Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: CA-513 - Visalia/Kings, Tulare Counties CoC

1A-2. Collaborative Applicant Name: Kings/Tulare Continuum of Care on Homelessness

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Kings United Way

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	No	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
N/A		

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) invites participation in monthly meetings where anyone can attend including consumers (30+ ppl attend each meeting). The listserv includes faith-based organizations, service providers, law enforcement, local government, and other stakeholders interested in addressing homelessness.

(2) KTHA sends out invites via listserv (300+ ppl) and posts meetings on the website calendar, Facebook and Twitter. In addition to electronic outreach, the KTHA Executive Director, employees, and Board Members attend community meetings in order to promote awareness of accomplishments, system gaps, volunteer opportunities, partnership opportunities and to extend invitations to join the CoC.

(3) KTHA invites new members on a monthly basis through the activities aforementioned.

(4) Input forums occur in person on a monthly basis at the KTCoC membership meetings. These meetings provide an opportunity for community stakeholders to give feedback and vote on all matters concerning the work of the CoC. Major decisions such as Funding Priorities, Written Standards, Governance Charter, etc. are sent out via listserv, Facebook, Twitter, and website with an invitation for the public to provide feedback. Feedback is shared and discussed at the KTCoC membership meetings before these matters are adopted. KTCoC has a variety of committees that KTHA actively seeks community participation. These include Project Homeless Connect, Point in Time, Rating & Ranking, and Housing Heroes. Participants include consumers, youth, faith-based partners, service providers, service clubs (e.g. Lions, Kiwanis), and governmental agencies. KTHA employees participate in a variety of community meetings to ensure cross-collaboration. These meetings include the Tulare County Task Force on Homelessness, Tulare County Multi-Disciplinary Team Meetings, Visalia Homeless Collaborative, Kings County Wellness Bridge, and Kings County Landlord Coalition.

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

**encouraged to join the CoC.
(limit 2,000 characters)**

(1) KTCoC has an open invitation process for new members to join. The membership application is posted on the lead agency, Kings/Tulare Homeless Alliance (KTHA), website so that anyone can access at anytime. KTHA also leverages its Board of Directors and membership base to encourage stakeholders to join on an ongoing basis.

(2) The solicitation is publicly available on the lead agency's, Kings/Tulare Homeless Alliance (KTHA), website, Facebook, Twitter, and Listserv with 300+ people.

(3) The opportunity to join is advertised monthly through community events and outreach efforts, such as the Visalia Homeless Collaborative, Tulare County Homeless Task Force, and community presentations at Kiwanis, Lions Clubs, etc. The invitation to join was also announced at the annual Housing Heroes awards event held June 29, 2018, honoring homeless practitioners, public officials, and formerly homeless community members.

(4) Specific outreach to homeless and formerly homeless individuals occurs at the annual Project Homeless Connect event in 4 cities. Through these events, volunteer opportunities are designed for consumers to strengthen peer to peer engagement, solicit feedback on initiatives, and personally extend invitations to join the CoC.

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) solicited applications from entities not previously funded by publicizing the NOFA on its website, making announcements at the membership meetings, as well as sending email announcements through its listserv of 300 + people and posting on the KTHA Facebook and Twitter accounts. These messages included the Project Selection and Ranking Criteria that provided the local submission criteria and deadlines. Dates of these notifications were 6/22/18, 7/10/18, 7/23/18, 7/26/18, and 8/3/18. Additionally, targeted outreach was made to agencies that had not previously submitted a HUD application.

(2) The listserv, with 300+ people, was provided with the detailed rating and ranking materials, competition timeline, and resources for technical assistance. All applications that met the minimum threshold outlined in the attached materials were included in the competition process. The Rating and Ranking Panel, made of non-conflicted parties, met on August 28, 2018 and scored all applications in accordance with the approved ranking materials.

(3) The public announcements that KTCoC was accepting applications were distributed on 6/22/18, 7/10/18, 7/23/18, 7/26/18, and 8/3/18.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Faith Based Organizations	Yes
Veteran's Affairs	Yes

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

(1) As a non-entitlement region, KTCoC does not receive ESG funding directly and thus works with the only ESG recipient in the geographic area—State of California. The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA), Executive Director developed relationships and requested meetings at

California Housing and Community Development Department to express concerns of service providers in rural communities that are often underfunded. She worked with the State by attending workshops, communicating directly with HCD leadership, and providing public comment to redesign ESG to develop a two-tier process to allocate non-competitive/competitive State funds KTHA developed rating & ranking guidelines for local ESG funds and established system level performance standards. KTHA recommended projects to State for ESG funds.

(2) KTHA provided Con Plan jurisdiction level PIT data to all 5 jurisdictions (State of CA, Hanford, Porterville, Visalia, Tulare) for ESG, HMIS data, and previous ESG sub-recipient info. KTHA reviews local ESG projects and forwards recommended projects to the State for consideration of grant awards. The process includes review by a local Rating and Ranking Panel, comprised of non-conflicted parties, that review provider capacity, past performance, and overall contribution to the local service system. For funded projects, KTHA reviews ESG system and project level performance data on a quarterly basis to identify areas of concern/develop corrective actions. These quarterly reports contain data derived from monthly Snapshots that are sent to ESG-funded agencies. The data includes income, employment, length of time homeless, recidivism, and housing stability. The outcomes are evaluated by the CoC membership and Board of Directors.

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

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

(1) KTCoC CES written standards include safety planning protocols for people with a DV crisis that promotes and protects their confidentiality and safety. Protocols include client choice, crisis response, comparable database, and Emergency Transfer Plan. CES agencies uphold client choice & safety by providing a direct linkage to a DV crisis services or law enforcement, as

appropriate. DV services are offered to survivors not in immediate danger. Survivors in immediate danger are provided with interventions through law enforcement and crisis response teams, and housing interventions occur once the risk of imminent danger is resolved. KTCoC has adopted an Emergency Transfer Plan, as required by VAWA. Clients can access the ETP by requesting it through their Case Manager. Assessments for DV survivors are provided by trained DV service providers and trained outreach workers. Assessors are trained in victim-centered practices, trauma informed care, equal access to housing, and motivational interviewing to ensure participants aren't re-traumatized during the assessment process.

