.org" <ajolly@youth-alliance.org>, "lindajudah@socialwelfareboard.org" <lindajudah@socialwelfareboard.org>, "kkempf@ywcasj.org" <kkempf@ywcasj.org>, "kkibirige@ci.st-joseph.mo.us" <kkibirige@ci.st-joseph.mo.us>, "Christopher.R.Kimsey@dss.mo.gov" <Christopher.R.Kimsey@dss.mo.gov>, Brett King <bking@interservstjoe.org>, "mkirkpatrick@fgcnw.org" <mkirkpatrick@fgcnw.org>, "mattkneib56@gmail.com" <mattkneib56@gmail.com>, "miriam.koontz@ssa.gov" <miriam.koontz@ssa.gov>, "jlangston@stjoemo.org" <jlangston@stjoemo.org>, "wlanning@endpov.com" <wlanning@endpov.com>, "alavelle@mhdc.com" <alavelle@mhdc.com>, "mjilind47@gmail.com" <mjlind47@gmail.com>, "karla.long@redcross.org" <karla.long@redcross.org>, "kilynch_kimberly@uhc.com" <kilynch_kimberly@uhc.com>, "dan_madinger@usc.salvationarmy.org" <dan_madinger@usc.salvationarmy.org>, "cate@stjoehabitat.org" <cate@stjoehabitat.org>, "Amanda.Maretoli@heartland-health.com" <Amanda.Maretoli@heartland-health.com>, "cmay@fgcnw.org" <cmay@fgcnw.org>, Sheila Mendez <smendez@communitymissionscorp.org>, Robert Miller <rmiller@communitymissionscorp.org>, "rmiller@mhdc.com" <rmiller@mhdc.com>, "Dolly.Mitchell2@med.va.gov" <Dolly.Mitchell2@med.va.gov>, "mmorrill@endpov.com" <mmorrill@endpov.com>, "jmotl@ccharities.com" <jmotl@ccharities.com>, "amurphy@mhdc.com" <amurphy@mhdc.com>, "stefanie.nold@heartland-health.com" <stefanie.nold@heartland-health.com>, "John.O'Rourke@va.gov" <John.O'Rourke@va.gov>, "rachel_pederson@usc.salvationarmy.org" <rachel_pederson@usc.salvationarmy.org>, "danapeters@nwhealth-services.org" <danapeters@nwhealth-services.org>, "becky@hillcrestkc.org" <becky@hillcrestkc.org>, "chelsey_powers@usc.salvationarmy.org" <chelsey_powers@usc.salvationarmy.org>, "linda.reardon@doc.mo.gov" <linda.reardon@doc.mo.gov>, "rromero@maaclink.org" <rromero@maaclink.org>, "tsadler@lawmo.org" <tsadler@lawmo.org>, "rschwartz1562@gmail.com" <rschwartz1562@gmail.com>, "amandas@pivotalpointstjoseph.org" <amandas@pivotalpointstjoseph.org>, Randy Sharp <rsharp@interservstjoe.org>, "sshay@ywcasj.org" <sshay@ywcasj.org>, "ronna.shelton@heartland-health.com" <ronna.shelton@heartland-health.com>, "rshelton@ywcasj.org" <rshelton@ywcasj.org>, "kim.siel@sjd.k12.mo.us" <kim.siel@sjd.k12.mo.us>, "leonard.simpson@ded.mo.gov" <leonard.simpson@ded.mo.gov>, "jstarr@ci.st-joseph.mo.us" <jstarr@ci.st-joseph.mo.us>, "jstephens@lawmo.org" <jstephens@lawmo.org>, "abe_tamayo@usc.salvationarmy.org" <abe_tamayo@usc.salvationarmy.org>, "david_thomas@usc.salvationarmy.org" <david_thomas@usc.salvationarmy.org>, "jennifer.vonbohland@uhc.com" <jennifer.vonbohland@uhc.com>, "award@ccharities.com" <award@ccharities.com>, "jean.west@sjsd.k12.mo.us" <jean.west@sjsd.k12.mo.us>, "donna.wilson@mymc.com" <donna.wilson@mymc.com>

COC:

FYI from Bridget Dejong -

[Quoted text hidden]

 StJosephFundingAvailabilityAnnouncementJune2018.pdf
73K

APPLY FOR NEW FUNDING TO SERVE HOMELESS PEOPLE WITH THE HUD CONTINUUM OF CARE PROGRAM

The Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Program Competition was released on June 20, 2018. Through this competition, the federal government will be providing resources to help local organizations and governments across the nation deliver housing and services to people who have been experiencing homelessness. In this year's competition, the St Joseph/Buchanan, Andrew, DeKalb County Continuum of Care expects to have **approximately \$74,000 available for new housing projects for people experiencing homelessness** (the Bonus funding) and an additional **approximately \$110,000 available for new housing projects for domestic violence survivors experiencing homelessness** (the DV Bonus funding). Additional information about this opportunity can be found at: <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

WHO: Nonprofits and local government agencies with capacity and interest in applying for funds to develop new programs for people experiencing homelessness, including domestic violence survivors. **Agencies that do not currently receive CoC Program funds, as well as current recipients, are encouraged to apply for a new project.**

WHAT: In our community, HUD Continuum of Care (CoC) funding can provide resources for homelessness programs and housing, including for the following types of new projects:

- Permanent supportive housing projects for all or mostly chronically homeless people
- Rapid rehousing projects that will serve homeless individuals, families, and youth (some limitations in population)
- Joint projects providing transitional housing and rapid rehousing in a single project serving individuals and families experiencing homelessness

For the Bonus funding (but not for the DV Bonus funding), this community is prioritizing the last project type by offering 15 bonus points for applications proposing this joint transitional housing/rapid rehousing projects. See reverse side for more information about this project type.

WHERE: Funding requested must be used for programs within the geography of St. Joseph, Buchanan County, Andrew County or DeKalb County.

FOR MORE INFORMATION: A CoC NOFA Kickoff Training for all interested applicants will be held:
Tuesday, July 17, 2018
1:00 – 2:00 PM
United Way, **118 S. 5th Street, Saint Joseph, MO 64501**
Applicants will learn about the competition, project application requirements, and application processes. Applications will be due Wednesday, August 8, 2018 at noon.

All applicants, but **especially new project applicants** who have not received HUD's Continuum of Care funding the past, are encouraged to attend the workshop and apply for grant funding. **All are welcome!** **Please forward** this Public Solicitation to any interested parties, listservs, and public bulletin boards.

If you have any questions, please email bridget@homebaseccc.org.

Invitation
to Technical
Assistance
Workshop
to discuss
local
competition
and
ranking/
rating
process

JOINT TRANSITIONAL HOUSING/RAPID REHOUSING PROJECTS

The St Joseph CoC is prioritizing a transitional housing/rapid rehousing project type in this year's new project competition due to the closure of the only general population emergency shelter for single adults in the CoC in May 2018. (The priority will not apply for the Domestic Violence Bonus.)

A joint transitional housing and rapid rehousing project combines crisis housing with resources to move into permanent housing. At a minimum, joint component projects should:

- Be able to provide **both housing types** to all program participants
- Use a **Housing First** approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible – participants cannot be required to participate in treatment or services to receive assistance (in addition, a program participant may choose to receive only one of the two types of housing)
- Have **low barriers to entry** and accommodate people with possessions, partners, pets, and other needs;
- Incorporate **client choice** by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources – participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
- Provide or connect participants to **resources** that help them improve their safety and well-being and achieve their goals; and
- Target and prioritize people experiencing homelessness with **higher needs** and who are **most vulnerable**, especially those who are unsheltered, have experienced long or multiple episodes of homelessness, have higher barriers to exiting homelessness, and are more likely to be victims of violence or harm.
- Provide only **up to 24 months** of total assistance to program participants
- Include a budget or structure with twice as many resources or units for the rapid rehousing portion than for the transitional housing portion
- Provide housing-focused services, benefits assistance, and housing access supports.

Eligible uses of Joint Transitional Housing and Rapid Rehousing funding include:

- Leasing and operating costs for the transitional housing component (which may be set up as a congregate setting, dormitory-style residence, shared housing, clustered apartments, or a scattered site model. Many communities are repurposing properties that used to operate transitional housing in the past, but the model is very flexible.)
- Short- or medium-term tenant-based rental assistance (for the rapid rehousing portion)
- Supportive services
- HMIS, and
- Project administration.

These projects may serve people who have been unsheltered, living in emergency shelter, fleeing domestic violence (or like situations), and a few other limited situations.

If you would like more information about this model, or any new project, please contact: bridget@homebaseccc.org and attend the Kickoff Conference on July 17 at 1 PM at United Way in St Jo.

Funding Available for Housing for People Who Are Homeless

AFL-CIO Mail <afi-mail@helpmenow.org>

Tue, Jul 10, 2018 at 11:17 AM

**Message forwarded courtesy of AFL-CIO Community Services
Information & Referral**

**If you need to reply to this email, please reply directly to:
bridget@homebaseccc.org**

From: Bridget Dejong [<mailto:bridget@homebaseccc.org>]
Sent: Wednesday, June 27, 2018 8:42 PM
Subject: Funding Available for Housing for People Who Are Homeless

Please share this funding availability announcement with your list. We hope folks will consider applying.

Thank you!

Bridget

--

**Message forwarded courtesy of AFL-CIO Community Services
Information & Referral**

**If you need to reply to this email, please reply directly to:
bridget@homebaseccc.org**

 [StJosephFundingAvailabilityAnnouncementJune2018.pdf](#)
73K

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2018 HUD CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

COC NOFA KICKOFF

AGENDA

JULY 17, 2018

- I. Welcome & Introductions
- II. FY2018 CoC Program Competition NOFA Overview and Funding Availability
- III. Local Process and Timeline
- IV. Renewal Projects
 - a. Key CoC Program Changes and Highlights
 - b. Renewal Project Process and Scoring Tools
 - c. Required Submissions for Renewal Projects
 - d. PRESTO
 - e. Q&A
- V. New Projects (including Bonus and Domestic Violence Projects)
 - f. Key CoC Program Requirements for New Projects
 - g. New Project Process and Scoring Tools
 - h. Required Submissions for New Projects
 - i. Q&A

Workshop discussed local process, ranking/ratings process, and new/renewal scoring tools to ensure objectivity.

Please turn in your NOFA Contact Form before you leave today!

Additional technical assistance available after the Kickoff.

Electronic Versions of CoC Application Materials

Bridget Dejong <bridget@homebaseccc.org> Tue, Jul 17, 2018 at 2:22 PM
To: "Copeland, Amy" <Amy.Copeland@dmh.mo.gov>, "Hagar-Mace, Liz" <liz.hagar-mace@dmh.mo.gov>, Jan Motl <jmotl@ccharities.com>, Susan Walker <swalker@ccharities.com>, Kim Kempf <kkempf@ywcasj.org>, Jean Brown <jbrown@ywcasj.org>, Jill Miller <jmiller@communitymissionscorp.org>, bsupple@interservstjoe.org, Randy Sharp <rsharp@interservstjoe.org>, wlaning@endpov.com, atraines@endpov.com, sandra.pettitweber@heartlandfoundation.org, linda.bahrke@mlc.com, dan_madinger@usc.salvationarmy.org, abe.tamayo@usc.salvationarmy.org, Becky Poitras <becky@hillcrestkc.org>
Cc: Colin Sorensen <colin@homebaseccc.org>

Hello all,

Thank you for attending today's CoC NOFA Kickoff. I've attached the materials from today's training, including Word versions of the local application materials.

As I said, if you have any questions, please let me know. My cell number is 530.302.7191.

Thank you!

4 attachments

-  **FY2018 CoC NOFA TA Handbook St Jo.pdf**
961K
-  **Final2018StJoNOFAMaterialsForKickoff.pdf**
383K
-  **StJo2018CoCRENEWALProjectMaterials.docx**
24K
-  **StJo2018CoCNEWProjectMaterials.docx**
33K

Materials include those included in Attachment 4 and information about CoC grants generally (e.g. eligibility, grant requirements, etc.)

ATTACHMENT 07: COC PROCESS FOR REALLOCATION

RELATED APPLICATION QUESTION: 1E-4

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a. Reallocation Policy for Unexpended Funds	4
a. Reallocation for Underperforming Programs	5

St Joseph/Buchanan, Andrew, DeKalb County Continuum of Care

**HUD Homeless Assistance
FY 2018 Continuum of Care
NOFA Competition**

Local Process Materials

July 17, 2018

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IF YOU HAVE QUESTIONS, CONTACT US!

