

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

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

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

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-609 - San Bernardino City & County CoC

1A-2. Collaborative Applicant Name: San Bernardino Office of Homeless Services

1A-3. CoC Designation: CA

1A-4. HMIS Lead: San Bernardino Office of Homeless Services

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	Yes	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No	Not Applicable
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Faith Based Organizations	Yes	Yes	Yes
Businesses	Yes	Yes	Yes
Veteran Service Providers	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

CoC includes representation from; government, non-profits, faith based, businesses, hospitals, universities, housing developers, and the homeless. Representatives serve on various committees which discuss issues related to their committees such as permanent housing, performance measures, mainstream resources, etc and make recommendations to the CoC Board which acts on behalf of the CoC. Workgroups evolved out of the committees and provide the Board with expertise; these include the Homeless Youth Task Force (HYT) and Homeless Vet Comm. Planning Group (HVCPG).HYT was created to investigate the needs of homeless youth in the CoC and is a sub-committee of the local Board. HYT members include: government, faith-based and nonprofit agencies, school liaisons, homeless youth and advocates. HVCPG provides guidance to the Board on ending Veteran homelessness in 2016. HVCPG members include; Sheriff; SSVF providers; VA Loma Linda Healthcare; nonprofits; ESG, Housing Authority and Outreach Teams.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Our House	Yes	Yes	No
San Bernardino Superintendent of Schools	No	Yes	Yes
County of San Bernardino - TAY Programs	No	Yes	Yes
Young Visionaries	No	Yes	No
Youth Hope	No	Yes	No
Global One	No	Yes	No
Valley Star	No	Yes	Yes

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Victor Valley Domestic Violence	Yes	No
Family Service Association	Yes	Yes
Morongo Basin Unity Home	Yes	Yes
House of Ruth	Yes	No
DOVES	No	No
High Desert Homeless Services	Yes	No
Lucerne Valley Domestic Violence	No	No
Haley House	Yes	No
Pacific Clinics	Yes	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

Lead CoC agency, Office of Homeless Services (OHS), releases a Request for Proposals (RFP) for the CoC PH Bonus and Reallocated Funds that notes a desire to solicit proposals from CoC and non-CoC funded agencies for projects providing permanent housing. Agencies are notified of the RFP through announcements at Homeless Partnership meetings, mail distribution, and Internet posting. The CoC provides a workshop to the entire CoC and members of the public. CoC staff meet with non-funded new organizations that express an interest in applying for CoC funding. TA is provided to those who express an interest. A Grant Review Committee (GRC) reviews, evaluates, and rates each proposal based on the local priorities, project eligibility and quality threshold requirements as noted in CoC NOFA. Agencies not recommended for funding are notified of the GRC findings and provided feedback as to the reasons why they were not recommended and encouraged to apply in future competitions.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	13
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	13
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	13
How many of the Con Plan jurisdictions are also ESG recipients?	5
How many ESG recipients did the CoC participate with to make ESG funding decisions?	5
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	5

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

A) Apple Valley-Annually-Planning Mtg.(1 hr.), and e-mails; B) Chino-(1 hr.), Con Plan Survey (1 hr) and wkshp; C) Chino Hills-Annual Planning Mtgs. (1 hr.) and wkshp (2 hrs.); D) City of San Bernardino- Monthly-Planning Mtgs. (2 hrs.), Surveys (1 hr.), Con Plan Survey (1 hrs.) and e-mails. (2 hrs.); D) County of San Bernardino- Monthly-Planning Mtgs. (1 hr.), Surveys (2 hr.), Con Plan Survey (2.5 hrs.) and e-mails. E) Fontana- Monthly-Planning Mtgs. (2 hrs.), Survey (1 hr.) and e-mails F) Hesperia-Annual Planning Mtgs. (1 hr.) and wkshp (2 hrs.) G) Ontario- Monthly-Planning Mtgs. (2 hrs.), Quarterly-Conference Calls (1 hr.), Con. Plan Surveys (1 hr.) and e-mails H) Rancho Cucamonga – Ann.-Comm. Mtgs. (2 hrs.) Con Plan Survey (2hrs.) I) Redlands- Annually-Comm. Mtgs. (2 hrs.) and e-mails J) Rialto-Bi-annual-Comm. Mtgs. (2 hrs) and Con Plan Survey (1 hrs.); K) Upland-Bi-Monthly Planning Mtgs. (1 hr.), Annual Comm. Mtgs. (4 hrs) and L) Victorville- Con Plan Survey (1 hr) and (2) wkshp

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

ESG recipients participate in all CoC meetings, sub-committees and are voting members of the local CoC governing board. Priorities for the CoC and ESG funds are identified by the CoC governing board. The San Bernardino CoC collaborated with ESG recipients in the development of the San Bernardino County ESG performance standards in 2012. The CoC takes part in the development of the local ESG RFPs and in the ESG funding decisions. The expectations for ESG providers parallels the CoC, and the local ESG providers worked with the lead agency in the development of program written standards for PH, TH, and ES agencies within the CoC. ESG recipients and the CoC review and analyze the HMIS data for each CoC and ESG funded project on an annually basis to ensure that the CoC is meeting local housing needs as determined by an annual gaps analysis. Currently, the CoC, HUD, VA, and ESG recipients meet bi-weekly to coordinate CoC and ESG activities to end veteran's homelessness in the CoC.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Clients fleeing domestic violence (DV) present to a DV shelter and are

assessed to identify safe housing. If a client calls, staff will pick up the client at a safe location. Clients stay at shelter, which has an alarm/security system and cameras, or they may opt to stay at a motel. Clients are linked to mainstream and employment services. Housing locators assist clients when they are ready to find permanent housing (PH). Clients continue to receive services once they obtain PH. Data is tracked by a HMIS comparable software with a strict adherence to confidentiality. DV survivors present to a homeless service provider and are assessed and assigned a case manager who is trained in Seeking Safety –an evidence based program which employs a trauma-informed approach. Shelters have a security system and adhere to strict client privacy mandates. Staff work with clients to increase income through mainstream benefits and employment. Clients work with housing specialists to secure PH.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Authority of San Bernardino County	7.00%	Yes-Both
Housing Authority of Needles	2.00%	No
Housing Authority of Upland	0.00%	Yes-Public Housing

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-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Temporary Assistance for Needy Families (TANF) provides rental assistance and stabilization services through the Housing Support Program (HSP) and the Family Stabilization Program (FSP). The HSP provides 359 households with permanent housing and the FSP provides permanent housing for 258 families. There are currently 350 HUD-VASH vouchers, SSFV provides funds to Rapidly Re-house (RRH) 173 veteran households, and Proposition 41 provides 168 veteran permanent housing beds for homeless veterans. Housing Opportunities for Persons with AIDS (HOPWA) funds nonprofit organizations provide xx beds for persons living with HIV/AIDS and their families. California Mental Health

Services Act (MHSA) provides a dedicated source of funds to reduce the long term impacts of untreated serious mental illness. MHSA provides 46 dedicated emergency shelter beds for the homeless.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized 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"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
Engaged/educated businesses	<input checked="" type="checkbox"/>
Engaged/educated health providers	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

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

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

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

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

Not Applicable

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

Coordinated Entry System (CES) is linked to a wide-range of public and private organizations including entitlement jurisdictions throughout the CoC region by street outreach so people living on the streets, particularly the chronically homeless, are prioritized for assistance in the same way as other homeless persons. VI-SPDAT is used as a tool that determines chronicity and medical vulnerability of homeless individuals. Outreach workers enter persons into HMIS and administer VI-SPDAT on the streets, in encampments, and remote areas. VI-SPDAT identifies support and housing that fit their needs such as PSH with a Housing First approach and rapid re-housing. CoC advertises CES to reach homeless persons least likely to access the process which includes: 1) leaving business cards of outreach workers; 2) leaving information at service sites, homeless connects, veteran stand downs, meal programs and public locations; 3) educating mainstream service providers; and 4) 2-1-1 help line.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of

the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inland Empire United Way 2-1-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veteran Service Providers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith Based Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	20
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	4
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	16
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>
Need for specialized population services:	

Youth	<input type="checkbox"/>
Victims of Domestic Violence	<input type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

CoC did consider the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications as outlined in its written standards. Projects serving those persons with highest needs and greatest barriers towards obtaining and maintaining housing on their own were factored into the CoC’s review, ranking, and selection process. For example, projects serving, and new projects proposing to serve, CH Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs were given weighted performance consideration. This also included history of high utilization of crisis services of emergency rooms, jails, and psychiatric facilities and significant health or behavioral health challenges and/or functional impairments which require a significant level of support in order to maintain permanent housing. Projects serving, or proposing to serve, higher percentages of persons coming from the streets were also considered.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

RFPs, new & renewal review, ranking, and scoring criteria was stated at CoC meetings, sent to the entire CoC and posted on 7/12/16. Renewal applicants completed a Letter of Intent that provided information based on HUD criteria noted in the 2016 NoFA and local priorities. New & renewal projects were reviewed by the governing board committee, announced at the governing board meeting on 8/24/16 and posted to the website on 8/29/16. Notices to agencies were sent via e-mail on the following dates; new-8/16/16; reallocated TH-7/7/16, rejected- 8/16/16; and renewal- 8/26/16. Notices were posted on the website on 8/29/16. The CoC publicly posted all parts of the CoC App., CoC Priority Listing & notified the entire CoC of the posting on 9/9/16.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/09/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/16/2016

1F-6. In the Annual Renewal Demand (ARD) Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC utilizes a combined program and HMIS monitoring tool to review each project. The annual monitoring includes a review of hsg. stabilization, program exits, participant eligibility, length of time homeless, increasing income, enrollment in mainstream benefits, grievance procedures, privacy notices, bed utilization, Security, and data sharing agreements. A report is provided to each agency which notes findings and the action to remedy the finding. CoC program recipients are required to submit a copy of their HUD Annual Performance Report (APR) and a Letter of Intent (LOI) to renew to the CoC. The LOI consists of questions regarding the following; LOCCs drawdowns; cost effectiveness; match; HMIS participation; and monitoring findings. The CoC conducts a monthly review of HMIS data which is an assessment of HUD performance standards and data elements. Agencies failing to meet standards are offered technical assistance and face reallocation if they continue to fail standards.

1G-2. Did the Collaborative Applicant include Yes
accurately completed and appropriately
signed form HUD-2991(s) for all project
applications submitted on the CoC Priority
Listing?

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. HMIS Lead - Page 22 & CoC Lead Page 3-6

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software ClientTrack

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Eccovia Solutions

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$250,158
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$250,158

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$24,092
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$24,092

2B-2.3 Funding Type: State and Local

Funding Source	Funding

City	\$0
County	\$275,000
State	\$112,978
State and Local - Total Amount	\$387,978

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$662,228
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	325	63	262	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	412	44	368	100.00%
Rapid Re-Housing (RRH) beds	1,093	0	1,093	100.00%
Permanent Supportive Housing (PSH) beds	1,098	0	1,098	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

Not applicable.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>

Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Monthly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	5%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	1%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	1%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 12

2D-4. How frequently does the CoC review data quality in the HMIS? Bi-Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both. Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

Not Applicable.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy) 01/28/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? No

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy) 04/27/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

PIT methodology consisted of the following; Updating the HIC to include new ES, TH, overflow beds including motel vouchers and deleting beds that were no longer in the CoC; HMIS data was used to confirm the number of participating

beds in each program, the total number of occupied beds during the night of the PIT and was used to collect subpopulation data; Program surveys were developed that included questions that collected the identical information collected through HMIS. These surveys were administered by the non-HMIS participating programs; Data collected through HMIS and the program surveys provided the number of sheltered persons and the breakdown of the number of persons in each subpopulation. Data provided through the PIT assists the CoC in managing the performance of projects in the CoC and identifying resources that may be reallocated to help end homelessness. This methodology was selected to ensure the accuracy of data, particularly the subpopulation data.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

Not Applicable

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

In 2016, the following projects were added to the sheltered 2016 PITC: House of Ruth ES (6 beds), Mercy House ES (6 vouchers) in San Bernardino, and Victor Valley Domestic Violence TH (13 beds) as they reported that they provide services in the CoC. The following projects were removed from the 2016 sheltered PITC Family Assistance Program TH (25 beds) as they do not provide transitional housing within the CoC.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

Not Applicable

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/28/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 04/27/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Methodology included: a) dividing county into organizational regions; b) dividing these regions into planning communities; c) dividing planning communities into implementation areas; and d) dividing implementation areas into count zones. Coordinating count and survey included 1) establishing key person teams for each planning community; 2) distinguishing areas within planning communities where homeless people live; 3) identifying specific places where homeless people live within count zones; and 4) identifying places where homeless people receive social services. All persons were asked if they were homeless. A count and survey instrument was used to gather required data and answers were also used to create an identifier for deduplication purposes and to determine the number of persons for subpopulations required by HUD. HMIS data was also used to identify unsheltered persons who were entered during time of the count and an identifier was created and used to prevent duplication.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

There were no changes in methodology.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

not-applicable

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

There was improved training of data collection for chronic homelessness because of HUD's recent change to the definition of chronic homelessness. Thus, the quality of data information collected to determine chronic homelessness, particularly, disabling condition, was improved.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

*** 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2,149	1,887	-262
Emergency Shelter Total	445	318	-127
Safe Haven Total	0	0	0
Transitional Housing Total	393	378	-15
Total Sheltered Count	838	696	-142
Total Unsheltered Count	1,311	1,191	-120

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	4,514
Emergency Shelter Total	3,768
Safe Haven Total	0
Transitional Housing Total	746

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

A county-wide homeless prevention strategy has been implemented that has helped identify specific risk factors based on fact-finding with general assistance, mainstream, and prevention assistance providers that include loss of income, history of residential instability sudden death or illness, utility shutoffs, etc. Strategic steps focus on shelter diversion by stabilizing household in current housing or temporarily sharing housing with other family members of friends until the household is ready to obtain and maintain permanent housing. Steps also include links to temporary or ongoing supports and case management if needed. Temporary support may include one-time or short-term rental and/or utility assistance and participation in employment services. Ongoing supports may include mainstream resources and on-the-job training. Case management, if desired by the household, may be short-term. The overall goal is to stabilize the household and prepare a plan if another housing crisis occurs.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

Specific efforts currently used to track and record LOT homeless include the coordinated entry system which incorporates the VI-SPDAT which has questions regarding LOT homeless for unsheltered clients. CES is imbedded in HMIS and LOT for sheltered clients is tracked by looking at entrances and exits. A Working group meets regularly to identify households with the longest history of homelessness and most severe service needs and are prioritized for PSH. Families are identified and prioritized for RRH and non-CH veterans are identified and prioritized for SSVF assistance and CH veterans for HUD-VASH vouchers. CoC continues to increase PSH beds and RRH assistance through mainstream federal, state, and county funding sources, private sources, reallocation of CoC funds, and by prioritizing ESG funds. RRH assistance and housing navigation are funding priorities for all ESG recipients because data from CoC and ESG funded projects was analyzed and revealed the need to set these priorities.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

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Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	258
Of the persons in the Universe above, how many of those exited to permanent destinations?	236
% Successful Exits	91.47%

**3A-4b. Exit To or Retention Of Permanent Housing:
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	1,029
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	949
% Successful Retentions/Exits	92.23%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

Strategies include: 1) low barrier and housing first strategies to minimize number of returns to homelessness; 2) wrap-around services with case management after households obtain PH in order to help maintain housing; 3) developing landlord liaison relationships as 1st point of contact for tenant issues and serve as mediator as needed; and 4) identifying individuals and families who return to homelessness through HMIS which creates a unique identifier upon entry. HMIS Lead Agency runs reports for all project types and is tracking the percentage of households that return to homelessness after exiting to PH. Reports are posted on web site and reviewed by CoC to identify patterns that may indicate that households are returning to homelessness after certain projects place persons in PH or returning to homelessness after obtaining housing with family and friends. Agencies receiving prevention assistance funds prioritize clients who previously received rapid re-housing assistance.

**3A-6. Performance Measure: Job and Income Growth.
 Performance Measure: Job and Income Growth. Describe the CoC's**

**specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)**

Every homeless person entering into a residential component of the CoC is assessed for employment as part of a housing first approach. A case manager helps secure the kind of services and skills that are needed for employable residents as noted in 3A-6a. Case managers help provide transportation when necessary, complete necessary paperwork, and assist residents with follow-up to ensure benefits are received and maintained for non-employment cash income such as SSDI and non-cash benefits. SOAR trained staff expedite access to SSDI for homeless with mental illness or co-occurring substance abuse. Residents that are not employable are helped with non-cash benefits through County Transitional Assistance Department which provides a wide-range of cash benefits including CalWorks, CalFresh, and Medi-Cal. There are 18 office locations throughout the county. If denied benefits, providers refer participants to law firms and organizations that specialize in appealing such decisions.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)**

Primary organizations California's Dept of Economic Development and Dept of Rehabilitation, a collaboration with County Workforce Investment Board, county Department of Workforce Development, and County Employment Resource Centers. Services that help overcome barriers to employment include job preparation, job search, job placement, vocational training, mentorship, career guidance, and assistance meeting educational goals. County Transitional Assistance Department has a Welfare to Work Program and a child care program for CalWorks recipients in approved work or training programs. SSA's Ticket to Work Program is a work incentive for eligible people ages of 18 and 65 and who receive Social Security Disability Insurance or Supplemental Security Income benefits. CoC currently funds 20 housing projects, 15 PH, including RRH and PSH projects and 5 TH projects 100% of the PSH projects partner with DOR, EDD, and WDD. 100% of the RRH and TH projects partner with WDD and EDD.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)**

As noted in 3A-7b below, all cities and much of unincorporated areas of the county were included in 2016 unsheltered count. Areas not included are uninhabitable and beyond a reasonable daily walking range to habitable areas. Outreach teams service habitable areas and engage unsheltered persons by entering them into a CES by administering the VI-SPDAT to determine chronicity and medical vulnerability of homeless persons and identify the best support and housing that fit their needs. A housing first approach is used to remove barriers to obtain housing. Thus, those persons who are least likely to

apply for housing in the absence of special outreach are engaged in housing placement activities with several agencies in necessary regardless of disability, sex, age, etc. They are also informed of their rights and remedies under applicable laws and any impediments are reported to the jurisdiction that provided certification of consistency with the Consolidated Plan per 24 CFR 578.93(c).

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? Yes

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)? (limit 1000 characters)

The county was divided into Red, Yellow, or Green Areas. Red Areas were defined as areas where there were no homeless persons as determined by local community representatives and stakeholders. Only a few small rural communities spread throughout the desert and mountain regions of the county were identified by key persons as Red Areas. Yellow Areas were defined as areas where only professional outreach workers would go. These areas may prove too difficult to cover and/or unsafe for volunteer counters. Prior to the count, local professional representatives involved in the homeless count such as law enforcement or street outreach workers verified if homeless persons lived in these areas. Few areas were noted as yellow and all yellow areas were included in the count. Green Areas were defined as areas where homeless persons can be found as determined by local community representatives. All cities and much of the unincorporated areas of the county were designated as green areas.

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy) 08/02/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and

describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)

not-applicable

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

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	564	405	-159
Sheltered Count of chronically homeless persons	77	20	-57
Unsheltered Count of chronically homeless persons	487	385	-102

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. (limit 1000 characters)

Not Applicable because of decrease.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	282	143	-139

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

Not Applicable because of decrease.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status? Yes

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found. Pages 3-5

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? Yes

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of

**ending chronically homelessness by 2017?
(limit 1000 characters)**

The strategies and resources that are being implemented include 1) focusing more intensely on CH individuals and families through assertive street outreach and engagement into areas and encampments where CH persons are known to live; 2) engaging CH households through the coordinated entry system to help link them to the appropriate PSH provider and level of supportive services; 3) increasing resources to provide bridge housing for CH households who need a short-term stay while awaiting permanent housing availability that includes low barrier shelter and vouchered stays in motels; 4) connecting CH households to mainstream resources including Medi-Cal and behavioral health services while awaiting PSH placement; 5) connecting CH households to community resources such as food, transportation, money management, housing counseling services, etc. to ensure they maintain their housing; and 6) emphasizing a consumer-driven mindset that is choice-based.

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

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

Coordinated Entry System (CES) plays a critical role in providing intervention for each homeless family to effectively house them within 30 days. CES helps families avoid entering shelters by offering assistance to help remain in their housing for a short period of time or live with friends and families in order to gain time to move them into PH. If ES is need, RRH assistance and supportive services are provided to help ensure a stay of no more than 30 days. Services are provided within a housing first and low barrier environment. RRH assistance is flexible so families with lower barriers receive modest financial assistance and those with higher barriers receive moderate assistance. CoC has reallocated TH programs for families to RRH and has worked with ESG recipients to allocate more funding to RRH. CoC has also developed more effective coordination between prevention efforts and mainstream benefits and programs which has improved linkages to local mainstream services systems.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	91	340	249

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count,		
FY2016 CoC Application		Page 44	09/12/2016

	most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	254	176	-78
Sheltered Count of homeless households with children:	212	136	-76
Unsheltered Count of homeless households with children:	42	40	-2

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

Not Applicable

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input checked="" type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	20	81	61

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

not-applicable

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
FY2016 CoC Application			

Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$387,011.00	\$387,011.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	\$187,011.00	\$187,011.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$200,000.00	\$200,000.00	\$0.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	48
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	15
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	48

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

The CoC collaborates with school districts and homeless youth programs in the CoC to conduct a homeless youth survey and subsequent report. The survey raises awareness of the issues of child and youth homelessness, educates the public about the unique needs and challenges of this population. the CoC governing board oversees the Homeless Youth Taskforce (Taskforce).The Taskforce was created to investigate the needs of homeless youth in the CoC and to find solutions to those needs. The Taskforce and school district liaison have established protections to keep homeless students from discrimination based on their housing status. The CoC lead agency prepared and submitted grants to fund the Superintendent of County Schools and the San Bernardino City Unified School District for the McKinney-Vento Education for Homeless Children and Youth Programs. These grants have specific measureable deliverables and milestones that the LEAs must meet which include planning and activity related measures.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

The CoC has regular meetings with local school district liaisons and mutually provide information and resources. Together, they work with CoC and ESG funded programs to identify homeless children and youth through the

coordinated entry system. Once placed in a CoC and ESG funded program, program representatives' work with liaisons through designated staff to ensure the identification of homeless youth and children. They also work together to inform homeless families of eligibility for McKinney-Vento education services which includes ensuring that families are aware of educational rights through regular school mailings and handouts at the beginning of the school year. Such materials are provided in English and Spanish and reviewed orally between families, children, youth, case managers, and liaisons. More specifically, they assure families receive a letter verifying eligibility for services, ensure transportation (bused to their school of origin if possible); formally reviews educational rights with parents; posts Educational Rights at program sites; provide mutual advocacy when educational rights are violated, have access to academic tutoring and counseling, and incorporate education in exit planning with clients. If possible, they help ensure every homeless child and youth remain enrolled in the school of their original residence prior to becoming homeless. When necessary, they give families and youth access to shelters and transitional housing programs closet to the school where they are enrolled. Also, when necessary, they work together to help enroll children escaping Domestic Violence in a school of their choice within the district and establish procedures to protect their safety and rights. CoC and ESG funded programs inform liaisons when children have exited their programs to help ensure their education continues uninterrupted.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

The CoC there are HUD-funded projects that have written agreements with programs that serve infants, toddlers, and youth children. New Hope Village has an agreement with Head Start that provides children in their program with education, health, and nutrition services. Inland Valley Hope Partners hosts a preschool/daycare on the grounds of their facility that is operated by a local church. Services provided include; child care and development, nutrition services for infants through kindergarten. KEYS, Inc. has an agreement with Public Health for the Screening, Assessment, Referral, and Treatment (SART) Program. The SART Model provides children ages 0 - 5 screening, assess and referrals for treatment through a collaborative process that strengthens and builds on existing programs. It is a system of health and child welfare for children at risk for developmental and behavioral problems due to exposure to alcohol and drugs, child abuse and neglect.

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

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	176	122	-54
Sheltered count of homeless veterans:	31	29	-2
Unsheltered count of homeless veterans:	145	93	-52

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

not applicable because of the decrease.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

The Veterans Community Planning Group (VCPG) was established in November 2014 and includes representatives from SSFV, VA, County of San Bernardino Sheriff's Department-HOPE Team, County of San Bernardino

Department of Behavioral Health-HOST Team, HAs, and CoC funded projects providing services to Veterans. The VCPG meets weekly and has established a specific weekly housing placement goal to end Veterans' homelessness by 12/2015. The VCPG agencies coordinated their outreach workers to develop a "By Name List" which identifies each Veteran by name and ensures that the CoC is effectively serving all Veterans needing housing and homelessness assistance within the CoC. Veterans are quickly assessed by the VCPG agencies through a DD-214, HINQ, VA Card, Letter of Service or verification from the local VA Medical Center. A Weekly Target Tracking Tool (Tool) is sent to all participating agencies. The Tool identifies weekly goal progress and confirms housing placement location.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	249	122	-51.00%
Unsheltered Count of homeless veterans:	191	93	-51.31%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

Strategies and resources include 1) continuing to streamline issuance of VASH vouchers including preparation for PHA referral; 2) connecting veterans with mainstream resources outside of VA system for veterans ineligible for VA benefits and services and veterans who are but VA benefits can be supplemented; 3) communicating and integrating VA services with non-VA community-based organizations including CoC members in order to provide resources that VA services do not provide, or provide, but can supplement VA services, which include food, transportation, child care, housing counseling services, etc.; 4) increasing resources to provide bridge housing for veterans who need a short-term stay while awaiting PH availability that includes low barrier shelter, vouchered stays in motels, and low barrier TH programs; and 5) increasing resources to help veterans with furnishing PH that includes furniture

and other household items.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	22
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	22
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

The CoC lead agency partners with the County of San Bernardino Human Services, Covered California, the Affordable Care Act resource exchange in California, community health centers, Inland Empire Health Plan (IEHP), Molina Medical, and County Medi-cal to provide information and assist with insurance enrollment for low income and homeless families and individuals. Educational and informational sessions are offered to persons at County welfare offices, homeless and low income outreach events, clinics and hospitals. Covered California reported a 13% increase in program enrollment, IEHP notes an

increase of over 500,000 enrollees, and Molina Healthcare reports over 150,000 new enrollees since 2014. The CoC also organizes training sessions for the homeless service providers to teach staff about rules and resources so they can assist their clients obtain healthcare benefits.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	22
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	22
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	22
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	22
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
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Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	270	1,093	823

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must

include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>

Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	CoC Evidence of C...	09/07/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	CoC Evidence of 2...	09/12/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating & Revi...	09/07/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoCs Rating & rev...	08/30/2016
05. CoCs Process for Reallocating	Yes	CoC Reallocation ...	08/30/2016
06. CoC's Governance Charter	Yes	Governance Charte...	08/17/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy & Pro...	09/12/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administrativ...	09/12/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	09/12/2016
11. CoC Written Standards for Order of Priority	No	San Bernardino Wr...	08/24/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	System Performanc...	08/17/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: CoC Evidence of Communication to Rejected Projects

Attachment Details

Document Description: CoC Evidence of 2016 Application- Public Posting & Notification to full CoC

Attachment Details

Document Description: CoC Rating & Review Procedures

Attachment Details

Document Description: CoCs Rating & review Procedure-Public Posting Evidence

Attachment Details

Document Description: CoC Reallocation Process

Attachment Details

Document Description: Governance Charter-San Bernardino CoC

Attachment Details

Document Description: HMIS Policy & Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administrative Plans

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

Document Description: San Bernardino Written Standards

Attachment Details

Document Description:

Attachment Details

Document Description: System Performance Measures-San Bernardino County

Attachment Details

Document Description: Evidence of CoC Notices to New & Renewal Recommended Projects

Attachment Details

Document Description: CoC Recommendation Letters to Agencies

Submission Summary

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

Page	Last Updated
1A. Identification	08/11/2016
1B. CoC Engagement	09/12/2016
1C. Coordination	09/12/2016
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	09/12/2016

1D. CoC Discharge Planning	08/11/2016
1E. Coordinated Assessment	08/31/2016
1F. Project Review	09/08/2016
1G. Addressing Project Capacity	08/31/2016
2A. HMIS Implementation	08/24/2016
2B. HMIS Funding Sources	08/26/2016
2C. HMIS Beds	09/08/2016
2D. HMIS Data Quality	08/11/2016
2E. Sheltered PIT	09/08/2016
2F. Sheltered Data - Methods	09/02/2016
2G. Sheltered Data - Quality	08/12/2016
2H. Unsheltered PIT	09/08/2016
2I. Unsheltered Data - Methods	08/23/2016
2J. Unsheltered Data - Quality	08/23/2016
3A. System Performance	09/12/2016
3B. Objective 1	09/01/2016
3B. Objective 2	09/02/2016
3B. Objective 3	08/30/2016
4A. Benefits	09/01/2016
4B. Additional Policies	09/09/2016
4C. Attachments	09/12/2016
Submission Summary	No Input Required

CoC Evidence of RFP for Bonus & Reallocated Funds

Continuum of Care 2016 - Permanent Supportive Housing and Rapid Re-Housing Projects – Bonus Projects
Instructions and Application

Application for Permanent Supportive Housing Bonus Projects

The County of San Bernardino Office of Homeless Services (OHS), acting on behalf of the San Bernardino County Homeless Partnership and the Interagency Council on Homelessness (ICH), is requesting proposals from nonprofit and local government organizations providing assistance to homeless populations within the County of San Bernardino. The County of San Bernardino is a Housing First Continuum of Care (CoC) and is interested in receiving proposals that seek to assist chronic homeless persons and disabled homeless individuals and families with Permanent Supportive Housing and Rapid Re-Housing, a type of permanent housing meeting the requirements of 24 CFR 578.37 (a)(1)(ii). OHS seeks projects that can make maximum efficient, economical, and effective use of the prospective allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds through the McKinney-Vento Act. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act (Public Law 111-22), substantially amended and reauthorized the McKinney-Vento Act.

Agencies are strongly encouraged to read the United States Housing and Urban Development (HUD) CoC 2016 Notice of Funding Availability (NoFA) at the following link: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

PLEASE NOTE - Local Eligible Projects - It is anticipated that approximately \$500,000 will be available for a Permanent Housing Bonus Project to provide Permanent Supportive Housing and/or Rapid Re-Housing. Agencies recommended by the San Bernardino County ICH will be asked to submit a final proposal through HUD's e-snaps system.

The attached Project Application must be submitted to the Homelessrfp@hss.sbcounty.gov on or before Monday, August 8, 2016 at 11:59 p.m. (PDT) for consideration by the ICH Grant Review Committee.

Continuum of Care 2016 - Permanent Supportive Housing and Rapid Re-Housing Projects – Bonus Projects
Instructions and Application

I. Project Requirement and Priorities:

Eligible activities/projects for the Funds:

Applicants may apply for the Permanent Supportive Housing Bonus to provide Permanent Supportive Housing OR Rapid Re-Housing. A separate application must be submitted for each component.

Agencies are strongly encouraged to read the HUD CoC 2016 NoFA at the following link: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies. Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds- outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Applicants must have a plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 6 months of the award and a connection to **mainstream service systems**. Applicants must agree to enter client data into the San Bernardino CoC HMIS, participate in the annual homeless counts, and participate fully in the **Coordinated Entry System** as it is developed and comply with all other County of San Bernardino CoC Policies and Procedures. The project must be located within the County of San Bernardino CoC and the applicant must meet Match and Leverage requirements as noted by HUD in the CoC 2016 Program Competition NoFA. Applications must demonstrate experience in operating a successful **Housing First** project and have a plan for outreach to the eligible population.

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Eligible Populations for each component:

- Permanent Housing Bonus (Approximately \$500,000):
 - Permanent Supportive Housing - All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD (See Appendix for the definition of chronically homeless).
 - Rapid Re-Housing - All projects must serve 100% literally homeless families and/or single adults coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness. (See Appendix for Paragraph (4) of the definition of homelessness).

Applications focusing on the severity of needs and vulnerabilities of chronically homeless individuals and families which includes, but is not limited to: low or no income, current or past substance abuse, criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance should be strongly encouraged.

Submission Timeframe:

County of San Bernardino CoC 2016 New Permanent Housing Programs Application Issued	Date: July 11, 2016
2016 CoC New Permanent Housing Bonus & Reallocated Funds Workshop <i>The workshop is not mandatory</i>	<i>Date: July 25, 2016</i> <i>Time: 10:00 a.m. – Noon</i> <i>Location: Health Services Building-Auditorium</i> <i>850 E. Foothill Blvd.</i> <i>Rialto, CA Location:</i>
Deadline for submission of questions	Date: July 27, 2016 Time: 11:59 p.m. (PDT) Submission: homelessrfp@hss.sbcounty.gov
*Please note - Questions and Answers will be Posted as an Addendum.	Date: July 29, 2016
Tentative Deadline for Electronic Submission for local Application Materials	Date: August 8, 2016 Time: 11:59 p.m. (PDT) Submission: homelessrfp@hss.sbcounty.gov

* Questions and Answers will be posted on the San Bernardino County Homeless Partnership website at (<http://www.sbcounty.gov/dbh/sbchp/>) as an Addendum to the CoC 2016 – Permanent Supportive Housing Bonus, Permanent Supportive Housing and Rapid Re-Housing Projects Instructions and Applications.

All dates and times are subject to change as deemed necessary by OHS.

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Modifications: The County reserves the right to issue addenda if the County considers that additional clarifications are needed.

Projects Recommended for Funding: Agencies recommended for funding by the local ICH will be required to attend a mandatory final review. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score. During this process OHS and the agency representative(s) will work together to finalize, and enter into e-snaps, project information for inclusion in the Partnerships final application to HUD.