(2) DV survivors are given choices with program/housing location. Client data is entered into comparable database where unique identifier is generated. Unique ID# is entered into CES allowing anonymity and equal access to housing. Family Services of Tulare County operates dedicated housing for DV survivors. However, DV survivors have access to both DV-dedicated and non-DV-dedicated housing resources. KTCoC providers offer an array of DV-dedicated transitional housing, permanent supportive housing, and shelter resources. All housing resources affiliated with KTCoC operate Housing First models for housing, providing housing resources that are low barrier, with no income requirement or sobriety condition for accessing resources.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) holds annual trainings on trauma-informed care, crisis intervention training, as well as serving survivors of domestic violence, human trafficking, and sexual assault. These trainings are mandatory for all CoC and ESG funded project staff. All other local service providers are strongly encouraged to attend. These trainings are recorded and links are posted on the KTHA website so that new staff can access the resources immediately rather than waiting for the next training opportunity. The last training was held on 9/10/18.

(2) Coordinated entry staff are required to participate in the trainings list above. Additionally, the CES team is trained on safety protocols in the CES manual that require a path through CES that promotes/protects confidentiality/safety. The last training was held on 9/10/18.

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

KTCoC collects data related to victims of domestic violence through its HMIS Comparable Database. Additional information on victimization is captured through the CES VI-SPDAT universal assessment tool and Point in Time surveys. Quantifiable data is extracted from HMIS to assess the scope of community needs related to domestic violence, dating violence, sexual assault,

and stalking. Additional information on the unmet need is solicited from local domestic violence service providers.

This information is used to determine strategies on increasing DV housing and other housing opportunities for those not in imminent danger. Renewal projects are evaluated using this data to ensure that projects are in alignment with the CoC's strategic plan and overall system performance requirements.

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

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

SSO Coordinated Entry	
RRH	
Joint TH/RRH	X

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

(1) KTCOC is currently serving 72 domestic violence survivors in housing programs within Kings and Tulare Counties..

(2) This data was derived from our comparable database by using the Active Client-By Name List Report and from the HMIS by extracting client-level data on clients enrolled in non-DV projects. The local comparable database is shared amongst all three local DV providers.

(3) The CoC collected the data through intake forms completed with DV service providers and input into the HMIS and comparable database.

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

(1) We estimate that there are approximately 332 domestic violence survivors in need of housing and services within Kings and Tulare Counties. We estimate that approximately 10 (3%) survivors could be diverted; 111 (77%) would be best suited for TH/RRH; and 29 (20%) should be connected to PSH.

(2) To determine the number of domestic violence survivors in need of housing and services we extracted the VI-SPDAT data from our Coordinated Entry System and Comparable Database. We looked at only client records that had an open or referred status on the list. Once we identified active records, we pulled records for clients with an affirmative response to any of the following questions: a) Have you been attacked or beaten up since you've become homeless; b) Does anybody force or trick you to do things that you do not want to do; and c) Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced. This method yielded 332 people (or 42%) that had been affected by some sort of trauma. We do recognize that this approach is over-inclusive, but it is the best data we currently have.

(3) The CoC collected this data as a part of the CES when assessing clients who are seeking housing. VI-SPDATS are completed during an oral interview between the client and an outreach worker or housing navigator. The data is then entered into the HMIS or Comparable Database.

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

(1) There is a tremendous need for both short- and longer-term housing for survivors of domestic violence, especially in rural, economically disadvantaged and minority communities such as Kings and Tulare Counties. DV survivors often end up on the street because they are restricted by the amount of time they are allowed to stay emergency shelters, or other types of safe havens. Survivors often experience significant barriers in obtaining and maintaining housing and often return to their abusers because they are unable to secure long-term housing. Our CoC covers a very large geographic area (6,900 sq. miles) and does not have DV housing in each County. This fact often deters people from leaving their abuser because they have nowhere safe to go.

(2) We have an unmet need for 99 DV TH/RRH beds in our region. As reported in our 2018 HIC, there are 87 ES beds available and only 48 TH beds available. There are ZERO DV TH/RRH BEDS in Kings County. The proposed TH/RRH DV Bonus project would provide 12 DV beds in Kings County, which would allow survivors in Kings County to remain close to their support network and keep some sort of normalcy.

(3) The data source for these calculations is the 2018 HIC, the Housing Priority List, Point in Time data, and the Comparable Database.

(4) To determine the unmet need, we looked at the prior residence data as reported in the PIT (2013-2018) and determined the average for each housing category (21% ES, 24% TH, and 55% Unsheltered). We then look at the

number of unsheltered from the 2018 PIT (652) and used the assumption that if there was sufficient housing stock, 24% (159) would access TH or RRH. We then looked at the number of persons on the Housing Priority List that are a survivor of trauma/attack (486 or 62%) and applied this percentage to those that we estimate would access TH or RRH. This methodology resulted in an unmet need of 99 beds for DV TH/RRH beds in our region.

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

Domestic violence survivors seeking housing and service assistance often have little income and no savings. They simply do not have the means to pay for first, last, and security rent deposits. They are not credit worthy, lack budgeting skills, and unable to live self-sufficiently.