We hope the information in this packet is helpful, but if you have questions during the application process, please do not hesitate to ask:

Bridget Kurtt DeJong, 415.788.7961 ext. 324, bridget@homebaseccc.org
Colin Sorensen, 415.788.7961 ext. 359, Colin@homebaseccc.org
Amanda Wehrman, 415.788.7961 ext. 308, Amanda@homebaseccc.org
HomeBase Team for St Joseph: NOFASupport@homebaseccc.org

2018 OVERVIEW OF THE ST JOSEPH COC NOFA PROCESS

RENEWAL PROJECTS PREPARATION

- HomeBase collected APRs printed out of Sage from each renewal applicant, including domestic violence projects which have used a comparable database to collect data.
- HomeBase entered performance data in its PProject Evaluation and Scoring TOol (PRESTO), including APR data and other information provided by both the applicant and HMIS lead agency.
- PRESTO project summaries will be included in the Review and Rank materials as a part of the local competition.
- HomeBase will distribute draft PRESTO program summaries to applicants for review and comment prior to using them in Rank and Review process.

NEW PROJECTS PREPARATION

- Starting at May CoC meeting, the CoC began circulating information about the potential to apply for new project funding, and offering technical assistance to interested agencies.
- After NOFA release, the CoC advertised the new project funding available in this CoC widely by:
 - Circulating information to CoC membership, and asking members to post at their agencies and share widely
 - Distributing information via AFL-CIO Community Services listserv (widely used in this community to advertise grant opportunities and other information, inclusive of 600+ individuals)
 - Posting information on the City's website and on the City's information channel.

ALL PROJECTS APPLICATION PROCESS

- The CoC will host a CoC NOFA Kickoff Training to orient applicants to the process for reviewing and ranking applications, including supplemental local application materials, the scoring tools and relevant dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes. Technical assistance will be available during the application preparation period.
- Qualified, non-conflicted Rank & Review Committee members are being recruited.
- Renewal applicants will submit comments on draft PRESTO project summaries.
- All applicants will submit HUD project applications and local application materials.
- At submission, if there is a lack of eligible new project applications, compared to the amount of funding available, additional new project applications will be sought from the community.
- Rank & Review Committee members will be oriented to the review and ranking process, scoring tools, CoC monitoring procedures, and PRESTO.
 - qimproving St Joseph CoC's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in our CoC. Certain scoring factors relate to specific System Performance Measures (SPM), as enumerated in each factor.
- Rank & Review Committee members will receive all local application and scoring materials and review and score each program's application in PRESTO.

- Committee members will also review overall performance data of each project and provide feedback about annual performance as part of the CoC's monitoring process.
- Rank & Review Committee members will keep in mind that performance outcomes will naturally be lower in a more difficult-to-serve population (such as chronically homeless people and homeless people with mental and/or addictive illnesses). However, in the St Joseph CoC in 2017, all renewal projects are permanent housing projects serving chronically homeless people from the prioritized Coordinated Entry list, so the population served may be quite similar among the competing projects.
- The Rank & Review Committee will meet to jointly review project applications. Committee members will individually score applications based on the scoring tools, and scores will be aggregated to create a ranked list.
 - New project applicants will have a scheduled phone appointment with the Rank and Review Committee to answer any questions about their proposal.
 - The Rank & Review Committee will determine if any renewal project should receive a decrease in funding due to substandard performance or utilization of funds. (See Reallocation Policies below.) Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.
 - Any new project that is expanding a renewal project will be scored and ranked like all other new projects, however after project selection and ranking, if the new project is not ranked below the renewal project on the priority list, it will be placed directly below the renewal project on the priority list.
 - Renewal HMIS projects are a necessary part of this CoC and will be ranked at the bottom of Tier 1 above the straddling project.
- Ranked list and scoring results will be sent to applicants with a reminder of the appeals process.
- Appeals, if any, will be considered. (See appeals policy below).
- A final ranked project list will be submitted to the CoC electronically, the CoC will discuss, and non-conflicted members will approve it via e-survey.
- HomeBase will provide technical assistance to all ranked applications to ensure that applications meet HUD technical standards.
- HomeBase will collect all final Project Applications and prepare them for submission to HUD, along with the Priority Listing, as part of the CoC's Consolidated Application.

REALLOCATION POLICIES

REALLOCATION POLICY FOR UNEXPENDED FUNDS

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that show a history of not expending the full amount of HUD funding are subject to an annual reallocation process as part of the NOFA Rank and Review committee.

Specifically: If a program has 10 percent or greater of HUD funds remaining at the end of the program year and has established a 3 year trend of having 10 percent or greater of HUD funds remaining at the end of the program year, the Rank & Review Committee in conjunction with the

Executive Committee reserves the right to reallocate a portion of the funds from that program to another program or a new project.

REALLOCATION FOR UNDERPERFORMING PROGRAMS

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that have been deemed to be underperforming or have had HUD Monitoring findings that call into question the project's ability to meet performance or financial management standards. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards and/or answer any HUD findings. If the agency is unable or unwilling to meet standards or satisfy HUD findings, the CoC will work with the funding agency to mitigate the findings. If the project continues to underperform, cannot meet the stated objectives and goals or cannot comply with HUD findings then that project will be recommended for Reallocation in the next HUD NOFA process.

APPEALS PROCESS

The Rank & Review Committee reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeal Panel will be final.

WHO MAY APPEAL

A project may appeal if the Rank & Review Committee recommends a renewal project for full or partial reallocation or for Tier 2, or if a new project is not selected for funding.

INITIATING A FORMAL APPEAL

Any agency desiring to appeal must contact the CoC Chair by Wednesday, August 22, 2018 at 5:00 pm to state its intent to appeal of the Rank & Review Committee's decision regarding their rank. The Formal Appeal must consist of a short, clear, written statement (no longer than 1 page) of the agency's appeal of the Rank & Review Committee's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The Formal Appeal must be transmitted to Collaborative Applicant (or its designee). ***The Formal Appeal must be emailed or delivered so that it is received by Thursday, August 23, 2018 at 2:00 pm***

THE FORMAL APPEAL PROCESS

Upon timely receipt of the Formal Appeal, an Appeal Panel will be formed as described below. The Appeal Panel may make inquiries of the Rank & Review Committee members concerning the issues raised in the appeal. The Appeal Panel will meet by telephone or video conference with a representative(s) of the party making the appeal to discuss the issue(s) at an Appeal Hearing set at a date taking in consideration the date the application is due to be filed with HUD. The Collaborative Applicant and/or Appeal Panel may consider the possible effect their decision may have on another agency's rank and contact potentially affected agencies to invite them to become involved in the appeal process and hearing. The decision of the Appeal Panel will be final.

MEMBERS OF THE APPEAL PANEL

A 3-member Appeal Panel will be selected and can consist of individuals from non-profits, foundations, consumers, government, and private agencies and similar organizations. Representatives will not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

ATTACHMENT 8: PROJECTS ACCEPTED NOTIFICATION

RELATED APPLICATION QUESTION: 1E-5

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
1. Final approved local Priority Listing	1
2. Individual emails to projects notifying of recommended ranking and funding (with Priority Listing attached)	2-7
a. 8.20.18 email to Catholic Charities of Kansas City-St Joseph, Inc. notifying of recommended ranking and funding (with Priority Listing attached)- Projects ranked 1 and 5	2
b. 8.20.18 email to Community Missions Corporation notifying of recommended ranking and funding (with Priority Listing attached)- Projects ranked 2 and 3	3
c. 8.20.18 email to Young Women’s Christian Association of St Joseph, Missouri notifying of recommended ranking and funding (with Priority Listing attached) – Projects ranked 4 and 9	4
d. 8.20.18 email to City of St. Joseph, Missouri notifying of recommended ranking and funding (with Priority Listing attached)- Project ranked 6	5
e. 8.20.18 email to State of Missouri, Department of Mental Health notifying of recommended ranking and funding (with Priority Listing attached)- Project ranked 7	6
f. 8.20.18 email to Hillcrest Ministries of MidAmerica notifying of recommended ranking and funding (with Priority Listing attached)- Project ranked 8	7

<p style="text-align: center;">St Joseph CoC 2018 Continuum of Care Funding Ranking Approved August 29, 2018</p>					
Rank	Project	Agency	Type	New / Renewal	Amount Awarded
Tier One					
1	Home Plus (PH)	Catholic Charities of Kansas City- St. Joseph, Inc.	PSH	Renewal	\$ 321,572
2	St. Joseph's Haven	Community Missions Corporation	SH	Renewal	\$ 229,685
3	Juda House	Community Missions Corporation	PSH	Renewal	\$ 99,478
4	Bliss Manor	Young Women's Christian Association of St. Joseph, Missouri	PSH	Renewal	\$ 70,998
5	St. Joseph (PH)	Catholic Charities of Kansas City- St. Joseph, Inc.	PSH	Renewal	\$ 213,069
6	St. Joseph HMIS Project	City of St. Joseph, Missouri ¹	HMIS	Renewal	\$ 42,254
7(a)	SCJ - Shelter Plus Care St. Joseph	State of Missouri, Department of Mental Health ²	PSH	Renewal	\$ 188,298
Tier Two					
7(b)	Shelter Plus Care St. Joseph	State of Missouri, Department of Mental Health	PSH	Renewal	\$ 74,384
8	Hillcrest TH-RRH NWMO	Hillcrest Ministries of MidAmerica	TH-RRH	New	\$ 74,384
DV Bonus					
9	Bridges	Young Women's Christian Association of St. Joseph, Missouri	RRH	New	\$ 116,899

¹ Renewal HMIS projects are ranked at the bottom of Tier 1 above the straddling project, per CoC policy.

² Project is straddling between Tier 1 and Tier 2.

Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org>
To: Jan Motl <jmott@ccharities.com>, Susan Walker <swalker@ccharities.com>

Mon, Aug 20, 2018 at 7:35 AM

Dear Jan and Susan,
Thank you for your submission of applications for Home Plus (PH) and St Joseph (PH). As you will see on the attached list, the Rank and Review Committee ranked both in Tier 1 this year, with Home Plus (PH) ranking #1 and St Joseph (PH) ranking #5.

The committee was concerned about underspending, especially on the St Joseph (PH) grant. If you would like to talk about ways to address that or if you would be interested in reallocating a small portion of your grant to a new project (which would also protect more of our renewal projects in Tier 1), please let me know.

Please let me know if you have any questions!
Thank you!
Bridget

2 attachments

 **2018StJoCoCAppealsProcess.pdf**
54K

 **FY2018 St Jo CoC Rank and Review Recommended Priority List August 17, 2018.pdf**
46K

Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org> Mon, Aug 20, 2018 at 7:38 AM
To: Randy Sharp <rsharp@interservstjoe.org>, Jill Miller <jmiller@communitymissionscorp.org>, Randy Sharp <rsharp@inter-serv.org>

Hello Randy and Jill,

Thank you for your submission of applications for Juda House and Haven. As you will see on the attached list, the Rank and Review Committee selected both for funding, with both ranking in Tier 1.

Please let me know if you have any questions!
Thank you!
Bridget



Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org>
To: Kim Kempf <kkempf@ywcasj.org>, Jean Brown <jbrown@ywcasj.org>

Mon, Aug 20, 2018 at 7:39 AM

Dear Kim and Jean,

Thank you for your submission of applications for Bliss Manor and Bridges. As you will see on the attached list, the Rank and Review Committee selected both for funding, with Bliss Manor in Tier 1 and the Bridges project, which applied for DV Bonus funds, being ranked at the end of the list in response to community need. As you may recall, the ranking will not impact your eligibility for or competitiveness in the national DV Bonus competition.

Please let me know if you have any questions!
Thank you!
Bridget



Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org>
To: Mary Kay Griffin <mkggriffin@stjoemo.org>, Randy Sharp <rsharp@interservstjoe.org>, Randy Sharp <rsharp@inter-serv.org>

Mon, Aug 20, 2018 at 7:48 AM

Hello Randy and Mary Kay,

Thank you for your submission of application for HMIS. Per CoC policy and as you will see on the attached list, the Rank and Review Committee selected it for funding, it was ranked in Tier 1.