OHS will notify the authorized representative identified by the agency of all subsequent submission requirements and meeting dates and locations.

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II. Applicant

Before Starting the Project Application

Applicants may only apply for one component type. Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM).

To ensure that applications are considered for funding, applicants should read all sections of the HUD FY 2016 CoC Program NOFA and the FY 2016 General Section NOFA.

New project created through the Permanent Housing Bonus Project: Will the Permanent Housing Bonus project provide Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH): Check PSH if the project will operate according to a permanent housing bonus PSH description as defined in the **HUD FY 2016 CoC Program NOFA, Section II, B. 4. a.** Check RRH if the project will operate according to a rapid rehousing model as defined in the **HUD FY 2016 CoC Program NOFA, Section II, B. 4.b.**

Component Type: Permanent Housing Bonus - PSH RRH (check only one)

Applicant _____

Proposed Project _____

Legal Name _____

Employer/Taxpayer Identification Number (EIN/TIN) _____

Organizational DUNS _____

Street _____

City _____

County _____

Name and contact information of person to be contacted on matters involving this application

First Name _____

Last Name _____

Title _____

Organizational Affiliation _____

Telephone Number _____

Email: _____

Continuum of Care 2016 - Permanent Supportive Housing and Rapid Re-Housing Projects – Bonus
Projects Instructions and Application

III. Applicant Authorization

Instructions:

The authorized person for the project applicant organization must agree to the declaration statement in order to proceed to the project application.

Authorized Representative: Enter the authorized representative's information. A copy of the governing body's authorization for this person to sign the project application as the official representative must be on file in the applicant's office.

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature of Authorized Representative

Authorized Representative

First Name _____

Last Name _____

Title _____

Organizational Affiliation _____

Telephone Number _____

Email: _____

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V. Project Description

Instructions:

Provide a description that addresses the entire scope of the proposed project: The project description should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will begin operating within the requirements described in the FY 2016 CoC Program NOFA and CoC Program interim rule if it is selected for a funding award.

Will your project participate in a CoC Coordinated Entry Process: This is a required field. Enter “Yes” or “No”.

Will the project quickly move participants into permanent housing?: Enter “Yes” or “No.” Will the project ensure that participants will not be screened out based on the listed reasons? (Check all that apply): The applicant must select at least one checkbox.

Please identify the project's specific population focus. (Check ALL that apply): Applicants must select the applicable populations as outlined in the FY 2016 CoC Program NOFA. Multiple checkboxes are provided as options.

Housing First: This is a required field. The following questions are required fields to complete the Housing First question. Select all applicable checkboxes that indicate whether or not the project will follow a housing first approach. Select “none of the above” if the project will not follow a housing first approach.

Will the project ensure that participants are not terminated from the program for listed reasons? (Check all that apply): The applicant must select at least one checkbox.

Will the project follow a "Housing First" approach?: “Yes” or “No”

If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property. This field must be completed if the project applicant will request capital costs (e.g., acquisition, rehabilitation, or new construction) in the project application. Provide a detailed list of the activities and responsibilities assigned to the applicant and each subrecipient

Please note - Acquisition, rehabilitation, or new construction is not a local priority.

Will the project request costs under the rental assistance budget line item?: This is a required field. Select “Yes” or “No” and if “Yes” is selected, provide an explanation in the textbox provided.

Describe the method for determining the type, amount, and duration of rental assistance that participants can receive. If the project is requesting rental assistance, describe the method or process the applicant will use to determine the type, amount, and duration of rental assistance that participants can receive. For PH-PSH projects this generally means a brief explanation of the choice of rental assistance type (PRA, SRA, or TRA).

Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation: This is a required field. If “Yes” is entered, explain how and why the project will implement this requirement for participants to live in particular structure, unit, or locality during all or a portion of the period of participation.

Will more than 16 persons live in one structure: This is a required field. If “Yes” is entered, describe, in the textbox provided, the local market conditions, that necessitate a project of this size and describe how the project will be integrated into the neighborhood.

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3. Will your project participate in a CoC Coordinated Entry Process? _____
4. Please identify the specific population focus. (Check ALL that apply)

Chronic Homeless		Domestic Violence	
Veterans		Substance Abuse	
Youth (under 25)		Mental Illness	
Families		HIV/AIDS	
		Other	

5. Housing First

- a) Will the project quickly move participants into permanent housing? _____
- b) Will the project ensure that **participants are not screened out** based on the following items? Check all that apply.

Having too little or little income	
Active or history of substance abuse	
Having a criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	
None of the above	

- c) Does the project ensure that **participants are not terminated** from the program for the following reasons? Check all that apply.

Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area.	
None of the above	

6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
- a) Will the project request costs under the rental assistance budget line item? _____
- b) Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? _____. If your response is 'Yes' please explain how and why the project will implement this requirement.

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- c) Will more than 16 persons live in one structure? _____ If your response is 'Yes' please explain the local market conditions, that necessitate a project of this size and describe how the project will be integrated into the neighborhood.

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VI. Project Expansion Information

Instructions:

Will the project use an existing housing facility or incorporate activities provided by an existing project: This is a required field. Enter “Yes” or “No” to indicate whether the proposed project expands an existing project in any way either by increasing the number of persons served, providing additional supportive services, bringing existing facilities up to state or local government health and safety standards, or if the funding replaces the loss of non-renewable funding. If “Yes” is entered, please explain and described the all of the expansion activities.

1. Will the project use an existing homeless facility or incorporate activities provided by an existing project?

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VII. Supportive Services for Participants

Instructions:

Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families: This is a required field. Enter “Yes”, “No” or “N/A” to indicate whether the project policies provide for educational and related services to individuals and families experiencing homelessness, and if the policies are consistent with local and federal educational laws, including the McKinney-Vento Act. Only projects that do not serve families with children or unaccompanied youth should select “N/A.”

Does the proposed project have a designated staff person to ensure that children are enrolled in school and receive educational services, as appropriate: This is a required field. Enter “Yes”, “No” or “N/A” to indicate whether the project has a designated staff person responsible for ensuring that children and youth are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. Only projects that do not serve families with children or unaccompanied youth should select “N/A.”

Describe how participants will be assisted to obtain and remain in permanent housing: This is a required field. Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently: This is a required field. Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently.

For all supportive services available to participants, indicate who will provide them and how often they are provided. This field is required and at least one value must be entered. Complete each row for supportive services that will be available to participants, using the funds requested through the application, and funds from other sources. If more than one Provider is relevant for a single service, please enter the provider that corresponds to the highest frequency.

Provider: enter one of the following: “Applicant” to indicate that the applicant will provide the service directly; “Subrecipient” to indicate that a subrecipient will provide the service directly; “Partner” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or MOU has been signed will provide the service directly; or, “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to clients. If more than one provider offers the service at the same frequency, enter the provider according to the following: Applicant, then Subrecipient, then Partner, and lastly, non-Partner.

Frequency: Enter the most common interval of time for which the service is accessible to participants. If two frequencies are equally common, choose the interval with the highest frequency.

Please identify whether the project will include the following activities:

Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs: This is a required field. Enter “Yes” if the project provides regular or as requested transportation assistance to mainstream and community resources, including appointments, employment training, or jobs. Enter “No” if transportation is not regularly provided or cannot be provided consistently as requested.

Use of a single application form for four or more mainstream programs: This is a required field. Enter “Yes” if the project uses a single application form that allow participants to sign up for four or more mainstream programs. Enter “No” if mainstream forms are for 3 or fewer programs.

Regular follow-ups with participants to ensure mainstream benefits are received and renewed: This is a required field. Enter “Yes” if the project regularly follows-up with participants to ensure that they are receiving their mainstream benefits and to renew benefits when required. Enter “No” if there is no follow-ups or the follow-ups are irregular concerning mainstream benefits.

Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency: This is a required field. Enter “Yes” if project participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency – through a formal or informal relationship. Enter “No” if there is no or significantly limited access to SSI/SSDI technical assistance.

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5. For all supportive services available to participants, indicate who will provide them (applicant or other agency), how they will be accessed, and how often they will be provided (weekly, daily, monthly, as needed, or other)

Supportive Services	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

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6. Please identify whether the project will include the following activities:
 - a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? _____
 - b. Use of a single application form for four or more mainstream programs? _____
 - c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed? _____

7. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner? _____
 - a. Indicate the last SOAR training date for the staff person providing the technical Assistance _____

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XIII. Housing Type and Location

The following list summarizes each housing site in the project. For **Housing Type** enter if the housing will be scattered-site apartments, shared housing, single family homes/townhomes or other. **Units**-Please enter the number of units the project will provide. **Beds**-The number of beds associated with project. **Dedicated Chronically Homeless (CH) beds**. Enter the number of beds that will only be used by persons that meet HUD’s definition of Chronically Homeless. **Non-Dedicated CH Beds** – The number of beds that are available to all persons that meet eligibility for the PH or RRH project.

Housing Type	Units	Beds	Dedicated CH Beds	Non-Dedicated CH Beds

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IX. Housing Type and Location Detail

Instructions:

Beds for chronically homeless

How many of the total beds entered in the previous page are dedicated to chronically homeless: This is a required field. Enter the total number of beds that are dedicated to chronically homeless.

Beds for veterans

How many of the total beds entered in the previous page are dedicated to veterans: This is a required field. Enter the total number of beds that are dedicated to veterans.

Beds for families

How many of the total beds entered in the previous page are dedicated to veterans: This is a required field. Enter the total number of beds that are dedicated to families

Beds for youth

How many of the total beds entered in the previous page are dedicated to veterans: This is a required field. Enter the total number of beds that are dedicated to youth.

Address

Enter the address of the project. If scattered site, enter the address where the majority of the beds will be located.

How many of the total beds entered in Beds" are dedicated to the chronically homeless ____

How many of the total beds entered in Beds" are dedicated to veterans ____

How many of the total beds entered in Beds" are dedicated to the chronically families ____

How many of the total beds entered in Beds" are dedicated to the chronically youth ____

Address:

Street 1:

Street 2:

City:

State: California

ZIP Code:

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X. Project Participants - Households

Instructions:

In each non-shaded field list the number of households or persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum occupancy and not the number served over the course of a year or grant term.

Households: Enter the number of households under at least one of the categories: Households with at least One Adult and One Child, Adult Households without Children, or Households with Only Children.

Households with at least One Adult and One Child: Enter the total number of households with at least one adult and one child. To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.

Adult Households without Children: Enter the total number of adult households without children. To fall under this column and household type, there must be at least one person at or above the age of 18, and no persons under the age of 18.

Households with Only Children: Enter the total number of households with only children. To fall under this column and household type, there may not be any persons at or above the age of 18, and only persons under the age of 18.

Characteristics: Enter the total number of homeless that fall under one of the characteristics listed.

Persons in Households with at least One Adult and One Child: Enter the number of persons in households with at least one adult and one child for each demographic row. To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.

Adult Persons in Households without Children: Enter the number of persons in households without children for each demographic row. To fall under this column and household type, there must be at least one person at or above the age of 18, and no persons under the age of 18.

Persons in Households with Only Children: Enter the number of persons in households with only children for each demographic row. To fall under this column and household type, there may not be any persons at or above the age of 18, and only persons under the age of 18.

Totals: Enter the "Total Number..." and "Total Persons".

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1. Project Participant Household Table

Households	Households with at Least One Adult and One Child	Households without Children	Households with Only children	Total
Total Number of Households				
Characteristics				
Adults age over 24				
Adults ages 18-24				
Accompanied Children under age 18				
Unaccompanied Children under age 18				
Total Persons				

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XI. Project Participants - Subpopulations

Instructions:

Enter the number of persons served at maximum program capacity according to their age group, disability status, and the extent in which persons served fit into one or more of the subpopulation categories. The numbers here are intended to reflect a single point in time at maximum capacity and not the number served over the course of a year or grant term.

Complete each of the three charts on the screen according to household types.

Persons in Households with at least one Adult and One Child chart: Enter only persons in households with at least one adult and one child. To be listed on this chart, a person must be part of a household with at least one person at or above the age of 18, and at least one person under the age of 18.

Persons in Households without Children chart: Enter only persons in adult households without children. To be listed on this chart, a person must be part of a household with at least one person at or above the age of 18, and no persons under the age of 18.

Persons in Households with Only Children chart: Enter only persons in households with only children. To be listed on this chart, a person must be part of a household with no persons at or above the age of 18, and only persons under the age of 18.

Describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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1. Persons in Households with at Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Non-Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abusers	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons										

In the space below, describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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2. Persons in Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Non-Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abusers	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons										

In the space below, describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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3. Persons in Households with only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Non-Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abusers	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons										

In the space below, describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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XII. Outreach for Participants

Instructions:

Enter the percentage of project participants that will be coming from each of the following locations: This is a required field. Enter the percentage (between 0% and 100%) of participants that will be coming from each of the following locations:

- Directly from the street or other locations not meant for human habitation
- Directly from emergency shelters
- Directly from safe havens
- Persons fleeing domestic violence

Total of above percentages:

If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements: This field is required if the total percentage calculated above is less than 100 percent. If required, explain where the unaccounted for participants will come from. **All participants served in CoC Program funded projects must meet eligibility criteria set forth in the CoC Program interim rule and the FY 2016 CoC Program NOFA.**

Describe the outreach plan to bring these homeless participants into the project: This field is required. Describe how the applicant/subrecipient plans to bring homeless persons into the project. Also describe the contingency plan that the applicant/subrecipient will implement if the project experiences difficulty in meeting the requirements to serve exclusively chronically homeless individuals and/or families. The contingency plan may include re-evaluating the intake assessment procedures or outreach plan.

NOTE The definition of Chronic Homelessness qualifies persons as chronically homeless only when they come from the street or other locations not meant for human habitation, emergency shelter, or safe havens. Additionally, to qualify for rapid re-housing, persons may only come from the street or other locations not meant for human habitation, emergency shelter, or safe havens.

1. Enter the percentage of project participants that will be coming from each of the following locations.

	Directly from the street or other locations not meant for human habitation.
	Directly from emergency shelters.
	Directly from safe havens.
	Total of above percentages

If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.

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2. Describe the outreach plan to bring these homeless participants into the project.

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XIII. Standard Performance Measures

Instructions:

Housing Measures: This is a required field. Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year: If permanent housing, count each participant who is still living in your units supported by your facility in addition to clients who have exited your units/project and moved into another permanent housing situation.

Income Measure: This is a required field where at least one option must be chosen by the project applicant.

a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Total income can include all sources, public and private.
OR b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Earned income should only include income from wages and private investments, and not public benefits.

1. Housing Measure

Housing Measure	Target (#)	Universe (#)	Target (%)
Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing destinations (per data element 3.12 of the 2014 HMIS Data Standards) during the operating year.			

2. Income Measure

Income Measure	Target (#)	Universe (#)	Target (%)
Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Total income can include all sources, public and private.			

OR

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Income Measure	Target (#)	Universe (#)	Target (%)
Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Earned income should only include income from wages and private investments, and not public benefits.			

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XIV. Funding Request

Instructions:

Enter the costs for which funding is being requested: This is a required field. All project applications must identify the eligible cost budgets for which funding is being requested. **Please note - Acquisition, rehabilitation, or new construction is not a local priority.**

Acquisition/Rehabilitation/New Construction	
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
HMIS	

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XV. Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent (FMR) area: CA-Riverside-San Bernardino-Ontario, CA MSA
The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

Total Units and Annual Assistance Requested: This is a required field. Enter in the total leased units amount.

Grant Term: "1 Year".

Total Request for Grant Term: This field must equal the total leasing amount entered above.

All total fields must be calculated once the required field has been completed.

1. Enter the appropriate values in the "Number of Units" AND "Total Request" fields.

Leased Units Annual Budget

Size of Units	# of Units	*FMR	Total Request
0 Bedroom		\$798	
1 Bedroom		\$945	
2 Bedroom		\$1,187	
3 Bedroom		\$1,672	
4 Bedroom		\$2,056	
5 Bedroom			
6 Bedroom			
7 Bedroom			
8 Bedroom			
9 Bedroom			

* Metropolitan or non-metropolitan fair market rent area: CA - Riverside-San Bernardino-Ontario, CA MSA (0606599999)

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XVI. Operating Budget Leased Structures

Instructions:

Complete the following fields related to the funds being requested to lease one or more structures for operating the project.

Structure Name: This is a required field. Indicate the name of the structure for which funds are requested.

Address: Only 1 “Street Address...” field is required. Enter the actual street number and name in the first field. Do not list a PO Box or other mailing address. Use the second field for apartment or subsection numbers. Complete fields for City, State, and Zip Code.

HUD Paid Rent (per Month): This is a required field. Enter the monthly leasing amount. The amount entered cannot exceed the monthly rent for comparable structures.

Total Annual Assistance Requested: This field must be calculated based on the per month rent entered in the first field.

Grant Term: One Year.

Total Request for Grant Term: This field must be calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.

Structure Name	
Street Address	
Street Address	
City	
State	
Zip Code	
HUD Paid Rent per month	
Total Annual Assistance Requested	
Grant Term	One Year
Total Request for Grant Term	

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XVII. Rental Assistance Budget Detail

Instructions:

Type of Rental Assistance: Enter the applicable type of rental assistance. Options include tenant-based (TRA), sponsor-based (SRA), and project-based assistance (PRA). Each type has unique requirements and applicants should refer to the 24 CFR 578.51 before making a selection. Please note – RRH projects Rental Assistance: Rental assistance is limited to Tenant Based Rental Assistance (TRA) for RRH projects.

Metropolitan or non-metropolitan fair market rent area: Prepopulated.

Size of Units: These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMR amounts based on the FMR area selected by the applicant. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

12 Months: These fields are populated with the value 12 to calculate the annual rent request.

Total Request: This column must be populated with the total calculated amount from each row based on the number of units multiplied by the corresponding FMR and by 12 months.

Total Units and Annual Assistance Requested: The fields in this row must be automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field must be populated based on a one year grant term.

Total Request for Grant Term: This field must be calculated based on the total annual assistance requested multiplied by the grant term

1. Type of Rental Assistance _____
2. Metropolitan or non-metropolitan fair market rent area: Riverside-San Bernardino-Ontario, CA

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3. Rental Assistance Budget Table

Size of Units	# of Units	FMR Area	12 Months	Total Request
0 Bedroom		\$798	X 12	
1 Bedroom		\$945	X 12	
2 Bedroom		\$1,187	X 12	
3 Bedroom		\$1,672	X 12	
4 Bedroom		\$2,056	X 12	
5 Bedroom		\$2,364	X 12	
6 Bedroom		\$2,672	X 12	
7 Bedroom			X 12	
8 Bedroom			X 12	
9 Bedroom			X 12	
Total and Annual Assistance Requested Grant Term Total Request for Grant Term				

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XVIII. Supportive Services Budget

Instructions:

Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service.

Eligible Costs: A list of eligible supportive services for which funds can be requested is displayed. The costs listed are the only costs allowed under 24 CFR 578.53.

Quantity AND Description: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail”..

Annual Assistance Requested: This is a required field. For each grant year, enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to providing supportive services to homeless participants.

Total Annual Assistance Requested: This field is calculated based on the sum of the annual assistance requests entered for each activity.

Grant Term: This field is pre-populated.

Total Request for Grant Term: Calculate this field based on the total amount requested for each eligible cost multiplied by the grant term.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment		
Transportation		
Utility Deposits		
Operating Costs		
Total Annual Assistance Requested		
Grant Term		1 Year
Total Request for Grant Term		

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XIX. Operating Budget

Instructions:

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

Eligible Costs: A list of eligible operating costs for which funds can be requested is displayed. The costs listed are the only costs allowed under 24 CFR 578.55.

Quantity AND Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity and detail (e.g. .75 FTE hours and benefits for staff, utility types, and monthly allowance for supplies) for each operating cost for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail” and restricts understanding of what is being requested.

Annual Assistance Requested: This is a required field. Enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to operating the housing or supportive services facility.

Total Annual Assistance Requested: This field must be calculated based on the sum of the annual assistance requests entered for each activity.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		
Property Taxes and Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas, and Water		
Furniture		
Equipment (lease, buy)		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

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XX. HMIS Budget

Instructions:

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS activity. A list of eligible costs associated with the implementation of an HMIS and for which CoC funds can be requested is displayed.

Quantity Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity and detail (e.g. .75 Full Time Equivalency (FTE) hours and benefits for staff) for each HMIS cost for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail” and restricts understanding of what is being requested.

Annual Assistance Requested: This is a required field. Enter the amount funds requested for each activity.

Total Annual Assistance Requested: This field must be calculated based on the sum of the annual assistance requests entered for each activity.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		
Software		
Services		
Personnel		
Space & Operations		
Total Annual Assistance Requested		
Total Request for Grant Term		

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XXII. Summary Budget

Instructions:

The following information summarizes the funding request for the total term of the project. However, the appropriate amount of cash and in-kind match and administrative costs must be entered in the available fields below

Eligible Costs	Total Assistance Requested for 1 year Grant Term
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operating	
HMIS	
Sub-total Costs Requested	
Admin.	
Total Assistance plus Admin Requested	
Cash Match	
In-Kind Match	
Total Match	
Total Budget	

Please provide reasonable cost to the community for the number of households served and the type of housing and services being provided.

Cost Efficiency Table

A.	In the column to the right, please enter the Projected Number of Units	
B.	In the column to the right, please enter the Annual Project Cost (All HUD and Cash Match)	
C.	In the column to the right, please enter the Annual Cost per Unit (divide B by A)	

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Appendix I

A. Definitions

1. *Centralized or coordinated assessment system* means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.
2. *Continuum of Care and Continuum* means the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.
3. *Chronically homeless.* (1) An individual who: **(i)** Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and **(ii)** Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and **(iii)** Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 ([42 U.S.C. 15002](#))), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; **(2)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or **(3)** A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
4. *Developmental disability* means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 ([42 U.S.C. 15002](#)):
 - (1)** A severe, chronic disability of an individual that—
 - (i)** Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - (ii)** Is manifested before the individual attains age 22;
 - (iii)** Is likely to continue indefinitely;
 - (iv)** Results in substantial functional limitations in three or more of the following areas of major life activity:
 - (A)** Self-care;
 - (B)** Receptive and expressive language;
 - (C)** Learning;
 - (D)** Mobility;
 - (E)** Self-direction;
 - (F)** Capacity for independent living;
 - (G)** Economic self-sufficiency.
 - (v)** Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
 - (2)** An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of

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the criteria described in paragraphs (1)(i) through (v) of the definition of “developmental disability” in this section if the individual, without services and supports, has a high probability of meeting these criteria later in life.

5. Homelessness (Paragraph 4) - Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.
6. Permanent Supportive Housing - *Permanent supportive housing* means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.
7. Rapid Re-Housing – Rapid Re-Housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of a client becoming homeless and entering a program.

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Application for New Permanent Housing Projects

The County of San Bernardino Office of Homeless Services (OHS), acting on behalf of the San Bernardino County Homeless Partnership and the Interagency Council on Homelessness (ICH), is requesting proposals from nonprofit and local government organizations providing assistance to homeless populations within the County of San Bernardino. The County of San Bernardino is a Housing First Continuum of Care (CoC) and is interested in receiving proposals that seek to assist chronic homeless persons and disabled homeless individuals and families with Permanent Supportive Housing and Rapid Re-Housing, a type of permanent housing meeting the requirements of 24 CFR 578.37 (a)(1)(ii). OHS seeks projects that can make maximum efficient, economical, and effective use of the prospective allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds through the McKinney-Vento Act. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act (Public Law 111-22), substantially amended and reauthorized the McKinney-Vento Act.

Agencies are strongly encouraged to read the United States Housing and Urban Development (HUD) CoC 2016 Notice of Funding Availability at the following link: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

PLEASE NOTE - Local Eligible Projects - It is anticipated that there will be approximately \$700,000 available for New Permanent Supportive Housing and/or Rapid Re-Housing Projects created through reallocation. Agencies recommended by the County of San Bernardino ICH will be asked to submit a final proposal through HUD's e-snaps system.

The attached Project Application must be submitted to the Homelessrfp@hss.sbcounty.gov on or before Monday, August 8, 2016 at 11:59 p.m. (PDT) for consideration by the ICH Grant Review Committee.

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I. Project Requirement and Priorities:

Eligible activities/projects for the Funds:

Applicants may apply for reallocated funds for new Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH) project components. A separate application is required for each project component.

Agencies are strongly encouraged to read the HUD CoC 2016 NoFA at the following link: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies. Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds- outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Applicants must have a plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 6 months of the award and a connection to **mainstream service systems**. Applicants must agree to enter client data into the San Bernardino CoC HMIS, participate in the annual homeless counts, and participate fully in the **Coordinated Entry System** as it is developed and comply with all other County of San Bernardino CoC Policies and Procedures. The project must be located within the County of San Bernardino CoC and the applicant must meet Match and Leverage requirements as noted by HUD in the CoC 2016 Program Competition NoFA. Applications must demonstrate experience in operating a successful **Housing First** project and have a plan for outreach to the eligible population.

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Eligible Populations for each component:

- Reallocated Funding (Maximum \$700,000):
 - Permanent Supportive Housing - All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD (See Appendix for the definition of chronically homeless).
 - Rapid Re-Housing - All projects must serve 100% literally homeless families and/or single adults coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness. (See Appendix for the Paragraph (4) of the definition of homelessness).

Applications focusing on the severity of needs and vulnerabilities of chronically homeless individuals and families which includes, but is not limited to: low or no income, current or past substance abuse, criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance should be strongly encouraged.

Submission Timeframe:

County of San Bernardino CoC 2016 New Permanent Housing Programs Application Issued	Date: July 11, 2016
2016 CoC New Permanent Housing Bonus & Reallocated Funds Workshop <i>The workshop is not mandatory</i>	Date: July 25, 2016 Time: 10:00 a.m. – Noon Location: Health Services Building-Auditorium 850 E. Foothill Blvd. Rialto, CA 92376
Deadline for submission of questions	Date: July 27, 2016 Time: 11:59 p.m. (PDT) Submission: homelessrfp@hss.sbcounty.gov
*Please note - Questions and Answers will be posted as an Addendum.	Date: July 29, 2016
Tentative Deadline for Electronic Submission for local Application Materials	Date: August 8, 2016 Time: 11:59 p.m. (PDT) Submission: homelessrfp@hss.sbcounty.gov

* Questions and Answers will be posted on the San Bernardino County Homeless Partnership website at (<http://www.sbcounty.gov/dbh/sbchp/>) as an Addendum to the CoC 2016 – Permanent Supportive Housing Bonus, Permanent Supportive Housing and Rapid Re-Housing Projects Instructions and Applications.

All dates and times are subject to change as deemed necessary by OHS.

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Modifications: The County reserves the right to issue addenda if the County considers that additional clarifications are needed.

Projects Recommended for Funding: Agencies recommended for funding by the local ICH will be required to attend a mandatory final review. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score. During this process OHS and the agency representative(s) will work together to finalize, and enter into e-snaps, project information for inclusion in the Partnerships final application to HUD.

OHS will notify the authorized representative identified by the agency of all subsequent submission requirements and meeting dates and locations.

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II. Applicant

Before Starting the Project Application

Applicants may only apply for one component type. Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM).

To ensure that applications are considered for funding, applicants should read all sections of the HUD FY 2016 CoC Program NOFA and the FY 2016 General Section NOFA.

New project created through reallocation: Will the project provide Permanent Supportive Housing (PSH) or Rapid Re-Housing: Check PSH if the project will operate according to a permanent supportive housing model as defined by 24 CFR 578. Check RRH if the project will operate according to a rapid rehousing model as defined by 24 CFR 578.

Component Type: PSH RRH

Applicant_____

Proposed Project_____

Legal Name_____

Employer/Taxpayer Identification Number (EIN/TIN)_____

Organizational DUNS_____

Street_____

City_____

County_____

Name and contact information of person to be contacted on matters involving this application

First Name_____

Last Name_____

Title_____

Organizational Affiliation _____

Telephone Number _____

Email:_____

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III. Applicant Authorization

Instructions:

The authorized person for the project applicant organization must agree to the declaration statement in order to proceed to the project application.

Authorized Representative: Enter the authorized representative’s information. A copy of the governing body's authorization for this person to sign the project application as the official representative must be on file in the applicant's office.

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature of Authorized Representative

Authorized Representative

First Name _____

Last Name _____

Title _____

Organizational Affiliation _____

Telephone Number _____

Email: _____

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V. Project Description

Instructions:

Provide a description that addresses the entire scope of the proposed project: The project description should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will begin operating within the requirements described in the FY 2016 CoC Program NOFA and CoC Program interim rule if it is selected for a funding award.

Will your project participate in a CoC Coordinated Entry Process: This is a required field. Enter “Yes” or “No”.

Will the project quickly move participants into permanent housing?: Enter “Yes” or “No.” Will the project ensure that participants will not be screened out based on the listed reasons? (Check all that apply): The applicant must select at least one checkbox.

Please identify the project's specific population focus. (Check ALL that apply): Applicants must select the applicable populations as outlined in the FY 2016 CoC Program NOFA. Multiple checkboxes are provided as options.

Housing First: This is a required field. The following questions are required fields to complete the Housing First question. Select all applicable checkboxes that indicate whether or not the project will follow a housing first approach. Select “none of the above” if the project will not follow a housing first approach.

Will the project ensure that participants are not terminated from the program for listed reasons? (Check all that apply): The applicant must select at least one checkbox.

Will the project follow a "Housing First" approach?: “Yes” or “No”

If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property. This field must be completed if the project applicant will request capital costs (e.g., acquisition, rehabilitation, or new construction) in the project application. Provide a detailed list of the activities and responsibilities assigned to the applicant and each subrecipient

Will the project request costs under the rental assistance budget line item?: This is a required field. Select “Yes” or “No” and if “Yes” is selected, provide an explanation in the textbox provided.

Please note - Acquisition, rehabilitation, or new construction, however, is not a local priority.

Describe the method for determining the type, amount, and duration of rental assistance that participants can receive. If the project is requesting rental assistance, describe the method or process the applicant will use to determine the type, amount, and duration of rental assistance that participants can receive. For PH-PSH projects this generally means a brief explanation of the choice of rental assistance type (PRA, SRA, or TRA).

Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation: This is a required field. If “Yes” is entered, explain how and why the project will implement this requirement for participants to live in particular structure, unit, or locality during all or a portion of the period of participation.

Will more than 16 persons live in one structure: This is a required field. If “Yes” is entered, describe, in the textbox provided, the local market conditions, that necessitate a project of this size and describe how the project will be integrated into the neighborhood.

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3. Will your project participate in a CoC Coordinated Entry Process? _____

4. Please identify the specific population focus. (Check ALL that apply)

Chronic Homeless		Domestic Violence	
Veterans		Substance Abuse	
Youth (under 25)		Mental Illness	
Families		HIV/AIDS	
		Other	

5. Housing First

- a) Will the project quickly move participants into permanent housing? _____
- b) Will the project ensure that **participants are not screened out** based on the following items? Check all that apply.

Having too little or little income	
Active or history of substance abuse	
Having a criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	
None of the above	

- c) Does the project ensure that **participants are not terminated** from the program for the following reasons? Check all that apply.

Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area.	
None of the above	

6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

- a) Will the project request costs under the rental assistance budget line item? _____

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- b) Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?_____.If your response is 'Yes' please explain how and why the project will implement this requirement.

- c) Will more than 16 persons live in one structure?_____If your response is 'Yes' please explain the local market conditions, that necessitate a project of this size and describe how the project will be integrated into the neighborhood.

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VI. Project Expansion Information

Instructions:

Will the project use an existing housing facility or incorporate activities provided by an existing project: This is a required field. Enter "Yes" or "No" to indicate whether the proposed project expands an existing project in any way either by increasing the number of persons served, providing additional supportive services, bringing existing facilities up to state or local government health and safety standards, or if the funding replaces the loss of non-renewable funding. If "Yes" is entered, please explain and described the all of the expansion activities.

1. Will the project use an existing homeless facility or incorporate activities provided by an existing project?

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VII. Supportive Services for Participants

Instructions:

Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families: This is a required field. Enter “Yes”, “No” or “N/A” to indicate whether the project policies provide for educational and related services to individuals and families experiencing homelessness, and if the policies are consistent with local and federal educational laws, including the McKinney-Vento Act. Only projects that do not serve families with children or unaccompanied youth should select “N/A.”

Does the proposed project have a designated staff person to ensure that children are enrolled in school and receive educational services, as appropriate: This is a required field. Enter “Yes”, “No” or “N/A” to indicate whether the project has a designated staff person responsible for ensuring that children and youth are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. Only projects that do not serve families with children or unaccompanied youth should select “N/A.”

Describe how participants will be assisted to obtain and remain in permanent housing: This is a required field. Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently: This is a required field. Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently.

For all supportive services available to participants, indicate who will provide them and how often they are provided. This field is required and at least one value must be entered. Complete each row for supportive services that will be available to participants, using the funds requested through the application, and funds from other sources. If more than one Provider is relevant for a single service, please enter the provider that corresponds to the highest frequency.

Provider: enter one of the following: “Applicant” to indicate that the applicant will provide the service directly; “Subrecipient” to indicate that a subrecipient will provide the service directly; “Partner” to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or MOU has been signed will provide the service directly; or, “Non-Partner” to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to clients. If more than one provider offers the service at the same frequency, enter the provider according to the following: Applicant, then Subrecipient, then Partner, and lastly, non-Partner.

Frequency: Enter the most common interval of time for which the service is accessible to participants. If two frequencies are equally common, choose the interval with the highest frequency.