With zero DV TH or RRH beds in Kings County, the proposed Hope Survives TH-RRH DV project, will be instrumental in providing housing for 12 of the 99 estimated DV survivors in need of TH or RRH supports. The project, operated by KCAO, will meet these critical needs through case management and life skills training. Victims referred to the Hope Survives TH-RRH project will have up to 24 months to heal and gain the skill sets that will allow them to live independently and be self-sustaining. KCAO will use a case manager with an extensive background in victim services, trained in Trauma Informed Care, understanding the Housing First Model, and believing in an equity model (not all clients require the same or equal services; based on developmental need and abilities, income, etc), to be the primary individual responsible for creating housing opportunities and arranging for appropriate individualized services (therapy, social service needs, AFDC, job training, legal assistance for obtaining restraining orders against abusers, accompaniment to court proceedings, peer counseling, advocacy, and other needs as identified).

A Life Skills Instructor will be used to provide individualized training related to housekeeping, budgeting, nutrition education, cooking, scheduling, safety, and other needs identified. KCAO will assist, as needed, with paying utility deposits and making utility payments until they are able to manage independently.

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

(1) Kings Community Action Organization (KCAO) has over 25 years experience working with domestic violence survivors and those who are chronically homeless, including operating the Barbara Saville Women's Shelter, a 38 bed emergency shelter for victims of domestic violence. In FY 16/17, KCAO served 91 clients in their emergency shelter. Due to funding restrictions,

the ES project limits clients to a 30-day stay. Of those 57 exited during the reporting period, with 65% exiting to a permanent housing destination. In FY 17/18 (to date), KCAO ES project served 92 clients with 79 exits. Of those 60 (76%) exited to permanent housing. DV Survivors referred to the Hope Survives Transitional Housing project will have up to 24 months to heal and gain the skill sets that will allow them to live independently and be self-sustaining. KCAO will use a case manager with an extensive background in victim services, trained in Trauma Informed Care, understanding the Housing First Model, and believing in an equity model (not all clients require the same or equal services; based on developmental need and abilities, income, etc.). A Life Skills Instructor will be used to provide individualized training related to housekeeping, budgeting, nutrition, education, employment, cooking, scheduling, safety, and other needs identified. Victims and their children are often left with few resources, such as, clothes and money, and will require equity based assistance when they are housed. We believe that with these individualized, robust services, coupled with housing security, KCAO's rate of permanent housing placement will be approximately 88% and 95%.

(2) The Barbara Saville Women's Emergency Shelter, operated by KCAO, is the only DV project of any type (ES/TH/RRH/PSH) in Kings County. There is no DV-specific housing retention data available for KCAO because the only DV project they have is ES. However, they are extremely successful with housing retention in their non-DV PSH and RRH projects. Per FY 16/17 SPM 2a and 2b KCAO has a housing retention rate of 100% and 91% in their non-DV PSH and RRH projects.

(3) DV survivors housed through the Hope Survives TH-RRH DV project will be provided the same level of security and safety as those placed in the DV ES project. All units will be confidential locations designed to ensure the safety of the client. KCAO will be able to quickly place clients into the TH-RRH project because of a master lease arrangement. They have a legal services team that can assist with obtaining restraining orders and creating safety plans. KCAO will provide individualized support services related to housekeeping, budgeting, nutrition, education, employment, cooking, scheduling, safety, and other needs identified. Through this model, survivors are empowered to begin rebuilding their lives and gaining self-sufficiency.

(4) KCAO will use a case manager with an extensive background in victim services, trained in Trauma Informed Care, understanding the Housing First Model, and believing in an equity model (not all clients require the same or equal services; based on developmental need and abilities, income, etc.). A Life Skills Instructor will be used to provide individualized training related to housekeeping, budgeting, nutrition, education, cooking, scheduling, safety, and other needs identified. Other support services will focus on connecting to clients to mainstream benefits, employment assistance, in-house legal assistance, landlord engagement, moving costs, transportation, and child-care assistance. KCAO has robust partnerships with agencies such as a) King's County Behavioral Health who funds 1.5 FTE case manager to work with KCAO DV clients; b) Champions Recovery provides drug and alcohol outpatient and inpatient rehab programs; and c) Citibank and West America banks who provide financial training to staff and clients.

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of Kings County	0.00%	Yes-HCV	Yes
Housing Authority of Tulare County	2.00%	Yes-HCV	Yes

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

**1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)**

Not applicable; each of the PHA's in the covered geography include a homeless admission preference.

The percent of new admissions to HCV during FY 2017 for Housing Authority of Kings County is 0.00% because the two set-aside vouchers were occupied and did not turn over during FY 2017.

The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) will continue working with both PHAs to set aside additional Housing Choice Vouchers for homeless and formerly homeless households. In June 2018, KTHA, Tulare County HHSA and Housing Authority of Tulare County formed a partnership to submit a grant application for the Mainstream Voucher Program. That application was awarded for 45 new HCVs for people experiencing homelessness. We anticipate that the project will begin late 2018.

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

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

The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) has successfully collaborated with both Housing Authorities to adopt a move-on strategy. The Housing Authority of Tulare County (HATC), which is a Moving to Work HA, has committed 10 vouchers to the CoC for formerly homeless persons and 6 one-time vouchers to a project that had been re-allocated so that all households remained permanently housed. HATC recently acquired a 3-unit complex and set-aside on unit for a move-on household. This unit was filled in June 2018.

The Housing Authority of Kings County (HAKC) has committed 2 vouchers to the program and is interested in allocating more as their funding allows.

As vouchers become available through turn-over, the housing authority representative will contact the CES manager to request a referral to the move-on program. The CES manager will reach out to all PSH projects to determine the appropriate household to refer. The PSH case manager for the referring household assists the client with the housing authority application and enrollment process. The PSH case manager will also assist the household with relocation if they are in a master lease situation.

Both housing authority programs have been operating for the past few years, resulting is several successful move-on clients that are no longer in need of the intensive services of PSH.

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

There are several LGBT serving organizations/advocacy groups that are members of the CoC. St. Paul's Episcopal Church in Visalia, CA is a CoC member and the priest-in-charge, Suzy Ward, is the President of the CoC lead agency, Kings/Tulare Homeless Alliance (KTHA). Other organizations include Turning Point Youth Services and Uplift Families. The CoC has other community partners that regularly present to the membership including The Trevor Project, PFLAG, and The Source.