Please let me know if you have any questions!
Thank you!



Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org>
To: "Copeland, Amy" <Amy.Copeland@dmh.mo.gov>, "Hagar-Mace, Liz" <liz.hagar-mace@dmh.mo.gov>

Mon, Aug 20, 2018 at 7:37 AM

Hello Amy and Liz,

Thank you for your submission of applications SCJ Shelter Plus Care St Joseph. As you will see on the attached list, the Rank and Review Committee selected it for funding, and the project is straddling Tiers 1 and 2.

This decision is eligible for appeal. I have attached the Appeals Process for your convenience. If you would like to discuss your score, or would like more information, please let me know.

Please let me know if you have any questions!
Thank you!
Bridget

2 attachments

 **FY2018 St Jo CoC Rank and Review Recommended Priority List August 17, 2018.pdf**

46K

 **2018StJoCoCAppealsProcess.pdf**

54K

Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org>
To: Becky Poitras <becky@hillcrestkc.org>

Mon, Aug 20, 2018 at 7:44 AM

Dear Becky,

Thank you for your submission of your application for Hillcrest TH-RRH NWMO. As you will see on the attached list, the Rank and Review Committee selected it for funding and placed it in Tier 2. Congratulations!

That decision is not currently eligible for appeal. There were two other applicants for Bonus funding, if one appeals, I will let you know in case you want to review your scores.

Please let me know if you have any questions!
Thank you!

2 attachments

 **FY2018 St Jo CoC Rank and Review Recommended Priority List August 17, 2018.pdf**
46K

 **2018StJoCoCAppealsProcess.pdf**
54K

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 9: REJECTION REDUCTION NOTIFICATION

RELATED APPLICATION QUESTION: 1E-5

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
1. 08.20.18 email notification to Salvation Army of funding rejection (with priority listing attached)	1
a. 08.20.18 email notification to Community Action Partnership of funding rejection (with priority listing attached)	2
a. Local Priority Listing approved by CoC on 08.29.18	3

Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org> Mon, Aug 20, 2018 at 7:41 AM
To: Joyce Schau <Joyce_Schau@usc.salvationarmy.org>, Abe_Tamayo@usc.salvationarmy.org, dan_madinger@usc.salvationarmy.org

Dear Joyce, Dan and Abe,

Thank you for your submission of an application for a new TH-RRH project in the CoC Competition, The Salvation Army St Joseph TH-RRH program. **As you will see on the attached list, it was not selected for funding because it scored less points on the CoC's Prioritization Scoring Sheet for New Projects than another applicant.**

This decision is eligible for appeal. I have attached the Appeals Process for your convenience. If you would like to discuss your score, or would like more information, please let me know.

Thank you!
Bridget

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Bridget Kurtt DeJong | Managing Director, State and Local Programs
870 Market Street | Suite 1228
San Francisco, CA 94102
415-788-7961 ext. 324
Fax 415-788-7965
www.homebaseccc.org

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

2 attachments

 **2018StJoCoAppealsProcess.pdf**
54K

 **FY2018 St Jo CoC Rank and Review Recommended Priority List August 17, 2018.pdf**
46K

Recommendation from St Joseph CoC Rank and Review Committee

Bridget Dejong <bridget@homebaseccc.org>
To: Whitney Lanning <wlanning@endpov.com>, Ashley Trainer <atrainer@endpov.com>

Mon, Aug 20, 2018 at 7:40 AM

Dear Whitney,

Thank you for your submission of an application for a new TH-RRH project in the CoC Competition, the CAP St Joe JT TH-RRH project. **As you will see on the attached list, it was not selected for funding because it scored less points on the CoC's Prioritization Scoring Sheet for New Projects than another applicant.**

This decision is eligible for appeal. I have attached the Appeals Process for your convenience. If you would like to discuss your score, or would like more information, please let me know.

Thank you!
Bridget

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Fax 415-788-7965
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Legal and Technical Assistance
Advancing Solutions to Homelessness
Policy | Advocacy | Planning

2 attachments

-  **FY2018 St Jo CoC Rank and Review Recommended Priority List August 17, 2018.pdf**
46K
-  **2018StJoCoAppealsProcess.pdf**
54K

<p style="text-align: center;">St Joseph CoC 2018 Continuum of Care Funding Ranking Approved August 29, 2018</p>					
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6	St. Joseph HMIS Project	City of St. Joseph, Missouri ¹	HMIS	Renewal	\$ 42,254
7(a)	SCJ - Shelter Plus Care St. Joseph	State of Missouri, Department of Mental Health ²	PSH	Renewal	\$ 188,298
Tier Two					
7(b)	Shelter Plus Care St. Joseph	State of Missouri, Department of Mental Health	PSH	Renewal	\$ 74,384
8	Hillcrest TH-RRH NWMO	Hillcrest Ministries of MidAmerica	TH-RRH	New	\$ 74,384
DV Bonus					
9	Bridges	Young Women's Christian Association of St. Joseph, Missouri	RRH	New	\$ 116,899

¹ Renewal HMIS projects are ranked at the bottom of Tier 1 above the straddling project, per CoC policy.

² Project is straddling between Tier 1 and Tier 2.

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 10: LOCAL COMPETITION DEADLINE

RELATED APPLICATION QUESTION: 1E-5

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
1. Local Competition Timeline extracted from Public Solicitation (showing 08.08.18 deadline for new and renewal projects)	1-2
2. 07.18.18 Technical Assistance Workshop Agenda where local competition timeline and deadlines were discussed	3
3. New project application cover page showing 08.08.18 deadline for submission	4-5
4. Renewal project application cover page showing 08.08.18 deadline for submission	6-7

2018 ST JOSEPH/ANDREW, BUCHANAN, DEKALB COUNTIES

COC NOFA PROCESS AND TIMELINE

Event/ Activity	Responsible	Date/Time	Place	Notes
NOFA Released	HUD	Wednesday, June 20, 2018	N/A	HUD releases the Notice of Funding Availability (NOFA)
CoC NOFA Committee meets	HomeBase	Monday, June 25, 2018 at noon	United Way	Discuss NOFA details, make recommendations for uses of new project funding, and a few other issues
June CoC meeting	CoC	Wednesday, July 27, 2018, 10:00 am	United Way	Quick NOFA overview; approval of new project scoring tool/process and changes to overall process/renewal process.
NOFA Kickoff Meetings/Trainings for Applicants (with special session for new applicants)	HomeBase	Tuesday, July 17, 2018, 1-2 PM	United Way	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.
Draft Project Evaluations	HomeBase	Wednesday, July 18, 2018	Via email	HomeBase provides Draft Project Evaluations for renewal projects to agencies for review.
Project Evaluations Returned to HomeBase	Agencies	Wednesday, August 1, 2018 at noon	Via email	Projects return Draft Project Evaluations with edits.
Agencies write Proposals	Agencies	July 17- August 8, 2018	N/A	Includes HUD Project Application and local supplemental information.
CoC NOFA Committee meets	HomeBase	TBD	United Way (small conference room)	CoC Application preparation
July CoC Meeting	CoC	Wednesday, July 25, 2018 at 10:00 AM	United Way	Review of System Performance Measures and planning; adoption of policies.
Agency Proposals are due	Agencies	Wednesday, August 8, 2018 at noon	Via email	
Rank & Review Committee Training	HomeBase	Friday, August 10, 2018 at TBD	Online	Rank & Review Committee receives training for scoring projects using PRESTO.
Rank & Review Committee reviews Proposals	HomeBase, Committee	August 10-17, 2018	N/A	Rank & Review Committee reads and scores proposals individually.

Rank & Review Committee meets for Rank & Review	HomeBase	Friday, August 17, 2018	United Way	Rank & Review Committee meets to discuss proposals and determine how projects will be ranked.
Distribution of Preliminary Priority Listing	HomeBase	By 1:00 PM on Monday, August 20, 2018	Via e-mail	Preliminary priority list emailed to agencies.
Notification of Appeal	Agencies	Wednesday, August 22, 2018 at 5:00 pm	Via e-mail	Applicants who intend to appeal their ranking on the Preliminary Priority Listing must notify HomeBase of their intent to appeal.
Appeals due	Agencies	Thursday, August 23, 2018 at 2:00 pm	Via e-mail	Agencies may inspect their scores and formulate a written appeal based on appeal policy.
Appeal Committee meets	Appeal Committee	Friday, August 24, 2018 at TBD	Online/TBD	Review appeals and recalculate scores, if necessary.
Priority Listing is distributed to applicants	HomeBase	Monday, August 27, 2018	Via e-mail	
August CoC Meeting	CoC	August 29, 2018, 10:00 am	United Way	Present the Final Priority Listing to CoC for approval. Final Priority Listing published on CoC website. Discussion of youth homelessness. Annual trainings on equal access and serving survivors of domestic violence/providing trauma informed care to occur at end of meeting.
HomeBase reviews project applications	HomeBase	August 8 - September 7, 2018	N/A	HomeBase works with agencies to finalize project applications for submission.
Final Project Applications to e-snaps	Agencies	Before September 7, 2018 @ 5:00 pm	Online	Agencies upload final applications to e-snaps, including all necessary attachments.
CoC Consolidated Application Posting	HomeBase	Before September 14, 2018	Online	CoC consolidated application is posted on CoC website.
Application is due to HUD	Collaborative Applicant	September 18, 2018	N/A	Application is packaged and submitted to HUD.

2018 HUD CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

COC NOFA KICKOFF

AGENDA

JULY 17, 2018

- I. Welcome & Introductions
- II. FY2018 CoC Program Competition NOFA Overview and Funding Availability
- III. Local Process and Timeline
- IV. Renewal Projects
 - a. Key CoC Program Changes and Highlights
 - b. Renewal Project Process and Scoring Tools
 - c. Required Submissions for Renewal Projects
 - d. PRESTO
 - e. Q&A
- V. New Projects (including Bonus and Domestic Violence Projects)
 - f. Key CoC Program Requirements for New Projects
 - g. New Project Process and Scoring Tools
 - h. Required Submissions for New Projects
 - i. Q&A

Please turn in your NOFA Contact Form before you leave today!

Additional technical assistance available after the Kickoff.

This portion of the document will be emailed to all interested parties in Word Format.

ST JOSEPH COC FY2018 CONTINUUM OF CARE PROGRAM COMPETITION

NEW PROJECT SUBMISSION CHECKLIST

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

ON OR BEFORE NOON ON AUGUST 8, 2018:

Please e-mail each of the documents listed below to bridget@homebaseccc.org

LOCAL DOCUMENTS

<input type="checkbox"/>	This Submission Checklist and Local Application Materials for New Projects form (see page 2-5 of this document)
<input type="checkbox"/>	Current Audit (covering a fiscal period that ended not more than 18 months prior to January 2018)
<input type="checkbox"/>	Current 990
<input type="checkbox"/> If no findings, check here: <input type="checkbox"/>	Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD: Written communication between HUD and the project

HUD DOCUMENTS

<input type="checkbox"/>	e-snaps HUD Project Application (also known as Exhibit 2)
<input type="checkbox"/>	e-snaps Applicant Profile
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Applicant Code of Conduct (if not already on HUD's website)
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Non-profit documentation showing applicant and subrecipient eligibility
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Only if requesting indirect costs and agency has negotiated an approved indirect cost rate: Approved Indirect Cost Rate Proposal
<input type="checkbox"/>	Match letters demonstrating eligible match for the project of at least 25%

ST JOSEPH COC FY2018 CONTINUUM OF CARE PROGRAM COMPETITION

LOCAL APPLICATION MATERIALS FOR NEW PROJECTS

New project applicants should respond to the following questions and submit this form with their other materials by **August 8, 2018 at noon** to bridget@homebaseccc.org. Please note that reviewers will score your project based on this this document together with your HUD Project Application.

Agency	
Project	
Contact Name	
Contact Telephone	
Contact Email	

GENERAL PROJECT INFORMATION

1. What type of project are you applying for?
 Permanent supportive housing for chronically homeless people or DedicatedPLUS
 Rapid rehousing
 Joint Transitional Housing and Rapid Rehousing Component project
2. Which funding are you applying for? (Please check all that apply.)
 Bonus funding
 Domestic Violence (DV) Bonus funding
 Reallocated funding
3. What population do you intend to serve with this project?
 Chronically homeless
 Survivors of domestic violence
 Other: _____
 Other: _____

THRESHOLD REQUIREMENTS

This portion of the document will be emailed to all interested parties in Word Format.