Please identify whether the project will include the following activities:

Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs: This is a required field. Enter “Yes” if the project provides regular or as requested transportation assistance to mainstream and community resources, including appointments, employment training, or jobs. Enter “No” if transportation is not regularly provided or cannot be provided consistently as requested.

Use of a single application form for four or more mainstream programs: This is a required field. Enter “Yes” if the project uses a single application form that allow participants to sign up for four or more mainstream programs. Enter “No” if mainstream forms are for 3 or fewer programs.

Regular follow-ups with participants to ensure mainstream benefits are received and renewed: This is a required field. Enter “Yes” if the project regularly follows-up with participants to ensure that they are receiving their mainstream benefits and to renew benefits when required. Enter “No” if there is no follow-ups or the follow-ups are irregular concerning mainstream benefits.

Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency: This is a required field. Enter “Yes” if project participants have access to SSI/SSDI technical assistance. The assistance can be

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provided by the applicant, a subrecipient, or a partner agency – through a formal or informal relationship. Enter “No” if there is no or significantly limited access to SSI/SSDI technical assistance.

Indicate the last SOAR training date for the staff person providing the technical assistance: This is a required field. Indicate the date of the last SOAR training date for the staff person who is providing the technical assistance.

1. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?
2. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?
3. Describe how participants will be assisted to obtain and remain in permanent housing.
4. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

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5. For all supportive services available to participants, indicate who will provide them (applicant or other agency), how they will be accessed, and how often they will be provided (weekly, daily, monthly, as needed, or other)

Supportive Services	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

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6. Please identify whether the project will include the following activities:
 - a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? _____
 - b. Use of a single application form for four or more mainstream programs? _____
 - c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed? _____

7. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner? _____
 - a. Indicate the last SOAR training date for the staff person providing the technical Assistance _____

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XIII. Housing Type and Location

The following list summarizes each housing site in the project. For **Housing Type** enter if the housing will be scattered-site apartments, shared housing, single family homes/townhomes or other. **Units**-Please enter the number of units the project will provide. **Beds**-The number of beds associated with project. **Dedicated Chronically Homeless (CH) beds**. Enter the number of beds that will only be used by persons that meet HUD’s definition of Chronically Homeless. **Non-Dedicated CH Beds** – The number of beds that are available to all persons that meet eligibility for the PH or RRH project.

Housing Type	Units	Beds	Dedicated CH Beds	Non-Dedicated CH Beds

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IX. Housing Type and Location Detail

Instructions:

Beds for chronically homeless

How many of the total beds entered in the previous page are dedicated to chronically homeless: This is a required field. Enter the total number of beds that are dedicated to chronically homeless.

Beds for veterans

How many of the total beds entered in the previous page are dedicated to veterans: This is a required field. Enter the total number of beds that are dedicated to veterans.

Beds for families

How many of the total beds entered in the previous page are dedicated to veterans: This is a required field. Enter the total number of beds that are dedicated to families

Beds for youth

How many of the total beds entered in the previous page are dedicated to veterans: This is a required field. Enter the total number of beds that are dedicated to youth.

Address

Enter the address of the project. If scattered site, enter the address where the majority of the beds will be located.

How many of the total beds entered in Beds" are dedicated to the chronically homeless _____

How many of the total beds entered in Beds" are dedicated to veterans _____

How many of the total beds entered in Beds" are dedicated to the chronically families _____

How many of the total beds entered in Beds" are dedicated to the chronically youth _____

Address:

Street 1:

Street 2:

City:

State: California

ZIP Code:

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X. Project Participants - Households

Instructions:

In each non-shaded field list the number of households or persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum occupancy and not the number served over the course of a year or grant term.

Households: Enter the number of households under at least one of the categories: Households with at least One Adult and One Child, Adult Households without Children, or Households with Only Children.

Households with at least One Adult and One Child: Enter the total number of households with at least one adult and one child. To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.

Adult Households without Children: Enter the total number of adult households without children. To fall under this column and household type, there must be at least one person at or above the age of 18, and no persons under the age of 18.

Households with Only Children: Enter the total number of households with only children. To fall under this column and household type, there may not be any persons at or above the age of 18, and only persons under the age of 18.

Characteristics: Enter the total number of homeless that fall under one of the characteristics listed.

Persons in Households with at least One Adult and One Child: Enter the number of persons in households with at least one adult and one child for each demographic row. To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.

Adult Persons in Households without Children: Enter the number of persons in households without children for each demographic row. To fall under this column and household type, there must be at least one person at or above the age of 18, and no persons under the age of 18.

Persons in Households with Only Children: Enter the number of persons in households with only children for each demographic row. To fall under this column and household type, there may not be any persons at or above the age of 18, and only persons under the age of 18.

Totals: Enter the "Total Number..." and "Total Persons".

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1. Project Participant Household Table

Households	Households with at Least One Adult and One Child	Households without Children	Households with Only children	Total
Total Number of Households				
Characteristics				
Adults age over 24				
Adults ages 18-24				
Accompanied Children under age 18				
Unaccompanied Children under age 18				
Total Persons				

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XI. Project Participants - Subpopulations

Instructions:

Enter the number of persons served at maximum program capacity according to their age group, disability status, and the extent in which persons served fit into one or more of the subpopulation categories. The numbers here are intended to reflect a single point in time at maximum capacity and not the number served over the course of a year or grant term.

Complete each of the three charts on the screen according to household types.

Persons in Households with at least one Adult and One Child chart: Enter only persons in households with at least one adult and one child. To be listed on this chart, a person must be part of a household with at least one person at or above the age of 18, and at least one person under the age of 18.

Persons in Households without Children chart: Enter only persons in adult households without children. To be listed on this chart, a person must be part of a household with at least one person at or above the age of 18, and no persons under the age of 18.

Persons in Households with Only Children chart: Enter only persons in households with only children. To be listed on this chart, a person must be part of a household with no persons at or above the age of 18, and only persons under the age of 18.

Describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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1. Persons in Households with at Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Non-Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abusers	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons										

In the space below, describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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2. Persons in Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Non-Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abusers	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons										

In the space below, describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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3. Persons in Households with only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Non-Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abusers	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons										

In the space below, describe the unlisted subpopulations referred to above, if applicable. Enter text that describes the person(s) identified in this column and explains how they do not fall under the other categories in columns 1 through 9.

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XII. Outreach for Participants

Instructions:

Enter the percentage of project participants that will be coming from each of the following locations: This is a required field. Enter the percentage (between 0% and 100%) of participants that will be coming from each of the following locations:

- Directly from the street or other locations not meant for human habitation
- Directly from emergency shelters
- Directly from safe havens
- Persons fleeing domestic violence

Total of above percentages:

If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements: This field is required if the total percentage calculated above is less than 100 percent. If required, explain where the unaccounted for participants will come from. **All participants served in CoC Program funded projects must meet eligibility criteria set forth in the CoC Program interim rule and the FY 2016 CoC Program NOFA.**

Describe the outreach plan to bring these homeless participants into the project: This field is required. Describe how the applicant/subrecipient plans to bring homeless persons into the project. Also describe the contingency plan that the applicant/subrecipient will implement if the project experiences difficulty in meeting the requirements to serve exclusively chronically homeless individuals and/or families. The contingency plan may include re-evaluating the intake assessment procedures or outreach plan.

NOTE The definition of Chronic Homelessness qualifies persons as chronically homeless only when they come from the street or other locations not meant for human habitation, emergency shelter, or safe havens. Additionally, to qualify for rapid re-housing, persons may only come from the street or other locations not meant for human habitation, emergency shelter, or safe havens.

1. Enter the percentage of project participants that will be coming from each of the following locations.

	Directly from the street or other locations not meant for human habitation.
	Directly from emergency shelters.
	Directly from safe havens.
	Total of above percentages

If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.

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2. Describe the outreach plan to bring these homeless participants into the project.

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XIII. Standard Performance Measures

Instructions:

Housing Measures: This is a required field. Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year: If permanent housing, count each participant who is still living in your units supported by your facility in addition to clients who have exited your units/project and moved into another permanent housing situation.

Income Measure: This is a required field where at least one option must be chosen by the project applicant.

- a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Total income can include all sources, public and private.
OR b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Earned income should only include income from wages and private investments, and not public benefits.

1. Housing Measure

Housing Measure	Target (#)	Universe (#)	Target (%)
Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing destinations (per data element 3.12 of the 2014 HMIS Data Standards) during the operating year.			

2. Income Measure

Income Measure	Target (#)	Universe (#)	Target (%)
Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Total income can include all sources, public and private.			

OR

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Income Measure	Target (#)	Universe (#)	Target (%)
Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Earned income should only include income from wages and private investments, and not public benefits.			

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XIV. Funding Request

Instructions:

Enter the costs for which funding is being requested: This is a required field. All project applications must identify the eligible cost budgets for which funding is being requested. **Please note - Acquisition, rehabilitation, or new construction is not a local priority.**

Acquisition/Rehabilitation/New Construction	
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
HMIS	

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XV. Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent (FMR) area: CA-Riverside-San Bernardino-Ontario, CA MSA
The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

Total Units and Annual Assistance Requested: This is a required field. Enter in the total leased units amount.

Grant Term: "1 Year".

Total Request for Grant Term: This field must equal the total leasing amount entered above.

All total fields must be calculated once the required field has been completed.

1. Enter the appropriate values in the "Number of Units" AND "Total Request" fields.

Leased Units Annual Budget

Size of Units	# of Units	*FMR	Total Request
0 Bedroom		\$798	
1 Bedroom		\$945	
2 Bedroom		\$1,187	
3 Bedroom		\$1,672	
4 Bedroom		\$2,056	
5 Bedroom			
6 Bedroom			
7 Bedroom			
8 Bedroom			
9 Bedroom			

* Metropolitan or non-metropolitan fair market rent area: CA - Riverside-San Bernardino-Ontario, CA MSA (0606599999)

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XVI. Operating Budget Leased Structures

Instructions:

Complete the following fields related to the funds being requested to lease one or more structures for operating the project.

Structure Name: This is a required field. Indicate the name of the structure for which funds are requested.

Address: Only 1 “Street Address...” field is required. Enter the actual street number and name in the first field. Do not list a PO Box or other mailing address. Use the second field for apartment or subsection numbers. Complete fields for City, State, and Zip Code.

HUD Paid Rent (per Month): This is a required field. Enter the monthly leasing amount. The amount entered cannot exceed the monthly rent for comparable structures.

Total Annual Assistance Requested: This field must be calculated based on the per month rent entered in the first field.

Grant Term: One Year.

Total Request for Grant Term: This field must be calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.

Structure Name	
Street Address	
Street Address	
City	
State	
Zip Code	
HUD Paid Rent per month	
Total Annual Assistance Requested	
Grant Term	One Year
Total Request for Grant Term	

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XVII. Rental Assistance Budget Detail

Instructions:

Type of Rental Assistance: Enter the applicable type of rental assistance. Options include tenant-based (TRA), sponsor-based (SRA), and project-based assistance (PRA). Each type has unique requirements and applicants should refer to the 24 CFR 578.51 before making a selection. Please note – RRH projects Rental Assistance: Rental assistance is limited to Tenant Based Rental Assistance (TRA) for RRH projects.

Metropolitan or non-metropolitan fair market rent area: Prepopulated.

Size of Units: These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMR amounts based on the FMR area selected by the applicant. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

12 Months: These fields are populated with the value 12 to calculate the annual rent request.

Total Request: This column must be populated with the total calculated amount from each row based on the number of units multiplied by the corresponding FMR and by 12 months.

Total Units and Annual Assistance Requested: The fields in this row must be automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field must be populated based on a one year grant term.

Total Request for Grant Term: This field must be calculated based on the total annual assistance requested multiplied by the grant term

1. Type of Rental Assistance _____

2. Metropolitan or non-metropolitan fair market rent area: Riverside-San Bernardino-Ontario, CA

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3. Rental Assistance Budget Table

Size of Units	# of Units	FMR Area	12 Months	Total Request
0 Bedroom		\$798	X 12	
1 Bedroom		\$945	X 12	
2 Bedroom		\$1,187	X 12	
3 Bedroom		\$1,672	X 12	
4 Bedroom		\$2,056	X 12	
5 Bedroom		\$2,364	X 12	
6 Bedroom		\$2,672	X 12	
7 Bedroom			X 12	
8 Bedroom			X 12	
9 Bedroom			X 12	
Total and Annual Assistance Requested Grant Term Total Request for Grant Term				

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XVIII. Supportive Services Budget

Instructions:

Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service.

Eligible Costs: A list of eligible supportive services for which funds can be requested is displayed. The costs listed are the only costs allowed under 24 CFR 578.53.

Quantity AND Description: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail”..

Annual Assistance Requested: This is a required field. For each grant year, enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to providing supportive services to homeless participants.

Total Annual Assistance Requested: This field is calculated based on the sum of the annual assistance requests entered for each activity.

Grant Term: This field is pre-populated.

Total Request for Grant Term: Calculate this field based on the total amount requested for each eligible cost multiplied by the grant term.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment		
Transportation		
Utility Deposits		
Operating Costs		
Total Annual Assistance Requested		
Grant Term		1 Year
Total Request for Grant Term		

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XIX. Operating Budget

Instructions:

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

Eligible Costs: A list of eligible operating costs for which funds can be requested is displayed. The costs listed are the only costs allowed under 24 CFR 578.55.

Quantity AND Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity and detail (e.g. .75 FTE hours and benefits for staff, utility types, and monthly allowance for supplies) for each operating cost for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail” and restricts understanding of what is being requested.

Annual Assistance Requested: This is a required field. Enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to operating the housing or supportive services facility.

Total Annual Assistance Requested: This field must be calculated based on the sum of the annual assistance requests entered for each activity.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		
Property Taxes and Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas, and Water		
Furniture		
Equipment (lease, buy)		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

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XX. HMIS Budget

Instructions:

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS activity. A list of eligible costs associated with the implementation of an HMIS and for which CoC funds can be requested is displayed.

Quantity Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity and detail (e.g. .75 FTE hours and benefits for staff) for each HMIS cost for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail” and restricts understanding of what is being requested.

Annual Assistance Requested: This is a required field. Enter the amount funds requested for each activity.

Total Annual Assistance Requested: This field must be calculated based on the sum of the annual assistance requests entered for each activity.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		
Software		
Services		
Personnel		
Space & Operations		
Total Annual Assistance Requested		
Total Request for Grant Term		

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XXII. Summary Budget

Instructions:

The following information summarizes the funding request for the total term of the project. However, the appropriate amount of cash and in-kind match and administrative costs must be entered in the available fields below

Eligible Costs	Total Assistance Requested for 1 year Grant Term
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operating	
HMIS	
Sub-total Costs Requested	
Admin.	
Total Assistance plus Admin Requested	
Cash Match	
In-Kind Match	
Total Match	
Total Budget	

Please provide reasonable cost to the community for the number of households served and the type of housing and services being provided.

Cost Efficiency Table

A.	In the column to the right, please enter the Projected Number of Units	
B.	In the column to the right, please enter the Annual Project Cost (All HUD and Cash Match)	
C.	In the column to the right, please enter the Annual Cost per Unit (divide B by A)	

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Appendix I

A. Definitions

1. *Centralized or coordinated assessment system* means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.
2. *Continuum of Care and Continuum* means the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.
3. *Chronically homeless.* (1) An individual who: **(i)** Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and **(ii)** Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and **(iii)** Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 ([42 U.S.C. 15002](#))), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; **(2)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or **(3)** A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
4. *Developmental disability* means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 ([42 U.S.C. 15002](#)):
 - (1)** A severe, chronic disability of an individual that—
 - (i)** Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - (ii)** Is manifested before the individual attains age 22;
 - (iii)** Is likely to continue indefinitely;
 - (iv)** Results in substantial functional limitations in three or more of the following areas of major life activity:
 - (A)** Self-care;
 - (B)** Receptive and expressive language;
 - (C)** Learning;
 - (D)** Mobility;
 - (E)** Self-direction;
 - (F)** Capacity for independent living;
 - (G)** Economic self-sufficiency.
 - (v)** Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Continuum of Care 2016 – New Permanent Housing and Rapid Re-Housing Projects-Reallocation Instructions and Application

(2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of the definition of “developmental disability” in this section if the individual, without services and supports, has a high probability of meeting these criteria later in life.

5. Homelessness (Paragraph 4) - Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.
6. Permanent Supportive Housing - *Permanent supportive housing* means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.
7. Rapid Re-Housing – Rapid Re-Housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of a client becoming homeless and entering a program.

CoC Evidence of New Project Scoring System

All CoC 2016 new projects will be evaluated and scored based on the following:

Threshold (Applicants must meet all threshold requirements). If threshold requirements are not met, project will not be reviewed by the Interagency Council on Homelessness.

- The extent to which the proposed project fills a gap in the community's CoC and addresses an eligible population.
- The applicant's ability to provide documentation for the required match.
- The applicant's ability to propose an eligible project type.
- The applicant's ability to provide solid fiscal accountability to the project and the proposed budget is less than or equal to the amount of available funding.

A. Housing Emphasis (20 points)

- The extent to which applicant is a Housing First organization.
- Housing Emphasis
 - Permanent Supportive Housing
 - Rapid Re-Housing

B. Experience and Capacity (40 points)

- The applicant's experience and capacity in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, and the experience level of key staff. The applicant's ability to adequately describe and address those requirements set out in the CoC Homeless Assistance Grant funding Notice of Funding Availability (NoFA).

C. Homeless Management Information System (HMIS) (15 points)

- The applicant's ability to fully participate in the CoC's HMIS to collect and report program performance and outcomes to the local CoC.
- The degree to which performance measures are consistent with the CoC's annual goals and HUD's performance measures.

D. Target Homeless Population (10 points)

- The extent in which the applicant fully and adequately describes the appropriate target homeless population based on project type.

E. Leverage (3 points)

- The extent to which the applicant provides documentation or provides adequate explanation for leveraging.

F. Administration (12 points)

- Preference may be given to applicants that have demonstrated positive past performance of HUD funded CoC project management
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships.
- Participation in the local CoC including; Point In Time Count
- The applicant's commitment and participation in the coordinated entry system to homeless services process developed by the CoC.

CoC Evidence of Renewal Project Scoring Criteria

Permanent Housing - Letter of Intent to Renew 2016 Continuum of Care (CoC) Homeless Assistance Programs

The San Bernardino County Continuum of Care (CoC) is requiring any agency interested in renewing a project for funding in the 2016 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit a Letter of Interest (LOI). A LOI is required for all projects to be considered for submission in the 2016 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

The submission of the LOI will be part one of a two part process. Part II will include the completion of the Project Application in HUD's e-snaps application system. Mandatory application workshops will be scheduled for all projects selected for inclusion in the 2016 CoC application.

Renewal applicants are required to complete this LOI by answering all questions and providing the required documentation in order to be considered for inclusion in Part II of the application process.

Background Information

The U.S. Department of Housing and Urban Development (HUD) states that one of the primary responsibilities of the CoC is to develop a review process for selection and ranking criteria for prioritizing renewal and new projects for CoC Program funding. This is especially important for those communities that submit multiple renewal and new project requests to compete for funding.

In addition, HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project's ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess project performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/Community Planning and Development (CPD) Field Office, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

(1) The project applicant's performance against plans and goals established in the initial application as amended;

(2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard; and

(4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

HUD is requiring that CoCs rank projects within 2 tiers in FY2016 to promote a more competitive process among CoCs. HUD will only select projects from Tier 2 for funding after all projects from Tier 1 have been selected. HUD also notes that projects in Tier 2 may not be funded.

Prior to responding to the rating and performance measures in this document, please complete Exhibit 1.

Exhibit 1

Instructions: Please complete one letter for each renewal application.

Lead Agency Information

CCR #:

DUNS #:

Agency Name:

Agency Address:

City:

State:

Zip:

Phone:

Fax:

email:

Grant/Application Contact Person:

phone:

email:

Agency Director:

phone:

email:

Project Information:

Name of Project:

Project Address:

Grant amount:

Grant Term:

Expiration Date:

Program Type:

Primary Population:

Annual Renewal Amount for project _____

Total Number of Units: _____

Previously approved budget amounts by activity

Supportive Services: _____

Operations: _____

HMIS: _____

Administration: _____

Name and Signature of Person who will complete the application:

Print *Sign*

Name and Signature of Person authorized to sign the HUD application:

Print *Sign*

I certify, on behalf of my agency, that all information contained in this application is accurate and true, based on our current project records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD.

Executive Director/CEO/President Date

Exhibit 2: Rating and Performance Measures

HUD encourages the following rating and performance measures to be used to determine which projects to accept or reject. Please respond to each rating and performance measure. Incomplete applications will not be accepted.

1. Review HUD APR performance results

The **Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care Program** interim rule states that HUD may terminate the renewal of any grant and require the recipient to repay the renewal grant if the recipient fails to submit a HUD Annual Performance Report (APR) within 90 days of the end of the program year or if the recipient submits an APR that HUD deems unacceptable or shows noncompliance with the requirements of the grant and this part. The recipient's submission of the APR helps HUD review whether the recipient is carrying out the project in the manner proposed in the application. Recipients agree to submit an APR as a condition of their grant agreement. This requirement allows HUD to ensure that recipients submit APRs on grant agreements that have expired as a condition of receiving approval for a new grant agreement for the renewal project.

- Did your agency submit a HUD Annual Performance Report (APR) for this project within 90 days of the end of the last program year? Yes No

Performance Measures

HUD states that CoCs must clearly demonstrate project participant's success in remaining in permanent housing or exit to another permanent housing destination as reported in a 12 month period for all APRs from all CoC-funded permanent housing projects within the CoC. HUD's national goal is at least 80 percent of participants remain in CoC-funded permanent housing or exited to another permanent housing destination.

HUD also states that CoCs must clearly demonstrate the overall percentage of program participants obtaining employment income. The overall percentage of program participants obtaining employment income must meet HUD's national goal of at least 20 percent or higher and the program participants with other income should be at least 20 percent as reported in a 12 month period for all project APRs or the CoC must show an increase from the previous year to the current year.

HUD states that CoCs must clearly demonstrate the overall percentage of program participants that increased their income due to resources other than employment. The overall percentage of program participants increasing their income due to resources other than employment must meet HUD's national goal of at least 54 percent as reported in a 12 month period for all project APRs or the CoC must show an increase from the previous year to the current year.

HUD states that CoCs must clearly demonstrate the overall percentage of program participants that maintained or obtained mainstream benefits. The overall percentage of program participants must meet HUD's national goal of at least 56 percent as reported in a 12 month period for all project APRs or the CoC must show an increase from the previous year to the current year.

Permanent Housing projects:

- According to your most recent APR, what was the number of adults who were in your CoC-funded project as reported on the APR submitted during the period between January 2015 and December 2015? ____
- According to your most recent APR, what was the percentage of homeless persons staying in your permanent housing program or exited to another permanent housing destination? ____
 - If the percentage was lower than the 80% national goal, please explain why.
- According to your most recent APR, what was the percentage of program participants who increased their income from employment from entry date to program exit? ____
 - If the percentage was lower than the 20% national average, please explain why.
- According to your most recent APR, what was the percentage participants that increased their income from sources other than employment from entry date to program exit? ____
 - If the percentage was lower than the 54% national average, please explain why.

- In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between January 2015 and December 2015.

Cash Income Sources	Number of Participating Adults
Earned Income	
Unemployment Insurance	
SSI	
SSDI	
Veteran's disability	
Private disability insurance	
Worker's compensation	
TANF or equivalent	
General Assistance	
Retirement (Social Security)	
Veteran's pension	
Pension from former job	
Child support	
Alimony (Spousal support)	
Other Source	
No sources	

- According to your most recent APR, what was the percentage of clients that obtained non-cash mainstream benefits from entry date to program exit? ____

 - If the percentage was lower than the 56% national average, please explain why.

- In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between January 2015 and December, 2015.

Non-Cash Income Sources	Number of Participating Adults
Supplemental nutritional assistance program	
MEDICAID health insurance	
MEDICARE health insurance	
State children's health insurance	
WIC	
VA medical services	
TANF child care services	
TANF transportation services	
Other TANF-funded services	
Temporary rental assistance	
Section 8, public housing, rental assistance	
Other Source	
No sources	

2. Assess spending (timely or slow)

A renewal project’s demonstrated ability to drawdown and spend grant funds timely will be a factor in evaluating performance of each grant. Per 24 CFR 578.85, recipients will be required to draw project funds, at a minimum, on a quarterly basis if funded in the FY2016 CoC Program Competition. Any substantial performance issue, such as significant delays in drawing down funds, outstanding monitoring findings, or not serving or just beginning to serve program participants may result in a project not being funded in the FY2016 CoC Program Competition. Also, HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.

- How often does your agency draw down funds from LOCCS?
 - Monthly
 - Every other month
 - Quarterly
 - Other: ___
- If the project is drawing down less than quarterly, please provide an explanation:

- Has your agency drawn down funds within 90 days of the expiration of prior renewal grant terms? Yes No

If no, please explain why?

- Has the project returned any funds in the last 3 years? (Please note that these numbers may be verified with HUD).

Year	Amount Returned	Reason for return
2015		
2014		
2013		

3. Assess cost effectiveness

- Is your project cost-effective concerning case management and other supportive services? Yes No
 - If yes, briefly explain.
 - If no, briefly explain.
- What are the eligibility requirements for your program? Yes No

4. Centralized or Coordinated Assessment System

- HUD states that CoC funded agencies must be a current participant or agree to participate in the CoC's Coordinated Entry System (CES) once it is established. Participation includes but

is not limited to the following; limiting your HUD CoC funded project enrollments to CES referred clients only; real time entry and exit entries in HMIS (i.e. real time bed inventory); accept client project eligibility determination appointments from CES Administrator when client meets eligibility requirements as noted in your HUD CoC funded application and contract.

- Will you agree to participate? Yes No
 - If no, briefly explain.

5. Review HMIS participation status

The **Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program** interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS at least annually? Yes No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: ___ _____
 Total number of clients reported in the HMIS: _____ _____

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- Federal law prohibits (please cite specific law) State law prohibits (please cite specific law)
- New project not yet in operation Other (please specify prohibition)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing (“Null or Missing Values”) and/or unknown (“Don’t Know or Refused”). If there were no unknown values, note a “0” value.

*** Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2016**

Universal Data Element	Records with no values (%)	Records where value is refused or unknown (%)
------------------------	----------------------------	---

- * Social Security Number
- * Date of Birth
- * Ethnicity
- * Race
- * Gender
- * Veteran Status
- * Disabling Condition
- * Residence Prior to Program Entry
- * Zip Code of Last Permanent Address
- * Name
- * Housing Status
- * Program Entry Date
- * Program Exit date
- * Destination
- * Personal ID
- * Household ID
- * Relationship to Head of Household
- * Client Location Code
- * Length of Time on street, in an
Emergency Shelter or Safe Haven

4. Review CoC membership involvement

HUD states that a successful CoC will have involvement from a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

- Describe what local Continuum of care committees, subcommittees, and/or working groups that your agency participates in on a regular basis. Please include the names and titles of those participating as well as their level of involvement/participation.

Homeless Count

- Did your organization participate in the 2016 unsheltered and/or sheltered homeless count? Yes No

- If yes, did your organization submit the information requested by the Office for Homeless Services for the sheltered homeless count in a timely manner?
 Yes No

Annual Housing Inventory Chart

- Did your organization submit the information requested by the Office for Homeless Services for the 2016 Housing Inventory Chart in a timely manner? Yes No

5. Review independent audit

Please submit your organization's most recent audits for the last two years (conducted within the last three years) by a certified CPA, including the management letter with this LOI.

Please submit your organization's most recent IRS 990 form "Return of Organization Exempt from Income Tax."

6. Review match (to ensure match meets HUD regulatory requirements)

Match must equal 25 percent of the total grant request **including** Admin costs **but excluding** leasing costs (i.e., any funds identified for Leased Units and Leased Structures). There is no longer any need to connect match to each individual budget line item. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For example, if the total assistance requested from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than \$25,000; which could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

- Will your agency be able to provide the match requirement for your renewal project?
 Yes No
 - If yes, will it be
 - all cash
 - all in-kind contributions

- a mixture of both

7. Review leveraging

U.S. Housing and Urban Development (HUD) Continuum of Care (CoC) program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD encourages applicants to use supplemental resources, including state and local appropriated funds, to address homeless needs.

Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash matching funds, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than the CoC. An example of leveraging would include a project that provides case management through Medicaid or Department of Behavioral Health funding. The total costs involved in delivering the case management (percentage of salary, fringes, other benefits) can be included in leveraging.

- Will your agency be able to provide leveraging for your renewal project?
 - Yes No If yes, what is the percentage?_ ____
 - If yes, will it be
 - all cash
 - all in-kind contributions
 - a mixture of both

8. Review HUD Monitoring Findings

HUD requires that CoCs review any HUD monitoring findings.

- Has your agency received any HUD monitoring findings concerning your renewal project during the past three years? Yes No
 - If yes, please explain.

9. Review CoC Monitoring Findings

HUD requires that CoCs review any local CoC monitoring findings.

- Has your agency received any local CoC monitoring findings concerning your renewal project during the past three years? Yes No
 - If yes, please explain.

10. Other Monitoring Findings

1. Are there any unresolved monitoring or audit findings on HUD McKinney-Vento Act grants, excluding ESG - check Yes or No to indicate whether or not the sponsor has open Office of the Inspector General (OIG) audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders; or open SNAPS related monitoring finding(s). The question is related to those projects for which the sponsor organization is either a direct grantee or a sponsor. Yes No

If "yes," please explain findings:

2. In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board? Yes No
3. Has your organization been sued in the last five years? Yes No
4. Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?
 Yes No
5. Have any unfavorable rulings been handed down by any court against your organization or Executive Director in the last five years? Yes No
6. Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? Yes No
7. Does your organization currently have any unresolved fiscal or reporting issues with the Internal Revenue Service? Yes No

If yes, please explain?

8. Has your agency had a new program request rejected by HUD during any previous CoC competition? Yes No

If so, what years(s) did you meet with a HUD representative to discuss past rejections(s), If so, what was the outcome of that discussion?

Please describe the reasons why your past new program request(s) was rejected. Also, please describe any corrective actions that your agency has taken to address these issues.

11. Survey Clients

HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients? Yes No
 - In no, please explain why.

12. Review unexecuted grants

- Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? Yes No

If yes, please explain.

- Have any funds been returned to any funders within the last 24 months? Yes No

If yes, please explain.

Exhibit 3

HEARTH Act Compliance Readiness Questions

This section of the LOI asks questions of all renewal projects to prepare them for HEARTH Act compliance and should also serve as an assessment to help projects determine whether they are currently compliant with the requirements or if changes need to be made in order to become compliant with the requirements (*please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety*).

Projects should also expect that all questions in this section may become threshold requirements in future LOI/NOFAs.

Please answer all of the following questions and provide additional narrative when applicable (“project sponsor” refers to the entity that carries out the project; in most cases, the “project sponsor” is the same as the grantee):

1. **Does the project accept all families with children under age 18 without regard to the age of any child?** In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.

Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence based practice that requires housing units are targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

N/A. Project does not serve families.

2. Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sexual orientation.

Does your program deny services to potential recipients based on any of the following:

- Age Yes No
- Color Yes No
- Disability Yes No
- Familial Status Yes No
- Gender Yes No
- Marital Status Yes No
- National Origin Yes No
- Race Yes No
- Religion Yes No
- Sexual Orientation Yes No

If you answered “yes” to any of the above, please explain why.

3. Faith-based activities

- Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law? Yes No

Please note the following:

Faith-based activities were recently updated in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act focuses on the regulatory implementation of the Continuum of Care program which is largest federal program that funds public and private organizations to end homelessness. One subsection centers on religious identity.¹ Four regulations are described and the first three are:

¹ U.S. Department of Housing and Urban Development, Office of the Assistant Secretary for Community Planning and Development, “Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009,” Washington, D.C.: 2011, p. 101.

- “A faith-based organization that is a recipient or sub-recipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character;”
- “faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols;”
- “a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization’s name, select its board members on a religious basis, and include religious references in its organization’s mission statements and other governing documents.”

The fourth regulation states that a faith-based organization

- “will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law.”

This regulation was actually delineated in the subsection “Separation of explicitly religious activities” which immediately preceded this one. The description is as follows:

- “Recipients and sub-recipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.”

4. Low Barrier and Housing First

Low barrier projects ensure that participants are not screened out based on the following reasons:

Having too little or no income

Active or history of substance abuse

Having a criminal record with exceptions for state-mandated restrictions

Housing first projects ensure that participants are not terminated from the program for the following reasons:

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

Being a victim of domestic violence

Any other activity not covered in a lease agreement typically found in the project's geographic area

Please be reminded that your agency committed to using a Low Barrier and a Housing First approaches for this project and your commitment will be included by HUD in your 2016 renewal contract. Please confirm that your agency will carry out this commitment consistent with HUD guidance.

Please have an authorized individual from your agency note the name of your agency and print and sign on the appropriate lines below.

Agency

Title

Print Name

Signature

Date

CoC Evidence of New, Renewal & Reallocation Policy and Procedure

**San Bernardino County Continuum of Care (CoC)
Renewal and Reallocation Policy and Procedure**

Background

The U.S. Department of Housing and Urban Development (HUD) states that one of the primary responsibilities of the CoC is to develop a new, renewal and reallocation process for selection and ranking criteria of projects for CoC Program funding.

In addition, HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions based on pre-established selection. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project's ability to articulate achievable outcome measures as emphasized by HUD and local priorities. This is especially important as projects come up for renewal funding and communities must assess project performance.