KTCoC has the Equal Access/Gender Identity Final Rule written into the Coordinated Entry System Written Standards. Additionally, each HUD and ESG funded agency is required to sign a CoC MOU that reiterates this requirement. On an annual basis, the KTCoC lead agency, KTHA hosts a mandatory training on LGBT cultural competency. The last training was hosted on 9/10/18 and the recorded version is posted on the KTHA website so that new staff can access training on an as-needed basis rather than waiting for the next annual training. Agencies funded through HUD and ESG are expected to strictly adhere to the Equal Access/Gender Identity, Involuntary Family Separation and Anti-Discrimination policies. Direct outreach occurs on an ongoing basis to make sure that projects are aware of this requirement and are serving all clients,

regardless of their gender identity.

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

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

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

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	X
No strategies have been implemented:	
Other:(limit 50 characters)	

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

(1) The KTCoC CES covers the entire CoC geographic area. Housing

Navigators and Street Outreach teams canvas the bi-county region, working closely with law enforcement and service providers to identify the location of those experiencing homelessness. Outreach workers not only respond to reports of homelessness in a timely manner, but also systematically comb each county to make contact with those that have already been assessed and locate persons who have not had contact with coordinated entry.

(2) Tulare and Kings Counties are primarily rural areas, therefore, outreach workers are trained to visit riverbeds, agricultural plots of land, and alleys. Well versed in the nuances of the rural homeless population, outreach workers make repeat visits to build a rapport with persons experiencing homelessness that may not be willing to accept services on the first visit. Service providers are also trained in conducting assessments, allowing those agencies to serve as access points. Families are reached through shelters, school liaisons, and benefits offices. CES utilizes 211 as a direct link to the CES office, with outreach staff able to conduct assessments in a location most convenient for the person or family experiencing homelessness.

(3) Outreach workers use the VI-SPDAT to conduct assessments. The VI-SPDAT score, coupled with the length of time one experiences homelessness are used to prioritize households based on their vulnerability. KTCoC has reduced the length of time one remains homeless drastically by creating a system that ensures frequent contact and rapid entry to housing solutions, utilizing service provider resources including master leasing and volunteers for assistance with obtaining documents.

(4) Attached.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

Instructions

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

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

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

(1) Vulnerabilities include, but are not limited to: low or no income, current or past substance abuse, DV history, criminal record, and chronic homelessness, etc.

(2) The KTCoC includes a section called "client needs" in the Rating & Ranking process. In this section, up to 10 points are awarded for projects that address the severity of needs and vulnerabilities of clients. The Rating & Ranking Panel evaluates the type of clients served in addition to the project type, and weighs those program elements against the national priorities, local funding priorities and annual point in time data.

Projects serving people with the following vulnerabilities are prioritized: current or prior DV history, low/no income, substance abuse, criminal record, individuals with significant health/behavioral health challenges, and high users of emergency services. Projects serving chronically homeless are prioritized. This additional information is gathered through interviews with project applicants so that each applicant is able to explain the successes and challenges of

providing housing and services to the hardest to serve populations.

Once raw scores are determined, the Rating and Ranking Panel considers whether the initial scoring is likely to result in any critical service gaps and utilizes a weighted scoring methodology to address these types of issues.

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

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

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

Reallocation: No

1E-4a. If the answer is "No" to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-

**funded projects to determine the viability of reallocating to create new high performing projects.
(limit 2,000 characters)**

The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA), reviews the performance of all CoC Program-funded projects on a regular basis to determine if reallocation is necessary. The HMIS Lead produces quarterly Snapshot reports that share information such as bed utilization, increased income, successful exits, etc. KTHA Executive Director, Board, and Rating and Ranking Committee review projects for contribution to system performance, spend rates, audit findings, addressing severity of needs, APR outcomes, and whether or not the project remains a priority for the region on an annual basis. If concerns are identified, technical assistance is offered to the program and a plan for correction is developed.

The overarching goal is to identify issues early on and provide technical assistance to the agency. If this strategy does not work or the agency is not willing to make the necessary adjustments, the CoC will make adjustments in one of two ways; 1) the project is transferred to a new agency to avoid displacing clients; or 2) the project is reallocated to create a new high performing project.

The Project Selection and Ranking Criteria contains a reallocation policy that outlines the local process. Since 2014, KTCoC has reallocated at least one project annually with a cumulative total of 10 reallocated projects.

**1E-5. Local CoC Competition. Applicants must indicate whether the CoC: (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and (3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :**

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.	Yes
2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).	Pages 57-60 of CoC Policies & Procedures
2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.	Yes
2A-3. HMIS Vender. What is the name of the HMIS software vendor?	Eccovia Solutions
2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.	Single CoC

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	255	87	134	79.76%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	193	48	145	100.00%
Rapid Re-Housing (RRH) beds	144	0	144	100.00%
Permanent Supportive Housing (PSH) beds	262	0	262	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

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

(1) BED COVERAGE is now 100% in ES. Coverage is reporting slightly below 85% in the ES project type (79.76%) because nonparticipation of one PROJECT THAT CLOSED in June 2018.

(2) STEPS TO INCREASE ES COVERAGE: N/A; the sole non-participating project is closed.

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

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/30/2018

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

Instructions:

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

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).	01/24/2018
2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).	04/30/2018

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

Instructions:

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

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

The number of people in emergency shelters the night of the 2018 PIT Count decreased by 48 people (158 in 2018 vs. 206 in 2017). We believe this reduction was primarily due to the opening of a low-barrier warming center. The Warming Center hosted 37 people the night of PIT.

People staying in the Warming Center (WC) were counted as unsheltered because the WC did not offer cots or other sleeping accommodations. It was merely a place to have a snack/beverage and stay warm for the night. Even though people were not offered sleeping accommodations, they chose to stay at the WC over existing emergency shelters because of the strict entry requirements of many of our ES projects that are primarily faith-based.