ST JOSEPH COC FY2018 CONTINUUM OF CARE PROGRAM COMPETITION

RENEWAL PROJECT SUBMISSION CHECKLIST

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

ON OR BEFORE NOON ON AUGUST 1, 2018:

Submit comments on draft project evaluations for your project to bridget@homebaseccc.org

ON OR BEFORE NOON ON AUGUST 8, 2018:

Please e-mail each of the documents listed below to bridget@homebaseccc.org

LOCAL DOCUMENTS

<input type="checkbox"/>	This Submission Checklist and Local Application Materials for Renewal Projects form (see page 2-5 of this document)
<input type="checkbox"/> If no findings, check here: <input type="checkbox"/>	Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD: Written communication between HUD and the project

HUD DOCUMENTS

<input type="checkbox"/>	e-snaps HUD Project Application (also known as Exhibit 2)
<input type="checkbox"/>	e-snaps Applicant Profile
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Applicant Code of Conduct (if not already on HUD's website)
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Non-profit documentation showing applicant and subrecipient eligibility
<input type="checkbox"/> If not applicable, check here: <input type="checkbox"/>	Only if requesting indirect costs and agency has negotiated an approved indirect cost rate: Approved Indirect Cost Rate Proposal

LOCAL APPLICATION MATERIALS FOR RENEWAL PROJECTS

Renewal project applicants should respond to the following questions for each renewal project and submit this form with their other materials **by August 8, 2018 at noon** to bridget@homebaseccc.org.

Agency	
Project	
Contact Name	
Contact Telephone	
Contact Email	

1. Threshold Requirements

Please check each box to confirm that the following statements are true:

- The project applicant’s performance meets the plans and goals established in the initial application (as amended).
- The project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met.
- The project applicant’s performance assists program participants to achieve and maintain independent living.
- The project applicant has been willing to accept technical assistance, has not had a history of inadequate financial accounting practices, has no indications of project mismanagement, has not had a drastic reduction in the population served, has not made program changes without prior HUD approval, and has not lost a project site.
- Project meets HUD threshold requirements for renewal projects including that the project has **none** of the following:
 - Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
 - Audit finding(s) for which a response is overdue or unsatisfactory;
 - History of inadequate financial management accounting practices;
 - Evidence of untimely expenditures on prior award;
 - History of other major capacity issues that have significantly impacted the operation of the project and its performance;

ATTACHMENT 11: CoC AND HMIS LEAD GOVERNANCE

RELATED APPLICATION QUESTIONS: 2A-1

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Signed HMIS MOU (<i>roles of HMIS Lead/HMIS operator addressed on pages 1-2</i>)	1-3
HMIS Policy and Procedures (<i>roles of CoC Lead/CoC addressed on page 4</i>)	4-11

Memorandum of Understanding

This Memorandum of Understanding, made and entered into as of the date on the signature page, by and between the City of St. Joseph, hereinafter referred to as “City”, and Interfaith Community Services, Inc., hereinafter referred to as InterServ.

WHEREAS, the City is the project sponsor for Project Number MO01B703002 entitled the St. Joseph Continuum of Care HMIS, a Supportive Housing Program Renewal Grant funded by the Department of Housing and Urban Development as authorized by the McKinney-Vento Homeless Assistance Act.

WHEREAS, the City and the St. Joseph Continuum of Care intends to implement and operate a management information system for the purpose of collecting unduplicated counts of homeless people and analyzing patterns of use of assistance provided to St. Joseph’s homeless population, both sheltered and unsheltered and living on the streets.

WHEREAS, InterServ has agreed to serve as the lead agency for purposes of the grant and to coordinate the St. Joseph Continuum of Care HMIS Project.

Responsibilities of Participants:

As lead agency, InterServ’s responsibilities include:

1. Enter into a Service Provider Agreement with the Mid-America Assistance Coalition (MAAC), owner of the software application known as MAACLink that may be utilized by social service agencies and public assistance organizations in storing and processing information for tracking client services, evaluating service needs, and creating the required administrative reports.
2. Appoint a System Administrator to serve as MAAC contact and be the primary information technology support contact for MAAC and the primary support for users with regard to information technology issues. The designated System Administrator will attend training sponsored by MAAC and provide training and technical support to participating organization users of MAACLink, as needed.
3. Assure that untrained and/or unauthorized personnel of participating organizations do not have access to or use MAACLink.
4. Strictly adhere and assure that all users adhere to the General Rules and Confidentiality Guidelines of the MAACLink Service Provider Agreement.
5. Establish written procedures for system users including provision that signed Release of Information Form be obtained from all individuals/clients before entering information into MAACLink.

6. Collect invoices from participating organizations, and review and approve all expenditures relating to the project before they are submitted to the City for processing and subsequent drawdown of grant funds. InterServ agrees to maintain copies of all invoices and supportive documentation.
7. Assist the City's Department of Planning and Community Development with the timely compilation of performance and progress reports as required by the Department of Housing and Urban Development.
8. Provide services of a Fiscal Manager to collaborate with the City in the release of funds and fiscal reporting.
9. Assure that property records are maintained on any equipment, including any replacement equipment, acquired in whole or in part with Supportive Housing Program (SHP) funds. Property records must include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of SHP participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. A copy of the property record shall be provided to City.

As project sponsor, the City of St. Joseph agrees to:

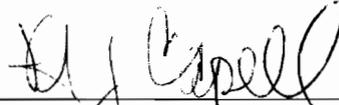
1. Provide the services of the accounting department to administer the grant's fiscal requirements, including letting of bids for equipment and services under the direction of the lead agency, processing requests for reimbursement and draw down of grant funds, tracking matching supplemental funds, collaborating with the lead agency and its Fiscal Manager, and generating all fiscal reports to HUD>
2. Provide the services of the Community Development Grants Specialist to act as liaison between the St. Joseph Continuum of Care and the City of St. Joseph in the administration of the HMIS grant and its requirements.

All participating organizations agree to utilize the St. Joseph Continuum of Care HMIS Project funds for the purposes stated in the St. Joseph Continuum of Care HMIS, Supportive Housing Program Renewal Grant, and in accordance with the budget in the Technical Submission.

The terms of this Memorandum of Understanding shall be binding on the parties and their heirs, successors, assigns, agents or representatives and the terms herein may only be modified in writing and executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have set their hands this
4th day of September, 2008.

CITY OF ST. JOSEPH, MISSOURI



Vincent J. Capell, City Manager

INTERFAITH COMMUNITY SERVICES, INC.



David G. Howery, Executive Director

St. Joseph CoC HMIS Policy and Procedures

St. Joseph/Andrew/Buchanan/DeKalb Counties CoC (MO-603)

HMIS Governance Structure

Lead Agency:

The St. Joseph/Andrew/Buchanan/DeKalb Counties Continuum of Care Lead carries out the functions of the Collaborative Applicant. As the Collaborative Applicant, the CoC Lead is responsible for

- Developing the CoC system
- Designing and carrying out a collaborative process for the development of an application to HUD
- Evaluating the outcomes of projects for which funds are awarded in the BoS Continuum of Care under the COC Homeless Assistance grants and ESG programs
- Participating in the consolidated plans for the geographic area

In addition, the CoC Lead coordinates the activities of the St. Joseph Continuum of Care, which includes the following

- Developing a community wide or region wide process involving the coordination of a diverse continuum of care network
- Development of a Continuum of Care system
- Evaluate the outcomes of projects for which funds are awarded in the CoC, including the Emergency Solutions Grant program
- Participate in the consolidated plan for the jurisdictions in the geographic area of the CoC
- Prepare and submit an application to HUD on behalf of the entire CoC membership, including conducting a sheltered and unsheltered point-in-time count and other data collection as required by HUD
- Establish and operate a coordinated assessment system that provides an initial, comprehensive assessment of the needs for housing and services
- Monitor recipients of the continuum of care program and enforce compliance with program requirements

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Uniform, longitudinal data is necessary to understand the extent and scope of homelessness in individual communities and across the country. A Homeless Management Information System (HMIS) provides communities with a tool to collect and analyze ongoing data on people using homeless service programs. By allowing communities to accurately calculate the size and needs of the homeless population as well as the outcomes of specific interventions, HMIS provides a means for tracking service and demand for homeless programs and understanding where improvements need to be made.

What is a Homeless Management Information System?

An HMIS is a computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness. It is

designed to aggregate client-level data to generate an unduplicated count of clients served within a continuum. An HMIS can also be statewide or regional, possibly including several continuums.

Prior to the development of HMIS, the data on homelessness in many communities was neither reliable nor accurate because service providers across jurisdictions lacked compatible tracking capabilities. In addition, many communities could only estimate the size of local homeless populations by using point-in-time census counts. However, this has begun to change since HUD's national HMIS initiative, which was formulated in response to a 2001 Congressional directive to help communities implement and operate management information systems.

Benefits of HMIS

Information gathered from HMIS can be used to target limited resources and inform community planning and policy decisions. Within a specific community, HMIS can provide the following important benefits at the client, program, and systems level:

- Front-line service staff can provide faster, more effective services to clients through streamlined referrals, benefits eligibility, and coordinated case management.
- Agency administrators can better manage operational information through access to a variety of agency, program, and client-level reports.
- Policymakers and advocates can make informed decisions by having access to system-wide data describing the extent and nature of homelessness and a greater understanding of service usage, effectiveness, and gaps.

Regional and statewide HMIS implementation offers an opportunity to achieve all of these service coordination and policy benefits across even greater geographic areas.

Components

A community should select the components to be included in its HMIS based on its specific information needs, goals, and vision for its homeless service system. Basic HMIS components include client intake, case management, service tracking, information and referral, and a report generation tool. A community may choose to broaden the scope of its HMIS by including components beyond homelessness.

- **Client Intake.** Information about people served at the point of entry into shelters or other homeless assistance programs. All client information is associated with a unique identifier that can be used to create an unduplicated count of homeless persons served in a particular area. (Data elements: name, social security number, gender, age and bed assignments).
- **Case Management.** Information about clients gathered throughout the process of providing program services. At the client level, information can be used to determine client needs, program use, and program outcomes. Collectively, these data may be used to modify program design and to provide a compelling case to boards, funders, and other stakeholders

about program and system effectiveness. (Data elements: needs assessment, history, program participation, and service plan goals).

- **Service Tracking.** Information about services delivered to a client by a provider. This service allows a provider the ability to plan, schedule, and follow up on the delivery of services. Tracking services and comparing that information with the case management component can generate service utilization patterns, provide an understanding of the percentage of clients who use multiple services, and assess service needs and gaps in delivery. (Data elements: services received, destination, and reason for leaving).
- **Information and Referral.** Requires the development and maintenance of an electronic database of available resources in a particular area, including shelter, food pantries, health services, and education programs. Resource directories are most effective when available on a website or in a real-time format so that users can always access the most current information. When linked with intake or case management, this component can be used to match client needs with available community services.
- **Benefits Eligibility.** Provides clients with immediate information and access to important income, housing, and supportive service resources. This component can be paired with the information and referral component to find services and maximize benefits to address client needs. Some tools even include an application and the means to submit it.
- **Report Generation Tool.** Generates reports at the individual client, program, agency and community levels. HMIS reporting components come programmed with standard homeless funding reports, such as the HUD APR.

Privacy and Security Issues

Given the personal nature of the information shared by clients during the case management process, continuums must establish privacy protection policies as part of the design of an HMIS. These safeguards are necessary to protect the confidentiality and, in cases of domestic violence, the safety of clients who agree to have their personal information stored in the HMIS. While most agencies are already familiar with client confidentiality protocols related to case management, these protocols need to be supplemented with HMIS provisions that include parameters for inputting, revising, aggregating, and sharing client information.

HMIS Privacy Concerns

Web-based systems are created to optimize accessibility and technology; however, there are increased security risks inherent in these systems:

- Web-based servers entail greater risk than the use of paper-generated or decentralized electronic record keeping systems.
- Most shelters report a high level of staff turnover, contributing to the likelihood of inadequate training and ineffective enforcement of security policies and standards.

- Most security breaches are by people who are authorized to use the system.