A. New Program Review Policy

If funds are made available for new projects during a CoC competition, a Request For Proposals (RFP) will be released from the CoC lead agency, Office of Homeless Services (OHS), to accept new applications. Projects responded to the local RFP must meet minimum project eligibility, threshold requirements, capacity, and performance standards identified in the annual HUD CoC Notice of Funding Availability (NoFA) or they will be rejected from consideration for funding.

B. Renewal Review Policy

HUD notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the annual HUD CoC Notice of Funding Availability (NoFA) or they will be rejected from consideration for funding. When considering renewal projects for award, The CoC will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/Community Planning and Development (CPD) Field Office, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- 1) The project applicant's performance against plans and goals established in the initial application as amended;
- 2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
- 3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard; and
- 4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- (f) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or
- (g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

HMIS Data Quality. The CoC evaluates all programs on their HMIS quality for the operating year. It is expected that programs will have no greater than 5% of missing values for any of the universal data elements; programs are able to correct incomplete data to improve the percentages. Data quality outcomes will be collected via the monthly Performance Report Cards and APRs generated for each project.

San Bernardino County CoC 10-Year Strategy to Prevent and End Homelessness.

Performance measures are used to assess projects' alignment with the priorities noted in the CoC's 10 Year Strategy to End Homelessness in San Bernardino County. In alignment with *Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness*, our community's revised and updated its strategy entitled, *Recalibrating for Results:*

A Three Year Evaluation of the 2009–2019 San Bernardino County 10-Year Strategy to End Homelessness goals are as follows:

- 1) Housing First Model
- 2) End Homelessness among Veterans.
- 3) Prevent and End Homelessness for Families, Youth, and Children.

C. Reallocation Policy

Through the reallocation process the CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC dollars to address and end homelessness in San Bernardino County. The CoC will make decisions based on alignment with HUD guidelines, performance measures, and unspent project funds. Reallocated projects will be encouraged to seek funders that will support the contributions these projects make to the CoC.

The San Bernardino County CoC Reallocation Policy incorporates the following objectives:

To ensure the CoC's responsibility in submitting to HUD an application that is consistent with HUD guidelines and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act;

- 1) To ensure the amount to be reallocated is sufficient to fund effective program(s); and,
- 2) The project applicant's performance against plans and goals established in the initial application as amended;

- 2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
- 3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard;

Projects considered for rejection or reduced funding are reviewed by the CoC and the final determination is based on any one of the following HUD criteria:

- 1) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- 2) Audit finding(s) for which a response is overdue or unsatisfactory;
- 3) History of inadequate financial management accounting practices;
- 4) Evidence of untimely expenditures on prior award;
- 5) History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- 6) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or
- 7) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframe.

C. New, Renewal and Reallocation Procedures

1) New Project Applicant Procedures

- a. The OHS releases a local RFP based on the new project requirements noted in the NoFA.
- b. The OHS will conduct a cursory review each application that responded to the local RFP to determine if the project meets eligibility and threshold requirements as established by the HUD in the annual Notice of Funding Availability.
- c. The OHS will present all applications that meet the eligibility and threshold requirements to the local Interagency Council on Homeless Grant Review Committee (ICHGRC).
- d. The ICHGRC determines the rank and funding levels of all projects considering all available information. OHS staff will provide technical assistance by responding to questions of the ICHGRC.
- e. The ICHGRC will review and determine which project(s) will be invited to submit a full proposal for the HUD CoC funding.
- e. All project applicants are notified of the results of the ICHGRC decision electronically and in a formal letter.

2) Renewal Project Applicant Procedures

- a. Prior to the release of the CoC Program Competition the lead agency in the CoC, Office of Homeless Services (OHS), develops and disseminates a Letter of Intent (LOI) to Renew Survey The LOI Renew Survey is based on the Project Quality and Renewal Threshold Requirements noted in the CoC NOFA. Agencies are required to complete and submit the LOI to the CoC lead agency for analysis.

- b. A LOI is required for all projects to be considered for submission in the 2015 CoC application to HUD but is not a guarantee of funding or inclusion in the application submitted by the local CoC.
- c. The CoC analyzes the responses in the LOI which include; information in the LOCCS; Annual Performance Reports (APRs); and information provided from the local HUD/Community Planning and Development (CPD) Field Office, performance Outcomes as reported in HMIS, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants.
- d. The CoC ranks and prepares a formal recommendation to the local Interagency Council on Homelessness (ICH) which serves as the CoC Governing Board. The formal recommendation and agency ranking is posted prior to the monthly ICH meeting per Brown Act requirements. The recommendations are also disseminated via the ICH and Homeless Service Provider listserv. The recommendation will include an overview of the CoC's analysis for each program. The projects are ranked and considered for reallocation or partial reallocation based on their alignment with HUD's established goals and performance measures. The ICH will vote to approve, deny, or conditionally approve the OHS recommendation.
- e. Agencies are notified of ICH's decision electronically and in a formal letter.

Governing Board
Meeting Minutes
6.15.16

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness (ICH)

June 15, 2016
9:00 a.m. – 11:00 a.m.
Department of Behavioral Health-Training Institute
303 E. Vanderbilt Way
San Bernardino, CA 92415

Minutes Recorded and Transcribed by Amy Edwards, Secretary I, Office of Homeless Services

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> The meeting was called to order at 9:00 a.m.
Introductions	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> Introductions were made by all ICH Members. Guests were also invited to introduce themselves.
REPORTS	PRESENTER	ACTION/OUTCOME
Homeless Provider Network (HPN)	Sharon Green	<ul style="list-style-type: none"> The Homeless Provider Network (HPN) continues to look into the city ordinances within each region. Our Next All County HPN Meeting is scheduled for July 20, 2016 from 1:00-3:00 p.m. here at the auditorium (850 E. Foothill Blvd, Rialto, CA 92376)
Office of Homeless Services (OHS)	Tom Hernandez	<ul style="list-style-type: none"> On June 3, 2016, the Southern California Continuum of Care (CoC) Leadership group had our annual meeting in Pasadena to share information. Representatives of Southern California CoCs meet regularly to review regional, state and national best practices, methods of increasing inter-county collaborations, information sharing, planning and CoC application preparation. This annual meeting provides a forum for the Southern California CoCs to prepare jointly for responses to potential HUD and CoC related application questions and improve coordination of services between all Southern California Continuums. In addition, this allows the Office of Homeless Services to compare the score received in the HUD Homeless Assistance 2015 competition with other CoCs in Southern California. The meeting will assist our agency in improving our responses for the 2016 CoC competition The San Bernardino County Continuum of Care (CoC) was selected as one of the CoCs being asked to gather for a single day action planning session focused on considering local action, housing, and health care within the context of state and federal activity. The workshop was a one-day session held in San Diego at Point Loma Nazarene University as part of the implementation of the state's plan to end chronic homelessness. The Action Planning Session on Housing and Health Care involved experienced facilitators working with each participating community's key regional sector stakeholders to identify opportunities for combining subject-matter expertise and building healthcare and housing systems that work together to address unmet needs. Technical Assistance provided to the San Bernardino County CoC included profiling the populations at the intersection of HUD-assisted housing and health care assistance, assessing their affordable housing and healthcare needs, services currently being provided, and the current payment sources for those services. Most critically, participants developed a strategy and action plan to close the gap between needs and services.

		<ul style="list-style-type: none">• The following agencies took part in the discussion:<ul style="list-style-type: none">○ Department of Behavioral Health○ Foothill AIDS Project○ Hi-Desert Family Health Clinics (Federally Qualified Health Center)○ Housing Authority of the County of San Bernardino○ Inland Empire Health Plan○ Lighthouse Social Services○ Molina Healthcare○ Office of Homeless Services○ Various representatives from state and federal housing/healthcare agencies• The following topics were reviewed:<ul style="list-style-type: none">○ Partnering to improve the coordination and delivery of housing, human services, and healthcare○ Improving Access to Care: Assessing the Housing, Treatment, and Service Gaps○ Innovative Partnerships and Funding Opportunities to Close the Service/Treatment Gaps○ Integrated Data Collection and Analysis: Identifying the Population at the Intersection of Housing and Health Care Assistance○ Developing a Concrete Action Plan to Close Identified Gaps• The Office of Homeless Services (OHS) Homeless Management Information System (HMIS) section routinely monitors agencies data quality to ensure accuracy and meet the U.S. Department of Housing and Urban Development (HUD) standards for data quality maintenance. Attached you will find a copy of the latest HMIS Data Quality Report for the month of May, 2016 (see attached, Report 2A).• Agency report cards are posted for review on individual agencies participating in HMIS at the following website: http://www.sbcounty.gov/dbh/sbchp/HMIS.aspx• The U.S. Interagency Council on Homelessness (USICH) and its 19 federal member agencies have adopted a vision of what it means to end homelessness in this country. In order to help focus and drive progress, they have developed specific criteria and benchmarks for communities to use as they take action toward goals set forth in Opening Doors. Criteria and benchmarks work together to provide a complete picture of a community's response to homelessness. While the criteria focus on describing essential elements and accomplishments of the community's response, a benchmark serves as an indicator of whether and how effectively that system is working. These criteria and benchmarks represent the administration's best thinking at this time and USICH will continue to review and evaluate their effectiveness as more communities approach and succeed in meeting these goals. For more information, please visit the website at: https://www.usich.gov/news/usich-hud-release-criteria-and-benchmark-for-ending-chronic-homelessness
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Housing Committee	Ray Osborne	<ul style="list-style-type: none"> • Inland Empire has a serious housing crisis. Every day there are thousands of individuals and families in San Bernardino and Riverside counties who don't have the financial resources, often due to circumstances beyond their control, to be able to afford a place to live. As a result, they have to share inadequate living space with family, relatives or friends, live in their car, and even worse, be forced to live on the street, in parks, under overpasses, or other places not fit for human habitation. • Lack of a good paying job, the need for job skill training, as well as, in some cases, the need for other social service assistance, including various types of counseling, are among the primary barriers to many Inland Empire area residents not being able to have a place to live. However, the major obstacle that exists in both San Bernardino County and Riverside County is a lack of basic housing inventory, particularly in entry-level and affordable rental units. California Apartment Association data shows that the vacancy rate in the Inland Empire is less than 3%. • According to the 2016 Point-In-Time (PIT) count, conducted independently in both San Bernardino and Riverside counties, there are on a daily basis more than 4,000 men, women and children in the Inland Empire that cannot afford an adequate place to live in our community. • The annual count statistics show that there are 2,165 homeless individuals in Riverside County, including 1,351 unsheltered and 814 temporarily sheltered. In San Bernardino County, the total number is 1,887, with 1,191 unsheltered and 696 temporarily sheltered. • The good news is that both counties reported a 12% decrease in the homeless population in 2016 over 2015. However, at the current rate of reduction, it could take more than eight years to house the population that experiences homelessness on an annual basis without an adequate place to live in the Inland Empire area. • The Riverside County homeless population is concentrated in six primary geographic areas: Riverside (258), Perris/Hemet/Temecula (209), Indio/Coachella (129), Jurupa Valley (113), Palm Springs/Cathedral City (110), and Corona (83). • In San Bernardino County, the same population demographic is centered in four specific areas: San Bernardino (564), Upland/Ontario/Fontana (499), Victorville/Barstow (344), and Redlands (148). • The major challenge that must be overcome is a significant lack of permanent housing throughout the Inland Empire to provide an adequate, affordable place to live for the vast majority, more than 60%, of the current homeless population. • There are a total of 1,297 emergency and transitional living beds (including hotel vouchers) as well as 1,025 permanent supportive beds in Riverside County, and an additional 200 emergency beds and 1,727 permanent supportive beds in San Bernardino County. • Most of the permanent supportive housing (PSH) units in both counties are already devoted to serving low income barrier families, as well as physically and mentally disabled individuals who will require various supportive services on an ongoing basis. • More than 2,400 individuals annually, primarily single men and women, still need permanent housing in the two-county area. • There is a critical need to develop, either by renovating existing units or building new units, at least 2,200 permanent housing units throughout the Inland Empire, the majority of which should be one-bedroom or studio floorplans. • While San Bernardino County and Riverside County, as well as several local jurisdictions, have strong and effective Housing Authority and Housing Development operations, there are not enough construction and operational entities that can actually build the permanent housing inventory needed in the Inland Empire. • The Housing Authority of the County of San Bernardino (HACSB) has a non-profit development operation, Housing Partners 1, whose mission it is to acquire land and develop new permanent housing units as well as the acquire and rehab existing housing units. In addition, there are local agencies like the Riverside Housing Development Corporation (RHDC) and the Coachella Valley
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<p>Probation</p>	<p>Laura Davis</p>	<p>Housing Coalition that can develop new housing units or rehab existing housing units.</p> <ul style="list-style-type: none"> • There is only one non-profit organization, the Building Industry Association (BIA) HomeAid Inland Empire charitable operation, whose sole mission is to renovate or build homeless shelter facilities in San Bernardino and Riverside counties. • Development and construction companies, like Community Renaissance (CORE), the Related Companies, and Metta Corporation, have varying presence levels in the Inland Empire focused on creating and building large scale affordable housing projects in the two-county area. • There is a need to identify more building companies as well as to attract others to become more actively involved with helping to develop the inventory of permanent and permanent supportive housing needed in the Inland Empire. • While there appears to be adequate funding available to provide supportive social services for individuals and families who also need housing, there is a definite lack of funding to build the Permanent Supportive Housing inventory required to house the population in the Inland Empire that does not have the financial resources to afford an adequate place to live. • Intensive focus needs to be given to finding the public and private funding sources that it will take to build the critically-needed short-term and long-term permanent housing units required to house the more than 2,400 people annually who currently are without housing in San Bernardino and Riverside counties. • The first step in this process will be to determine the amount of funding that will be required to acquire and renovate existing housing units, as well as to acquire the land and build new affordable permanent housing units. <ul style="list-style-type: none"> • Update on Housing RFP: <ul style="list-style-type: none"> ○ Release of RFP June 15, 2016 ○ Deadline for Submission of Questions July 5, 2016, 3:00pm (Pacific) ○ Mandatory Proposal Conference July 12, 2016 ○ Deadline for Proposals August 2, 2016, 5:00pm (Pacific) ○ Tentative Date for Awarding Contract September 2016 • Questions: Contact Sean Engelhart – sengelhart@prob.sbcounty.gov
<p>Legislative Reports</p>	<p>Otis Greer</p>	<ul style="list-style-type: none"> • I have an update on the No Place Like Home Initiative. This will take some Mental Health dollars and turn them into Competitive Grant dollars. • The language just came out this week and it is now a vehicle, AB1618. The County has taken an opposed unless amended position on this bill as the County will be at a disadvantage. The dollars for the grant evaluation would include the Point In time Count as it exists today, and while the County has done a great job of getting our numbers down that would put us at a disadvantage when applying for grants. So on one hand they are taking away the mental health dollars that we use so resourcefully and on the other hand we are at a disadvantage to drawing down on these new dollars.
<p>Board Agenda Review Report</p>	<p>Kent Paxton</p>	<ul style="list-style-type: none"> • Board items of interest from the May 24, 2016 meeting:

<p>Housing Authority Report</p>	<p>Lisa Jones</p>	<ul style="list-style-type: none"> ○ <u>Department of Behavioral Health</u>: This item is a Grant Application To The Department of California Health Care Services For the Federal McKinney Projects For Assistance In Transition From Homelessness Program 2016-17 in the amount of \$497,462 to provide Mental Health Services to individuals who have severe mental illness and are homeless or at risk of becoming homeless for the period of July 1, 2016 through June 30, 2017. ○ <u>Department of Behavioral Health</u>: This item is an Amendment to a Non-Financial Memorandum of Understanding with the Housing Authority of the County of San Bernardino For No Child Left Unsheltered program. ○ <u>Department of Behavioral Health</u>: This item is the Release of One-Time Mental Health Services Act Housing Program Funds and to rescind the request approved by the Board of Supervisors on March 22, 2016, to release one-time MHSA Housing Program funds in the amount of \$250,000. ○ <u>Transitional Assistance Department</u>: This item is An Amendment To Contract With Housing The Authority of the County of San Bernardino For California Work Opportunity and Responsibility To Kids Housing Support Program Services approving amendment No. 3, effective July 1, 2016, to Contract No. 14-962 with the HACSB, updating standard contract language, extending the contract for an additional one-year period, and increasing the total contract amount by \$1,759,106 from \$2,835,012 to \$4,594,118, for the total contract period of January 1, 2015 through June 30, 2017. ○ <u>Housing Authority</u>: This item is an Amendment to A Revenue Contract With The Transitional Assistance Program For Cal-Works Housing Support Program Services updating the standard contract language, increasing the contract amount by \$1,759,106 from \$2,835,012 to \$4,594,118 and extending the contract for an additional one year period for a total contract period of January 1, 2015 through June 30, 2017. ○ <u>Housing Authority</u>: This item is an Amendment To The Contract With Knowledge and Education For Success (KEYS) For Housing Navigation Services for the Cal-WORKS Housing Support Program increasing the contract amount by \$1,689,106 for a total cost from \$2,716,012 to \$4,405,118 and extending the contract period for an additional year, for a contract period of January 1, 2015 through June 30, 2017. <ul style="list-style-type: none"> ● Effective Thursday, May 26 2016 we began accepting pre-applications for Yucaipa Horizons, a brand new project-based senior community located in the city of Yucaipa. This waiting list will be open for Seniors 55+ who qualifies for 1 and 2 bedrooms. Yucaipa Horizons is still under construction and is not scheduled for completion until December 2016. Please bear in mind this is a projected completion date and may change ● In addition, we will also open our Region 1 waiting list for 3-bedroom Project-Based units. Region 1 covers the Bloomington, Colton, Fontana, Loma Linda, Mentone, Redlands, Yucaipa and Rancho Cucamonga areas. ● Ongoing Open Waiting Lists: <ul style="list-style-type: none"> ○ Valencia Grove, Redlands – 4 bed ○ San Bernardino, Redlands – 4 and 5 bed ○ Chino, Montclair and Rialto – 3 bed (Chino/Colton 4 and 5 bed) ○ Adelanto, Apple Valley, Hesperia, Victorville – 3 bed ○ Barstow – 2, 3, 4 and 5 bed ○ Joshua Tree, Twenty-nine Palms, Yucca Valley – 2, and 3 bed
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	<p>Tom Hernandez</p>	<p>housing. It is geared towards the low barrier, housing 1st approach. With that, if transitional housing projects were to become low barrier and use the housing 1st approach then there would be a chance HUD would fund their project, but there is no guarantee.</p> <ul style="list-style-type: none"> • For those that lost transitional housing dollars, that money is permanently lost. That is what brings us to this discussion today. • Transitional housing was still requested and some programs were funded. HUD still has transitional housing funds through 2017. • What we will be recommending is that we move the particular funding from the five remaining transitional housing programs, that the Interagency Council on Homelessness looks at reallocating that money by moving it from transitional housing to permanent housing and putting it back into a pool of roughly \$720,000 and open it up for anyone to apply for in an RFP. • On a side note the same agencies could apply for that money if they want to pursue permanent housing or rapid rehousing. • The grant review committee will review all RFP's, score them, and make their recommendations to ICH who will make the final decision. • Now if ICH decides not to reallocate these funds we can take the chance of applying for transitional housing funds with the possibility of permanently losing those funds. • Another topic of discussion relates to unspent funds. Historically we have had agencies with unspent funds, HUD is really looking at performance and are data driven, so we need to show that we are essentially working. • We've looked at the data for 2013, 2014, and 2015 and we have agencies that consistently leave money on the table. Those funds are then de-obligated from the CoC. \$469,000 was the highest amount de-obligated. • We have previously reallocated funds from the Housing Authority to fund other projects in order to prevent losing it. We are going to focus on the unspent funds of the Housing Authority today but let me make it clear that they are not the only program that consistently leaves money on the table.
	<p>Dr. Joe Colletti</p>	<ul style="list-style-type: none"> • The problem we are looking at is unspent funds. The amount of unspent funds for past CoC grants from the U.S. Department of Housing and Urban Development (HUD) to the Housing Authority of the County of San Bernardino (Housing Authority) has increased. <ul style="list-style-type: none"> ○ 2013 - \$122,451 ○ 2014 - \$398,783 ○ 2015 - \$578,517 ○ Total - \$1,099,752 • More unspent funds will be returned this year in an amount greater than \$1 million. • Recent correspondence with HUD has confirmed that a contract can be amended to shift funds from one budget line item to another as long as the same number of units are subsidized with rental assistance. • HUD allows unspent funds to be reallocated and submitted as new program funding requests. For example, \$400,000 from Housing Authority unspent funds were reallocated in 2015 for a Coordinated Entry System (CES) and awarded by HUD. • In order to prevent unspent funds in the future, all budgets for all 2015 renewals should be amended to: <ul style="list-style-type: none"> ○ Reduce the amount of rental assistance to include the amount needed to continue to subsidize all occupied units and move excess funds to other budget line items to prevent unspent funds. ○ Budget for an appropriate level of case management services and hire case managers. ○ Increase administration from 7% to 10%. • In addition, any remaining funds should be reallocated and submitted as new program funding requests. • Budget amendments for all 2015 renewals should happen immediately because Housing Authority contracts have not yet been finalized with HUD.

	Tom Hernandez	<ul style="list-style-type: none"> • Depending on HUD guidance, one of two steps should be accomplished: <ol style="list-style-type: none"> 1. Budgets for renewals for Housing Authority grants to be included in the 2016 CoC application should be adjusted to include amount needed to subsidize all occupied units, case management services, and 10% administration. Remaining funds should be reallocated; or 2. Budgets for all renewals should be submitted to HUD as part of the 2016 CoC application as is; however, budgets should be amended just like the 2015 grants after they have been awarded and before contracts finalized by HUD. • So these are some of the recommendations we are recommending to the council because ultimately we want to work with our programs so we don't have unspent funds. Unspent funds go back to the treasury and lose them permanently. That is money we could have used to house more individuals.
	Lisa Jones	<ul style="list-style-type: none"> • The Housing Authority has no problem with reallocation what so ever. We understand there is a bigger picture and as part of our county and part of our community the goal is to really have strong outreach and housing opportunities. • There is something not mentioned here and that is the Housing Authority was given two grants which were ten year grants. When we were in our 4th year HUD realized they made a mistake and said they should never have been 10 year grants, they only should have been 5 year grants. So that money sits in an account we cannot access as that money does not belong to us nor does it belong to the CoC. We were told we could not go beyond five years so that money just sits there unable to be touched. That was not our fault that was an error made by HUD. • Going back to unspent funds, historically going back 5-10 years we did not have supportive services or outreach. Shelter plus care programs funded rental assistance that is it with a 7-8% administrative fee to try and keep all the other pieces rolling. They did not fund any other supportive services. • Without the help of the Department of Behavioral Health (DBH) we literally would not have been able to serve the clients we did. DBH came in with other funding sources to fund supportive services, but they did not have outreach back then and neither did we and we did not have housing navigators. So back in 2011 and 2012 we had grants that were going under-utilized. • As the Sheriff's Department investing in the HOPE team and DBH carved out resources for the HOST team those referrals began coming in and our utilization went up quickly. • Over all we are at 128% utilization across all of our grants. On some grants our lowest is 92% and some are as high as 200% utilization for the families we serve. • For instance we are supposed to be serving 16 families for one grant, we are serving 33. Another we are supposed to serve 33 and we are serving 36. So our total allocation across our grants is for 287 families, we are currently serving 366 families. We are serving a lot more then what we are funded for. With that said we still have money on the table, particularly in the last year and a half and that is due to an OIG (Office of Inspector General) audit. • It has been over a year now and this audit still has not been resolved. When the OIG comes in and tells you that you are doing things wrong and may have misspent \$3 million you take a step back and stop bringing in more clients in fear of losing more money. You can see in 2015 where we were in a slump because we feared we were going to have to pay back \$4 million to HUD. In March of this year after speaking with the HUD field office we felt confident enough to start issuing vouchers again. • We currently have 181 leases across the board on all of our grants and we have 9 out searching. We are projecting 190 leases for next year. If we look at all of our grants across the board under the current model we are projecting approximately \$81,009 to potentially \$202,412 that would be available for reallocation, if we look at it through the Supportive Services Model as suggested we would only have approximately \$24,334 to reallocate.
	Tom Hernandez	<ul style="list-style-type: none"> • What we are trying to do is minimize the amount of money that is reclaimed or deobligated by HUD. These figures are based on

		projections for next year.
	CaSonya Thomas	<ul style="list-style-type: none"> The challenge for this council is not to dispute the projection or spending plan before us but to make a difficult decision based on current experiences making the current reallocation total remain competitive or if there is an alternative solution to accomplish that, what would that be so the council can determine the better path to pursue? Meaning, if we don't reallocate these funds in this way, what is the other alternative?
	Tom Hernandez	<ul style="list-style-type: none"> We had a similar conversation last year when we reallocated \$324,000 and that was based on the projections of where we were last year. Our intent here is to minimize unspent funds and we are looking to do that by shifting unspent funds to case management.
	Brent Schultz	<ul style="list-style-type: none"> How much money are you asking us to reallocate? I think we all agree that we don't want to leave any money on the table, but what is the amount we are looking at?
	Tom Hernandez	<ul style="list-style-type: none"> We don't have an actual amount pinned down. What we are asking the council to do is really two things. Move to approve the reallocation of all transitional housing projects to permanent supportive housing or rapid rehousing and to authorize the Office of Homeless Services to work with all of the CoC agencies to determine how much funds can be reallocated.
	Don Smith	<ul style="list-style-type: none"> The bottom line is we aren't being asked to approve a specific amount today, we are being asked to agree that the parties need to sit together and determine that amount, is that correct?
	Sharon Cisneros	<ul style="list-style-type: none"> Which programs are on the table for reallocation?
	Tom Hernandez	<ul style="list-style-type: none"> The agencies with Transitional Housing projects are: <ul style="list-style-type: none"> Central City Lutheran for St. Martin's Too - \$22,297 Life Community Development for Restore to Hope - \$84,346 Life Community Development for Project Gatekeeper - \$165,610 Salvation Army for Transitional Living Center - \$292,203 Salvation Army for Path to Prosperity - \$158,521 For a total of \$723,000
	Gary Madden	<ul style="list-style-type: none"> I think this is a really good plan. We are looking at the immediate, but we need to look towards the future. We are on the cusp of a major shift in the way funds are being awarded to those that are doing good work. We have an advantage because we received an increase in funding due to the fact we are moving in the direction that HUD is going towards.
	Supervisor Gonzales, Chair	<ul style="list-style-type: none"> We can see where HUD began to shift direction in a convoluted way. We saw the direction was moving from transition housing to permanent housing without them specifically stating that. We need to figure out through the reallocation of funds a way to ensure we lose as little as possible.
	Don Smith	<ul style="list-style-type: none"> I would like to have seen this recommendation in writing so we could have seen the agencies this is impacting. Is there going to be an opportunity for these agencies that are directly impacted to comment.
	Tom Hernandez	<ul style="list-style-type: none"> Yes, they can speak on this item during public comment. We even have one agency here today that has already requested to speak on this item.
	Don Smith	<ul style="list-style-type: none"> Proposed that the agencies directly affected by this change get some kind of priority when applying for these reallocated funds.

		A motion was made to Adopt the Interagency Council on Homelessness Recommendation for Potential Reallocation of CoC Transitional Housing Programs for the 2016 CoC Competition as well as Authorize the Office of Homeless Services to work with the Housing Authority and all other CoC agencies to determine the amount of funds that can be reallocated for the. There was a second by Sharon Cisneros. All were in favor, none opposed or 4-abstained (Angela Pasco, Brent Schultz, CaSonya Thomas, and Gary Madden). Motion carried.
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> Major Daniel Henderson Alice Varela
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Anthony Brazier Virginia Marquez	<ul style="list-style-type: none"> I went to a meeting in Joshua Tree that addressed the transportation issues we speak about. The Public Transit has dollars for Human Services Transportation. They are going around the County assessing the needs and their target is health care access. They will be having another meeting in August, we need to be there. They have money and funding is going unused. We can't complain about transportation issues if we aren't utilizing the resources available to us. The agenda item for Mary's Village was originally scheduled for the July 5th meeting however at the request of the applicant it has been moved to July 18th. We have received a few letters of support; it is a very important project. If you wish to submit a letter of support please contact my office.
Adjournment	Supervisor Gonzales, Chair	<ul style="list-style-type: none"> Being no further business to discuss, the meeting was adjourned at 11:12 a.m.
Next Meeting		<p style="text-align: center;">Wednesday, August 24, 2016 at 9:00 a.m. – 11:00 a.m. DBH – Administration, Conference Room 109A/B 303 E. Vanderbilt Way San Bernardino, CA 92408</p>

Office of Homeless Services
303 E. Vanderbilt Way ▪ San Bernardino, CA 92415
Phone: (909) 386-8297 ▪ Fax: (909) 890-0868
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Attendees at June15, 2016 • Interagency Council on Homelessness				
BECERRA	MARLA	Housing Coordinator	626-498-4101	shelter@desertmana.org
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BRAZIER	ANTHONY	Foothill AIDS Project	909-884-2722	abrazier@fapinfo.org
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SCHULTZ	BRENT	Housing and Municipal Service Director - Ontario	909-395-2317	bschultz@ci.ontario.ca.us
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Governing Board Meeting Minutes 8.24.16

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness (ICH)

August 24, 2016
9:00 a.m. – 11:00 a.m.
Department of Behavioral Health Administration
303 E. Vanderbilt Way
San Bernardino, CA 92415

Minutes Recorded and Transcribed by Amy Edwards, Secretary I, Office of Homeless Services

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Patricia Nichols-Butler, Vice-Chair	<ul style="list-style-type: none"> The meeting was called to order at 9:10 a.m.
Introductions	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> Introductions were made by all ICH Members. Guests were also invited to introduce themselves.
REPORTS	PRESENTER	ACTION/OUTCOME
Homeless Provider Network (HPN)	<p style="text-align: center;">Sharon Green</p> <p style="text-align: center;">Tom Hernandez</p>	<ul style="list-style-type: none"> The Desert/Mountain region had to cancel their meeting on August 17th due to the fires. West Valley Did not meet this month. Central Valley met on August 17th. There was an incident that occurred and I will be meeting with the region chairs to discuss. Our next All County Homeless Provider network meeting will be on September 21st at the facility in Rialto from 1:00 – 3:00 pm. This coming year, 2017, the U.S. Department of Housing and Urban Development (HUD) will be establishing a baseline year for youth in terms of data tracking and increased focus in the Point-In-Time Count. HUD has mandated data driven system performance and will be using data entered into the Homeless Management Information System (HMIS) and annual performance measures to review CoC operations. This will include necessary monitoring to ensure that CoC grants are being used properly. The Final rule for HMIS is expected to come out by the end of this year. The focus will include governance, functionality, and privacy/security. HUD noted that housing providers that receive HUD funding or have loans insured by the Federal Housing Administration (FHA), as well as lenders insured by FHA, are subject to HUD's Equal Access Rule, which requires equal access to HUD programs without regard to a person's actual or perceived sexual orientation, gender identity, or marital status. HUD is looking to CoC's to have a robust reallocation process focused on HUD priorities. The collaboration between ESG recipients and CoCs is imperative for performance and to ensure HMIS participation for recipients of funding. The 10th Annual Homeless Summit will be held on Wednesday, November 9, 2016 at the Orton Conference Center located on the campus of the University of Redlands at 1200 E. Colton Avenue, Redlands, CA 91763, from 10:00 am to 3:30 pm, with check-in beginning at 9:30 am. The San Bernardino County Homeless Partnership will be hosting the Redlands Project Connect on Wednesday, October 19, 2016 from 10 am – 2 pm at the Redlands First United Methodist Church, located at 1 E. Olive Ave., Redlands CA 92373. The OHS HMIS section routinely monitors agencies data quality to ensure accuracy and meet the U.S. Department of Housing and Urban Development (HUD) standards for data quality maintenance. Attached you will find a copy of the latest HMIS Data Quality Report for the month of July, 2016 (see attached, Report 2A).