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

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

Beds Added:	5
Beds Removed:	16
Total:	-11

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count? No

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

2C-4a. If "Yes" was selected for question 2C-4, applicants must:
(1) describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and
(2) specify how those changes impacted the CoC's unsheltered PIT count results.
(limit 2,000 characters)

The number of people in unsheltered situations the night of the 2018 PIT Count increased by 153 people (652 in 2018 vs. 499 in 2017). There were a couple of factors that attributed to this increase.

The first factor was the fact that our emergency shelter occupancy the night of the 2018 PIT Count decreased by 48 people (158 in 2018 vs. 206 in 2017). We believe this reduction was due to the opening of a low-barrier warming center that was opened on Jan-March 2018. The Warming Center hosted 37 people the night of PIT. People staying in the Warming Center (WC) were counted as unsheltered because the WC did not offer cots or other sleeping accommodations. It was merely a place to have a snack/beverage and stay warm for the night. Even though people were not offered sleeping accommodations, they chose to stay at the WC over existing emergency shelters because of the strict entry requirements of many of our ES projects which are primarily faith-based.

The second factor was increased street canvassing efforts on the days following the PIT Count. Housing Navigators and other outreach teams spent a great deal of time visiting known encampments. With a more robust CES, we have a stronger understanding of where encampments are, the appropriate times to visit encampments, etc. This provided for improved data quality, with an increase in locating people and a clearer picture of the landscape of homelessness in both counties.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your Yes

CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) engaged with several youth service providers for the 2018 PIT count planning process. Partners included Tulare City School District, Visalia Unified School District, Youth Services Bureau, Uplift Families, CSET, KCAO, and Turning Point. These partners attended attended planning meetings and chaired sub-committees for youth focused activities , as well as participated in the PIT count.

(2) The youth service providers listed in (1) above worked closely with KTHA to identify hot-spots and conduct outreach at places where youth experiencing homeless are most likely to be identified.

(3) Homeless youth assisted with setting up the magnet events, compiling hygiene kits, and attending the day of the event. Outreach teams worked with youth stakeholders to place event posters in areas that youth were likely to frequent and social media blasts were sent out about the event.

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

During the 2018 PIT Count, KTCoC leveraged several partners to better count chronic homeless, families with children and veterans experiencing homelessness.

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) strengthened its outreach teams by adding more planning meetings that included PATH street outreach personnel, hospital staff, the HOPE and POP teams operated by law enforcement, code enforcement officers, soup kitchens and warming centers. These representatives have strong knowledge of encampments, people sleeping in cars, and those sleeping in condemned or abandoned buildings. This information was used to develop accurate hot-spots and target the best times to visit. Repeat visits were made if people were absent from their customary location in an effort to ensure all persons were surveyed. All persons surveyed through these outreach efforts were provided with a hygiene kit and $5.00 gift card.

(2) KTHA partnered with the Tulare County Office of Education and Visalia Unified School District Homeless Liaisons to share information with homeless families in the school system about getting counted. Human Service Agencies were active partners in the planning and actual surveying of homeless families with children.

(3) Veteran-specific planning was spearheaded by the local VA representatives, AM-VETS, the local SSVF grantee (Westcare) and Operation Lend a Hand, a local Veteran outreach team. Veterans with lived experienced participated in street outreach and the collection of surveys.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	1,396

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) determines risk factors through a multi-faceted approach. The CES VI-SPDAT and VI-F-SPDAT data is extracted from HMIS and reviewed to determine trends within the various domains (e.g. trauma, wellness, risks, etc.). Other data trends are reviewed in HMIS such as family composition, household size, age, etc. to forecast the types of services needed in the community. Feedback is solicited at monthly case management meetings w/providers, meetings with educational liaisons who share information on risk factors, such as overcrowding or staying w/family. KTHA also works closely with HHSA departments to determine trends on why households are seeking mainstream benefit assistance.

(2) The Coordinated Entry team, along with service providers, regularly conduct outreach to landlords to educate them on the benefits of working with individuals and families at-risk of becoming homeless. KTHA works closely with Central California Legal Services who provides free legal assistance in matters such as eviction prevention, mediation, etc. As persons at-risk of becoming homeless access the CES either in person or through 2-1-1, they are immediately assessed for diversion/prevention services such as utility assistance, food pantry, childcare assistance, employment assistance, etc. The CES team also work closely with institutions such as jails, hospitals, and foster care to assist those exiting with discharge coordination.

(3) KTHA is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time. The Coordinated Entry Manager, in collaboration with the HMIS Administrator, tracks and addresses the data related to first time homelessness to develop

strategies to improve interventions and prevent returns to homelessness.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

(1) Length of time homeless was REDUCED by 34% from 111 to 73 bed nights.

(2) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) focus on Coordinated Entry System (CES) and Housing First increased RRH/PSH beds while increasing priority for chronic homeless. This strategy reduced the average Length of Time (LOT) homeless by housing people who had the longest histories of homelessness. Eleven (11) PSH beds were added in Porterville, a very rural community with limited resources. KTHA hosts roundtables where navigators, outreach teams, case managers and mental health review barriers, leverage resources, and facilitate landlord engagement. The CES team utilizes law enforcement partnerships to assist with rapidly obtaining proof of homelessness. KTHA hosts a housing support center (LINC). Providers are on-site to connect with clients in need of accessing mainstream benefits, meeting with mental health practitioners, etc. so that they can quickly move out of homelessness.
Navigators are accountable for the time it takes to get a client document-ready and providers are accountable for LOT from referral to enrollment.