Always secure an HMIS with limitations on how the information can be accessed, shared, modified, or used. Data should only be publicly released in anonymous aggregate formats. Additionally, to protect the privacy of the individuals whose information is stored in the system, data should not be publicly released if characteristics of an individual can be inferred due to small sample sizes. There are statistical methods to determine appropriate data suppression policies.

Privacy policies can be implemented through written policies that prescribe how staff may use client information and through limitations programmed into a system so that an HMIS conforms to established policies. For those issues that are too critical to rely on individual behavior, HMIS programmatic solutions should be used. A CoC's privacy policy should include the basic elements described below:

- **Informed Consent.** Informed consent is the first component of a sound privacy protection policy. Individuals should understand exactly what they are consenting to, including the specific content of the information that will be shared. For clients to consent, they must be informed about the system – the purpose of HMIS, the security mechanisms and privacy measures in place, and benefits for clients. While this should be done orally, it is also appropriate to provide a written description that the client may keep to review. After the HMIS has been explained, the case management staff should request oral consent from a client to enter the information into the HMIS.
- **Written Consent.** To release client identifiable information to other organizations, providers must obtain written client consent. The written consent should document the information being shared and with whom it is being shared and must explain a client's right to protect and limit its use. When developing a written consent form, communities must ensure that they comply with federal, state, and local privacy laws.
- **Interagency Data Sharing.** Communities should formulate procedures regarding information sharing. These procedures should include written client consent forms, written interagency data sharing agreements, and appropriate data security elements. Individual agreements between agencies should include specific sections of HMIS data that will be shared and the commitment to abide by the defined privacy controls.

Data Quality Assurance Plan

Purpose:

The following are policies and procedures to ensure the data integrity of the St. Joseph CoC Homeless Management Information System (HMIS), MAACLink.

St. Joseph HMIS Committee Procedures:

The Committee will perform standard, regular data integrity checks of MAACLink agencies. Any patterns of error at an agency will be reported to the agency's Executive Director. When patterns of error have been discovered, agencies will be required to develop a plan of corrective action with assistance from

the Committee to correct MAACLink data entry technique findings. All plans of corrective action will be reviewed and monitored by the Committee for compliance.

The Committee will conduct the following quarterly oversight procedures of MAACLink agencies:

1. Run quarterly reports for all agencies in MAACLink which will be filtered based on specific program types (e.g., Emergency Shelter, Transitional Housing.)
2. Create a quarterly HMIS Findings Report regarding data quality assurance for non-compliant agencies/programs and submit to agency's Executive Director with findings and timelines for needed corrective actions.
3. After corrective actions deadline, rerun reports for non-compliant agencies/programs. Complete follow-up with on-site trainings or technical assistance if necessary.

Agency Data Quality Assurance Procedures

Agencies will provide the following levels of data accuracy and timeliness to ensure data integrity in MAACLink:

- All household names will be accurate.
- Blanks, 'Don't Know' or 'Refused' entries in required data fields will not exceed 5% per quarter.
- All services entered will be consistent with corresponding program.
- In all reports of shelter or housing provided for a client, the client must be eligible to receive such services from the listed provider per program specific eligibility criteria.
- Data entry for all services initiated or provided by an agency must be entered as soon as possible after the initial service date, but no later than 1 week after the initial service date.

Agency Agreement Details

Purpose:

Establish minimum standards for agencies to collect and maintain records for every client receiving services to assure the accuracy and completeness of records in MAACLink.

A. Agency Responsibilities:

Agencies agree to:

1. Assure the accuracy of information entered into MAACLink. Any updates in information, error, or inaccuracy that comes to the attention of the agency will be corrected by such agency.
2. Perform routine Data Quality Assurance procedures by running reports then review and promptly correct inaccuracies.

B. Agency Confidentiality Responsibilities:

1. The agency agrees to abide by all present and future federal and state laws.
2. The agency Executive Director must accept responsibility for the validity of all records entered into MAACLink by his/her agency. The Executive Director may designate an immediate subordinate staff

member with supervisory responsibilities as an Agency Site Administrator who will be responsible for verifying the accuracy of information. The agency will provide Committee with the name(s), and title(s) of the staff member(s) authorized to supervise data entry personnel.

C. Data Tracking of Client Services:

1. The agency will implement a written policy for the delivery of services and tracking of clients that will include but not be limited to the process for determining and recording program specific outcomes and exits.
2. The agency will implement a written intake and client record keeping procedure so that files will reflect:
 - ✓ The intake interview process.
 - ✓ How program eligibility was determined.
 - ✓ All records of services provided.
3. All shelter and supportive housing programs will maintain an up-to-date resident/bed list that shall include but not be limited to the name of each person residing in the program.

D. Data Entry and Reporting Submission Deadlines:

1. Intake data should be entered into MAACLink as soon as possible but no later than **1 week after the intake process.**
2. Shelter exits (emergency and transitional housing programs only)
 - ✓ Housing status must be updated in MAACLink within 3 days of program exit.
3. Each agency will run and submit quarterly Service Summary and Clients in Program reports which shall be submitted to the CoC Lead as point of contact for the Committee by the **fourth working business day of the month** following the end of the designated quarterly reporting period.

For example, reports for the first quarter must be submitted to the CoC Lead by the fourth working business day of April.

E. Data Accuracy Responsibilities:

1. The agency will ensure that all clients entered into MAACLink will have a unique identification number, either a social security number or system-generated identification number, which matches the client files for tracking purposes.
2. The agency will ensure that missing/unknown data in MAACLink will be **less than 5% per quarter in required variable fields.**

For example, if the data for the variable veteran is 'Don't Know' or 'Refused' for less than 5% of clients during the quarter, the data is accurate. If 'Don't Know' or 'Refused' is greater than or equal to 5%, the data is inaccurate. The only exception is the variable, "Destination," where 'Unknown' is acceptable.

3. The agency will ensure data is compatible with their available programs in MAACLink.

For example, a family cannot be entered at a single men's shelter or a women's shelter.

4. Data in HMIS must accurately reflect client data recorded in the agency’s client file and known information about the client and services provided to the client. For example, ‘Exit Date’ in MAACLink should be the date the client physically exited the shelter.
5. Entry and Exit dates for programs are VITAL. Please make every effort to ensure that the correct dates for program entry and exit are recorded accurately in HMIS. Failure to do so will result in erroneous reports and inaccurate APRs.

F. Data Quality Assurance Responsibilities:

1. The agency will have minimum data quality assurance policies and procedures to assure quality data collection, entry, and reporting.
2. Agency Site Administrators will assure the following:

Table 1.1

Task	If annual number of households served < 200	If annual number of households served > 200
1. Run a MAACLink report for each program. Review number of open cases to verify that they equal the number of actual open cases. ✓ Exit cases that should be closed. ✓ Enter cases that should be open.	Quarterly	Monthly
2. Pull 10% of paper files and compare with MAACLink data to verify that data is accurate.	Quarterly	Quarterly
3. If an overnight shelter, then check Resident/Bed List to verify accuracy against paper shelter list.	Monthly	Monthly
4. If shelter or transitional housing program, check Resident/Bed List to verify that number of open cases on MAACLink report equals the number of individuals and households on Resident/Bed List.	Quarterly	Monthly
5. Issue monthly Data Quality Assurance Report to agency Executive Director on status of quality assurance monitoring check.	Quarterly	Monthly

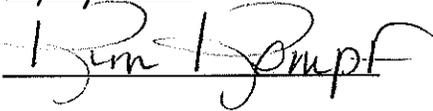
G. Monitoring Responsibilities and Expectations:

1. Members of the Committee will be responsible to contact and visit each agency to ensure data quality assurance at least once every twenty four (24) months.
2. The details of this Assurance Plan as well as HUD HMIS standards and thresholds will be checked with client files against MAACLink to ensure agencies are meeting guidelines.
3. A report of the monitoring will be given to the agency. If corrective action is needed, a timeline will be given along with the report to the agency. Within the decided timeline, the agency will submit a corrective action plan to the CoC Lead as point of contact for the Committee.

Certificate of Adoption

I do hereby certify that I am the duly elected and acting Secretary of the St Joseph/Buchanan, Andrew, DeKalb County Continuum of Care (MO-603) and that the foregoing HMIS Policies and Procedures comprised of seven (7) pages, were adopted by the CoC on _____.

Signed on: 9/11/17 (date)

Signed by: 

ATTACHMENT 12: HMIS POLICY AND PROCEDURES MANUAL

RELATED APPLICATION QUESTIONS: 2A-2

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St. Joseph CoC HMIS Policy and Procedures

St. Joseph/Andrew/Buchanan/DeKalb Counties CoC (MO-603)

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 - ✓ Housing status must be updated in MAACLink within 3 days of program exit.
3. Each agency will run and submit quarterly Service Summary and Clients in Program reports which shall be submitted to the CoC Lead as point of contact for the Committee by the **fourth working business day of the month** following the end of the designated quarterly reporting period.

For example, reports for the first quarter must be submitted to the CoC Lead by the fourth working business day of April.

E. Data Accuracy Responsibilities:

1. The agency will ensure that all clients entered into MAACLink will have a unique identification number, either a social security number or system-generated identification number, which matches the client files for tracking purposes.
2. The agency will ensure that missing/unknown data in MAACLink will be **less than 5% per quarter in required variable fields.**

For example, if the data for the variable veteran is 'Don't Know' or 'Refused' for less than 5% of clients during the quarter, the data is accurate. If 'Don't Know' or 'Refused' is greater than or equal to 5%, the data is inaccurate. The only exception is the variable, "Destination," where 'Unknown' is acceptable.

3. The agency will ensure data is compatible with their available programs in MAACLink.

For example, a family cannot be entered at a single men's shelter or a women's shelter.

4. Data in HMIS must accurately reflect client data recorded in the agency’s client file and known information about the client and services provided to the client. For example, ‘Exit Date’ in MAACLink should be the date the client physically exited the shelter.
5. Entry and Exit dates for programs are VITAL. Please make every effort to ensure that the correct dates for program entry and exit are recorded accurately in HMIS. Failure to do so will result in erroneous reports and inaccurate APRs.

F. Data Quality Assurance Responsibilities:

1. The agency will have minimum data quality assurance policies and procedures to assure quality data collection, entry, and reporting.
2. Agency Site Administrators will assure the following:

Table 1.1

Task	If annual number of households served < 200	If annual number of households served > 200
1. Run a MAACLink report for each program. Review number of open cases to verify that they equal the number of actual open cases. ✓ Exit cases that should be closed. ✓ Enter cases that should be open.	Quarterly	Monthly
2. Pull 10% of paper files and compare with MAACLink data to verify that data is accurate.	Quarterly	Quarterly
3. If an overnight shelter, then check Resident/Bed List to verify accuracy against paper shelter list.	Monthly	Monthly
4. If shelter or transitional housing program, check Resident/Bed List to verify that number of open cases on MAACLink report equals the number of individuals and households on Resident/Bed List.	Quarterly	Monthly
5. Issue monthly Data Quality Assurance Report to agency Executive Director on status of quality assurance monitoring check.	Quarterly	Monthly

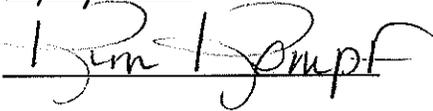
G. Monitoring Responsibilities and Expectations:

1. Members of the Committee will be responsible to contact and visit each agency to ensure data quality assurance at least once every twenty four (24) months.
2. The details of this Assurance Plan as well as HUD HMIS standards and thresholds will be checked with client files against MAACLink to ensure agencies are meeting guidelines.
3. A report of the monitoring will be given to the agency. If corrective action is needed, a timeline will be given along with the report to the agency. Within the decided timeline, the agency will submit a corrective action plan to the CoC Lead as point of contact for the Committee.

Certificate of Adoption

I do hereby certify that I am the duly elected and acting Secretary of the St Joseph/Buchanan, Andrew, DeKalb County Continuum of Care (MO-603) and that the foregoing HMIS Policies and Procedures comprised of seven (7) pages, were adopted by the CoC on _____.

Signed on: 9/11/17 (date)

Signed by: 

Memorandum of Understanding

This Memorandum of Understanding, made and entered into as of the date on the signature page, by and between the City of St. Joseph, hereinafter referred to as “City”, and Interfaith Community Services, Inc., hereinafter referred to as InterServ.