Housing Committee	Ray Osborne	<ul style="list-style-type: none"> • Agency report cards are posted for review on individual agencies participating in HMIS at the following website: http://www.sbcounty.gov/dbh/sbchp/HMIS.aspx • According to the ICH Bylaws, ICH membership attendance is mandatory. Lack of participation in three consecutive ICH meetings without prior ICH approval can result in termination of membership. • One seat for Member at large is up for renewal or recruitment in October as well as the vote for the Chair person and Vice Chair of ICH. • We developed the five year strategic plan and we are currently moving forward on implementation stage. We reached out to some builders to get their input. We will also be meeting with San Bernardino and Riverside County Housing Authority to see how we can partner to get more Permanent Supportive Housing inventory in the Inland Empire. • We would like to invite any members of the cities on this board to meet with us and see how we can partner together to develop more affordable housing in their communities.
Probation	Laura Davis	<ul style="list-style-type: none"> • The Housing RFP's are currently being reviewed by Sean Engelhardt, Staff Analyst. The RFP process will continue with the reading and grading of RFP's beginning the week of August 22, 2016, with an anticipated completion date the first week in September. We are still on track to award contracts in the month of September 2016. • If you have any questions, please feel free to contact Sean Engelhardt at sean.engelhardt@prob.sbcounty.gov.
Office of Homeless Services (OHS) Homeless Youth Task Force	Supervisor Ramos	<ul style="list-style-type: none"> • The Homeless Youth Survey Report was given to the members of HYTF and any changes had to be in by August 18, 2016. The report is scheduled to be presented to ICH in a "special presentation" for approval. • The Board of Supervisors held a special study session that expanded the next step into homelessness to tackle chronic homelessness which homeless youth fall under. • If you aren't a part of the task force you have an opportunity to join us and see how we can work together and combine resources to tackle this issue. • Next meeting scheduled for September 21, 2016, 3:00pm to 4:30 at TAY Center
Emergency Preparedness Ad Hoc Committee	Mike Jones	<ul style="list-style-type: none"> • The committee met last month. We distributed resource guides that included "cool places to go" during extreme heat advisory. • We would like ICH to vote whether or not to keep us on an "as needed" basis or make us a permanent sub-committee.
Board Agenda Review Report	Kent Paxton	<ul style="list-style-type: none"> • There were a few board items from June and July that may be of interest to this body. <ul style="list-style-type: none"> ○ Department of Behavioral Health amended a contract with Valley Star Behavioral Health for transitional age youth hostel program services. ○ Department of Behavioral Health annual update for the Mental health Services Act 2016-17 ○ Community Development and Housing made an amendment to the fair housing and tenant/landlord mediation contracts funded with CDBG funds. ○ Community Development and Housing amended contracts for emergency solutions grant homeless services. ○ Community Development and Housing entered into a home loan agreement for the Loma Linda Veterans Village with Loma Linda Vets, LP in the city of Loma Linda for the construction of a proposed 87-unit affordable

<p>Reentry Collaborative Report</p>	<p>Jose Marin</p>	<ul style="list-style-type: none"> ○ housing project in the City of Loma Linda. ○ Department of Behavioral Health – Contract with the institute for Urban Initiatives for Homeless consulting services. ○ Department of Behavioral Health – Grant award and agreement with California Health Facilities Financing authority for crisis residential treatment facility, crisis stabilization unit, and vehicle purchase. <ul style="list-style-type: none"> ● August meeting will be cancelled. The next meeting will be held on Wednesday, September 28, 2016 from 1:30 pm – 3:00 pm at the DBH building located at 303 Vanderbilt Way, San Bernardino, CA 92408. ● The Collaborative met on July 27, 2016. <ul style="list-style-type: none"> ○ Department Behavioral Health presented services for those returning from incarceration, services at the Day Reporting Centers, and Substance Use services ○ Presented updates to Strategic Plan ● Public Health is overseeing a Recidivism Reduction Program funded by the California’s Bureau of State & Community Corrections (BSCC). Public Health finished its RFA process and was able to contract with 10 community- and faith-based organizations to provide recidivism reduction services. ● Goal of the program is to reduce recidivism rates in our community by using local community- and faith-based organizations that have been providing services to the population for at least 5 years. ● Services have begun as of November 2015.
<p>CONSENT ITEMS</p>	<p>PRESENTER</p>	<p>ACTION/OUTCOME</p>
<p>Approve minutes of the June 15, 2016, ICH meeting</p> <p>Approve 2017 Point-In-Time Count date on Thursday, January 26, 2017 from 6:00 am – 10:00 am</p> <p>Approve the Office of Homeless Services to allocate up to \$40,000 of Continuum of Care Planning Grant funds to conduct a Homeless Veterans Initiative Net Sustainable Zero Analysis and an analysis of comprehensive resource delivery systems of county and federal programs</p> <p>Approve Memorandum of Understanding between the Community Development and Housing Department and the Interagency Council on</p>	<p>Supervisor Gonzales, Chair</p>	<ul style="list-style-type: none"> ● A motion was made to accept the minutes as submitted. All were in favor, none opposed or abstained. Motion carried. ● Items 2-5 were pulled for discussion. All items were discussed and voted on. ● A motion was made to accept the date for the 2017 Point in Time Count as submitted. All were in favor, none opposed or abstained. Motion carried. ● A motion was made and accepted for this item as submitted. All were in favor, none opposed or abstained. Motion carried. ● A motion was made and accepted for this item as submitted. All were in favor, none opposed or abstained. Motion carried.

<p>Homelessness that specifies the roles and responsibilities of each entity to collaborate in determining eligible activities, selecting providers, and administering Emergency Solutions Grant (ESG) funds to ensure compliance with federal and State ESG requirements.</p> <p>Authorize the ICH Grant Review Committee to approve the tiering of the new, renewal, planning and permanent housing bonus projects</p>		<ul style="list-style-type: none"> • A motion was made and accepted for this item as submitted. All were in favor, none opposed or abstained. Motion carried
SPECIAL PRESENTATION	PRESENTER	ACTION/OUTCOME
<p>Accept 2016 Homeless Youth Survey Report</p>	<p>Supervisor James Ramos and Tom Hernandez</p>	<ul style="list-style-type: none"> • On April 21, 2016, 254 eligible youth were surveyed, as part of the San Bernardino County Homeless Partnership Homeless Youth Taskforce (Taskforce) youth survey questionnaire. This survey was part of a continuing project to survey at-risk or homeless youth to find out their current living situations, social service experiences, and to collect basic demographic information and descriptors. • We identified areas the Taskforce would like to improve upon in order to better assist homeless youth. <ul style="list-style-type: none"> ○ Transportation ○ Outreach and Education ○ Employment Services • A motion was made to accept the 2016 Homeless Youth Survey Report as submitted. All were in favor, none opposed or abstained. Motion carried
DISCUSSION	PRESENTER	ACTION/OUTCOME
<p>Approve Recommendations for the Continuum of Care Renewals, Reallocation, and Permanent Housing Bonus applications</p>	<p>Tom Hernandez</p>	<ul style="list-style-type: none"> • On June 15, 2015, the ICH moved to approve the recommended CoC reallocation of funds in the amount of \$723,652 to establish new permanent supportive housing and/or rapid re-housing services for the CoC region. • The Interagency Council on Homelessness (ICH) Ad Hoc Grant Review Committee (GRC) met on August 11, 2016, to review the submissions for the reallocation of CoC funds and the permanent housing bonus funding. • Their recommendation is as follows: <ul style="list-style-type: none"> ○ Reallocation funds for a total of \$723, 652 <ul style="list-style-type: none"> ▪ Knowledge, Education for Your Success, Inc (KEYS). Rapid Rehousing project - \$285,480 ▪ Inland Housing Solutions, Rapid Rehousing project - \$435,172 ○ Permanent Housing Bonus for a total of \$561, 004 <ul style="list-style-type: none"> ▪ Salvation Army, Permanent Supportive Housing project - \$200,002 ▪ Step Up on Second, Permanent Supportive Housing project - \$361,002 • Don Smith made a motion to award Life Community Development instead of KEYS for the reallocation funds. Don Smith

		<p>withdrew his motion after more discussion.</p> <ul style="list-style-type: none"> • A motion was made to approve the recommendations for the Continuum of Care renewals, Reallocations, and Permanent Housing Bonus applications as submitted. The motion was second. 15- In favor, none opposed, 6- abstained. Motion carried
PRESENTATION	PRESENTER	ACTION/OUTCOME
Housing and Health Sub-Committee Proposal	Roger Uminski, IEHP	<ul style="list-style-type: none"> • I motion that the Interagency Council on Homelessness (ICH) create a Housing and Health Sub-committee to explore how the local Medi-Cal managed care plans, health care system, social services providers and housing providers can collaborate in order to reduce homelessness, reduce adverse childhood events and improve health outcomes in the community. • A motion was made to create a Housing and Health Sub-committee. All were in favor, none opposed or abstained. Motion carried.
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> • Darrin Fikstad • Debra Watkins • Alice Varela • Danny Marquez • Evelyn Solorio
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Sharon Green	<ul style="list-style-type: none"> • Victor Valley Family Resource Center will be having an article published in the LA Times next week.
	Gary Madden	<ul style="list-style-type: none"> • With the tragedy of the BlueCut Fires the Community Foundation gave a \$100,000 grant to Inland Empire United Way 211to be used for long term and short term relief for fire victims.
Adjournment	Supervisor Gonzales, Chair	<ul style="list-style-type: none"> • Being no further business to discuss, the meeting was adjourned at 11:45 a.m.
Next Meeting		<p>Wednesday, September 28, 2016 at 9:00 a.m. – 11:00 a.m. DBH – Administration, Conference Room 109A/B 303 E. Vanderbilt Way San Bernardino, CA 92408</p>

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Attendees at August 24, 2016 • Interagency Council on Homelessness

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GREEN	SHARON	Victor Valley Family Resource Center	760-887-1909	sgreen@vvfrc.com
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LITTLE	JEFF	Inland Temporary Homes		jeff@iithomes.org
LURIE	TODD	Integrated Transitional Resources	909-917-8450	ToddLurie@gmail.com
MADDEN	GARY	Director - Inland Empire United Way	909-980-2857 ext. 211	gmadden@ieuw.org
MARAVILLA	SANDRA	BOS 3 rd Dist.	909-387-4855	Sandra.maravilla@bos.sbcounty.gov
MARIN	JOSE	Supervising Program Specialist	909-387-6495	Jose.marin@ph.sbcounty.gov
MARQUEZ	DANNY	President VPWC	951-505-1439	dmarqllll@aol.com
MARQUEZ	VIRGINIA	Council Member	909-384-5268	marquez_vi@sbcity.org

MCQUEEN	MIGUEL	Deputy Director - Workforce Development Department	909-387-9885	MMcQueen@wdd.sbcounty.gov
METU	ANNE	Project Director	909-708-9621	Anne.metu@usw.salvationarmy.org
MOORE	BRANDI	Operations	909-246-8046	Brandimoore71@gmail.com
MURPHY	ERIKA	SB Mayor's Office	909-384-5133	Murphy-er@sbcity.org
NICKOLS - BUTLER	PATRICIA	Director - Community Action Partnership - ICH Vice Chair	909-723-1514	plnickols-butler@capsbc.org
OSBORNE	RAY	Executive Director - HomeAid Inland Empire	951-686-0628	ray@homeaidie.org
OSTRINSKI	TELICE	SBCUSD		Telice.ostrinski@sbcusd.com
PACHECO	JENNIFER	Department of Behavioral Health	909-421-4687	jpacheco@dbh.sbcounty.gov
PASCO	ANGELA	Exec. Director - New Hope Village, Inc.	760-256-3656	newhopevillageinc@gmail.com
PAXTON	KENT	BOS 4 th District		Kent.paxton@bos.sbcounty.gov
PECSE	AMBROSR	Admin Assistant	760-912-1818	staff@desertmanna.org
PEREZ	VANESSA	Associate Director Time for Change	909-886-2994	vperez@timeforchangefoundation.org
PERKINS	LOIS	Life Community Development	760-246-0691	jazzlewis@aim.com
PERRY	SYLVIA	ITR	909-910-4676	Slyperry1966@gmail.com
PERRY	JIM	CFO	909-732-3191	Jp4loans@gmail.com
PUSEY	STEPHEN	Caltrans	909-383-6320	Stephen.pusey@dot.ca.gov
RAMOS	JAMES	Supervisor - Third District	909-387-4855	James.Ramos@bos.sbcounty.gov
RESCH-SILVESTRI	JENNIFER	Senior Director	909-427-4270	Jennifer.A.Resch-Silvestri@kp.org
ROCHELLE	MARGARET	Program manger	909-881-6146	rochellem@ibhealth.org
SALAZAR	FRANK	County Counsel	909-387-5442	fsalazar@cc.sbcounty.gov
SCHULTZ	BRENT	Housing and Municipal Service Director - Ontario	909-395-2317	bschultz@ci.ontario.ca.us
SCOTT	PHYLLIS	Time For Change Foundation	909-886-2994	pscott@timeforchangefoundation.org
SHORETT	FRED	City Councilman	909-224-2141	fredshorett@charter.net
SMITH	DON	Creating Community Solutions		donsmithsolutions@outlook.com
SOLORIO	EVELYN	Program Manager Citadel	909-992-0929	esolorio@citadeledc.org
STEWART	KYRA	Redlands Family Services		kyra@redlandsfamilyservices.org
SWEITZER	MICHAEL	DBH		
UMINSKI	ROGER	Director of Health Admin – IEHP	909-890-2941	Uminski-r@iehpc.org
VALDEZ	SAM	Salvation Army – Director	909-567-4759	Sam.valdez@vsw-salvationarmy.org
VARELA	ALICE	President/SKIP	562-881-6573	avarela@skipwithus.org
VISSER	WYTSKE	CEO	909-622-3806	wytскеv@inlandvalleyhopepartners.org
WATKINS	DEBRA	NECON Inc.	714-654-8078	d.watkins@neconinc.info
YOST	MATT	SBSD-HOPE	909-387-3689	myost@sbcusd.org
YOUNG	BRUCE	Faith, Hope and Love	760-967-9270	Love386@aol.com
YOUNG	MARGO	Director Community Health	909-881-4335	Margo.young@dignityhealthy.org

CoC Evidence of
Notification to
Recommended Projects
(New & Renewal)

Hamilton, Christy DBH

From: Hamilton, Christy DBH
Sent: Friday, August 26, 2016 9:43 AM
To: 'Kim Carter'; Tod Lipka; Deidre Strohm; Jeff Little; 'Sam Valdez'; 'Angela Pasco'; 'Lisa Jones'; Eddie Estrada; Motootua Fualautoalasi; 'Gary Madden'; 'Brandi Moore'; Wytyske Visser; 'Kameron Newman'; 'Karyn Young-Lowe'; Maria Medina
Subject: FY 2016-HUD CoC-Renewal Grantees

Greetings Renewal Grantees:

The Office of Homeless Services and our local Interagency Council on Homelessness are happy to report that your renewal application will be recommended to HUD for funding as part of the San Bernardino's 2016 CoC application! In the next few days you will be instructed to select the 'submit' button in e-snaps. Please let us know if you have questions or concerns regarding any required attachments or revisions to your application.

Thank you!

*Christy Hamilton
Staff Analyst II
Office of Homeless Services
County of San Bernardino
(909) 386-8203*

Hamilton, Christy DBH

From: Hernandez, Tom DBH
Sent: Tuesday, August 16, 2016 1:38 PM
To: Jeff Little
Cc: andy@ithomes.org; Hamilton, Christy DBH
Subject: FY2016 Continuum of Care Recommendation Letter
Attachments: 2016-ITH-RRH Recommendation.pdf

Hello CoC Applicant,

Attached you will find a recommendation letter for inclusion in the FY2016 Continuum of Care (CoC) Homeless Assistance Grant program submission for the San Bernardino County CoC. Thank you!

Tom Hernandez, M.Ed, CHES
Homeless Services Officer
Department of Behavioral Health – Office of Homeless Services
Phone: 909-386-8208
Fax: 909-890-0868
303 E. Vanderbilt Way, First Floor
San Bernardino, CA 92415-0026



Our job is to create a county in which those who reside and invest can prosper and achieve well-being.
www.SBCounty.gov/dbh/sbchp



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Hamilton, Christy DBH

From: Hernandez, Tom DBH
Sent: Tuesday, August 16, 2016 1:39 PM
To: Lisa Jones
Cc: Hamilton, Christy DBH; Julie Burnette (jburnette@keysnonprofit.org)
Subject: FY2016 Continuum of Care Recommendation Letter
Attachments: 2016-KEYS-RRH Recommendation.pdf

Hello CoC Applicant,

Attached you will find a recommendation letter for inclusion in the FY2016 Continuum of Care (CoC) Homeless Assistance Grant program submission for the San Bernardino County CoC. Thank you!

Tom Hernandez, M.Ed, CHES
Homeless Services Officer
Department of Behavioral Health – Office of Homeless Services
Phone: 909-386-8208
Fax: 909-890-0868
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Hamilton, Christy DBH

From: Hernandez, Tom DBH
Sent: Tuesday, August 16, 2016 1:41 PM
To: 'Sam Valdez'
Cc: Major Daniel Henderson; Hamilton, Christy DBH
Subject: FY2016 Continuum of Care Recommendation Letter
Attachments: 2016-Salvation Army-PSH Recommendation.pdf

Hello CoC Applicant,

Attached you will find a recommendation letter for inclusion in the FY2016 Continuum of Care (CoC) Homeless Assistance Grant program submission for the San Bernardino County CoC. Thank you!

Tom Hernandez, M.Ed, CHES
Homeless Services Officer
Department of Behavioral Health – Office of Homeless Services
Phone: 909-386-8208
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Hamilton, Christy DBH

From: Hernandez, Tom DBH
Sent: Tuesday, August 16, 2016 1:42 PM
To: Tod Lipka; 'Barbara Bloom'; 'kimm@stepuponsecond.org'
Cc: Hamilton, Christy DBH
Subject: FY2016 Continuum of Care Recommendation Letter
Attachments: 2016-StepUponSecondStreet.pdf

Hello CoC Applicant,

Attached you will find a recommendation letter for inclusion in the FY2016 Continuum of Care (CoC) Homeless Assistance Grant program submission for the San Bernardino County CoC. Thank you!

Tom Hernandez, M.Ed, CHES
Homeless Services Officer
Department of Behavioral Health – Office of Homeless Services
Phone: 909-386-8208
Fax: 909-890-0868
303 E. Vanderbilt Way, First Floor
San Bernardino, CA 92415-0026



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CoC Evidence of Grant
Review Committee
Meeting Minutes
8.11.16

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness (ICH) Grant Review Committee

August 8, 2016
10:00 am – 12:30 pm
Department of Behavioral Health-Training Institute
303 E. Vanderbilt Way
San Bernardino, CA 92415

Minutes Recorded and Transcribed by Amy Edwards, Secretary I, Office of Homeless Services

TOPIC	PRESENTER	ACTION
Call to Order	Christy Hamilton	<ul style="list-style-type: none"> The meeting was called to order at 10:09 a.m.
Introductions	All	<ul style="list-style-type: none"> Introductions were made by all Interagency Council on Homelessness (ICH) Grant Review Committee Members, Office of Homeless Services staff, lead agency in the San Bernardino Continuum of Care (CoC), and Joe Colletti, Chief Executive Officer of Institute for Urban Initiatives, and consultant to OHS
Purpose of the meeting	Christy Hamilton/Joe Colletti	<ul style="list-style-type: none"> The purpose of today's ICH Grant Review Committee (Committee) meeting is to review and score the applications received in response to the County of San Bernardino ICH CoC Fiscal Year (FY) 2016 local competition for Bonus Projects and new projects created through the reallocation process The Committee members will determine, based on application score and threshold requirements, which applicants will be recommended to the local ICH for inclusion in the CoCs submission to the U.S. Department of Housing and Urban Development (HUD) Notice of Funding Availability (NOFA) for the FY 2016 Continuum of Care (CoC) Program Competition CoCs may submit requests for new projects through the process of reallocation or the permanent housing bonus (PHB) for the following types of new projects: <ul style="list-style-type: none"> Permanent supportive housing (PSH) projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3 and; CoCs may create new Rapid ReHousing (RRH) projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness New permanent housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted in response to the HUD NOFA for the FY 2016 CoC Program Competition Please note - Threshold requirements are a category of eligibility requirements. A threshold requirement is a requirement that must be met in order for an application to be reviewed. Threshold requirements are not curable. Threshold requirements are listed in Section V.G.2 of the HUD in the FY 2016 CoC Program Competition

SCORING	PRESENTER	ACTION/OUTCOME
Scoring	Committee	<ul style="list-style-type: none"> • The Committee took the following action: <ul style="list-style-type: none"> ○ Each Committee member presented their score for each project submission that met threshold requirements. ○ Highest scoring submissions to be recommended to ICH for submission unless it was determined that the submission did not meet local priorities or HUD priorities as noted in the HUD FY 2016 CoC Program Competition. ○ Submissions would continue to be scored until allocated funding is exhausted.
Scoring Outcome	Committee	<ul style="list-style-type: none"> • Reallocation Project Funds Submissions Score Results for Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) <ul style="list-style-type: none"> ○ Inland Housing Solutions – RRH - 634 ○ KEYS – RRH - 609 ○ Life Community Development – RRH - 579 ○ Central City Lutheran Mission – PSH - 522 • Bonus Project Funds Submissions Score Results for PSH and RRH <ul style="list-style-type: none"> ○ Salvation Army – PSH – 620 ○ Step Up On Second – PSH - 608 ○ Salvation Army- RRH – 604 ○ Time For Change Foundation – PSH - 552 ○ Desert Manna – RRH - 543 ○ Victor Valley Family Resource Center – RRH - 519 ○ Housing Authority of San Bernardino County – PSH - 500 ○ Victor Valley Domestic Violence – RRH – 423
SUBMISSIONS OVERVIEW	PRESENTER	ACTION/OUTCOME
	Christy Hamilton/All	<ul style="list-style-type: none"> • Central City Lutheran applied for reallocated funds in the amount of \$36, 743. <ul style="list-style-type: none"> ○ Currently they have a transitional housing project that is being reallocated ○ No outstanding non-compliance issues with HUD or County of San Bernardino ○ They currently serve HIV/AIDS and have a permanent Housing Program • Inland Housing Solutions applied for reallocated funds in the amount of \$438,172 <ul style="list-style-type: none"> ○ Agency currently administers Rapid Rehousing projects throughout the County ○ No outstanding non-compliance issues with HUD or County of San Bernardino • KEYS applied for reallocated funds in the amount of \$700,000 <ul style="list-style-type: none"> ○ Agency currently administers Rapid Rehousing projects throughout the County ○ No outstanding non-compliance issues with HUD or County of San Bernardino <ul style="list-style-type: none"> ▪ Applicant notes Chronically Homeless as a target population, however, rapid rehousing is not a preferred model to serve chronically homeless • Life Community Development applied for reallocated funds in the amount of \$363,800 <ul style="list-style-type: none"> ○ Agency currently administers HUD funded transitional housing projects in the County of San Bernardino. ○ Transitional housing project is being reallocated to Permanent Housing. ○ No outstanding non-compliance issues with HUD or County of San Bernardino. <ul style="list-style-type: none"> ▪ Agency submitted two identical requests for the Reallocated Funds.

		<ul style="list-style-type: none"> ▪ Agency combined their match and leverage to reach the mandated 25% match requirement • Desert Manna applied for Bonus funds in the amount of \$153,498 <ul style="list-style-type: none"> ○ Applicant does not have outstanding non-compliance issues with HUD or the County of San Bernardino. ○ Serving Chronically Homeless <ul style="list-style-type: none"> ▪ Housing or Income measures not included ▪ Applicant does not have experience administering permanent housing projects • Housing Authority of San Bernardino County applied for Bonus funds in the amount of \$500,000 <ul style="list-style-type: none"> ○ Applicant has experience operating HUD Permanent Supportive Housing programs ○ Applicant is currently under review by OIG for unresolved monitoring findings <ul style="list-style-type: none"> ▪ Group concerned that they have had funds recaptured • NECON applied for Bonus funds however Applicant did not populate pages 27-41 of the local application. Applicant did not provide information to verify if they meet Section V.G.2.b and V.G.2.c of the HUD NoFA FY 2016 CoC Program <ul style="list-style-type: none"> ○ Committee unable to review as submission did not meet HUD Threshold Requirements • Salvation Army applied for Bonus fund in the amount of \$200,000 for Permanent Supportive Housing <ul style="list-style-type: none"> ○ No outstanding non-compliance issues with HUD or County of San Bernardino ○ Current Transitional Housing program is being reallocated to Permanent Housing ○ Experience operating HUD CoC transitional housing project • Salvation Army applied for Bonus funds in the amount of \$300,000 for Rapid Rehousing <ul style="list-style-type: none"> ○ No outstanding non-compliance issues with HUD or County of San Bernardino ○ Experience operating HUD CoC transitional housing project ○ Current transitional housing program is being reallocated to new permanent housing • Step Up On Second applied for Bonus funds in the amount of \$499,938 <ul style="list-style-type: none"> ○ Many years' experience administering Shelter +Care in LA County. ○ Current 2015 San Bernardino County awardee. ○ No non-compliance issues with HUD, LA County, or San Bernardino County. <ul style="list-style-type: none"> ▪ Target is for homeless individuals with mental health issues. • Time for Change Foundation applied for Bonus funds in the amount of \$500,000 <ul style="list-style-type: none"> ○ Experience administering HUD Permanent Supportive Housing programs. ○ No outstanding non-compliance issues with HUD or County of San Bernardino. ○ Current San Bernardino County CoC awardee. • Victor Valley Domestic Violence applied for Bonus funds in the amount of \$301,221. <ul style="list-style-type: none"> ○ Applicant has experience operating a HUD funded Transitional Housing Domestic Violence project. ○ Will only serve Domestic Violence clients. ○ No experience administering Permanent Housing projects. • Victor Valley Family Resource Center applied for bonus funds in the amount of \$498,452. <ul style="list-style-type: none"> ○ Applicant does not have experience administering Permanent Housing projects. ○ Applicant does not have outstanding non-compliance issues with HUD or the County of San Bernardino. ○ Requested leasing costs and rental assistance ○ Applicant did not note 'Match' in Section XXI. Match and Leveraging in the local application ○ Serving Chronically Homeless with Rapid Rehousing is not a preferred practice.
		•
	Tom Hernandez	• Reallocation Funds Voting - 6 – Yes and 1 – Abstain - The ICH Grant Review Committee voted to recommend the

		<p>submission from Inland Home Solutions in the amount of \$438,172 and KEYS be recommended the balance of \$285,480.</p> <ul style="list-style-type: none"> ○ Office of Homeless Services (OHS) was asked to contact to KEYS to approve this recommendation as \$285,480 is less than the amount they were originally requesting <ul style="list-style-type: none"> ▪ Should KEYS decline the lesser amount of \$285,480 the committee recommends that Inland Housing Solutions be recommended their total request of \$438,172 ○ Bonus Funds Voting – 6 Yes and 1 Abstain - The Committee voted to recommend the submission from the Salvation Army for PSH to ICH in the amount of \$200,002 and the balance of \$361,002 to Step Up on Second. OHS was asked to contact to Step Up on Second to approve the reduced request for funding and agree to include persons with substance abuse as a sub-population if awarded ○ Should Step Up on Second decline the lesser amount of \$361,002 the committee recommends that the Salvation Army-RRH submission be recommended to ICH for inclusion in the HUD FY 2016 CoC Program Competition in the amount of \$361,002
		•

Office of Homeless Services
303 E. Vanderbilt Way ▪ San Bernardino, CA 92415
Phone: (909) 386-8297 ▪ Fax: (909) 890-0868
Email: homelessrfrp@hss.sbcounty.gov ▪ Website: <http://www.sbcounty.gov/dbh/sbchp/>

Attendees at August 11, 2016 • Interagency Council on Homelessness				
CISNEROS	SHARON	Finance Manager – Town of Yucca Valley	760-369-7207 x229	scisneros@yucca-valley.org
COLETTI	JOE	Urban Initiatives	213-446-6700	JoeColletti@Urban-Initiatives.org
DOWDY	BRENDA	Superintendent of County Schools	909-386-2634	brenda_dowdy@sbcss.k12.ca.us
EDWARDS	AMY	DBH-OHS	909-386-3765	AEdwards@dbh.sbcounty.gov
ESCALANTE	JOSEPHINE	VA medical Center HCHV outreach Program	909-825-7084	Josephine.escalante@va.gov
FREEMAN	SHANIQUA	CDH	909-387-7246	Shaniqua.freeman@cda.sbcounty.gov
HALLOWAY	AARON	SBSD-HOPE	909-425-9793	ahalloway@sbcasd.org
HAMILTON	CHRISTY	Office of Homeless Services	909-386-8203	chamilton@dbh.sbcounty.gov
HERNANDEZ	TOM	Homeless Services Officer	909-386-8297	thernandez@dbh.sbcounty.gov
JONES	MIKE	SBCSD - HOPE	909-387-3682	mjones@sbcasd.org
OSBORNE	RAY	Executive Director - HomeAid Inland Empire	951-686-0628	ray@homeaidie.org
PAXTON	KENT	BOS 4 th District	909-387-4565	Kent.paxton@bos.sbcounty.gov

San Bernardino County Continuum of Care (CoC) Operations and Governance Manual

Prepared by the Office of Homeless Services for the
Interagency Council on Homelessness

2/27/2014

Amended June 25, 2014

This document summarizes the Responsibilities and Authorities for Operation and Governance of the San Bernardino County Continuum of Care (CoC) under the U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH).

San Bernardino County CoC Operations and Governance Manual

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San Bernardino County CoC Operations and Governance Manual

HUD REQUIREMENTS for CoC OPERATION AND GOVERNANCE

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. Section 578.3 of the HEARTH Interim Rule¹ published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part [Part 578-Continuum of Care Program] and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.”

The Interim Rule requires CoCs to establish a Board to act on behalf of the CoC. The CoC assigns the Board responsibilities through a written agreement called a Governance Charter that reflects the policies developed by the CoC. The CoC Board does not have any authority except as specified in the Governance Charter and Bylaws. Otherwise, authority and responsibility are retained by the CoC. This Operations and Governance Manual is adopted as the Governance Charter for CA609 - San Bernardino City and County CoC (also known as the San Bernardino County CoC or Homeless Partnership). This Governance Charter is established in consultation with the designated Collaborative Applicant, and the HMIS Lead Agency. This document outlines the establishment of the CoC and the roles and responsibilities assigned by the CoC to the Board. It also incorporates the By-Laws of the Board which provide additional insight into the duties of the Board and describe the standing committees, subcommittees, task groups, and liaisons structure of the CoC. The Code of Conduct for those conducting business on behalf of the CoC is also set forth herein.

The policies and provisions in this Operations and Governance Manual (i.e., Governance Charter) are subject to regular review of the CoC Board, which may establish a task group to accomplish this task with input from the Board.

RESPONSIBILITIES OF THE COC

Section 578.7 of the HEARTH Interim Rule (July 2012) identifies the Responsibilities of the CoC as described:

A. Operate the CoC

The CoC must:

- (1) Hold meetings of the full membership, with published agendas, at least semiannually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;

¹ All statutory references are to 24 CFR Part 578 [HEARTH Interim Rule (July 2012)] unless otherwise stated.

San Bernardino County CoC Operations and Governance Manual

- (3) Adopt and follow a written process to select a Council to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Council, its chair(s), and any person acting on behalf of the Council;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD;
- (8) In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.
- (9) In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
 - (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
 - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
 - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
 - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - (vi) Where the CoC is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

San Bernardino County CoC Operations and Governance Manual

B. Designating and Operating an HMIS

The CoC must:

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

C. CoC Planning

The CoC must develop a plan that includes:

- (1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families.
At a minimum, such system encompasses the following:
 - (i) Outreach, engagement, and assessment;
 - (ii) Shelter, housing, and supportive services;
 - (iii) Prevention strategies.
- (2) Planning for and conducting, at least biennially, a point-in-time count (PITC) of homeless persons within the geographic area that meets the following requirements:
 - (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 - (iii) Other requirements established by HUD by Notice.
- (3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- (4) Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area;
- (5) Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

SAN BERNARDINO COUNTY COC GOVERNANCE

A. SAN BERNARDINO COUNTY COC GEOGRAPHIC BOUNDARIES

In 2008, the County of San Bernardino assumed the responsibilities for the coverage of the HUD established CA609 - San Bernardino City and County CoC boundaries that include the geography within the County of San Bernardino, including 24 incorporated cities and all unincorporated areas. The physical bounds of this geography are consistent with the boundaries inclusive of these areas. These boundaries contain other HUD designated program components, including six (6) Housing Authorities, thirteen (13) HUD geocode areas, four (4) local Emergency Solutions Grant (ESG) Funded Areas, nine (9) communities eligible for State ESG funds, as well as federally designated Community Development Block Grant (CDBG) entitlement areas, HOPWA, HOME, and Veterans Administration service areas. The CoC primary area of operations within the CoC geography includes the areas served by the program components listed above. This is referred to collectively as the San Bernardino County CoC.

B. ESTABLISHMENT OF THE COC

Per Interim Rule **578.5**, representatives from relevant organizations within a geographic area must “establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.”

The San Bernardino County CoC is known as the San Bernardino County Homeless Partnership (Partnership). The Partnership consists of three distinct bodies: the San Bernardino County Interagency Council on Homelessness (ICH), the Homeless Provider Network (HPN) and the Office of Homeless Services (OHS). The Partnership was developed to promote a strong collaboration between agencies to direct planning, development, and implementation of the San Bernardino County 10-Year Strategy to End Homelessness. The Partnership provides leadership in creating a comprehensive countywide network of service delivery to homeless individuals and families, and those at-risk of becoming homeless.

The ICH is the CoC coordinating body which has also been acknowledged by HUD as the HUD-designated primary decision-making group and oversight Council for the San Bernardino County CoC. In addition, the ICH is the policy making body for the Partnership. ICH works to ensure that the recommendations listed in the Partnership’s 10-Year Strategy to End Homelessness are realized. ICH Membership is composed of elected officials, state and local representatives, community and faith-based organizations, and corporate advocates.

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Goals of the ICH

As identified by the 10-Year Strategy to End Homelessness, the goals of the ICH include:

- Acting as a homeless planning and policy development resource for the Partnership;
- Monitoring and overseeing implementation of the homeless related services to ensure accountability and results;
- Recommending resource, policy and regulatory changes necessary to accomplish the recommendations of the Plan; and
- Reviewing and accepting ongoing changes to improve the delivery of homeless services to county residents.

The HPN provides a forum and environment where collaborative public and private nonprofit service providers and faith-based organizations can work together to improve the current delivery of available homeless related services. HPN seeks to fill the identified gaps in services to the homeless and those at-risk of becoming homeless through the use of innovative strategies and access to the wide range of expertise provided through its partners.

The OHS was created September 2007 by the San Bernardino County Board of Supervisors. OHS strives to develop a countywide public and private partnership that coordinates services directed towards reducing and preventing homelessness by providing comprehensive services and resources for homeless persons, and increasing permanent supportive housing opportunities for very low income and long-term homeless persons in order to end homelessness in San Bernardino County.