(3) KTHA uses the VI-SPDAT to prioritize clients in accordance with HUD CPD 16-11. KTHA has master list for all persons experiencing homelessness. Housing navigators are able to match housing to clients that have the longest history of homelessness. KTHA improves CES with appropriate staffing, training, & entry/assessment points to more reliably, rapidly, & effectively house highest-priority clients. Navigators assist w/locating clients and document readiness. Providers are held accountable for reducing LOT by having units readily available thru good landlord relationships. HMIS tracks LOT from VISPDAT to referral to enrollment. Data is used to identify clients exceeding 100 days.

(4) The Coordinated Entry Manager is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in

permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	31%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	94%

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) is launching a LANLORD MITIGTION FUND in October 2018. The fund will incentivize owners to rent to clients PSH/RRH programs. KTHA is hiring a Diversion Specialist that will focus on quickly connecting households with other PH. Other strategies include SSI advocates; annual mainstream benefits training; partnership with a local low-income housing developer for set-aside units; and a Homeless Employment Program. KTHA hosts quarterly trainings on harm reduction, trauma-informed care, motivational interviewing, and housing-based case management. Monthly case management roundtables focus on housing first principals, landlord engagement, housing retention and move-on opportunities.

(2) KTCoC increased housing stability for PSH (SPM 7b2) from 89% to 94% between FY2016 & FY2017. Strategies include partnership w/ Central CA Legal Services for legal assistance/mediation and SOAR SSI advocates. KTHA, Tulare Co. Housing Authority and Tulare Co. HHSA (HHSA) will be implementing the Tulare Co. Mainstream Voucher Program (TCMVP) this fall. TCMVP has 45 vouchers for people with a disability that are homeless. HHSA will provide case management and assistance through the Housing Disability Advocacy Program (HDAP). HDAP will connect clients with mainstream benefits. Move-on partnerships with both Kings and Tulare County housing authorities offer housing choice vouchers and set-aside units. Move-on partnerships allow for those needing less services to transition from PSH to subsidized housing.

(3) KTHA Executive Director is responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in ES, SH, TH and RRH exit to PH destinations.

(4) KTHA Executive Director is responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in PH projects, other than RRH, that retain their PH or exit to PH destinations.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

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

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) identifies return to homelessness (RTH) by using queries in HMIS to identify trends such as type of project type, length of assistance; family composition, etc. HMIS lead MONITORS RTH by tracking the number of program participants who exit TH, RRH, and PSH and monitoring data quarterly to identify RTH and areas of concern.

2) KTHA conducts focused technical assistance to address areas of concern, improve program design, train providers in connecting with benefits/income supports and financial planning/budgeting. KTHA hosts monthly Case Management (CM) Roundtables where potential terminations are discussed. The CM team DEVELOPS A CUSTOMIZED PLAN TO AVOID EXITS to homelessness including transfers to other programs, providing in-home services, and other creative strategies to prevent eviction/termination. CES referrals and client needs are discussed at CM Roundtables. KTHA staff and service providers participated in Diversion training in June 2018, provided by Org Code Consulting. All CoC projects are trained in Housing First and utilize Housing First principals. KTHA staff and service providers are trained in and utilize motivational interviewing. Client choice for housing is used and is beneficial for housing retention. KTHA works diligently to engage new landlords, present for landlord associations on the benefits of providing housing to those experiencing homelessness, and to provide mediation to problem solve before evictions take place. The KTHA Rating and Ranking tool awards points for positive and consistent retention outcomes in CoC and ESG competitions.

3) KTHA Executive Director is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families' return to homelessness. The CES Manager monitors outcomes with regard to retention in collaboration with the HMIS Administrator.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income;

and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

(1) STRATEGIES to increase cash income include regular meetings w/local workforce development programs, such as Employment Connection/CSET, which provide job training/placement. The Director of CSET is an active participant in all CoC meetings and focus efforts. The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) hosts regular trainings on non-traditional employment such as ABLE Ind., EDD, AmVets, CSET Job Corps, etc. The City of Visalia and Workforce Investment Board (WIB) offer a Homeless Jobs Program and take direct referrals from CoC providers.

STRATEGIES to increase non-employment cash income include the requirement that agencies participate in SOAR training and enroll clients in SOAR and utilize the local uniform application for multiple mainstream benefits. County operates a SSI Advocacy unit that expedites applications. KTHA requires CoC-funded agencies receive SOAR training annually. Mainstream benefit staff ensure CoC providers have access/resources. HHSA attends homeless service center to connect with clients, provide information applications, and assist with appeals. CoC programs are responsible for outcomes including increasing cash income. CoC Program and ESG local competition score applicants on employment and non-employment cash outcomes.

(2) KTHA works closely with CSET, the local job training and placement agency, who is an active member of the CoC and participates in meetings and adhoc groups assembled to brainstorm solutions to local concerns regarding homelessness. ABLE Industries provides annual trainings to service providers on job programs for persons with disabilities. The (WIB) takes direct referrals from CoC providers for the Homeless Jobs Program.

(3) KTHA Executive Director is responsible for oversight of the CoC's strategy to increase job and income growth. The HMIS Administrator and Coordinated Entry Manager monitor these outcomes and any concerns are addressed directly with the agency the concern is associated with.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)	05/31/2018

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

Instructions

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

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

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	165
Total	165

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

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

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

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

(1) CES uses a housing first approach with universal documentation to streamline access to housing. CES works with school liaisons and family resource centers to identify families experiencing homelessness. Families are immediately assessed for mainstream benefits and housing options. TANF-eligible families are referred to the Housing Support Program (HSP). The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) will leverage the Landlord Mitigation Fund (launching in Oct. 2018) to expedite access to housing. Since 2016, KTHA increased RRH beds by 38%, thus expanding opportunities for families to access housing. KTHA uses these strategies to rapidly rehouse homeless families within 30 days becoming homeless. The CES team assists families with documentation, matches them to a housing option and issues a referral. The receiving agency meets with the family to ensure client choice is taken into consideration. Families are supported during their housing search by offering transportation and application assistance. Throughout the process, families are connected with resources and assisted with accessing services to ensure their individual needs are being met.