WHEREAS, the City is the project sponsor for Project Number MO01B703002 entitled the St. Joseph Continuum of Care HMIS, a Supportive Housing Program Renewal Grant funded by the Department of Housing and Urban Development as authorized by the McKinney-Vento Homeless Assistance Act.

WHEREAS, the City and the St. Joseph Continuum of Care intends to implement and operate a management information system for the purpose of collecting unduplicated counts of homeless people and analyzing patterns of use of assistance provided to St. Joseph’s homeless population, both sheltered and unsheltered and living on the streets.

WHEREAS, InterServ has agreed to serve as the lead agency for purposes of the grant and to coordinate the St. Joseph Continuum of Care HMIS Project.

Responsibilities of Participants:

As lead agency, InterServ’s responsibilities include:

1. Enter into a Service Provider Agreement with the Mid-America Assistance Coalition (MAAC), owner of the software application known as MAACLink that may be utilized by social service agencies and public assistance organizations in storing and processing information for tracking client services, evaluating service needs, and creating the required administrative reports.
2. Appoint a System Administrator to serve as MAAC contact and be the primary information technology support contact for MAAC and the primary support for users with regard to information technology issues. The designated System Administrator will attend training sponsored by MAAC and provide training and technical support to participating organization users of MAACLink, as needed.
3. Assure that untrained and/or unauthorized personnel of participating organizations do not have access to or use MAACLink.
4. Strictly adhere and assure that all users adhere to the General Rules and Confidentiality Guidelines of the MAACLink Service Provider Agreement.
5. Establish written procedures for system users including provision that signed Release of Information Form be obtained from all individuals/clients before entering information into MAACLink.

6. Collect invoices from participating organizations, and review and approve all expenditures relating to the project before they are submitted to the City for processing and subsequent drawdown of grant funds. InterServ agrees to maintain copies of all invoices and supportive documentation.
7. Assist the City's Department of Planning and Community Development with the timely compilation of performance and progress reports as required by the Department of Housing and Urban Development.
8. Provide services of a Fiscal Manager to collaborate with the City in the release of funds and fiscal reporting.
9. Assure that property records are maintained on any equipment, including any replacement equipment, acquired in whole or in part with Supportive Housing Program (SHP) funds. Property records must include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of SHP participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. A copy of the property record shall be provided to City.

As project sponsor, the City of St. Joseph agrees to:

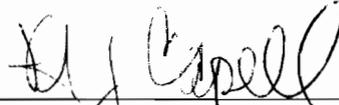
1. Provide the services of the accounting department to administer the grant's fiscal requirements, including letting of bids for equipment and services under the direction of the lead agency, processing requests for reimbursement and draw down of grant funds, tracking matching supplemental funds, collaborating with the lead agency and its Fiscal Manager, and generating all fiscal reports to HUD>
2. Provide the services of the Community Development Grants Specialist to act as liaison between the St. Joseph Continuum of Care and the City of St. Joseph in the administration of the HMIS grant and its requirements.

All participating organizations agree to utilize the St. Joseph Continuum of Care HMIS Project funds for the purposes stated in the St. Joseph Continuum of Care HMIS, Supportive Housing Program Renewal Grant, and in accordance with the budget in the Technical Submission.

The terms of this Memorandum of Understanding shall be binding on the parties and their heirs, successors, assigns, agents or representatives and the terms herein may only be modified in writing and executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have set their hands this
4th day of September, 2008.

CITY OF ST. JOSEPH, MISSOURI



Vincent J. Capell, City Manager

INTERFAITH COMMUNITY SERVICES, INC.



David G. Howery, Executive Director

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 13: HDX-2018 COMPETITION REPORT

RELATED APPLICATION QUESTIONS: 3A-6

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2018 HDX Competition Report

PIT Count Data for MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	195	210	204
Emergency Shelter Total	105	115	104
Safe Haven Total	17	18	17
Transitional Housing Total	63	59	53
Total Sheltered Count	185	192	174
Total Unsheltered Count	10	18	30

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	45	62	62
Sheltered Count of Chronically Homeless Persons	41	48	41
Unsheltered Count of Chronically Homeless Persons	4	14	21

2018 HDX Competition Report

PIT Count Data for MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	28	28	33
Sheltered Count of Homeless Households with Children	28	28	33
Unsheltered Count of Homeless Households with Children	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	43	20	9	14
Sheltered Count of Homeless Veterans	38	18	8	12
Unsheltered Count of Homeless Veterans	5	2	1	2

2018 HDX Competition Report

HIC Data for MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	76	45	31	100.00%
Safe Haven (SH) Beds	18	0	18	100.00%
Transitional Housing (TH) Beds	77	37	40	100.00%
Rapid Re-Housing (RRH) Beds	32	0	32	100.00%
Permanent Supportive Housing (PSH) Beds	235	17	178	81.65%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	438	99	299	88.20%

2018 HDX Competition Report

HIC Data for MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	19	19	24

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	2	3	3

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	19	12	32

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties 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	542	561	83	82	-1	3	9	6
1.2 Persons in ES, SH, and TH	559	581	111	110	-1	1	10	9

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.

2018 HDX Competition Report
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")		561		82			9	
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")		764		498			21	

2018 HDX Competition Report

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	404	50	12%	54	13%	9	2%	113	28%
Exit was from ES	536	236	44%	116	22%	75	14%	427	80%
Exit was from TH	49	16	33%	1	2%	0	0%	17	35%
Exit was from SH	17	8	47%	4	24%	5	29%	17	100%
Exit was from PH	46	5	11%	2	4%	3	7%	10	22%
TOTAL Returns to Homelessness	1052	315	30%	177	17%	92	9%	584	56%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

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	195	210	15
Emergency Shelter Total	105	115	10
Safe Haven Total	17	18	1
Transitional Housing Total	63	59	-4
Total Sheltered Count	185	192	7
Unsheltered Count	10	18	8

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	559	581	22
Emergency Shelter Total	518	541	23
Safe Haven Total	34	29	-5
Transitional Housing Total	137	144	7

2018 HDX Competition Report

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)	121	129	8
Number of adults with increased earned income	15	13	-2
Percentage of adults who increased earned income	12%	10%	-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)	121	129	8
Number of adults with increased non-employment cash income	41	39	-2
Percentage of adults who increased non-employment cash income	34%	30%	-4%

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)	121	129	8
Number of adults with increased total income	54	51	-3
Percentage of adults who increased total income	45%	40%	-5%

2018 HDX Competition Report

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)	933	811	-122
Number of adults who exited with increased earned income	81	77	-4
Percentage of adults who increased earned income	9%	9%	0%

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)	933	811	-122
Number of adults who exited with increased non-employment cash income	41	28	-13
Percentage of adults who increased non-employment cash income	4%	3%	-1%

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)	933	811	-122
Number of adults who exited with increased total income	116	98	-18
Percentage of adults who increased total income	12%	12%	0%

2018 HDX Competition Report

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.	1032	581	-451
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.	254	168	-86
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)	778	413	-365

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.	1237	784	-453
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.	254	234	-20
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.)	983	550	-433

2018 HDX Competition Report
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	0	979	979
Of persons above, those who exited to temporary & some institutional destinations	0	297	297
Of the persons above, those who exited to permanent housing destinations	0	539	539
% Successful exits		85%	

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

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	1004	974	-30
Of the persons above, those who exited to permanent housing destinations	233	467	234
% Successful exits	23%	48%	25%

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	205	225	20
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	181	188	7
% Successful exits/retention	88%	84%	-4%

2018 HDX Competition Report FY2017 - SysPM Data Quality

MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties 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.

2018 HDX Competition Report 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	68	68	75	68	35	29	36	40	236	170	211	220	11	69	19	12				
2. Number of HMIS Beds	68	68	75	68	35	29	20	40	206	134	169	184	8	69	19	12				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	55.56	100.00	87.29	78.82	80.09	83.64	72.73	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	417	284	443	446	90	126	137	144	209	191	183	223	7	12	25	57				981
5. Total Leavers (HMIS)	313	200	329	359	51	53	51	55	28	27	26	28	2	4	5	32				671
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0
7. Destination Error Rate (%)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00

2018 HDX Competition Report

Submission and Count Dates for MO-603 - St. Joseph/Andrew, Buchanan, DeKalb Counties CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/24/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	3/27/2018	Yes
2018 HIC Count Submittal Date	4/9/2018	Yes
2017 System PM Submittal Date	5/23/2018	Yes

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 14: ORDER OF PRIORITY WRITTEN STANDARDS

RELATED APPLICATION QUESTION: 3B-2

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St. Joseph/Andrew, Buchanan, DeKalb Counties Continuum of Care (MO-603)
Coordinated Entry Policies and Procedures
Approved January 9, 2018

Overview and Scope

Coordinated Entry (CE) is a centralized or coordinated process designed to streamline participant intake, assessment, and provision of referrals. A CE System covers a specific geographic area, is easily accessed by households seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

The St. Joseph/Andrew, Buchanan, DeKalb Counties Continuum of Care (MO-603) (CoC) has formed a CE System to ensure that homeless assistance is allocated as effectively as possible and is easily accessible no matter where or how people present with a housing crisis. These Policies and Procedures will be used to guide the operation of the CoC CE System.

The purpose of a CE System is to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, and connected to housing and homeless services based on their strengths and needs. It uses standardized tools and practices, incorporates a system-wide Housing First (no barriers to entry) approach, and, in an environment of scarce resources, coordinates housing support so that those with the most acute service needs are prioritized.

The intention of the CE Policies and Procedures is to comply with all relevant HUD notices, rules, and regulations. All CoC- and ESG-funded programs are committed to implementing this program. These policies will be updated at least annually to comply with evolving regulations and any changes in the homeless system of care. For the purposes of these policies, the term household includes both an individual and family seeking services.

Except as otherwise specified, CoC CE Policies and Procedures apply to all geographic areas, subpopulations, and housing and homelessness services within the CoC.

Guiding Principles

The following are the Guiding Principles of the CoC CE System:

- The system will provide low-barrier, low-threshold points of entry that take into consideration transit issues and regional preferences.
- The system will be person-centered; will respect consumer choice, safety, and cultural preferences; will be informed by cultural competency and trauma-informed care; and will be flexible enough to respond to changing needs.
- The system will utilize a consistent assessment tool and process across all points of access in the CoC geographic area. The assessment will be made available via multiple methods, such as over-the-phone and in-person.
- The system will rely on a centralized and accurate database that has availability of housing resources.
- All access points will serve or refer all sub-populations with respect for their unique needs.
- The system will reduce barriers by increasing program accessibility, limiting restrictive program criteria and turnaways, and focusing on matching the household in need to the right resources.
- In rolling out the system, there will be a strong communication plan in order to educate consumers and providers about coordinated access.

- Trustworthiness and transparency will be fundamental principles of the system. As entry into the CE system does not guarantee housing, providers will offer consumers accurate information about the probability of obtaining housing through CE.
- The system will coordinate with other systems of care, including but not limited to, the health care system, the criminal justice system, and the different geographic areas of the CoC.
- The system will build on current infrastructure and will be mindful of cost and capacity.
- In order to ensure a high-quality coordinated access system, the CoC will implement policies and procedures, regular training and evaluation, and a standardized assessment tool.
- Performance metrics and data captured through the CE system will be used to evaluate the success of the CoC's homeless housing and services, driving continuous quality improvement.
- Providers in the CE system will take all reasonable steps to prevent households from falling out of housing, through coordination with all available resources.

System Overview

The CoC CE System is a collaboration of multiple community, government, and faith-based agencies that, collectively, provide services ranging from prevention of homelessness to permanent housing placements. Consumers are linked to supports needed to obtain and sustain housing. The CE is uniform and coordinated for all beds, units, and services available at participating projects within the geographic area, with a targeted access point (YWCA of St. Joseph) for survivors of domestic violence. All vacancies in CoC and ESG-funded permanent housing shall be filled through the CE referral process. The CoC utilizes a Housing First approach.

Entry Points

CoC has a “many door” approach in which a homeless household can present at any homeless or housing provider in the geographic area.

All households encountered by street outreach workers are offered the same standardized process as households who access CE through site-based access points.

CoC access points provide opportunity for households experiencing a housing crisis to present for initial assessment screening.

CoC access points will take reasonable steps to offer CE materials and instructions to meet the needs of minority, ethnic, and groups with Limited Language Proficiency.