CoC Membership

The CoC works to ensure community-wide commitment to ending and preventing homelessness in all parts of the County through inclusion of representation from the entire CoC geographic area. In addition to the entities identified in Interim Rule section 578.5, CoC membership includes a variety of other community stakeholders to the extent that they are invested in resolving homelessness and present in the CoC geography. Examples of additional stakeholders include private foundations, philanthropists, fraternal organizations, employment development, organized labor, and private health service organizations.

For the San Bernardino County CoC, participation in the overall San Bernardino County Homeless Partnership is readily available. Interested organizations and individuals can join the Partnership by attending a regularly scheduled meeting, requesting to be added to the HPN membership roster, and committing to participate in the work of the CoC to achieve stated purposes and goals. The membership commitment can be fulfilled in various ways such as participation in subcommittee work, contributing to data collection and analysis, or fulfilling the role of liaison between the Partnership and other community groups. The HPN Members obtain and retain voting privileges through attendance and participation in accord with established policies. HPN Members also select five (5) representatives annually to participate as voting members of the ICH.

Identification of Lead Agents and the Applicant

When the County of San Bernardino assumed the responsibilities for the CoC, the OHS was created and designated as the administrative arm of the Partnership and the lead agency of the CoC under the

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advisement of the ICH. The OHS was appointed as the CoC Point of Contact for the submission of the San Bernardino County CoC funding application.

C. GOVERNANCE

Authority of the CoC

The ICH is ultimately responsible for all duties assigned in the CoC Program interim rule. Regulations do not require the ICH to be a legal entity, however, Part 578 requires that the compiling and submitting of the CoC application and operating the HMIS functions be completed by “eligible applicants,” meaning organizations that have been designated by the ICH to apply for assistance on behalf of the continuum. Eligible applicants are legal entities such as government or non-profit organizations that are registered in the federal CCR / SAM. All CoCs must designate eligible applicants to serve in the Collaborative Applicant and HMIS Lead functions. The ICH may also set up committees, subcommittees, or working groups to carry out its duties, however, the ICH always retains ultimate responsibility, including the final approval of the application which is submitted by a Collaborative Applicant and the operation of the HMIS which is managed by the HMIS Lead. The ICH has identified a central Point of Contact (POC) and an Alternate POC for official communications with HUD through the OHS.

Selection of Collaborative Applicant and HMIS Lead Agency

The ICH has designated the OHS as the eligible entity to complete the application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and projects in the CoC and submitting this combined CoC application on behalf of the ICH. The Collaborative Applicant is the only applicant that is able to apply for planning funds to support the CoC in carrying out all of its responsibilities. The Collaborative Applicant provides these functions on behalf of the broader CoC. The ICH always retains ultimate responsibility, including the final approval of the application. The Collaborative Applicant for the CA-609 CoC also serves as the HMIS Lead Agency for San Bernardino County.

Establishment of an Interagency Council on Homelessness (ICH) as the CoC Board

Composition of the ICH

The CoC Program interim rule requires CoC Boards to include representatives from relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking. (One Board member may represent more than one subpopulation.) The Board must also include at least one homeless or formerly homeless individual.

Designation and selection of current Sub Committee members mirrors the general concept of a CoC Board. The Sub Committee constitutes a moderately small committee that provides expertise on the various

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homeless subpopulation and regions and provides a viable means for direct input from homeless and formerly homeless persons. A copy of the ICH Sub Committee Policies and Procedures is available under Appendix A.

CoC Process for Selection of the Board

- The ICH serves as the Board of the CoC and includes thirty (30) seats. Members of the ICH must be able to represent an array of community sectors, special needs populations, and geographic areas throughout the region.
- ICH Member selection is pre-designated by terms established in the Bylaws and as recommended by the San Bernardino County Homeless Partnership 10-Year Strategy to End Homelessness.
- ICH Composition is reviewed regularly through the ICH Bylaws and Membership Sub Committee.
- Members of the ICH serve as liaisons to other community stakeholders.
- Volunteers and nominations for general-at-large members are taken from the full CoC.
- Results of nominations are reviewed by the ICH Bylaws and Membership Sub Committee to ensure that adequate representation is available for each of the required constituencies (community sectors, subpopulations, geography).
- Appointment of general-at-large members is made annually in a meeting of the ICH with one vote per eligible voting organization or designated community representative.
- ICH Members, other than general-at-large members, serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.
- General at-large members serve two-year terms, which may be renewed at the discretion of the ICH.
- Regular attendance at ICH meetings and participation in CoC activities is required. Members failing to meet the attendance and participation standard are subject to removal and replacement.
- The HPN serves as the advisory body of the ICH. The HPN maintains six standing committees: Discharge Planning, Funding, Housing Services, Income and Support Services, Out Reach and Engagement, and Planning and Evaluation. The HPN is charged with facilitating a joint working approach through collaborations among the HPN members to implement action steps adopted in the 10-Year Strategy.
- ICH officers are elected to two-year terms. HPN officers are elected annually.

Governance Responsibilities Designated to CoC Board

The ICH is charged by the CoC with the following responsibilities:

- A) To ensure that the CoC is meeting all of the responsibilities assigned to it by HUD regulations:
 - Maintain accurate information about HUD and other funding source regulations
 - Inform the CoC of changes in policy, or community conditions that impact the effective operation of the CoC

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- Ensure Annual Performance reviews for funded projects
 - Ensure timely compliance with activities required to submit the annual application for CoC funds
 - Provide for annual review of the Housing Inventory Count including the Chart of Unmet Need, the Point In Time Summary Table and the AHAR
 - Working with the Data Governance Committee, maintain oversight of HMIS compliance with HUD regulations and timely completion of required HMIS activities and reports
 - Advise the CoC regarding the Annual Review of the Operations and Governance Manual
 - Recommend policy changes
 - Post all meeting agenda items and minutes to its website for public viewing
 - At the request of the CoC, perform tasks necessary for compliance with changes in HUD regulations
- B) To ensure that relevant organizations and projects serving homeless various subpopulations are represented in planning and decision-making (for use of HUD funds).
- C) Ensure viability of the regional CoC by identifying and securing administrative financing and support
- Support the COC in acquiring resources to assist homeless persons in their movement from homelessness to economic stability and affordable permanent housing throughout the region;
- D) To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process.
- E) To build community awareness inclusive of the needs of all homeless populations found in the region.

The ICH is empowered to take the following actions:

- Establish an annual calendar of ICH meetings;
- Schedule activities for achievement of assigned duties
- Review Performance Reports for the CoC as a whole and make recommendations and corrective actions in accordance with established policies
- Set Council Meeting times and Agendas as necessary to complete the responsibilities assigned
- Advise the full body on best practices, recommendations for systems enhancement
- Assume tasks and activities as necessary to act as liaisons to other community forums

D. CODE OF CONDUCT

The Members of the ICH are entrusted with specific responsibilities related to use of public funds invested in addressing a serious community concern, homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities.

In the performance of their duties, ICH Members are expected to carry out the mandate of the CoC to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the ICH, CoC Representatives, Service Recipients, Service Providers, and members of the public.

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General Conduct

Members of the ICH are expected to conduct themselves with courtesy and respect, without harassment, or physical or verbal abuse.

Personal relationships should not result in special considerations, including bias or favoritism, that influence the performance of their official duties in a manner contrary to the interest of the broader CoC.

ICH Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

Stewardship of Resources

ICH Members must assure that the resources entrusted to them are used for conducting official business only.

Members of the ICH must abide by the Conflict of Interest Policies established for CoC operations.

Protection of Confidential Information

In line with the rules and guidelines of the CoC, Members of the Partnership have a responsibility to protect the security of any confidential information provided to, or generated by, the activities of the CoC.

Public Statements and Media Response

When making public statements or speaking to the media on CoC matters, ICH Members will make clear whether they are speaking in their own name or if the CoC or ICH has empowered them to speak on the group's behalf.

Review of Charges of Violation of the Code of Conduct

If requested by a majority, the Committee may also give guidance to the CoC concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the ICH.

Board Leadership

Every two years, the ICH will select its officers, an ICH Chairperson and a Vice Chair to conduct meetings in the absence of the ICH Chairperson. The Vice Chair will officiate business in circumstances where the

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conduct of the Chair has been formally challenged or in instances when the Chair must recuse himself/herself.

Documentation of Board Action

The CoC Board must conduct/transact business in a fair and transparent manner. To this end, the ICH will promptly create a record of actions, consideration, and decisions to be made available to members of the public in accord with the Ralph M. Brown Act [CA Government Code, section 54950, et seq.] and the California Public Records Act [CA Government Code, section 6250, et seq.]. Meetings of the ICH are open to members of the public wishing to observe in accordance with the Brown Act. The public may address the ICH at its regular meetings concerning any matter within its purview during the time set aside for public comment. If a Visitor to an ICH meeting is verbally or physically disruptive to the proceedings, they may be asked to leave.

Ability to Conduct Business with Government Funds – Debarment or Suspension by Public Funding Sources

Members of the ICH must be eligible to transact business with federal and local government. At the time of nomination, potential Members of the Council must not be individuals or agencies that are barred from, or suspended from transacting business with federal, state, or local government.

Conflict of Interest and Recusal Policy

Although it is not established as a legal entity, the ICH membership will conduct decision-making in accordance with 24 CFR parts 84 or 85 for non-profit organizations and state, local, and government agencies that receive federal funds. The Conflict of Interest Policy for the CoC Board must also meet the conditions set forth in the Interim Rule, section 578.95(b).

Conflict of Interest – Contracts, Awards and Other Benefits to Recipient

No ICH Member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to that individual or the organization that the member represents.

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under Part 578, or when an individual's objectivity in performing work with respect to any activity assisted under Part 578 is or might be otherwise impaired.

Organizational conflicts arise when an ICH Member is who is specifically associated with an applicant organization participates in a decision concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee,

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recent employee, ICH Member, or family member affiliated with a recipient or sub-recipient organization participates in contract monitoring or rate setting tasks that directly impacts said organization. Examples of ongoing conflicts of interest include the determination of rent reasonableness under § 578.49(b)(2) and § 578.51(g); housing quality inspections of property under § 578.75(b) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures /partnerships, or participation in evaluation or determination of awards .

Conflicts of Interest – Financial Interest of Member

- 1) The solicitation and acceptance of gifts by an individual who is in a position to participate in a decision making process or gain inside information regarding the activities of the CoC (or by the organization(s) that he or she represents) that would provide a benefit in excess of the minimal value from persons, organizations, or corporations with a vested interest in the outcomes of decisions made by the ICH on behalf of the CoC or its member agencies is strictly prohibited.
- 2) ICH Members shall not participate in the selection, award, or evaluation of a contract supported by CoC funds if a real conflict of interest exists. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ, or employed during the prior 6 months, has a financial or other interest in the organization under consideration for an award, or evaluation.
- 3) ICH Members shall not solicit monetary value from CoC-funded recipients, sub-recipients, contractors, or vendors.
- 4) ICH Members will not accept gratuities from CoC-funded recipients, sub-recipients, contractors, or vendors except for unsolicited gifts of nominal value as provided in item 5 below.
- 5) It is determined that a conflict of interest does not exist when the value of the gift is an unsolicited item of nominal value (less than \$15) and such gifts are not repeated more than twice annually. The ICH Member must maintain a record of gifts received, including source, date, value, and type of gift.

Recusal Policy

ICH Members and persons acting on behalf of the Partnership must remove themselves from the decision-making or evaluation process when a personal or organizational conflict exists. ICH Members must recuse themselves during the decision-making or evaluation process, and may not participate in absentia through electronic or other means.

Obligation to Declare Potential Conflict of Interest

To avoid apparent conflicts of interest, ICH Members and Partnership members shall declare any real or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information

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before participating in the discussion and decision-making or evaluation process, including appointment to any sub-committee having influence over such decisions. This policy applies to both personal and organizational conflicts. Members of the public participating in Partnership committees shall also be screened for potential conflicts.

E. Amendments to This Document

This Governance Charter may be amended upon a majority vote of an established quorum of the Members of the ICH who are eligible to vote and are present at a meeting called for such purpose, provided that notice is provided seven (7) days prior to the meeting. The vote is conducted in accord with the established Policies and Procedures of the full body. Absentee voting is not permitted.

BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESSⁱ

San Bernardino County Homeless Partnership Interagency Council on Homelessness

BY-LAWS

Adopted March 22, 2010

Amended May 22, 2013

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.

Article I

Purpose

The Interagency Council on Homelessness (“ICH”) is a vital component of the San Bernardino County Homeless Partnership (“Partnership”). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County (“10-Year Strategy”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategy recommendations. In addition, ICH serves as the HUD-designated primary decision-making group and oversight board of the City of San Bernardino & County (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (CA-609) funding process, (hereinafter referred to as the “CoC”).

Article II

Vision

Provide leadership in creating a “comprehensive countywide network” of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.

Article III

Duties

The ICH is charged with directing, coordinating and evaluating all of the activities related to implementation of the 10-Year Strategy to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategy to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San

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Bernardino County in order to carry out implementation activities and will develop resources to insure the funding of homeless projects and 10-Year Strategy recommendations.

As the oversight board of the CoC, the ICH duties are:

1. To ensure that the CoC is meeting all of the responsibilities assigned to it by the United States Department of Housing and Urban Development (HUD) regulations including:
 - a. The operation and oversight of the local CoC;
 - b. Designation and operation of a Homeless Management Information System (HMIS);
 - i. Designate a single HMIS for the geographic area;
 - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - iii. Ensure consistent participation of recipients and sub-recipients of CoC and Emergency Solutions Grant (ESG) funding in the HMIS.
 - iv. Ensure the HMIS is administered in compliance with all requirements prescribed by HUD.
 - c. The development of a CoC plan that includes outreach, engagement, assessment, annual gap analysis of the homeless needs and services available, prevention strategies, shelter and housing supportive services, and HUD CoC annual and biennial requirements;
2. To represent the relevant organizations and projects serving homeless subpopulations;
3. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
4. To be inclusive of all the needs of all of geographic area's homeless population, including the special service and housing needs of homeless sub-populations;
5. To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process;
6. To consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers; and
7. To evaluate outcomes of projects funded under the County of San Bernardino CoC program including the ESG.

Article IV **Membership**

A. ICH Membership Composition

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals.

The ICH membership shall be composed of no more than 30 members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;

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2. Seven (7) elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Three (3) from cities with populations greater than 100,000 residents,
 - b. Two (2) from cities with populations between 50,000 to 99,999 residents,
 - c. Two (2) from cities with populations less than 50,000 residents;
3. Director or designee of the Department of Behavioral Health;
4. Director or designee of the Community Action Partnership of San Bernardino County;
5. Director or designee of Human Services²;
6. Director or designee from the San Bernardino County Public Housing Authority;
7. Director or designee of the Department of Probation;
8. Director or designee of Community Development and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;
10. Director or designee of the Workforce Development Department;
11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. Chair of the Homeless Provider Network or designee;
17. Four (4) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
18. Up to three (3) general at-large members.

B. Membership Application and Approval Process

Solicitation for ICH membership applications shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (OHS) on behalf of the ICH shall circulate a "Call for Applications" to the appropriate organization or parties. The "Call for Applications" will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

² This member shall represent all agencies in the San Bernardino County Human Services Group: Aging and Adult Services, Child Support Services, Children and Family Services, Children's Network, Preschool Services, Public Health, Transitional Assistance, and Veterans Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.

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The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. The OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

C. Membership Terms of Service

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.³ With the exception that general at-large members shall serve a two year term, which may be renewed at the discretion of the ICH.

D. Membership Responsibilities

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the biennial Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

E. Membership Voting

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

F. Membership Vacancies

1. ICH membership ends when:
 - a. A Member resigns or is unable to serve for justified reasons; or
 - b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented;or

³ At least ninety (90) days notice shall be given unless otherwise mutually agreed.

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- c. A Member is replaced by the sponsoring agency or organization; or
- d. A Member is terminated by a majority of the ICH for just cause:
 - i. Charged with a crime that would subject the Member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
 - ii. Unprofessional behavior.
 - iii. Violation of these bylaws.
 - iv. Conduct prejudicial to the best interests of the ICH;
 - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
 - vi. Just cause as defined by the majority of the ICH.
2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

Article V **Officers**

The ICH shall elect from among its Members a Chair and Vice Chair. Each officer shall serve for a term of two (2) years commencing October 1 and ending September 30 of the second year.

A. Selection of Officers

Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

B. Duties of Officers

1. The duties of the Chair shall include:
 - a. Provide oversight, direction and leadership to the ICH.
 - b. Conduct and facilitate ICH Meetings.
 - c. Coordinate agenda setting with the Office of Homeless Services (OHS).
 - d. Appoint Committee Chairs.
2. The duties of the Vice Chair shall include:

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- a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
- b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair the Office of Homeless Services Manager shall chair the meeting(s).

Article VI **Vacancies of Officers**

Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular ICH meeting.

Article VII **Meetings**

A. Regular Meetings

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.

B. Special Meetings

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.

C. Governing Rules

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order. Each member will be provided with a copy of Roberts Rules of Order at installation.

Article VIII **Quorum**

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

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A member in good standing is a Member of the ICH who has met membership and attendance requirements.

Article IX

Agenda

The agenda for the regular meetings shall be prepared in consultation with the ICH Chair and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

Article X

Agenda Deadline

All matters to be considered for the agenda must be submitted to the OHS at least fourteen (14) calendar days prior to the meeting.

Article XI

Minutes

Minutes shall be taken and distributed by the Office of Homeless Services Manager, or designee. The Chair, and/or the Office of Homeless Services Manager shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

Article XII

Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established in compliance with Robert's Rules of Order.

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Appendix I

HMIS Lead Agency Responsibilities

The Office of Homeless Services is the designated is the HMIS Lead Agency in CA-609 has the responsibility to establish, support, and manage HMIS in a manner that will meet HUD's standards for data quality, privacy, security, and other requirements for organizations participating in HMIS.

Responsibilities include:

- A. Oversees the day-to-day administration of the HMIS system;
 - B. Provides staffing for operation of HMIS;
 - C. Provides technical support to participating agencies;
 - D. Ensures system integrity and availability;
 - E. Provides training on software and related issues;
 - F. Ensures HMIS software is capable of producing required reporting including summary reports of unduplicated client records;
 - G. Ensures participation in Annual Homeless Assessment Report (AHAR) and submission of usable data;
 - H. Ensures participation and reviews accuracy of data in the annual Housing Inventory Chart (HIC) and submission of usable data;
 - I. Ensures participation and reviews accuracy of data for the annual Point-in-Time (PIT) chart;
 - J. Ensures compliance with all applicable federal and state laws regarding protection of client privacy and confidentiality regulations;
 - K. Executes Participation Agreements with each contributing HMIS organization and ensures that each HMIS user has signed a HMIS User Agreement;
 - L. Ensures and maintains written agreements with participating agencies who share client level data that describes the level of data element or program information sharing among the data sharing HMIS agencies.
 - M. Provides information on HMIS agency performance for CoC annual ranking,
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OFFICE OF HOMELESS SERVICES POLICY HANDBOOK

CHAPTER 8

Homeless Management Information System (HMIS)

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Project Summary

Background: Congressional directive

The Homeless Management Information System (HMIS) refers to a system for tracking the use of homeless programs and producing an unduplicated count of the people using homeless programs. Congress directed the United States (US) Department of Housing and Urban Development (HUD) to ensure that homeless programs using federal funds participate in local systems to track the use of services and housing.

To adhere to Congress' directive, HUD has directed communities to assess their own needs and select the HMIS software that best meets those needs. HUD has provided substantial technical assistance to support the planning process.

All service providers in the San Bernardino County Continuum of Care (SBC CoC) are required to participate in HMIS to contribute to a better understanding of homelessness in our communities.

Funding programs

The funding programs include:

- Supportive Housing Program (SHP)
 - Shelter Plus Care (S+C)
 - Section 8 Moderate
 - Emergency Solutions Grant (ESG)
 - Housing Opportunities for People with AIDS (HOPWA)
 - Community Development Block Grant (CDBG)
 - Homeless Prevention and Rapid Re-Housing (HPRP)
 - Emergency Food and Shelter (FEMA)
 - Runaway and Homeless Youth (HHS)
 - Projects for Assistance in Transition from Homelessness (PATH)
 - Traditional Living for Homeless Youth (HHS)
 - Family Violence Prevention and Services (HHS)
 - Health Center Grants for Homeless Persons (HHS)
 - Veterans Grant-Per Diem (GPD)
 - Supportive Services for Veteran Families (SSVF)
 - HUD VASH Programs (VASH)
 - VA Community Contract Emergency Shelter Beds (VAES)
 - Substance Abuse and Mental Health Services Administration Programs (SAMHSA)
 - Faith-Based and Community Based Organizations that provide Homeless Services
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Project Summary, Continued

**Organization:
The Office of
Homeless
Services (OHS)**

The Office of Homeless Services (OHS) is the HUD grantee responsible for administering the HMIS Supportive Housing Program (SHP) grant and the HMIS Lead Organization. OHS has the “responsibility to establish, support and manage HMIS in a manner that will meet HUD’s standards for minimum data quality, privacy, security, and other requirements for organizations participating in HMIS.”

OHS’s goal is to go beyond the HUD mandate of producing unduplicated counts of homeless persons. Our charter is to provide a comprehensive case management system that allows the user to use the collected information to make informed program decisions.

**Mission
Statement &
Vision**

Vision: OHS is dedicated to providing the best possible, highest quality HMIS to enhance the delivery of services for persons experiencing homelessness.

Mission Statement: OHS will improve data collection, advance the provision of quality services for homeless persons, and promote more responsive policies to end homelessness in San Bernardino County.

Specifically, OHS will:

- Facilitate the coordination of service delivery for homeless persons;
 - Enable agencies to track referrals and services provided, report outcomes, and manage client data using accessible, user-friendly and secured technology; and
 - Enhance the ability of policy makers and advocates to gauge the extent of homelessness and plan services appropriately throughout San Bernardino County.
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Software

OHS’s goal is to go beyond the HUD mandate of producing unduplicated counts of homeless persons. Our charter is to provide a comprehensive case management system that allows the user to use the collected information to make informed program decisions. The selected software includes a focus on Outcomes Management which is intended to provide value by allowing the user to set and measure client and program milestones and target achievements.

The software includes:

- Outcome Management
 - Client demographic data collection
 - Comprehensive client case management
 - Bed maintenance, tracking and assignment module
 - Customized reporting capability
 - Customized assessment capability
 - Real time data collection and reporting
-

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Project Summary, Continued

Software (continued)

- Employment, Education and Housing history tracking
- Savings tracking
- Group activities management
- Group case notes management
- Advanced security features
- Outreach capability

OHS is not connected to any federal or national data collection facility and data is not passed electronically to any other national database for homeless or low-income individuals.

Participation Eligibilities

Introduction

The Department of Housing and Urban Development (HUD) recognized that implementing a Homeless Management Information System (HMIS) is a difficult and time-consuming process, and must necessarily be done in stages. Participation eligibilities and priorities were determined by the following:

- First priority is to bring on board emergency shelters, transitional housing programs, and outreach programs. Providers of emergency shelter, transitional housing, and homeless outreach services should be included in the HMIS as early as possible, regardless of whether they receive funding through the McKinney-Vento Act or from other sources.
 - As a second priority, HUD encourages the Continuum of Care (CoC) to actively recruit providers of permanent supportive housing funded by HUD McKinney-Vento Act programs and other HUD programs.
 - As a third priority, CoC should recruit homeless prevention programs, Supportive Services Only programs funded through HUD's Supportive Housing Program, and non-federally funded permanent housing programs.
-

Participation Requirements

Adherence to policies

All Homeless Management Information System (HMIS) participating agencies must agree to the policies in this document in order to participate in the San Bernardino County Continuum of Care (SBC CoC) HMIS. A signed agreement is required of all end users and participating agencies. This section details technical, staffing assignments and training that must be fulfilled prior to being granted access to the system.

This Policies and Procedures Manual and all attachments may be amended as needed at any time. Participating Agencies will be notified of any changes and/or amendments to the Policies and Procedures Manual.

Participating Agencies

Participating Agencies are homeless service providers and other Referring Agencies that utilize SBC CoC HMIS for the purposes of data entry, data editing, data reporting and referral. Relationships between the SBC CoC and Participating Agencies are governed by any standing agency-specific agreements or contracts already in place, the HMIS Participating Agency Memorandum of Understanding (MOU), and the contents of the HMIS Policies and Procedures Manual. All Participating Agencies are required to abide by the policies and procedures outlined in this Manual.

Prior to obtaining access to SBC CoC HMIS, every agency must adopt the following documents:

- **Housing and Urban Development (HUD) Data and Technical Standards**
- **HMIS Participating Agency MOU** – The agreement made between the Participating Agency Executive Management and the Office of Homeless Services (OHS), which outlines agency responsibilities regarding participation in the HMIS. This document is legally binding and encompasses all state and federal laws relating to privacy protections and data sharing of client specific information.
- **Interagency Data Sharing Agreement** – Must be established between agencies if sharing of client level data above and beyond the minimum shared elements (Central Intake) is to take place.
- **Client Consent/Information Release Forms** – To be implemented and monitored by agencies and would require clients to authorize in writing the entering and/or sharing of their personal information electronically with other Participating Agencies throughout SBC CoC HMIS where applicable.
- **HMIS End-User Policies and Procedures** – Signed by each HMIS End-User and the user will agree to abide by standard operating procedures and ethics of HMIS.
- **Privacy Notice** – Each Participating Agency will post a written explanation describing the agency's privacy policies regarding data entered into SBC CoC HMIS.
- **Client Revocation of Consent to Release Information Form** – Client revokes permission to share or release personal information in SBC CoC HMIS.

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Participation Requirements, Continued

Participating agency (continued)

- **Grievance Form** – The client has a right to file with the HMIS Lead Organization if he/she feels that the Participating Agency has violated his/her rights.
- **Transfer of Data Agreement** (if applicable) – The agreement made between the Participating Agency Executive Director and OHS to integrate, upload, or migrate data from the agency’s existing system to SBC CoC HMIS.
- **Termination of Employee** – This form is to notify the HMIS System Administrator that the referenced employee will no longer work for the organization and thus all access to the HMIS needs to be revoked.

All agencies will be subject to periodic on-site security monitoring to validate compliance of the agency’s information security protocols and technical standards.

Technical standards

OHS, as the HMIS Lead Organization is responsible for each Participating Agency’s oversight and adherence to HUD’s Technical Standards as follows:

High Speed internet access:

- Fiber Optic, Cable, DSL, T1, etc.
- If a wireless network is utilized, it must be protected with a minimum of Wi-Fi Protected Access II (WPA2). Wired Equivalent Privacy (WEP) has known security weaknesses and should never be used.
- No dial up connections
- Dedicated IP address is recommended
 - DHCP may be used
 - Static IP address will be required if the administrative burden of using DHCP becomes too great

PC, Laptop, Tablet or Smart Phone with an up-to-date operating system and browser supported by the software provider:

- No Netscape, Mozilla, AOL, etc.

Firewall:

- Must use Network Address Translation (NAT) behind firewall
- Must be placed between any internet connection and PC for the entire network

Antivirus on ALL systems connected to an agency’s network:

- Must have most recent Virus Security Updates
 - This includes systems which Terminal or VPN into the network
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Participation Requirements, Continued

Staffing responsibilities

Each Participating Agency will need to have staff to fulfill the following roles. The responsibilities assigned to these individuals will vary. However, all functions must be assigned and communicated to the HMIS System Administrator.

Role	Functions
<p>Executive Management Oversight <i>Oversight responsibility for all activities associated with agency's participation in OHS</i></p>	<ul style="list-style-type: none"> • Signs the HMIS Participating MOU and any other required forms prior to accessing SBC CoC HMIS. • Authorizes data access to agency staff and assigns responsibility for custody of the data. • Establishes, adopts and enforces business controls and agrees to ensure organizational adherence to SBC CoC HMIS Policies and Procedures. • Communicates control and protection requirements to HMIS Users and other agency staff as required. • Assumes responsibility for the integrity and protection of client-level data entered into the system. • Assumes liability for any misuse of the software by agency staff. • Assumes responsibility for posting Privacy Notice. • Assumes the responsibility for the maintenance and disposal of on- site computer equipment. • Provides written permission to the HMIS System Administrator to perform the decryption of data to upgrade SBC CoC HMIS technology. • Provides written permission to the HMIS System Administrator to perform the decryption of agency data to upgrade SBC CoC HMIS database server to new technology when the database becomes obsolete. • Periodically reviews system access control decisions.
<p>Outcome/Program Manager and/or Agency Administrator <i>Internal agency resource for outcome management planning and implementation</i></p>	<ul style="list-style-type: none"> • Serves as the liaison between agency managers, HMIS Users and Outcome Specialists. • Attends required Outcomes Management training, Agency Administrator training, and Technical Assistance (TA) sessions. • Develops and enters into SBC CoC HMIS the outcome performance targets and milestones. • Reports system problems and data-related inconsistencies to HMIS System Administrator or Outcome Specialist as needed. • Attends HMIS End-User Meeting.

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Participation Requirements, Continued

Staffing responsibilities (continued)

Role	Functions
HMIS End User	<ul style="list-style-type: none"> • Completes training on the appropriate use of SBC CoC HMIS prior to accessing the system. • Acknowledges an understanding of this Policies and Procedures Manual. • Adheres to any agency policies that affect the security and integrity of client information. • Is responsible for SBC CoC HMIS Data Quality. Data quality refers to the timeliness of entry, accuracy and completeness of information collected and reported in HMIS. • Signs HMIS End-User Policies and Procedures and any other required forms prior to accessing system. • Reports system problems and data-related inconsistencies to Agency Administrator or Outcome Manager as appropriate. • If applicable, obtains client signature on Client Consent/Information Release Form. • Gives client written copy of Statement of Client Rights. • Verbally communicates client's rights and uses of client's data.

Training

All HMIS Users must complete training appropriate to their functions as described in Item B. Staff Responsibilities prior to gaining access to SBC CoC HMIS. OHS will provide training to all users at the beginning of the agency's SBC CoC HMIS implementation and periodic refresher training for other users as needed.

Identified training tracks include:

- Outcomes Management Training
- Privacy/Ethics Training
- Data Security Training
- Data Quality Training
- HMIS User's Training
- Bed Utilization Training
- Report Training

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Client Rights

Introduction Clients served by agencies participating in the San Bernardino County Continuum of Care (SBC CoC) Homeless Management Information System (HMIS) have the rights described in this section.

Communication Communication rights include the following:

- Clients have a right to privacy and confidentiality.
- Clients have a right to not answer any questions unless entry into the Agency's program requires it.
- Client information may not be shared without informed consent (posting of **Privacy Notice** and **Mandatory Collection Notice**).
- Every client has a right to an understandable explanation of SBC CoC HMIS and what "consent to participate" means. The explanation shall include:
 - Type of information collected.
 - How the information will be used.
 - Under what circumstances the information will be used.
 - That refusal to provide consent to collect information shall not be grounds for refusing entry to the program.
 - A copy of the consent shall be given to the client upon request, and a signed copy kept on file at the Participating Agency, if applicable.
 - A copy of the **Privacy Notice** shall be made available upon client request.
 - A copy of the Statement of Client Rights shall be made available upon client request.

Participation opt out Clients have a right not to have their personal identifying information in SBC CoC HMIS shared outside the agency, and services cannot be refused if the client chooses to opt out of participation in the HMIS. However, clients may be refused program entry for not meeting other agency eligibility criteria.

In the event that a client previously gave consent to share information in SBC CoC HMIS and chooses at a later date to revoke consent (either to enter or to share), a **Client Revocation of Consent to Release Information Form** must be completed and kept on file.

Access to records A client has the right to request access to his/her personal information stored in SBC CoC HMIS from the authorized agency personnel. The agency, as the custodian of the client data, has the responsibility to provide the client with the requested information except where exempted by state and federal law.

When requested, a client has the right to:

- View his or her own data contained within SBC CoC HMIS, or
 - Receive a printed copy of his or her own data contained within SBC CoC HMIS.
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Client Rights, Continued

Access to records
(continued)

No client shall have access to another client's records within SBC CoC HMIS. However, parental/guardian access will be decided based upon existing agency guidelines. The information contained in the Central Intake section of SBC CoC HMIS can be provided at any agency the client requests it from, as long as the client has previously given the other agency consent to share and that consent is still in force.

Grievances

The client has the right to file a grievance with Participating Agency. All Participating Agencies must have written grievance procedures that can be provided to a client on demand. If, after following the grievance procedure, the grievance is not resolved, the complaint may be escalated to the Office of Homeless Services (OHS) (See Appendix for Grievance Form).

Policies for End-Users and Participating Agencies

User access User access will be granted only to those individuals whose job functions require legitimate access to the San Bernardino County Continuum of Care (SBC CoC) Homeless Management Information System (HMIS). Each HMIS End-User will satisfy all the conditions herein and have signed the HMIS End-User Policies and Procedures before being granted access to SBC CoC HMIS.

Explanation: The Participating Agency will determine which of its employees need access to SBC CoC HMIS. Identified users must sign the HMIS End-User Policies and Procedures stating that they have received training, will abide by SBC CoC HMIS Policies and Procedures, will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in SBC CoC HMIS relevant to the delivery of services to homeless people in the area served by SBC CoC HMIS. The Agency Administrator will be responsible for the distribution, collection and storage of signed HMIS End-User Policies and Procedures. The existence of signed HMIS End-User Policies and Procedures will be verified and a copy obtained during the onsite review process by the HMIS System Administrator.

User activation The HMIS System Administrator will provide unique user names and passwords to each Participating Agency user.