(2) HMIS lead closely monitors SPMs to ensure projects are connecting households with mainstream benefits. Other wrap-around supports are leveraged (e.g. Bringing Families Home, HSP). Families are offered life skills classes, employment, and education supports. CM services are offered consistently to ensure new needs can be addressed timely. Case Managers use trauma-informed care and motivational interviewing to interact with families in a manner that will foster the trust necessary to effectively provide services. Case Managers provide warm connections to community resources, which includes attending those appointments with families to make initial introductions.

(3) KTHA is responsible for overseeing the CoC strategy to rapidly rehouse families with children within 30 days of becoming homeless.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	X
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	

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

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

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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

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

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

(1) In fiscal year 18/19, the KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) will be designating $131,762 from the State of California Homeless Emergency Aid Program (HEAP) funding for NEW homeless youth housing and services within Kings and Tulare Counties. Strategic planning meetings are being held in September 2018 to determine the best use for these funds. A NEW youth shelter, Genesis House, opened in Visalia in 2018.

Genesis House provides emergency housing and support services such as drop-in services, clothing, counseling, and other supportive services for unsheltered and runaway youth. In addition to these new projects, Uplift Families has two TAY transitional housing projects that house 20 youth in Porterville and Visalia.

(2) Unsheltered youth are clearly identified on the housing priority list and are offered youth-focused housing as one of their options. Youth partners visit the pilot housing support center (LINC), which began operations in April 2018, to connect with youth. A no-barrier warming center was opened in January 2018. The center welcomed all persons and household compositions, which resulted in several youth accessing and being connected to services. The Source LGBTQ+ center provides outreach to unsheltered youth and hosts drop-in hours at their center in Visalia. They offer support groups, counseling, youth programs and foster matching. CSET operates the Sequoia Community Corp, which provides employment and educational services to youth including youth experiencing homelessness. Family Services provides trauma-informed care for children and adolescents, specifically those who are survivors of domestic violence or have been exploited. To MORE EFFECTIVELY USE EXISTING RESOURCES, KTHA is working with the Turning Point North County One Stop to coordinate on-site services as LINC for unsheltered youth that are seeking housing and services.

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) reviews HMIS data such as quarterly snapshot reports and system performance measurement reports. The Point in Time (PIT) count and Housing Inventory Chart (HIC) are used to monitor the number of youth experiencing homelessness as well as the number of dedicated youth beds within the community. The Housing Priority List through the Coordinated Entry System (CES) is used to monitor how many youth have been assessed for housing.

(2) KTHA tracks the following metrics in HMIS: the number of youth served; length of stay; successful housing outcomes/retention; increases in income and connection to mainstream benefits; and recidivism. The PIT results are used to determine the number of youth experiencing homelessness and their sub-population demographics, such as barriers, prior housing, etc. The HIC is used to monitor the number of dedicated youth beds and overall bed utilization at the program and system level. Information is also extracted from Housing Priority List in CES to monitor length of time from assessment to housing; referral to placement; number of service contacts; and overall length of time from first experience of homelessness to permanent housing; and the number of youth experiencing homelessness over the course of a year.

(3) These measures are appropriate for KTCoC because they monitor our effectiveness at addressing youth homelessness within the bi-county region. By closely monitoring these metrics, KTHA is able to impact funding strategies to create and develop the appropriate youth housing interventions. This data is critical to understanding the local need and the resources necessary to address those needs. KTHA's focus on continuous program and system-level improvement will ensure that youth homelessness is rare, brief and non-recurring.

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

The KTCoC membership includes youth education providers such as Visalia Unified School District, Tulare County Office of Education, CSET who operates the John Muir Charter School, and KCAO who operates a Head Start Preschool. Mutual participation with these agencies occur through monthly CoC meetings, presentations at their organizations, case conferencing, and ad hoc committees for planning events and the development of strategic initiatives.

The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) has adopted a policy in its written standards that requires housing and service providers to inform individuals and families who become homeless of their eligibility for educational services. KTHA provides a list of McKinney-Vento Liaisons and their contact information for all 63 school districts to each service provider. KTHA partners with mainstream benefit agencies, family resource centers, and emergency shelters to coordinate services on families with children that are experiencing homelessness in an effort to maintain school attendance while providing the family housing and service supports.

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

The CES Written Standards state "Providers must document whether school-aged children are eligible for McKinney-Vento services and whether the child is connected with a local education liaison. If the child is not already engaged, recipients must refer the family directly to the liaison at their school of choice. All applicants/participants with school-aged children must be provided with documentation that explains their rights under the McKinney-Vento Act and that provides contact information for the liaison at every school district within either Kings or Tulare County…. Providers shall maintain documentation in the participant's case file to demonstrate that these requirements have been met and that applicants and participants understand their rights."

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

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

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

IDENTIFY: The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) facilitates coordinated outreach efforts to Veterans experiencing homelessness through the Coordinated Entry System (CES). Outreach teams consist of Housing Navigators, PATH team, law enforcement homeless liaisons, and other outreach workers. Both the housing navigation and PATH teams include a Veteran peer. Other partners that assist in the identification of homeless veterans are AMVETS, Westcare (SSVF), VA outreach team, and Operation Lend a Hand.

ASSESS: CES uses a universal assessment tool (VI-SPDAT) that collects veteran status. Veterans are further assessed for discharge status and, if necessary, assisted in obtaining discharge paperwork. Once a Veteran is identified, they are immediately connected to the VA team for an in-depth assessment. Based on the results of the assessment, the veteran is offered housing such as a VASH voucher, SSVF rental assistance, permanent supportive housing, or placement in a Grant Per Diem program if they need additional time to locate a unit. Ineligible veterans are placed on the CES Housing Priority List and matched to other housing opportunities.