The CoC will provide appropriate auxiliary aids and services necessary to ensure effective communication.

Assessment

CoC consistently utilizes one standardized assessment tool (see Appendix A) throughout the CoC in order to achieve fair, equitable, and equal access to services within the community.

Multiple points of entry are available into the CE system in regard to certification of homelessness and assessment which includes a scoring system. The answers provided result in a numerical score that determines what system resources are most appropriate for the household. The assessment and score is then entered into HMIS in an accurate and timely

fashion. The assessment tool contains no items which would screen people out of the CE process due to perceived barriers to housing or services to housing or services, including, but not limited to, too little or no income, active or a history of substance abuse, domestic violence history, resistance to receiving services, the type or extent of a disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record.

Any household with a mobility impairment may request a reasonable accommodation at a different assessment location in order to complete the CE process based on their needs.

All assessments are conducted using client-centered methods. Assessment areas are safe and private to allow households to identify sensitive information or safety issues in a private and secure setting.

All CoC coordinated assessment households are free to decide what information they provide during the assessment process, to refuse to answer assessment questions, and to refuse housing and service options without retribution or limiting their access to other forms of assistance or placement on the By-Name list.

The assessment process does not require disclosure of specific disabilities or diagnosis. Specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals.

Prioritization and Match

The CoC has established a community-wide list of all known homeless households who are seeking or may need CoC housing and services to resolve their housing crisis. The list generated during the prioritization process, referred to as the "By-Name list" or "Master List", provides an effective way to manage an accountable and transparent prioritization process.

Prioritization for Permanent Supportive Housing

The By-Name list will be sorted first by those households who meet the definition of chronically homeless, and then by score. Those scoring ten and above on the assessment tool qualify for PSH.

A semi-monthly meeting will be held to review the By-Name list, match households to PSH programs (after review of published program eligibility criteria), make appropriate referrals, and follow-up on past households.

Households selected for CoC-funded permanent supportive housing (PSH) shall be prioritized in the following order:

- A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Households Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Households Experiencing Chronic Homelessness
 1. First priority shall be chronically homeless households residing in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the household's service needs by By-Name List order.
 2. Where there are no chronically homeless households within the CoC's geographic area, such PSH beds will be prioritized based on the Section B below.

- B. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Not Dedicated or Not Prioritized for Occupancy by Households Experiencing Chronic Homelessness
1. First Priority—Homeless Households with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs. A household that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.
 2. Second Priority—Homeless Households with a Disability with Severe Service Needs. A Household that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.
 3. Third Priority—Homeless Households with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs. A household that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the household has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.
 4. Fourth Priority—Homeless Households with a Disability Coming from Transitional Housing. A household that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes households residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.
- C. Target Populations: Recipients of CoC Program-funded PSH shall follow the orders of priority above, as adopted by the CoC, while also considering the goals and any identified target populations served by the project.
- D. CE Prioritization: In addition to the prioritization of CoC-funded permanent supportive housing beds as stated above in Sections A and B, the CoC prioritizes entry to other housing and homelessness assistance programs through the CE system using any combination of the following factors to prioritize homeless households:
1. Significant challenges or functional impairments, including physical, mental, developmental, or behavioral health challenges, which require a significant level of support in order to maintain permanent housing.
 2. High utilization of crisis or emergency services to meet basic needs.
 3. Extent to which households, especially youth and children, are unsheltered.
 4. Vulnerability to illness or death.
 5. Risk of continued homelessness.
 6. Vulnerability to victimization, including physical assault, trafficking, or sex work

In cases where the assessment tool does not produce the entire body of information necessary to determine a household's prioritization, either because of the nature of self-reporting, withheld information, or circumstances outside the scope of assessment questions, the CoC allows case workers and others working with households to provide additional information through case conferencing or another method of case worker input.

In the event that two or more homeless households within the same geographic area are identically prioritized for the next available unit, and each household is also eligible for that unit, the CoC selects the household with most months homeless in the determination of which household receives a referral to the next available unit.

Prevention Services/Rapid Rehousing (RRH) Prioritization

ESG households are assessed for CE.

Within the CoC, households selected for CoC-funded RRH shall be those who are not chronically homeless and then organized by the following:

1. First priority-Homeless households who have not been identified as having severe service needs.
2. Second Priority-Homeless households who have been residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for less than 90 days. The length of time in which households have been homeless should be considered when prioritizing households that meet the criteria, but there is not a minimum length or maximum length of homeless time required.
3. Third Priority-Homeless households who are actively seeking or have sustainable income to retain housing when the RRH program exits.
4. Fourth Priority-Homeless households who are coming from Transitional Housing. A household that is eligible for CoC program-funded RRH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes households residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

Households must pay 30% of their adjusted annual gross income while receiving rapid rehousing assistance.

Transitional Housing Prioritization

No transitional housing assistance is available through the CoC funding hierarchy.

Referrals to Participating projects

CoC's CE process includes uniform and coordinated referral process for all beds, units and services available at participating projects within the CoC's geographic area for referral to housing and services.

CoC and ESG-program recipients and sub-recipients use the CE process established by the CoC as the only referral source from which to consider filling vacancies in housing and/or services funded by CoC and ESG programs.

CoC maintains and annually updates a list of all resources that may be accessed through referrals from the CE process.

Each CoC project establishes and makes publicly available the specific eligibility criteria the project uses to make enrollment determinations.

Upon referral, CoC households receive clear information about the project they are referred to, what households can expect from the project, and expectations of the project. If a household declines a referral to a housing program, their name remains on the By-Name List until the next housing opportunity is available.

If a household declines three PSH referrals in a twelve month period, the household will not be prioritized for PSH for the following twelve months. The household will be referred to other services.

If a household is prioritized for PSH but no PSH resources are available, that household is offered any other CoC resource available in the CoC's geographic area.

Reasons for Denial by Programs: It is expected that provider agencies will only rarely reject a referral from the CE System. Reasons why a provider agency operating a CoC- or ESG-funded permanent housing program may reject a household referred by the CE system are if:

- The household is ineligible to participate in the program because of funding restrictions.
- The program lacks the capacity to safely accommodate that household.
- The household will not engage with housing provider after multiple attempts.
- Household presents with more people than referred and doesn't fit available unit.
- Program has a history of serving this household unsuccessfully.

Emergency Services

People are able to access emergency services, such as emergency shelter, independent of the operating hours of the system's intake and assessment process. Emergency services include:

- YWCA (domestic violence shelter): 816.232.4481/800.653.1477
- The Salvation Army: 816.279.2101
- Help Me Hotline: 816.364.1131/800.365.7724
- Hope House in Leavenworth: 913.250.5790
- Green Hills Women's Shelter in Cameron: 816.632.4900

Incorporating Mainstream Services

CoC access points provide connections and referrals to mainstream and community based emergency assistance services.

CoC includes relevant mainstream service providers in the following activities:

- Identifying people at risk of homelessness;
- Facilitating referrals to and from the CE process;
- Aligning prioritization criteria where applicable;
- Coordinating services and assistance; and
- Conducting activities related to continual process improvement.

Participant Autonomy

CoC incorporates a person-centered approach into the referral process. A person-centered approach includes:

- Participant choice in decisions such as location and type of housing, level and type of services, and other project characteristics, including assessment processes that provide options and recommendations that guide and inform participant choice, as opposed to rigid decisions about what households need.
- Clear expectations concerning where households are being referred, entry requirements, and services provided.

Data Privacy and Safety Protections

The CoC ensures adequate privacy protections of all participant information and complies with HUD's HMIS Data and Technical Standards and other legal standards. The CoC ensures all HMIS users are informed and understand the privacy rules associated with collection, management, and reporting of data, and obtain participant consent to share and store participant information for purposes of assessing and referring participants through the CE process.

The CoC prohibits denying services to households if the household declines to allow their data to be gathered or shared, unless federal statute requires collection, use, storage, and reporting of a household's personally identifiable information (PII) as a condition of program participation.

The CoC does not use data collected from the assessment process to discriminate or prioritize households for housing and services on a protected basis, such as race, color, religion, national origin, sex age, familial status, disability, actual or perceived sexual orientation, gender identify or marital status.

People fleeing or attempting to flee domestic violence and victims of trafficking have safe and confidential access to the CE process and victim services such as domestic violence hotline and shelter.

Additional Safeguards for Survivors of Domestic Violence

In addition to the safeguards described above, additional safeguards must be taken with any data associated with anyone who is known to be fleeing domestic violence, dating violence, stalking, trafficking and/or sexual assault, regardless of whether or not such people are seeking shelter or services from a victim service provider.

In compliance with State and Federal confidentiality provisions, victim services providers will not utilize HMIS, but will maintain victim-identifying information in a comparable database that protects confidentiality. When non-victim services providers become aware that the household they are serving is fleeing/attempting to flee domestic violence, dating violence, stalking, trafficking and/or sexual assault, they will ensure that the household is given information regarding the possible risks associated with having their information entered into HMIS and will give them the option of having their data excluded from HMIS. If the household chooses not to have their information entered into HMIS, the service provider will not enter their information into a shared database and will maintain any identifying information in an alternate manner that safeguards confidentiality.

Homeless households who are in need of supported housing and are fleeing/attempting to flee domestic violence, dating violence, stalking, trafficking and/or sexual assault, will have access to the CE process in the following manner:

- Information will be provided to the victim/survivor regarding the CE process and possible risks associated with being entered into a shared, prioritized list, including the possibility that protected data could be inappropriately disclosed or unintentionally breached.
- If the victim/survivor chooses to be entered onto the shared list, she/he will be referred to a non-victim services provider to complete the assessment tool for prioritization and be entered onto the shared list. The non-victim services provider shall ensure that the assessment tool is administered in a location that protects confidentiality and in a manner that incorporates trauma-informed practices. If the victim/survivor currently resides in a domestic violence shelter, the service provider entering the information for the shared list shall ensure that the location of the victim/survivor is not identified. Entering information in this manner will assist in protecting the location and safety of the victim/survivor.
- If the victim/survivor chooses not to be entered onto the shared list, a victim services provider will complete the assessment tool for prioritization and will present the case through the coordinated entry process using only non-identifying information. If the victim/survivor's case is approved for housing through the CE process, the victim services provider will obtain a signed, release of confidential information form before disclosing any victim-identifying information to the housing provider.

Non-Discrimination

All aspects of the CE process will comply with all Federal, State, and local Fair Housing laws and regulations. CoC-funded providers shall not discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. CoC-funded housing shall be made available to all otherwise eligible households regardless of actual or perceived sexual orientation, gender identity, or marital status. The CoC and CoC agencies will ensure equal access to programs, for all households; provide housing, services, and/or accommodations in accordance with a clients' gender identity; and determine eligibility without regard to actual or perceived sexual orientation, gender identity, or marital status.

Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

If a non-discrimination complaint is received, the CE provider in coordination with the CoC Executive Committee will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation. Within 30 days after completing the investigation, the CE Provider will write an adequate report of the investigation's findings, including the investigator's opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. If appropriate, the investigator may recommend that the complainant be re-assessed or re-prioritized for housing or services. The report will be kept on file for two years.

Evaluation

A random sampling of households will be offered a survey annually to evaluate the CE process. Results of the survey will be presented to the CE Committee and CoC Executive Committee for review and action. CoC ensures adequate privacy protections of all household information collected in the course of the annual CE evaluation.

The CoC will regularly review HMIS data and collect qualitative feedback to monitor and evaluate the performance of the CE System. Agencies participating in CE will annually evaluate the intake, assessment, and referral processes associated with CE, as well as to assess the quality and effectiveness of the CE experience. The process will be monitored for fairness and consistency through case notes, HMIS, and independent tracking. Findings will be presented to the CoC Executive Committee and CE Committee for review and discussion of changes and improvements to CE. CoC incorporates system performance measures into the annual CE evaluation plan. The CoC invites and welcomes feedback from all agencies, community partners and participants.

Marketing

The CoC will affirmatively market housing and supportive services to eligible households who are least likely to apply in the absence of special outreach. The marketing may be conducted using methods such as brochures, flyers, community announcements, and websites. Marketing will be designed to ensure the CE process is available to all eligible households regardless of membership in any protected classes under federal and state law. Similarly, marketing and outreach efforts will be designed to ensure people in different populations and subpopulations in the CoC's geographic area, including people experiencing chronic homelessness, veterans, families with children, youth, and survivors of domestic violence, have fair and equal access to the CE process.