Explanation: User names will be unique for each user and will not be shared with other users. The HMIS System Administrator will set up a unique user name and password for each user upon completion of training and receipt of the signed HMIS End-User Policies and Procedures and the receipt of the signed acknowledgement of the Policies and Procedures Manual from each user via the Agency Administrator. The sharing of user names will be considered a breach of the HMIS End-User Policies and Procedures.

Passwords Passwords must be no less than eight and no more than sixteen characters in length, and must be alphanumeric with upper and lower case and special characters. The HMIS System Administrator will communicate passwords directly to the end-user. Agency Administrators will contact the HMIS System Administrator to reset a user's password.

Forced Password Change (FPC): The FPC will occur every one hundred and eighty (180) consecutive days. Passwords will expire and user will be prompted to enter a new password. Users may not use the same password consecutively, but may use the same password more than once.

Unsuccessful logon: If a User unsuccessfully attempts to logon three times, the User ID will be "locked out", access permission revoked and user will be unable to gain access until his/her password is reset by the HMIS System Administrator in the manner stated above.

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Policies for End-Users and Participating Agencies, Continued

User levels

Central Intake Data Entry: This group consists of the front line intake workers. They will have access to the Central Intake forms in order to intake a client, enter household demographics, and make a referral.

Client Referral: This group includes any user at the agency who needs to refer the client to services. They will have access to Central Intake and the Referral Pages only.

Case Manager: This group consists of case managers who provide the day-to-day updating of client files. Case Managers will have access to all records located in Central Intake and in the Client folder, including Program Entry, Case Notes, Referral, Track Savings, Assessments, Group Services, and Program Exit.

Agency Administrator: The Agency Administrator group has all the access listed above, and additional access to the Agency Folder, in which they will maintain agency set-up information like program set-up, milestones, targets, and contracts/grants.

HMIS System Administrator: The HMIS System Administrator is the top-level of support for all SBC CoC HMIS agencies within the continuum and will have access to every part of SBC CoC HMIS in order to support users.

Confidentiality and Informed Consent

All Participating Agencies agree to abide by and uphold all privacy protection standards established by SBC CoC HMIS as well as their respective agency's privacy procedures. The Agency will also uphold relevant Federal and California State confidentiality regulations and laws that protect client records, and the Agency will only release program level client data with written consent by the client, or the client's guardian, unless otherwise provided for in the regulations or laws.

Explanation: SBC CoC HMIS Participating Agencies are required to develop procedures for providing oral explanations to clients about the usage of a computerized HMIS, and are required to post a **Mandatory Collection Notice** and a **Privacy Notice** in order to share central intake client information with other HMIS Participating Agencies. Housing and Urban Development (HUD) Data Standards provide guidance for Participating Agencies regarding certain HMIS policies. However, in instances of conflict between state or federal law and the HUD Data and Technical Standards, the state and/or federal law take precedence.

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Policies for End-Users and Participating Agencies, Continued

Confidentiality and Informed Consent (continued)

Oral Explanation: All clients will be provided an oral explanation stating their information will be entered into a computerized record keeping system. The Participating Agency will provide an oral explanation of SBC CoC HMIS and the terms of consent. The agency is responsible for ensuring that this procedure takes place prior to every client interview. The explanation must contain the following information, which is also included in the “**Privacy Notice**”:

- What SBC CoC HMIS is: A web-based information system that homeless service agencies within the SBC CoC use to capture information about the persons they served.
- Why gather and maintain data: Data collection supports improved planning and policies including determining whether desired outcomes were achieved and where more or other resources may be needed, identifying best and promising practices, and identifying factors that support or hinder achievement of outcomes.
- Security: Only staff who work directly with clients or who have administrative responsibilities can look at, enter, or edit client records.
- Privacy Protection: No program level information will be released to another agency or individual without written consent; client has the right to not answer any question, unless entry into a program requires it; client information is stored encrypted on a central database and information that is transferred over the web is transferred through a secure connection; client has the right to know who has added to, deleted, or edited his/her SBC CoC HMIS record.
- Benefits for clients: Facilitates streamlined referrals, coordinated services, unduplicated intakes and access to essential services and housing.

Written Explanation: Each client whose program level information is shared with another Participating Agency must agree via the **Interagency Data Sharing Agreement**. A client must be informed as to what information is being shared and with whom it is shared.

Information Release: The Participating Agency agrees not to release client identifiable information to any other organization pursuant to federal and state law without proper client consent. See attached Client Consent Form and Regulations (following).

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Policies for End-Users and Participating Agencies, Continued

Confidentiality and Informed Consent (continued)

Regulations: The Participating Agency will uphold all relevant Federal and California State Confidentiality regulations to protect client records and privacy. In addition, the Participating Agency will only release client records with written consent by the client, unless otherwise provided for in regulations, specifically, but not limited to, the following:

- The Participating Agency will abide specifically by the federal confidentiality rules as contained in the Code of Federal Regulations (CFR) 42 Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records, regarding disclosure of alcohol and/or drug abuse records. In general terms, the Federal regulation prohibits the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by CFR 42 Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Participating Agency understands that the Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.
- The Participating Agency will abide specifically with the Health Insurance Portability and Accountability Act of 1996 and corresponding regulations passed by the U.S. Department of Health and Human Services. In general, the regulations provide consumers with new rights to control the release of medical information, including advance consent for most disclosures of health information, the right to see a copy of health records, the right to request a correction to health records, the right to obtain documentation of disclosures of information may be used or disclosed. The current regulation provides protection for paper, oral, and electronic information.
- The Participating Agency will abide specifically with the California Government Code 11015.5 regarding program level Personal Information Collected on the Internet. In general, the Government Code ensures that any electronically collected personal information about clients cannot be shared with any third party without the client's written consent.

The Participating Agency will not solicit or input information from clients unless it is essential to provide services, or conduct evaluation or research. All client identifiable data is inaccessible to unauthorized users.

Participating Agencies are bound by all restrictions placed upon the data by the client of any Participating Agency. The Participating Agency shall diligently record in SBC CoC HMIS all restrictions requested. The Participating Agency shall not knowingly enter false or misleading data under any circumstances.

The Participating Agency shall maintain appropriate documentations of client consent to participate in SBC CoC HMIS.

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Policies for End-Users and Participating Agencies, Continued

Confidentiality and Informed Consent (continued)

If a client withdraws consent for release of information, the Agency remains responsible to ensure that the client's information is unavailable from date of withdrawal to all other Participating Agencies.

The Participating Agency shall keep signed copies of the **Client Consent Form/Information Release** form (if applicable) and/or the **Interagency Data Sharing Agreement** or for SBC CoC HMIS for a minimum of seven years from the date of client exit.

Postings: Privacy and Mandatory Collection Notices must be posted at the agency:

- The Agency must post **Privacy and Mandatory Collection Notices** at each intake desk or comparable location.
 - The **Privacy and Mandatory Collection Notice** must be made available in writing at the client's request.
 - If the agency maintains an agency website, a link to the **Privacy Notice** must be on the homepage of the agency's website.
-

Data integration

Explanation: HMIS data integration refers to the data that is integrated from a SBC CoC agency that is currently collecting client level data in a HMIS data system other than the current software that is being utilized by the SBC CoC HMIS Participating Agencies. Agencies who agree to integrate data will complete and sign the **San Bernardino HMIS Participating Agencies Data Integration Memorandum of Understanding** document.

Data quality

HMIS users are responsible for ensuring data quality. Data quality refers to the timeliness, accuracy and completeness of information collected and reported in SBC CoC HMIS. All Participating Agencies agree to enter, at a minimum, HUD required universal data elements.

Explanation: HMIS data quality refers to the extent that data recorded in the SBC CoC HMIS accurately reflects the same information in the real world. Participating Agencies need to adopt HUD's data quality standards in order to help SBC CoC better understand and address homelessness in San Bernardino County. Data quality refers to the timeliness, accuracy, completeness and consistency of information collected and reported in SBC CoC HMIS.

Data Timeliness: To be most useful for reporting, an HMIS should include the most current information about the clients served by participating homeless programs. To ensure the most up to date data, information should be entered by the user as soon as it is collected. Intake data needs to be added within two working days of the intake process or client encounter. Information that tends to change periodically also needs to be regularly verified and/or updated, such as information on income sources and amounts.

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Policies for End-Users and Participating Agencies, Continued

Data quality (continued)

Using Paper-based Data Collection Forms: Agencies may choose to collect client data on paper and enter it into the HMIS software later, rather than entering it directly in the system. If data is collected by paper first, that information must be entered into the HMIS system within two days. Each agency will incorporate HMIS into its own operating processes; some agencies will prefer to interview clients and simultaneously enter their information directly into the computer, other agencies will find it easier to collect information on paper first, and then have someone enter the data later. Agencies may utilize the HMIS paper-based forms for initial data collection. Agencies will have two (2) calendar days from the point of the event (intake/enrollment), service delivery, or discharge) to record the information into the HMIS software.

The HMIS Lead Agency strongly recommends that all agencies that enter data into the HMIS complete the program specific data fields even if the funding received by the agency does not dictate they do so. The additional data points on the client will prove extremely helpful for the agency when reporting on client outcome measurement/progress, internal accounting for service delivered, and external reporting to funders.

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Policies for End-Users and Participating Agencies, Continued

Data quality (continued)

Data Accuracy: Information entered into the HMIS needs to be valid, i.e. it needs to accurately represent information on the people that enter any of the homeless service programs contributing data to the SBC CoC HMIS.

Data Completeness: To release meaningful information from the SBC CoC HMIS, data needs to be as complete as possible, i.e., it should contain all required information on all people served in the program (i.e., emergency shelter) during a specified time period. On the macro level, the goal of achieving adequate HMIS coverage and participation by all local programs is essentially about ensuring that the records are representative of all the clients served by these programs. If a client record is missing, then aggregate reports may not accurately reflect the clients served by the program. Similarly, if an entire program is missing, data from the SBC CoC HMIS may not accurately reflect the homeless population in the community.

Data Consistency: HMIS end-user must have an understanding of what data need to be collected and in which way. Different interpretations of how questions for data collection should be asked or a lack of understanding of what answers to questions mean lead to aggregate information that cannot be correctly interpreted and presented.

CoC Programs: HUD now requires that all CoC Programs, especially those that house homeless individuals (Homeless Assistance Programs) and are identified on the CoC's Housing Inventory Chart collect universal data and program information on all clients served by CoC Programs regardless of whether the program participates in the HMIS. The following Universal and Program Specific Data Elements must be captured and input into HMIS for each client served including children in all Emergency Shelter Programs, Emergency Solutions Grant, Supportive Housing Program Veteran's Supportive Housing, and Housing Opportunities for People with AIDS:

- Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Residence Prior to Project Entry
- Project Entry Date
- Project Exit Date
- Destination
- Personal ID
- Household ID
- Relationship to Head of Household
- Client Location Code
- Length of Time on Street, in an Emergency Shelter or Safe Haven

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Policies for End-Users and Participating Agencies, Continued

Data quality (continued)

Program-Specific Data Elements: Most of the program-specific data elements are required for HUD McKinney Vento programs that are required to submit Annual Progress Reports (APRs). These programs are Shelter Plus Care, the Supportive Housing Program, Section 8 SRO Mod Rehab for the homeless, and HOPWA-funded homeless programs. The required data elements for programs that submit APRs include:

- Housing Status
- Income and Sources
- Non-Cash Benefits
- Health Insurance
- Physical Disability
- Developmental Disability
- Chronic Health Condition
- HIV/AIDS
- Mental Health Problem
- Substance Abuse
- Domestic Violence
- Contact
- Date of Engagement
- Services Provided
- Financial Assistance Provided
- Referrals Provided
- Residential Move-In Date
- Housing Assessment Disposition
- Housing Assessment at Exit

The optional program-specific data elements include:

- Employment
- Education
- General Health Status
- Pregnancy Status
- Veteran's Information
- Children's Education
- Zip Code of Last Permanent Address

Program Descriptor Data Elements: The CoC must collect program information in the HMIS for all CoC programs within its jurisdiction, regardless of whether the program participates in the HMIS. The general purpose of these requirements is to ensure that the HMIS is the central repository of information about homelessness in the CoC, including information about programs and clients. Program Descriptor data in HMIS ensures that information about each program is available to: 1) Complete required APRs, 2) Complete Quarterly Performance Reports (QPRs), 3) Calculate rates of HMIS participation; and 4) Monitor data quality.

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Policies for End-Users and Participating Agencies, Continued

Data quality (continued)

The Program Descriptor Data Elements are:

- Organization Identifier
- Organization Name
- Program Identifier
- Program Name
- Direct Service Code
- Site Information
- Continuum of Care Number
- Program Type Code
- Bed and Unit Inventory Information
- Target Population A
- Target Population B
- Method for tracking residential program occupancy
- Grantee Identifier

Data Quality Assurance: To ensure HMIS data quality, HMIS System Administrator utilizes a variety of data quality monitoring reports that identify missing universal data elements including program entry and un-exited clients. Program entry and exit dates are validated against paper records from HMIS participating agencies.

Data Standards Revised Notice

The overall standards for HMIS software are presented in the HMIS Data Standards Revised Notice dated August 2014. Copies will be available upon request.

Missing Value Report

The Missing Value Report calculates the percentage of required client-level data elements with null or missing values divided by the total number of client records. The report will also calculate the number of usable values (all values excluding “Don’t know” and “Refused” responses) in each required field over any desired time period (e.g., last month, last year). The report will be generated for each program, for different types of programs, and across the entire CoC. The program level reports will cover all applicable universal and program-specific data elements. The CoC reports will be limited to the following universal data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Veteran Status, Gender, Disabling Condition, Residence prior to program entry, and Zip code of last permanent address. Percentages will be based on the universe of client records for which the data element is required. For example, percent (%) null for veterans = number of clients with no veteran status recorded/number of adults.

Unduplication Data Quality Report

The Unduplication Data Quality Report will be available to validate unduplication results based on the HMIS Lead Agency’s unduplication approach against other possible combinations of fields. The Unduplication Quality Report highlights records that match, using the HMIS Lead Agency’s primary methodology but have conflicting values in other identifiable fields.

Continued on next page

Policies for End-Users and Participating Agencies, Continued

Bed Utilization Report The Bed Utilization Report will calculate for each program the percentage of beds and family units that are filled on any given night for each program, by dividing the number of clients/households served by the total number of beds/units available for occupancy during the specified time period, as well as the average bed and unit utilization rates by program type. The report will help to identify potential data quality issues by flagging facilities with bed or family unit utilization rates above 105% or below 60%. The report requires that client level data as well as Program Descriptor data be entered into HMIS for all clients served in programs that provide beds.

Data Timeliness Report This report calculates the differences between the date on which the Program Entry Date or Program Exit Date was entered on clients and the dates on which actual entry or exit occurred for all programs. The report will be based on Program Entry Dates and Program Exit Dates, and compares the dates this data was entered to the actual values contained in those fields. The “Creation Date” for these fields is automatically recorded when the user enters data. This data will be compared to the Data Timeliness Benchmark set by the CoC.

Reduce duplications in HMIS for every HMIS participating agency In order to reduce the duplication of client records, HMIS participating agency users should:

- Always search for the client in HMIS before creating a new client record.
- Avoid using the ‘Anonymous’ button unless you are a Domestic Violence Shelter who has an agreement to use this feature.

The burden of not creating duplicate records falls on each participating agency. The HMIS system does not prevent duplicate client records from entering the database, therefore it is up to each user to ensure every client is first searched for, and if not found, then added. If duplicate matches are found, the user must determine if any of the records found, match their client. Having multiple (duplicate) records on the database for a single client causes confusion and inaccurate information being stored and for this the users are discouraged from using Anonymous Client feature. When an HMIS participating agency user is collecting data from a client, the HMIS participating agency user will first attempt to locate that client on the system by searching (Add/Find Client button) by either name (first, last, and middle), Date of Birth (DOB), or Social Security Number (SSN).

It may be possible that a person already exists, but chose to have just his/her client identification number (I.D) Personal Identification Number (PIN) recorded instead of his/her name, SSN, and DOB. It may be required to look in the paper files to determine the client I.D number PIN. If no matches are found on the database for the client, the HMIS participating agency user will continue to add the basic Universal Data elements for the client’s intake.

Perform more than one type of search when attempting to find an existing record. Clients often do not use the exact same name that was previously entered. Using a field other than name tends to be more accurate, and not open for much interpretation (DOB, SSN).

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Policies for End-Users and Participating Agencies, Continued

Data quality and correction

Agency Administrators are required to run the Universal Data Quality Report and the Clients in Programs Report for each of the agency's programs and respond to the HMIS Lead Agency's request for data clean-up.

To produce high quality reliable reports, it is imperative to possess high quality data. HMIS Project Managers will help assure stakeholders that the data contained within HMIS is of high quality. Details of the Data Quality Report can be found in the HMIS Quality Plan. At the end of each month, the HMIS System Administrator will review the quality of each agency's data by running reports out of HMIS. The HMIS Committee will then distribute to each agency's Executive Director and Site Administrator a scorecard of the results based on their agency's data. Agency Administrators are required to work with the HMIS System Administrator to rectify any shortfalls in data quality and to fix issues within five business days.

Data use by SBC CoC

Explanation: For the purposes of CoC planning, the aggregate data can be used to generate an unduplicated count of clients and to understand their characteristics, factors contributing to homelessness, and use of system resources. The information can identify gaps and duplication in services.

Data use by OHS

Explanation: For the purposes of system administration, user support, and program compliance, OHS will use the data contained within SBC CoC HMIS for analytical purposes only and will not disseminate client-level data. OHS will release aggregate data contained within SBC CoC HMIS for research and reporting purposes only.

Data use by agency

Explanation: As the guardians entrusted with client personal data, HMIS users have a moral and a legal obligation to ensure that the data they collect is gathered, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission of the agency and the HMIS to assist families and individuals to resolve their housing crisis. Proper user training, adherence to SBC CoC HMIS Policies and Procedures, and a clear understanding of client confidentiality are vital to achieving these goals. Any individual or Participating Agency misusing, or attempting to misuse SBC CoC HMIS will be denied access to the system.

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Policies for End-Users and Participating Agencies, Continued

Data use by referral agencies

Referral agencies granted access to the SBC CoC HMIS agree to abide by all applicable laws, and SBC CoC HMIS Policies and Procedures pertaining to client confidentiality, user conduct, security, and the ongoing functionality and stability of services and equipment used to support the SBC CoC HMIS.

The Referral agency users will be given Client Referral access only. This access will allow the user to locate clients at the intake level and then create a referral to a service.

Referral agencies agree not to release client identifiable information to any other organization pursuant to federal and California state law without proper client consent.

Data use by vendor

Explanation: The Vendor and its authorized subcontractor(s) shall not use or disseminate data contained within SBC CoC HMIS without express written permission. If permission is granted, it will only be used in the context of interpreting data for research and for system troubleshooting purposes.

Maintenance of onsite computer equipment

Explanation: Participating Agencies commit to a reasonable program of data and equipment maintenance in order to sustain an efficient level of system operation. Participating Agencies must meet the technical standards for minimum computer equipment configuration: Internet connectivity, antivirus and firewall.

The Executive Management or designee will be responsible for the on-site computer equipment and data used for participation in SBC CoC HMIS including the following:

Computer Equipment: The Participating Agency is responsible for maintenance of onsite computer equipment. This includes the following:

- Workstation(s) accessing SBC CoC HMIS must have a username/password to log onto Microsoft Windows Operating System.
 - Workstation(s) accessing SBC CoC HMIS must have locking, password-protected screen saver.
 - Workstation(s) accessing SBC CoC HMIS must have a PKI (Public Key Infrastructure) certificate.
 - Workstation(s) accessing SBC CoC HMIS must have a static IP address.
 - All workstations and computer hardware (including agency network equipment) must be stored in a secure location (locked office area).
 - **Data Storage:** The Participating Agency agrees to only download and store data in a secure environment.
 - **Data Disposal:** The Participating Agency agrees to dispose of documents that contain identifiable client level data by shredding paper records, deleting any information from diskette before disposal, and deleting any copies of client level data from the hard drive of any machine before transfer or disposal of property.
-

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Policies for End-Users and Participating Agencies, Continued

Downloading of data HMIS Users will maintain the security of any client data extracted from SBC CoC HMIS and stored locally, including all data contained in custom reports. HMIS End-Users may not electronically transmit unencrypted client data across a public network.

Explanation: To ensure that SBC CoC HMIS is a confidential and secure environment, data extracted from SBC CoC HMIS and stored locally will be stored in a secure location and will not be transmitted outside of the private local area network unless it is properly protected. Security questions can be addressed to the HMIS System Administrator. Any personally identifiable information will not be distributed through e-mail.

Data sharing Basic client information within the system will be shared based upon the level of consent designated by the client within SBC CoC HMIS. A client may choose to limit the period of time for which their data will be shared.

Explanation: Data sharing refers to the sharing of information between Participating Agencies for the coordination of case management and client service delivery. Basic client information in the Central Intake includes:

- Demographics
- Household
- Referral
- Eligibility
- Education/Employment
- Scanned Documents

Clients have the ability to agree to the level of consent and time period to which the consent is valid. Participating Agencies are not required to agree to such requested restrictions if collection and sharing of such data is necessary for service delivery and reporting or to consent that is broader than that normally extended at their agency. Clients may elect to share additional information as indicated on the Interagency **Data Sharing Agreement form**.

Program level information in either electronic or paper form will never be shared outside of originating agency without written client consent. Information that is shared with written consent will only be used for the purpose of service delivery, such as:

- Shelter stays
 - Food
 - Clothing
 - Transportation
 - Employment
 - Housing
 - Childcare
 - TB clearance status
 - Utilities assistance
 - Life-skills sessions
-

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Policies for End-Users and Participating Agencies, Continued

Data release

Aggregate level (client de-identified) data may be released by Agencies, the SBC CoC and/or by SBC CoC HMIS under certain criteria. Client-level data may only be released by written consent from the client for a specified purpose.

Explanation: Data release refers to the dissemination of aggregate and/or client-level information for statistical, analytical, reporting, advocacy, regional needs assessment, trend analysis, etc.

Agency Release: Each Participating Agency owns all data it enters into SBC CoC HMIS. The agency may not release any client level information without the express written consent of the client. Agencies may release program and/or aggregate level data for all clients to whom the agency provided services. No individual client data will be provided to any group or individual that is neither the Participating Agency that entered the data nor the client without proper authorization or consent by the client. This consent includes the express written authorization for each individual or group requiring access to the client's data.

OHS Release: OHS will develop an annual release of aggregate data in a summary report format, which will be the standard response for all requests for data. OHS will not release agency or client-specific data to outside groups or individuals.

Agency customization

A Participating Agency will have the ability to request system customization at the Agency level to reflect the data collection needs for its specific program(s). SBC CoC HMIS contains certain fields that can be tailored at no cost to the agency. Additional customization as performed by the software vendor or HMIS System Administrator may be purchased at the expense of the agency.

Explanation: Participating Agencies have some ability to customize SBC CoC HMIS fields to meet the specific needs of the program. At the request of the Agency Administrator, the HMIS System Administrator will evaluate the request and implement the changes as warranted.

Outcomes Management Training

Outcomes Management Training is required for agencies to participate in SBC CoC HMIS.

Explanation: All agencies are required to develop performance targets and milestones and input the data for each program to be entered into SBC CoC HMIS.

Technical Support and System Availability

Technical support

The Office of Homeless Services (OHS) will provide technical support to all Agency Administrators and HMIS End-Users as needed.

Explanation: The Agency Administrator will provide first level technical support. Additionally, the Technical Support team will provide technical support to Agency Administrators and HMIS Users within the continuum.

Technical Support Hours – 8:00 a.m. – 5:00 p.m. (PST), Monday through Friday (Excluding Holidays).

OHS staff will respond in a timely manner to any requests for support made during the above hours. For technical support, contact:

System Administrator/Automated Systems Analyst

Michael Bell

Phone: (909) 386-8286

michael.bell@dbh.sbcounty.gov

DBH-HMIShelpdesk@sbcounty.gov

Assistance will be provided in the following areas:

- **Help Desk Support:** Help Desk support is provided to help Homeless Management Information System (HMIS) End-Users access and utilize the San Bernardino County Continuum of Care (SBC CoC) HMIS, including technical support for installed SBC CoC HMIS computer system.
- **Trainings:** User training, Outcome Management training, Data Quality
- **System Customization:** SBC CoC HMIS contains certain fields that can be tailored at no cost to the agency.
- **Reporting:** Training and technical assistance in accessing standardized reports and the creation of ad hoc (custom reports).
- **Data Analysis:** Interpreting reports.

Additional costs may apply in the following areas:

- **System Customization:** Agency-specific customization requests.
- **Reporting:** Agency-specific customized reports.
- **Data Conversion/Migration:** Assist in the development of a data conversion/ migration plan and provide support in data conversion/migration implementation.
- **Data Analysis:** Extensive analysis of agency's data.

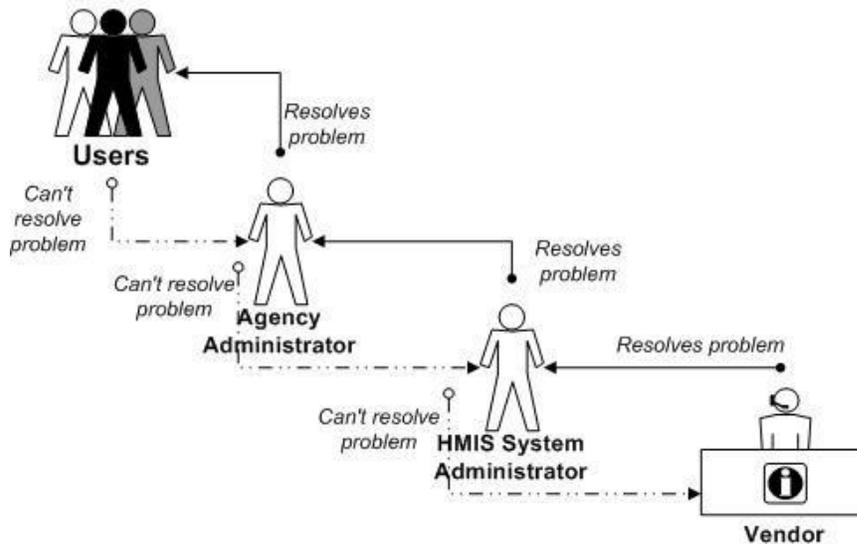
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Technical Support and System Availability, Continued

Technical support (continued)

Requests should be delineated as follows:

Technical Assistance Flow Chart



System availability and scheduled maintenance

SBC CoC HMIS will be available to users at a minimum of 97.5% of the year.

Explanation: Necessary downtime for SBC CoC HMIS upgrades and patches will be communicated by HMIS System Administrator system-wide and performed in the late hours when possible. Notification will be made via e-mail and/or fax with the schedule for the interruption to service. The notice will explain the need for the interruption and expected benefits or consequences.

Unplanned interruption to service

In the event of unplanned interruption to service, HMIS System Administrator will notify all Participating Agencies as soon as possible.

Explanation: When an event occurs that makes SBC CoC HMIS inaccessible, the HMIS System Administrator will analyze and determine the problem. In the event it is determined that SBC CoC HMIS accessibility is disabled system-wide, then the HMIS System Administrator will work with the software vendor to repair the problem. Within two hours of problem awareness, Participating Agencies will be informed of the estimated system availability. HMIS System Administrator will notify Participating Agencies via e-mail and/or fax when service has resumed.

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Technical Support and System Availability, Continued

End-User Manual

Every HMIS End-User will receive a copy of the HMIS End-User Manual.

Explanation: OHS will provide SBC CoC HMIS Training Manual(s). The manual will be distributed initially at user training. The manual will serve to provide users with information needed to effectively use the software as it pertains to their job function, program and agency.

System Architecture and Security

Encryption management

Client Protected Personal Information (PPI) stored on the central server will always be encrypted, except during specific procedures.

Explanation: Client's confidential information will only be decrypted when the San Bernardino County Continuum of Care (SBC CoC) Homeless Management Information System (HMIS) server becomes obsolete and necessitates an upgrade in technology. Should the necessity arise, the HMIS System Administrator, on behalf of the vendor, will obtain the written permission of the Executive Management of each Participating Agency to perform the decryption and subsequent database conversion to a new technology.

Virus protection

Agency Responsibilities: All Participating Agency computers and networks must have up-to-date anti-virus software installed.

Explanation: All Participating Agency computers must be protected by anti-virus software. The anti-virus software should be updated regularly to maintain maximum protection from the most recently released viruses. In addition, Agency Administrators should update and install the latest security patches for their operating system which are available from the manufacturer.

Vendor Responsibilities: The vendor will take all necessary precautions to prevent any destructive or malicious program (virus) from being introduced to SBC CoC HMIS. Data and application server will be scanned daily for viruses.

Explanation: The vendor will ensure the following:

- Antivirus software (i.e.: Norton Anti-Virus) and live update scheduled daily.
 - Real-time virus scan enabled.
-

Backup and recovery procedures

SBC CoC HMIS has arranged for regularly scheduled backups of the HMIS database to prevent the loss of data.

Explanation: Multiple levels of backup and storage will be used for key data and files within SBC CoC HMIS. Backups will provide for the loss of multiple cycles.

The vendor will perform data backup procedures in the following manner:

- Daily – resulting in a seven (7) day backup;
 - Weekly – resulting in a four (4) or five (5) week backup; and
 - Monthly – during the term of contract with the vendor.
-

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System Architecture and Security, Continued

Backup and recovery procedures (continued)

The vendor will maintain an off-site replicate system, which includes off-site storage of tapes in fireproof containers. Back-up tapes that are awaiting delivery to an off-site storage location shall be stored in a fireproof container. The vendor will maintain a one year archive of backups.

The vendor's recovery procedures will be undertaken on a best efforts basis to achieve the following response time:

- Database Loss: Confirmation response and recovery implementation within four (4) hours of reported data loss by client.
- Source code corruption and/ or Loss: Confirmation response within four (4) hours and full initiation of recovery procedures within 24 business hours of reported disruption by client.
- Domain Server Loss: Confirmation response within four (4) hours and full initiation of recovery procedures within 24 business hours of reported disruption by client.
- Database Server Loss: Confirmation response within four (4) hours and full initiation of recovery procedures within 24 business hours of reported disruption by client.
- Disaster: Notification within twenty-four (24) hours and recovery implementation to fully re-establish operations within five (5) business days.

Hosting

SBC CoC HMIS servers will be hosted off-site by the vendor. The vendor will ensure the following: Provides for the provisioning of a secure environment, Internet connection, resilient power supply and the appropriate control mechanism for a customer's application provided by Third party. It includes continuous Network monitoring and diagnostic actions to confirm that the Managed Servers are responding to prescribed standards.

Vendor will:

- Provide a server and rack space for ASP solution.
- Provide a 10/100/1000Mbps Network connection on a Vendor's switch.
- Provide power (UPS) to the hosted equipment.
- Hosting provider's goal is to maintain 98.4% Server availability
- Cisco routers with advanced port blocking including:
 - Switches with integrated IP blocking based on routine security audit results.
 - System Software Integrated Security.
 - High performance firewall.

The vendor partner is Microsoft Solution Provider and applies security updates at the direction of the vendor.

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System Architecture and Security, Continued

Access privileges

Explanation: At the local administrative level each user account can be setup to require a single IP address or multiple addresses in addition to a password to complete a login process. Currently, the system supports one IP address for each user account.

Security monitoring

Agencies will undergo an HMIS security monitoring one year from their implementation date. Each agency is given at time of training guidelines for providing a secure environment for their clients and employees who utilize HMIS. It has been determined that one year after an agency has implemented HMIS is a sufficient amount of time for all issues to be identified and rectified. At the one year mark, Department of Public Social Services (DPSS) will conduct and monitor a security audit at the agency's location.

The following five areas of security will be examined and documented:

- 1) Physical and Environmental Security:
 - a. Personal Computer (PC) location out of public area
 - b. Printer location
 - c. PC access
- 2) Personnel Security:
 - a. Passwords
 - b. Signed Agreements
 - c. Number of authorized users
 - d. Training provided when needed
- 3) Application Program and Usage Security:
 - a. Printing
 - b. Browser Security
 - c. Screen Savers
 - d. Warnings
 - e. Inactivity lock-outs
- 4) PC Configuration:
 - a. Operating System (OS) Version
 - b. Browser Configuration
 - c. Browser Version
 - d. Patch/Update levels current
 - e. Virus Protection with updates
 - f. Firewall?
- 5) Network Configuration
 - a. Internet Access Method
 - b. Firewall/router
 - c. Other network users
 - d. No Network

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System Architecture and Security, Continued

Security monitoring (continued)

The HMIS Project Manager will notify the agency's Executive Director and/or Agency Administrator of an upcoming monitoring. The monitoring will be scheduled in advance, and there will be unannounced HMIS security monitoring visits. The HMIS Project Manager will perform the monitoring and create a results report. This report will be submitted to the agency's Executive Director, the HMIS Committee, and a copy will be filed at the HMIS Lead Agency. Any deficiencies in practices or security must be resolved immediately. A follow-up security audit will be conducted to ensure that the changes have taken affect.

In order to maintain a high level of security, client privacy, and confidentiality practices set-up in this policies and procedures document, security audits will be conducted by HMIS Project Manager on a regular basis. Agency Administrators will work with the HMIS Project Manager to schedule an audit and to assist the HMIS Project Manager in performing the audit. Details of the audit can also be found in the HMIS Quality Plan.

The audit will cover the following topics:

- Informed Consent Agreement,
 - Privacy notices,
 - Technology security, and
 - Data entry practices.
-

Violations

Right to deny access

The Homeless Management Information System (HMIS) System Administrator has the right to deny user access to the San Bernardino County Continuum of Care (SBC CoC) HMIS if a user has violated any of the policies in this document. Any user suspected of violating a policy may be subject to suspension of user privileges until the violation can be resolved.

Explanation: If deemed necessary for the immediate security and safety of SBC CoC HMIS data, the HMIS System Administrator has the right to deny or revoke user access to SBC CO CoC HMIS. HMIS System Administrator will report to the Participating Agency and the SBC CoC HMIS Advisory Committee the violation of any security protocols.

Reporting a violation

HMIS Users should report security violations to the Agency Administrator, Outcome Manager, or the HMIS System Administrator as appropriate.

Explanation: All HMIS users are obligated to report suspected instances of noncompliance. Users should report security violations to the Agency Administrator or the Outcome Manager. The Agency Administrator or Outcome Manager should report violations to the HMIS System Administrator. The HMIS System Administrator will review violations of the auditing policies and recommend corrective and disciplinary actions to the HMIS Advisory Committee.

Possible sanctions

HMIS Advisory Committee will investigate all potential violations of any security protocols. The Committee may sanction any user found to be in violation of the security protocols. The Agency and/or user may be sanctioned accordingly.

Sanctions by the SBC CoC include, but are not limited to:

- A formal letter of reprimand.
 - Suspension of system privileges.
 - Revocation of system privileges.
 - Referral for criminal prosecution.
-

Grievances

Client grievance process

Clients have the right to file grievance with Participating Agency with which they have a grievance. Participating Agencies will report all client grievances to the Office of Homeless Services (OHS).

Explanation: Each Participating Agency is responsible for answering questions and responding to grievances from its own clients regarding SBC CoC HMIS. After client has filed a San Bernardino County Continuum of Care (SBC CoC) Homeless Management Information System (HMIS)-related complaint to the Participating Agency, the Participating Agency must have a process to respond to the complaint.

The Participating Agency must keep all grievances and responses on file at the agency site. The Participating Agency will send written notice of the grievance and response to OHS. The HMIS System Administrator will record all grievances and report them to HMIS Advisory Committee. Appropriate action will be taken as required by the HMIS Advisory Committee.

The SBC CoC has overall responsibility for local SBC CoC HMIS effectiveness and will respond if users and/or Participating Agencies fail to follow the terms set forth in SBC CoC HMIS Policies and Procedures Manual, Agency Agreements, and End-User Agreement, or if a breach of client confidentiality or the intentional misuse of client data occurs.

Agency grievance process

Participating Agencies will report all agency-generated SBC CoC HMIS-related grievances to OHS. If the grievance is related to a problem with SBC CoC HMIS, it must be reported to the HMIS System Administrator. Corrective action will be taken if system-wide changes are warranted.

Explanation: In order for SBC CoC HMIS to serve as an adequate tool for agencies and provide a more accurate picture of the region's homelessness, any grievances related to problems with SBC CoC HMIS must be addressed by the agency in conjunction with OHS with the goal of affecting systemic change where necessary.

Glossary of Terms

Terms

AESHMIS: Adaptive Enterprise Solution Homeless Management Information System is the software package provided by the vendor that has been implemented as San Bernardino County Continuum of Care (SBC CoC) Homeless Management Information System (HMIS) software.

Agency Administrator: The person responsible for System administration at the agency level. Responsibilities include informing HMIS System Administration of the need to add and delete users, basic trouble-shooting.

Agency Executive Management: The high-level management staff that is responsible for organization level decision making, for example, the agency President or Executive Director.

Aggregate Data: Data with identifying elements removed and concentrated at a central server. Aggregate data are used for analytical purposes and reporting.

Anti-Virus Software: Programs to detect and remove computer viruses. The anti-virus software should always include a regular update services allowing it to keep up with the latest viruses as they are released.

Application Service Provider (ASP): A third party entity that manages and distributes software-based services to customers across a wide area network.

Audit Trail: A history of all access to the system, including viewing, additions and updates made to a client record.

Authentication: The process of identifying a user in order to grant access to a system or resource. Usually based on a username and password.

Cable: A type of modem that allows people to access the Internet via their cable television service.

Central Intake Level Data: Client information collected at intake, including the following system screens: Client Intake, Household/Demographics, Referral, Eligibility, Education/Employment and Documents.

Client: The person receiving services whose information is entered into SBC CoC HMIS.

Client Identifiable Information: Identifiable information is any information that is specific to the individual like, Social Security Number, date of birth, address, zip code, gender, ethnicity and race.

Continuum of Care (CoC): Continuum of Care; refers to the range of services (outreach, emergency transitional and permanent housing and supportive services) available to assist people out of homelessness.

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Glossary of Terms, Continued

Terms (continued)

Database: An electronic system for organizing data so it can easily be searched and retrieved. The data within SBC CoC HMIS is accessible through the web-based interface.

Decryption: Conversion of scrambled text back into understandable, plain text form. Decryption uses an algorithm that reverses the process used during encryption.

Dedicated IP: A reserve IP (see IP).

Digital Certificate: An attachment to a message or data that verifies the identity of a sender.

Digital Subscriber Line (DSL): A digital telecommunications protocol designed to allow high- speed data communication over the existing copper telephone lines.

Dynamic Host Configuration Protocol (DHCP): A protocol that provides a means to dynamically allocate IP addresses to computers on a Local area network (LAN). The system administrator assigns a range of IP addresses to DHCP and each client computer on the LAN has its TCP/IP software configured to request an IP address from the DHCP server.

Encryption: Conversion of plain text into encrypted data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Encrypted data are not readable unless it is converted back into plan text via decryption.

Fiber Optic Communication: A method of transmitting information from one place to another by sending pulses of light through an optical fiber.

Firewall: A method of controlling access to a private network, to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

HMIS Advisory Committee: HMIS Advisory Committee is composed of representatives from city and county departments, community/faith based organizations, non-profit entities and other members of the public/private sectors. The committee will be responsible for developing best practices, policies and procedures, and providing guidance in the implementation of SBC CoC HMIS.

HMIS End-User: A person who has unique user identification (ID) and directly accesses SBC CoC HMIS to assist in data collection, reporting or administration as part of his/her job function in homeless service delivery. Users are classified as either system users who perform administration functions at the system or aggregate level or agency users who perform functions at the agency level.

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Glossary of Terms, Continued

Terms (continued)

HMIS End-User Group: HMIS End-User Group is made up of HMIS end-users from agencies throughout the CoC. The main purpose is to provide input on system issues, provide mutual support among users, share best practices and address challenges as a team. In addition, the User's Group will address effective ways to help advanced users to maximize system functionality and effective use of data.

HMIS: Homeless Management Information System: This is a generic term for any System used to manage data about the use of homeless services.

HMIS System Administrator: The person(s) with the highest level of user access in SBC CoC HMIS. This user has full access to all user and administrative functions in the CoC and will serve as the liaison between Participating Agencies and the vendor.

Host: A computer system or organization that plays a central role providing data storage and/or application services for SBC CoC HMIS.

Internet: A set of interconnected networks that form the basis for the World Wide Web.

Internet Protocol Address (IP Address): A unique address assigned to a user's connection based on the TCP/IP network. The Internet address is usually expressed in dot notation, e.g.: 128.121.4.5.

Internet Service Provider (ISP): A company that provides individuals or organization with access to the internet.

Local Area Network (LAN): A network that is geographically limited, allowing easy interconnection of computers within offices or buildings.

Network: Several computers connected to each other.

Network Address Translation (NAT): The translation of an Internet Protocol address (IP address) used within one network to a different IP address known within another network. One network is designated the inside network and the other is the outside. Typically, a company maps its local inside network addresses to one or more global outside IP addresses and unmaps the global IP addresses on incoming packets back into local IP addresses. This helps ensure security since each outgoing or incoming request must go through a translation process that also offers the opportunity to qualify or authenticate the request or match it to a previous request. NAT also conserves on the number of global IP addresses that a company needs and it lets the company use a single IP address in its communication with the world.

On-site: The location that uses SBC CoC HMIS and provides services to at-risk and homeless clients.

Continued on next page

Glossary of Terms, Continued

Terms
(continued)

Outcome/Program Manager: The person at each Participating Agency designated to develop and assess the use of outcome measures for the agency's data on SBC CoC HMIS.

Participating Agency: An agency, organization or group who has signed an **HMIS Agency MOU** that allowed access to SBC CoC HMIS.

Program Level Data: Client information collected during the course of the client's program enrollment, including the following system screens: Program Entry, Services Provided, Client Profile, Case Notes, Track Savings, Bed Assignments, Bed Maintenance, Daily Services, Sessions, and Program Exit.

Real-Time: Data that is processed and available to other users as it is entered into the system.

Referral Agency: Any agency who provides services to the homeless by referring clients to service agencies throughout San Bernardino County.

SBC CoC HMIS: San Bernardino County Continuum of Care Homeless Management Information System is a web-based information system that homeless service agencies within the San Bernardino Region use to capture information about the persons they served.

Server: A computer that provides a service for other computers connected to it via a network. Servers can host and send files, data or programs to client computers.

Static IP Address: See Dedicated IP.

T1 Line: Communication line that can carry voice or data at transmission speeds that are 25 times the speed of a modem.

Transmission Control Protocol/Internet Protocol (TCP/IP): The protocol that enables two or more computers to establish a connection via the internet.

User ID: The unique identifier assigned to an authorized HMIS End-User.

Virtual Private Network (VPN): A group of computer systems that communicate securely over a public network.

Wide Area Network (WAN): A network that is not geographically limited, can link computers in different locales, and extend requests for web pages.

Continued on next page

Glossary of Terms, Continued

Terms
(continued)

Wired Equivalent Privacy (WEP): A security protocol, specified in the IEEE Wireless Fidelity (Wi-Fi) Standard. Because of serious security weaknesses, WEP should never be used.

Wi-Fi Protected Access II (WPA2): Security protocol and security certification program to secure wireless computer networks.

Acknowledgement

I acknowledge that I have received a written copy of the San Bernardino County Continuum of Care (SBC CoC) Homeless Management Information System (HMIS) Policies and Procedures Manual. I understand the terms of SBC CoC HMIS Policies and Procedures and I agree to abide by them.

Agency Name: _____

Printed Name: _____

Signature: _____

Date: _____

2016 Evidence of Housing Authority of San Bernardino's Housing Preference

Housing Authority of the County of San Bernardino

Affordable Housing Programs ACOP

Revised: September 2014

reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the HACSB's decision.

3.3 Resident Selection [24 CFR 960.201(a), 24 CFR 903.2(d), 24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1), 24 CFR 960.206(e)(2) and 24 CFR 960.202(c)(2)]

The HACSB has established resident selection policies for families being admitted to affordable housing that are described in this section. The HACSB will not require any specific income or racial quotas for any developments and will not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations

The HACSB maintains a clear record of all information required to verify that the family is selected from the waiting list according to the HACSB's selection policies. The HACSB's policies are posted any place where the HACSB receives applications. The HACSB provides a copy of its resident selection policies upon request to any applicant or resident.

3.3.1 Preferences [24 CFR 960.206]

HACSB has established local preferences and to give priority to serving families that meet those criteria. These preferences are:

- A. Homeless family preference (exclusive to the Waterman Gardens development): a preference will be given to unsheltered homeless families with children, with priority to homeless families of veterans and active military personnel.
- B. Veterans Preference: A preference will be given to veterans or surviving spouses of veterans and active military personnel
- C. Residency Preference: A preference will be given to families who reside in San Bernardino County in order to respond to local needs and priorities of the need for assisted housing in San Bernardino County. A family member who is working or who has been notified that they are hired to work in the San Bernardino County area will be treated as residents of San Bernardino County.

Short-Term Goals

Our long-term goals align with the MTW statutory objectives and our vision of creating a world in which all people have a stable and enriched quality of life. We achieve MTW objectives by aligning our agency's short-term strategic goals with our MTW goals/objectives-

- **Goal 1 - Operational efficiency through innovation – Maximizing HACSB's economic viability and sustainability through the following strategies:**
 - Ensure excellent and efficient stewardship of resources and programs
 - Maintain a workplace environment that attracts and retains capable employees who feel they are making a difference
 - Have an increasingly diverse number of funding sources to provide the programs and services described in the strategic plan
 - Develop a communication program that effectively disseminates information inside and outside the Agency
 - Provide world class customer service

In addition to implementing non-MTW activities to address this goal, we have implemented twelve MTW activities that address this goal (listed in the following table with a statutory objective of "cost effectiveness").
- **Goal 2 – Develop economically independent clients – Facilitating opportunities for families and individuals to become self-sufficient and financially independent to transition from dependency on housing subsidy through the following strategies:**
 - Develop and maintain policies, programs, and services that foster accountability, responsibility and economic independence
 - Transform client mindset from entitlement to empowerment
 - Partner with external organizations to support clients in acquiring life skills, education and training
 - Assist families in strengthening personal accountability and in transitioning to Home Ownership/Market rentals

In addition to implementing non-MTW activities to address this goal, we have implemented nine MTW activities that address this goal (listed under the self-sufficiency statutory objective in the following table).
- **Goal 3 – Ensure freedom of housing choice – Providing quality affordable housing opportunities in mixed-income communities with access to excellent quality of life through the following strategies:**
 - Improve and expand HACSB's real estate assets
 - Partner with external organizations to leverage funding and development opportunities
 - Develop innovative programs to expand housing opportunities for under-served populations such as homeless veterans and homeless families with children

Public Housing development. HACSB received HUD approval under the Rental Assistance Demonstration (RAD) Program to convert the existing public housing subsidy stream to Project-Based Vouchers. The existing subsidy will be transferred to newly constructed units at the adjacent site which will serve as a relocation resource for existing residents at Waterman Gardens, thereby reducing the impact to those families by not allowing them to retain connections to their neighborhood social circles, schools, churches, etc. This initial phase of the Waterman Revitalization project will consist of 14 RAD units (4 one-bedroom, 26 two-bedroom, 11 three-bedroom and 3 four-bedroom) and 31 regular PBV units (5 one-bedroom, 14 two-bedroom and 11 three-bedroom). The partnership received an allocation of 9% tax credits in September 2014, with a construction completion date projected at the end of 2015.

Live at College Park - Chino

In July 2014 Bridge Housing and HACSB negotiated and agreed upon the commitment of 8 Project-Based Vouchers for Phase II of the live at College Park development. This important collaboration provides housing assistance to residents in the higher cost western end of the County. The master-planned community includes market-rate single family homes for sale, market-rate multi-family development, and affordable multi-family housing. Construction of the development is occurring in 2 phases, with phase I of the development completed in 2014 and consisting of 135 affordable family units. Phase II is began construction in the fall of 2015 and will be completed in approximately 18-months.

Veterans' Housing – Various Sites

As part of the Housing Authority's commitment to end veteran's homelessness, we have set aside 60 Project-Based Vouchers for homeless veterans. HACSB intends to award these vouchers through a competitive process which is currently underway.

Veterans' Housing – Loma Linda

The Loma Linda Vets affordable new construction housing development is being developed by META Housing Corporation in partnership with HACSB, HPI, Inc., Veteran's Administration Loma Linda Healthcare Systems, and Volunteers of America. The project is located within the city of Loma Linda and is less than ¼ mile from the Loma Linda Veterans' Hospital. Volunteers of America will provide specialized service coordination, education, health and wellness services, and skill-building classes tailored to meet the specific and timely needs of veteran tenants and their families. The project will consist of 88 apartments for veterans and their families, 50 of which will be supportive housing. All of the units will be restricted to low-income veterans and their families through the use of 50 VASH Project Based Vouchers along with 37 non-VASH Project Based Vouchers from HACSB. Units will contain a fully equipped kitchen/bath and common-areas include a large and centralizd community area with a clubhouse, pool, children's play area, community garden, barbecues, and a community room.

Activity 23: No Child Left Unsheltered

1. Activity Description

This activity was proposed and approved via HACSB's FY 2014 Annual MTW Plan and implemented on April 1, 2015.

The No Child Left Unsheltered program aims to end homelessness of any unsheltered family with children in San Bernardino County, with special attention to the education and well-being of the children and the economic advancement of the parents. No Child Left Unsheltered (NCLU) will help address extremely critical needs of unsheltered families in the county by offering Housing Choice Voucher rental subsidies to families who are identified as eligible unsheltered homeless families with children. The program will also provide families with supportive services and resources such as emergency relief, school connections with community support, and job training for parents.

Through this activity, HACSB has set aside 40 Housing Choice Vouchers to be made available to eligible families. The rental subsidy is calculated using the Streamlined Lease Assistance program methodology. HACSB has partnered with a variety of local community service providers, including the school system, to identify families, particularly those with school-age children, who are unsheltered. Each identified family will be encouraged to apply for assistance, and if eligible, will receive assistance after being selected from the waiting list using a preference specifically for this program.

2. Activity Status

This activity was implemented on April 1, 2015.

In March 2015, the HACSB Housing Commission and Board of Governors approved the award of the 40 project-based voucher units reserved for this activity to units within the HACSB-owned and HACSB-affiliated non-profit housing stock. HACSB is authorized to award these contracts through a non-competitive process under its Local Project-Based Voucher MTW Activity (activity 11), approved by HUD through HACSB's 2009 Annual MTW plan. Families housed through this activity typically have significant challenges in locating housing through the traditional tenant-based voucher program. This award gives HACSB, as the property owner, the ability to house the families much more quickly and with more flexibility than in the traditional tenant-based voucher program, thus reducing the wait for housing from upwards of 60 days to only a few days within this non-traditional program.

HACSB selected the locations of the 40 project-based voucher units using data from the most recent homeless point-in-time survey. The units will be distributed throughout the county as follows:

2016 Evidence of the City of
Upland Housing Authority's
Housing Preference

UHA Policy

The UHA will offer a local preference to families who meet the following definitions:

Preference	Point Value
<u>Residents of the City of Upland:</u> <ul style="list-style-type: none">• A family whose permanent residence is in the City of Upland;• A family whose head of household, spouse, co-head or sole member is/are employed in the City of Upland or have accepted employment in the City of Upland;• A family whose head of household, spouse, co-head or sole member is/are attending school in the City of Upland;	50
<u>Veterans:</u> <ul style="list-style-type: none">• “veteran” means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable. A complete definition of veteran is located at 38 U.S.C. 101;• The surviving spouse of a veteran as defined at 38 U.S.C. 101.	20
<u>Working Family:</u> <ul style="list-style-type: none">• <u>A family whose head of household, spouse, co-head or sole member is employed at least twenty (20) hours per week;</u>• <u>As required by HUD, a family whose head, spouse, co-head or sole member is a person age 62 or older, or is a person with disabilities will also be given the working preference [24 CFR 960.206(b)(2)].</u>	20

Note: a family may only receive each preference one time, regardless of the number of household members eligible for the preference.

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA’s fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA’s HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA’s basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA’s housing choice voucher program during

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

UHA Policy

When an applicant or resident family requests a copy of the UHA's tenant selection policies, the UHA will provide copies to them free of charge.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

Continued on next page.

PART II: BASIC ELIGIBILITY CRITERIA

3-II.A. INCOME ELIGIBILITY AND TARGETING

Income Limits

HUD establishes income limits for all areas of the country and publishes them annually in the Federal Register. They are based upon estimates of median family income with adjustments for family size. The income limits are used to determine eligibility for the program and for income targeting purposes as discussed in this section.

Definitions of the Income Limits [24 CFR 5.603(b)]

Low-income family. A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

Very low-income family. A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

Extremely low-income family. A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Using Income Limits for Eligibility [24 CFR 982.201]

Income limits are used to determine eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. In order to be income eligible, an applicant a family must be one of the following:

- A *very low-income* family
- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4]

UHA Policy

The PHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were issued a voucher by the PHA.

- A low-income family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership) developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173
- A low-income or moderate-income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101

Continued on next page.

Copy of MOU between HMIS Lead and HMIS Participating Agencies



County of San Bernardino
F A S
CONTRACT TRANSMITTAL

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	FAS Vendor Code		SC	Dept.	A	Contract Number			
<input type="checkbox"/> Change									
<input type="checkbox"/> Cancel									
ePro Vendor Number					ePro Contract Number				
County Department			Dept.	Orgn.	Contractor's License No.				
Behavioral Health			MLH	MLH					
County Department Contract Representative				Telephone		Total Contract Amount			
Elizabeth Atkins				(909)388-0860					
Contract Type									
<input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other: Non-Financial									
If not encumbered or revenue contract type, provide reason: _____									
Commodity Code		Contract Start Date		Contract End Date		Original Amount	Amendment Amount		
		Date of HUD Execution		10/31/16					
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount			
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount			
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount			
Project Name				Estimated Payment Total by Fiscal Year					
Agreement with Homeless Services Providers For the Homeless Management Information System				FY	Amount	I/D	FY	Amount	I/D
				_____	_____	_____	_____	_____	_____
				_____	_____	_____	_____	_____	_____
				_____	_____	_____	_____	_____	_____

CONTRACTOR _____
 Federal ID No. or Social Security No. _____
 Contractor's Representative _____
 Address _____ Phone () - _____

Nature of Contract: *(Briefly describe the general terms of the contract)*

Memorandum of Understanding template with County of San Bernardino homeless service providers for the provision of Homeless Management Information System effective Date of HUD Execution through October 31, 2016.

(Attach this transmittal to all contracts not prepared on the "Standard Contract" form.)

Approved as to Legal Form (sign in blue ink)	Reviewed as to Contract Compliance	Presented to BOS for Signature
 Frank Salazar, Deputy County Counsel	 Natalie Kessee, Contracts Supervisor	 CaSonya Thomas, Director
Date _____	Date _____	Date _____

THIS IS NOT A CONTRACT
 THIS IS A COVER
 TRANSMITTAL ONLY

Auditor-Controller/Treasurer/Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

MEMORANDUM OF UNDERSTANDING

Between

**County of San Bernardino Department of Behavioral Health
Office of Homeless Services**

And

AGENCY NAME

For Homeless Management Information System

Date of HUD Execution through October 31, 2016

WHEREAS, the Office of Homeless Services (OHS) is responsible for coordinating countywide efforts to end and prevent homelessness in San Bernardino County; and,

WHEREAS, the United States Congress, in accepting Conference Report 106-988m indicated that "local jurisdictions should be collecting an array of data on homelessness in order to prevent duplicate counting of homeless persons and to analyze their patterns of use of assistance, including how they enter and exit the homeless assistance system and the effectiveness of the systems"; and,

WHEREAS, OHS has been allocated funds by the United States Department of Housing and Urban Development (HUD) to provide data collection services regarding the individuals experiencing homelessness in the County of San Bernardino; and,

WHEREAS, the OHS is responsible for administering and maintaining the HUD mandated county-wide Homeless Management Information System (HMIS), a web-enabled database used by homeless services providers to capture information about the San Bernardino County persons they serve; and

WHEREAS, the OHS is responsible for ensuring that all homeless services providers within the County of San Bernardino adhere to HUD and local policy and procedures regarding the utilization of the HUD mandated HMIS; and,

WHEREAS, the OHS is the system host and provides the personnel and administrative support to operate the HMIS, and has the responsibility to establish, support and manage HMIS in a manner that will meet HUD's standards for minimum data quality, privacy, security and other requirements for organizations participating in HMIS; and,

NOW, THEREFORE, IT IS AGREED that the San Bernardino County OHS is responsible for data collection services regarding the individuals experiencing homelessness in the County of San Bernardino and the administration of the HMIS, and AGENCY NAME, has been awarded or allocated funds to provide homeless program services within the County of San Bernardino; the above parties mutually agree to the following terms and conditions:

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I. BACKGROUND

In September of 2007, the San Bernardino County Board of Supervisors (Board) approved the formation of the San Bernardino County Homeless Partnership (Partnership) to provide leadership in creating a stronger countywide network of service delivery to homeless individuals, homeless families, and those at risk of becoming homeless through facilitating better communication, planning coordination, and cooperation among all entities that provide services to the county's homeless.

In addition, the Board created the OHS, originally under Human Services, now administered by the Department of Behavioral Health, to provide administrative support for the newly formed Partnership.

To address the multidimensional problem of homelessness locally and nationally, HUD, through a Congressional directive, required all Continuum of Cares (CoC) to implement an expanded HMIS to address the problem more effectively. An HMIS is a computerized data collection system used by homeless services providers to capture information about the persons they serve. This data collection system tracks collaborative agencies' services that are provided throughout each CoC to homeless individuals and families. Services tracked include emergency, transitional, and permanent housing bed usage, employment, veteran's status, referrals to health and human service providers, legal aid or other relevant supportive service agencies.

In February 2013, the OHS accepted a grant agreement from HUD to administer and maintain the HMIS for the County of San Bernardino.

This MOU between OHS and AGENCY NAME delineates the roles and responsibilities of the OHS and AGENCY NAME regarding HMIS participation to capture information about the San Bernardino County persons they serve.

II. OHS RESPONSIBILITIES

OHS shall:

- A. Ensure compliance with all applicable federal and state laws regarding protection of client privacy and confidentiality regulations.
- B. Provide the Agency with a matrix clearly outlining the HUD required data elements that must be included in the data file to be migrated to the OHS HMIS system; (if applicable)
- C. Provide User ID and Passwords to Users before being granted access to HMIS.
- D. Provide monthly User's, agency Administration and report Training; and other trainings deemed necessary.
- E. Conduct regular on-site monitoring visits to ensure compliance with HUD and HMIS Policies and Procedures
- F. Provide ongoing data and technical support through monthly trainings, one-on-one trainings as well as Webinars via Go-To-Meetings.
- G. Create monthly reports as needed and submit them as an e-mail attachment for review.
- H. Provide utilization reports to participating agencies on a regular basis to include data quality and tracking.

III. AGENCY RESPONSIBILITIES

AGENCY NAME shall:

- A. Ensure compliance with all applicable federal and state laws regarding protection of client privacy and confidentiality regulations, and the HMIS Policies and Procedures pertaining to client confidentiality, user conduct, security and the ongoing functionality and stability of services used to support the HMIS.
- B. Attend monthly User's, AGENCY NAME Administration and Reports Trainings as provided by OHS.
- C. Ensure compliance with all the HUD required data elements.
- D. Ensure compliance with HUD Technical Standards specified in the HMIS Policies and Procedures.
- E. Keep Interagency data sharing agreements and Client Consent/Information release forms for all individual client data that is shared to non-custodial agencies where the internal policies of the Agency allows data sharing.
- F. Ensure compliance with local CoC CA-609 Coordinated Assessment System written procedures.

IV. MUTUAL RESPONSIBILITIES

- A. OHS and AGENCY NAME agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this agreement; and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable State and Federal laws and regulations.
- B. OHS and AGENCY NAME agree they will establish mutually satisfactory methods for problem resolution.

V. REQUIRED DATA COLLECTION ELEMENTS

It is the responsibility of AGENCY NAME to collect data based on the HUD HMIS Data Standards, August 2014.

- A. The Universal Data Elements include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Project Entry, Zip Code of Last Permanent Address, Project Entry Date, Unique Person Identification Number (system generated), Project Exit Date, Destination, Program Identification Number (system generated), Household Identification Number (system generated), Relationship to Head of Household, Client Location, and Length of Time on Street, in an Emergency Shelter (ES) or Safe Haven.
- B. Project-Specific Data Elements include:

HIV/AIDS	Mental Health	Substance Abuse
Domestic Violence	Services Received	Reasons for Leaving
Employment	Education	Chronic Health Condition
Pregnancy status	Veteran's Information	Children's Education
Destination at Exit	Non-Cash Benefits	Housing Status

Income and Source	Financial Assistance Provided Supportive Services for Veterans Families only (SSVF)	Housing Assessment at Exit [Homeless Prevention Emergency Solutions Grant (ESG) & CoC Funded]
Health Insurance	Residential Move-In Date (SSVF, Rapid Re-Housing Programs ESG & CoC Funded)	Date of Engagement (ESG Street Outreach only)
Physical Disability	Development Disability	Date of Contact (ESG Street Outreach only)
Last Permanent Address (SSVF only)	General Health Status	

VI. USAGE OF DATA

A. Data Use by OHS

For the purposes of system administration, user support, and program compliance, OHS will use the data contained within HMIS for analytical purposes only and will not disseminate client-level data. OHS will release aggregate data contained within HMIS for research and reporting purposes only.

B. Data Use by AGENCY NAME

As the guardians entrusted with client personal data, HMIS Users have a moral and a legal obligation to ensure that the data they collect is being gathered, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission of the Agency and the HMIS to assist families and individuals to resolve their housing crisis. Proper user training, adherence to HMIS Policies and procedures, and a clear understanding of client confidentiality are vital to achieving these goals. Any individual or participating agency misusing or attempting to misuse HMIS will be denied access to the system.

VII. CONFIDENTIALITY AND INFORMED CONSENT

The Agency agrees to abide by and uphold all privacy protection standards established by HMIS as well as their respective agency's privacy procedures. The Agency will also uphold relevant and applicable Federal and California State confidentiality regulations and laws that protect client records, and the Agency will only release confidential client records with written consent by the client, or the client's guardian, unless otherwise provided for in the regulations or laws.

VIII. POSTINGS – Privacy and Mandatory collection notices must be posted at AGENCY

The participating Agency must post Privacy and mandatory Collection notices at each intake desk or comparable location. The Privacy and Mandatory Collection notices must be made available in writing at the client's request. If the participating Agency maintains a website, a link to the privacy notice must be on the homepage of the Agency's website.

IX. RIGHTS

HMIS data from agencies resides in one central database. Data sharing is currently limited to the data within the CoC. The CoC reserves the right at a later date to expand data sharing to include collaborative wide data.

X. COPYRIGHT

The HMIS is protected by copyright and is not to be copied, except as permitted by law or by contract with owner of the copyright. The Agency's users storing materials copyrighted by others on the systems or displaying the materials through web pages must comply with copyright laws and guidelines.

XI. RIGHT TO MONITOR

- A. OHS staff or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Inspector General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of AGENCY NAME in the delivery of services provided under this MOU. Full cooperation shall be given by AGENCY NAME in any auditing or monitoring conducted.
- B. AGENCY NAME shall cooperate with OHS in the implementation, monitoring and evaluation of this MOU and comply with any and all reporting requirements established by this MOU.
- C. AGENCY NAME shall provide all reasonable facilities and assistance for the safety and convenience of OHS's representative in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of AGENCY NAME.

XII. TERM

This MOU is effective upon Date of HUD Execution through October 31, 2016, and shall be automatically renewed for one year periods unless terminated earlier in accordance with the provisions of Section XIII of this MOU.

XIII. EARLY TERMINATION

This MOU may be terminated without cause upon thirty (30) days written notice by either party. The DBH Director, or his/her appointed designee, has the authority to terminate this MOU on behalf of DBH. The Agency Director, or his/her appointed designee, has the authority to terminate this MOU on behalf of AGENCY NAME.

XIV. GENERAL PROVISIONS

- A. No waiver of any of the provisions of the MOU shall be effective unless it is made in writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under the MOU shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

XV. CONCLUSION

- C. This MOU, consisting of eight (8) pages, is the full and complete document describing services to be rendered by DBH and AGENCY NAME for the HUD Homeless Assistance grants.
- D. The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective entities to the terms and conditions set forth in this document.



AGENCY

COUNTY OF SAN BERNARDINO
DEPARTMENT OF BEHAVIORAL HEALTH

Signature

Signature

Name: *Name*
Title: *Title*
Address: *Street Address*
City, State Zip

Name: CaSonya Thomas
Title: Director
Address: 303 E. Vanderbilt Way, Suite 400
San Bernardino, CA 92415

Date: _____

Date: _____

APPROVED AS TO LEGAL FORM
COUNTY COUNSEL

By _____
Frank Salazar, Deputy County Counsel

Date

Performance Measurement Module (Sys PM)

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		3768		26			16	
1.2 Persons in ES, SH, and TH		4514		66			16	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	134	11	8%	5	4%	16	12%	32	24%
Exit was from TH	48	4	8%	0	0%	3	6%	7	15%
Exit was from SH	0	0		0		0		0	
Exit was from PH	41	2	5%	1	2%	0	0%	3	7%
TOTAL Returns to Homelessness	223	17	8%	6	3%	19	9%	42	19%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2315	2149	-166
Emergency Shelter Total	454	445	-9
Safe Haven Total	0	0	0
Transitional Housing Total	614	393	-221
Total Sheltered Count	1068	838	-230
Unsheltered Count	1247	1311	64

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		4575	
Emergency Shelter Total		3833	
Safe Haven Total			
Transitional Housing Total		889	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		429	
Number of adults with increased earned income		43	
Percentage of adults who increased earned income		10%	

Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		429	
Number of adults with increased non-employment cash income		92	
Percentage of adults who increased non-employment cash income		21%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		429	
Number of adults with increased total income		120	
Percentage of adults who increased total income		28%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		1033	
Number of adults who exited with increased earned income		140	
Percentage of adults who increased earned income		14%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		1033	
Number of adults who exited with increased non-employment cash income		129	
Percentage of adults who increased non-employment cash income		12%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		1033	
Number of adults who exited with increased total income		245	
Percentage of adults who increased total income		24%	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		4161	
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.		384	
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)		3777	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		6624	
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.		493	
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.)		6131	

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		1785	
Of persons above, those who exited to temporary & some institutional destinations		680	
Of the persons above, those who exited to permanent housing destinations		286	
% Successful exits		54%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		5383	
Of the persons above, those who exited to permanent housing destinations		2019	
% Successful exits		38%	

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		959	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		897	
% Successful exits/retention		94%	