Training

CoC provides training opportunities at least once annually through HMIS provider MAACLink to organizations and or staff persons at organizations that serve as access points or administer assessments. CoC updates and distributes training protocols at least annually through MAACLink. The purpose of the training is to provide all staff administering assessments with access to materials that clearly describe the methods by which assessments are to be conducted with fidelity to the CoC's CE written policies and procedures.

All staff administering assessments use culturally and linguistically competent practices, including the following:

- CoC incorporates cultural and linguistic competency training into the required annual training protocols for participating projects and staff members; and
- Assessments use culturally and linguistically competent questions for all households that reduce cultural or linguistic barriers to housing and services for special populations.

All assessment staff are trained on how to conduct a trauma-informed assessment of households. Special consideration and application of trauma-informed assessment techniques are afforded victims of domestic violence or sexual assault to help reduce the chance of re-traumatization. All assessment staff are trained on safety planning and other next step procedures if safety issues are identified in the process of household assessment.

➤ St. Joseph CoC Assessment Form

Appendix A

	RESPONSE		AGENCY USE
What is your age?			
	YES	NO	
Do you have a serious mental illness?			
Do you have a drug use disorder?			
Do you have an alcohol use disorder?			
Do you have a developmental disability?			
Do you have HIV or AIDS?			
Do you have Post-Traumatic Stress Disorder (PTSD)?			
Do you have any cognitive impairments resulting from a brain or head injury?			
Do you have a physical disability?			
Do you have any of the following:	YES	NO	
Kidney disease, end-stage renal disease, or use of dialysis			
History of frostbite, hypothermia, or immersion foot			
History of heat stroke or heat exhaustion			
Liver disease or cirrhosis			
History of heart disease, heart attack, stroke, or irregular heartbeat			
Emphysema or chronic obstructive pulmonary disease (COPD)			
Diabetes			
Severe asthma or bronchitis			
Cancer			
Hepatitis C			
Tuberculosis			
	RESPONSE		
How many times have you been physically assaulted in the past year?			
In the past six months, how many times have you been to the emergency room?			
In the past six months, how many times have you used a crisis service such as a suicide hotline?			
In the past six months, how many times have you been hospitalized as an in-patient?			
In the past 12 months, how many separate times have you been in jail or prison?			
In the past three years, how many months total have you been in jail or prison?			
	YES	NO	

Do you have any legal stuff going on now that may result in you being locked up or having to pay fines?			
Since becoming homeless, have you ever been attacked or beaten up?			
Since becoming homeless, have you ever engaged in risky behavior, such as sharing needles, having unprotected sex with a stranger, or exchanging sex for money?			
How many times have you been homeless in the past three years? No score			
How long was your longest homeless episode? No score			total

Veteran: Y N

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 15: RACIAL DISPARITY ASSESSMENT SUMMARY

RELATED APPLICATION QUESTIONS: 3B-5

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BACKGROUND:

Nationally, research has found racial disparities in rates of homelessness. Specifically, blacks and Native Americans experience homelessness at disproportionately higher rates. Racial disparity can occur when there is a significant difference between the percentage of a racial group represented in the general population and the percentage of the same group represented in a certain situation, for purposes of this assessment: homelessness.

GENERAL POPULATION

Information from the 2017 census¹ indicates that the majority of people living in St Joseph are white (87.7%) and non-Hispanic/Latino (82.8%).

Race and Hispanic Origin		St. Joseph city, Missouri
Population estimates, July 1, 2017, (V2017)		76,442
PEOPLE		
Race and Hispanic Origin		
White alone, percent (a)		87.7%
Black or African American alone, percent (a)		5.9%
American Indian and Alaska Native alone, percent (a)		0.3%
Asian alone, percent (a)		1.1%
Native Hawaiian and Other Pacific Islander alone, percent (a)		0.2%
Two or More Races, percent		3.8%
Hispanic or Latino, percent (b)		6.7%
White alone, not Hispanic or Latino, percent		82.8%

The census also reports that the percentage of households where a language other than English spoken at home is 6.5%.

¹ <https://www.census.gov/quickfacts/fact/table/stjosephcitymissouri,US/PST045217>

HOMELESS POPULATION

Quantifying and understanding the homeless population is imperfect given the transitory nature of the population and how they present. For purposes of this assessment, we have gathered a variety of data to support a fuller understanding of the homeless population in this CoC.

POINT IN TIME COUNT

In January of each year, St Joseph CoC conducts a Point in Time (PIT) Count, a single-night count of homeless people and families. In 2018, the number people experiencing homelessness was 204, with 174 of those staying in shelters or transitional housing programs, and 30 unsheltered, or in cars, parks, tents, sidewalks or other places not meant for habitation. The racial and ethnic breakdown for the PIT count was as follows:

2018 St Joseph CoC Point In Time Count, January 2018

Race	Homeless Population-Families	Homeess Population-Households with no children	Homeless Population- Total
White	44%	82%	63%
Black or African-American	43%	10%	26%
American Indian and Alaska Native	0%	5%	2%
Asian	0%	0%	0%
Native Hawaiian or Pacific Islander	1%	1%	1%
Two or more races	13%	3%	8%
Information Missing	NA	NA	NA
Ethnicity			
Hispanic/Latino	21%	7%	14%
Non-Hispanic/Latino	79%	93%	86%
Information Missing/Don't Know/Refused	NA	NA	NA

HOMELESSNESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Almost all providers of homeless housing and services in the St Joseph CoC participate in HMIS (with the exception of VASH beds and victim services providers) as shown by its excellent bed coverage rates. In addition, the CoC's HMIS maintains an extremely good data quality, making HMIS a reliable source of information about the homeless population. The racial and ethnic breakdown for services received in calendar 2017 is:

HMIS, Calendar Year 2017

Race	Homeless Population- Total
White	82.5%
Black or African-American	10.4%
American Indian and Alaska Native	.5%
Asian	.5%
Native Hawaiian or Pacific Islander	1.4%
Two or more races	1.9%
Information Missing	2.8%
Ethnicity	
Hispanic/Latino	6.7%
Non-Hispanic/Latino	91.9%
Information Missing/Don't Know/Refused	1.4%

DATA FROM COMPARABLE DATABASE OF VICTIM SERVICES PROVIDER (YWCA)

YWCA as a victim services provider does not participate in HMIS but does collect data about persons served, yet is an important part of the system of care. For 2017, its racial and ethnic breakdown of persons served in its shelter follows:

YWCA Shelter Stayers, CY 2017

Race	Homeless Population- Families	Homeless Population- Households with no children	Homeless Population- Total
White	63%	83%	69%
Black or African-American	18%	10%	16%
American Indian and Alaska Native	0%	3%	1%
Asian	0%	0%	0%
Native Hawaiian or Pacific Islander	6%	1%	4%

Two or more races	13%	3%	10%
Information Missing	0%	0%	0%
Ethnicity			
Hispanic/Latino	15%	6%	13%
Non-Hispanic/Latino	85%	94%	87%
Information Missing/Don't Know/Refused	0%	0%	0%

DROP IN CENTER

Throughout the year, St Joseph is served by a Drop In Center that serves many people who are living unsheltered. The Drop In Center is often the entry into the homeless system of care. Over the 2017 calendar year, 1129 clients were served, 920 who were adults and 209 that were children. The racial breakdown of people who used this entry point into the homeless system of care included:

Persons Served at 8th Street Drop In Center, calendar year 2017

Race	Homeless Population-Families	Homeless Population-Households with no children	Total Street Homeless Population
White	75%	81%	76%
Black or African-American	14%	13%	12%
American Indian and Alaska Native	1%	1%	1%
Asian	0%	0%	0%
Native Hawaiian or Pacific Islander	5%	1%	2%
Two or more races	5%	3%	4%
Information Missing	0%	NA	4%
Ethnicity			
Hispanic/Latino	3%	5%	4%
Non-Hispanic/Latino	97%	95%	92%
Information Missing/Don't Know/Refused	NA	NA	4%

HOUSING PROGRAMS

While the PIT Count data and 8th Street Drop In Center data draws a picture of the population living precariously or on the streets of the St Joseph CoC geography. Data gathered by the permanent housing programs funded by the CoC Program and by the coordinated entry committee for persons housed off the By Name list provides a window in to the persons who are served by the CoC.

Persons Served with Housing and Services, 2017-2018

Race	Housed from Coordinated Entry Priority List, Source: CE, 2017-18	Total Persons Served by CoC-Funded Programs <i>Source: APRs for most recent completed grant year</i>	Range of Percentages Served by CoC-Funded Programs <i>Source: APRs for most recent completed grant year</i>
White	77%	76%	69%-88%
Black or African-American	17%	16%	6%-23%
American Indian and Alaska Native	1%	1%	0%-6%
Asian	0%	0%	0%
Native Hawaiian or Pacific Islander	0%	1%	0%-5%
Two or more races	3%	0%	1%-6%
Information Missing	2%	0%	0%
Ethnicity			
Hispanic/Latino	5%	5%	0%-15%
Non-Hispanic/Latino	94%	95%	85%-100%
Information Missing/Don't Know/Refused	1%	0%	0%

ASSESSMENT:

The data collected begins to sketch a picture of the racial disparity for the St Joseph CoC.

1. **Disparity in Homeless Population:** The data shows that people who are African-American or Black are more likely to experience homelessness compared to the general population. While other populations of people of color had smaller changes that were inconclusive as to the disparity between the homeless population and the general population, the percentages of persons who are African-American or Black are significantly higher across the sources of homeless data (10.4-26%) compared to the general population (5.9%). The general population data was not able to be analyzed by income level, which may present another picture. The CoC will work to identify additional sources of data to analyze.
 - a. **Subpopulation:** Data gathered from the YWCA, 8th Street Drop In Center and the point-in-time count included breakdowns by households type. In all three sources, the households with no children were more likely to have similar racial/ethnic breakdowns to the general population, while the households with children had greater racial disparity, specifically with households that were African-American or Black, Native Hawaiian or Pacific Islander, or multi-racial were more likely to be homeless. Data outliers included that 43% of families counted in the PIT Count were Black or African-American, which was significantly different than any other data source.
2. **Disparity in Homeless Assistance:** While data varied, overall, the data did not reflect a large racial or ethnic disparity between people who are homeless (i.e. PIT count) and the people who

received homeless assistance. It should be noted that some of these data sources are quite small and a difference of only a few people could skew the data.

Summary Chart	General Population	Homeless Population-Total	HMIS Total	YWCA Total	Drop In Center- Total	Coordinated Entry Housed	Served by CoC-funded Programs
Race	<i>General Population, Source: US Census, 2017</i>	<i>Source: PIT Count, Jan 2018</i>	<i>Source: All HMIS services, CY2017</i>	<i>Source: YWCA shelter stayers, CY2017</i>	<i>Source: Drop In Center, CY2017</i>	<i>Source: CE, 2017-18</i>	<i>Source: APRs for most recent complete grant year</i>
White	87.70%	63%	82.5%	69%	76%	77%	76%
Black or African-American	5.90%	26%	10.4%	16%	12%	17%	16%
American Indian and Alaska Native	0.30%	2%	0.5%	1%	1%	1%	1%
Asian	1.10%	0%	0.5%	0%	0%	0%	0%
Native Hawaiian or Pacific Islander	0.20%	1%	1.4%	4%	2%	0%	1%
Two or more races	3.80%	8%	1.9%	10%	4%	3%	0%
Information Missing	NA	NA	2.8%	0%	4%	2%	0%
Ethnicity							
Hispanic/Latino	6.70%	14%	6.7%	13%	4%	5%	5%
Non-Hispanic/Latino	82.80%	86%	91.9%	87%	92%	94%	95%
Information Missing/Don't Know/Refused	NA	NA	1.4%	0%	4%	1%	0%

ST. JOSEPH CONTINUUM OF CARE (MO-603)

2018 COC NOFA

ATTACHMENT 16: PROJECT LIST- PERSONS HOMELESS UNDER OTHER FEDERAL STATUTES

RELATED APPLICATION QUESTIONS: 4A-7

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This CoC is not choosing to serve anyone homeless under other Federal Statutes. There is, accordingly, no attachment.	NA