REFER: KTHA facilitates a monthly case management roundtable that reviews the status of all Veterans and referral/placement status including VA and non-VA funded programs. The Housing Priority List is reviewed at case management roundtables. This forum provides an opportunity for case staffing,

housing identification issues, and peer to peer problem solving. CoC providers, SSVF, VA, and non-housing providers, such as PATH, mental health and CES staff attend these meetings. Additionally, Tulare County received funding for a Veteran Services Representative that will focus on connecting veterans with services through direct outreach efforts or referrals received from partner agencies.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?	Yes
3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?	Yes
3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	No
3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary.	Yes

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

People of different races or ethnicities are more or less likely to receive homeless assistance.	
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	X

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

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	

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

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

Instructions:

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

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

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

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

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA), works closely with mainstream benefit providers to ensure that persons experiencing homelessness are connected to mainstream benefits. Tulare County SSI Advocacy unit participates in the annual Point in Time count through the Project Homeless Connect (PHC) events. On a weekly basis, CalWorks participates in the pilot housing support center (LINC) to offer CalFresh (food stamps), MediCal, and General Relief assistance. Tulare County Alcohol and Other Drug (AOD) program also attends and offers substance abuse treatment beds or outpatient services, as appropriate. Tulare Co. HHSA has recently implemented the Housing Disability Advocacy Program (HDAP) to enroll clients in mainstream benefit programs, with a special focus on SSI benefits. The

Wellness Bridge (operated by Adventist Health) and KARELink (Kings County HSA) coordinate services and case manage people who are at-risk or are literally homeless.

KTHA also has a strong partnership with healthcare organizations such as Family Healthcare Network, Kaweah Delta, Adventist Health, and Anthem Blue Cross. These providers participate in the Point in Time count through (PHC) events. Assistance includes signing people up for insurance, providing on-site medical services, arranging transportation to/from appointments, etc.

(2) KTHA ensures that service providers are updated on new mainstream benefit programs. Information is disseminated in a variety of ways such as through the KTHA listserv, membership presentations, and required trainings. Recent presentations include Tulare County AOD (8/24/17), Wellness Bridge (9/28/17), Anthem Blue Cross (1/18/18) and CA Healthcare Collaborative (2/22/18). KTHA also requires that CoC-funded agencies participate in SOAR training annually.

(3) The KTHA Executive Director is responsible for overseeing the CoC's strategy for mainstream benefits.

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

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	17
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	17
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

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

(1) KTCoC provides outreach through a no-wrong door approach, 2-1-1, and robust street outreach efforts that include CES Housing Navigators, law enforcement HOPE/POP teams, & PATH teams. Teams coordinate efforts to

maximize coverage, identify hidden homeless, and engage with clients with the longest histories of homelessness and most severe service needs. Client contact is documented in the coordinated entry system within HMIS so that multiple teams are apprised of services and referrals.

(2) Street outreach covers 100% of KTCoC's geographic area.

(3) Housing navigators are each assigned to two coverage areas that they visit weekly (e.g. Hanford, Porterville, Visalia and Tulare). Smaller communities and unincorporated areas are scheduled for visits on monthly basis. More frequent visits occur on an as-needed basis. Other partnerships are leveraged to maximize outreach such as PATH teams, code enforcement, law enforcement homeless liaisons, and faith-based agencies. Street outreach is also initiated from referrals, such as a community member engaging with a homeless individual or encampment.

(4) Street outreach is conducted with techniques such as trauma-informed care, critical time intervention and motivational interviewing. Both the navigation and PATH teams leverage peers to create rapport and trust. Outreach teams assist with connections to mainstream benefits, obtaining documents required for housing (e.g. proof of homelessness, disability certification, etc.), provide hygiene kits, transportation assistance, and coordinate warm hand-offs to services such as mental health and substance abuse treatment programs. Program materials are offered in Spanish & other languages upon request. CoC members offer resources for other communication including sign language & accommodations for physical disabilities (e.g. dial-a-ride paratransit).

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above. (limit 2,000 characters)

(1) The KTCoC lead agency, Kings/Tulare Homeless Alliance (KTHA) is committed to affirmatively furthering fair housing. KTHA affirms this commitment through a written MOU with each provider requiring compliance with 24 CFR 578.93(c) and through the affirmative marketing of the Coordinated Entry System (CES). KTHA requires that providers participate in an annual Fair Housing and Equal Access training. KTHA is a Cultural Competency representative for Tulare County, ensuring that persons experiencing homelessness have equal access to housing and service supports within the community. Through the no wrong door approach, people seeking services can access assistance in the way that is most comfortable and welcoming to them. Outreach teams are comprised of different ethnicities, races, genders, ages, and lived experiences to make connections with clients. Clients are notified of their rights at multiple entry points such as outreach, assessment, referral and placement. The CES has a grievance policy in place to address issues as they arise.

(2) Marketing materials affirm that all access points are accessible to all populations including individuals and families that may be less likely to apply in the absence of special outreach services. Outreach materials and forms are designed in the two primary languages within the region (English/Spanish). CES entry points are ADA-compliant and providers are required to comply with ADA. The CES team has bi-lingual navigators/outreach workers. They carry magnifiers and signing aids for people with limited vision. All staff administering the standardized assessment are trained to use culturally and linguistically competent practices. KTHA has agreements/processes in place for language interpretation, hearing impairment, visual impairment and Limited English Proficiency.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	104	144	40

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Administrativ...	09/17/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	Move-on Multi Fam...	09/17/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	CE Assessment Tool	09/17/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	CoC Rating and Ra...	09/17/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Consolidated Appl...	09/17/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Posting Pr...	09/17/2018
1E-4. CoC's Reallocation Process	Yes	CoC Process for R...	09/06/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Projects Accepted...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Project Rejection...	09/17/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Local Competition...	09/06/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC and HMIS Lead...	09/17/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policy and P...	09/17/2018
3A-6. HDX–2018 Competition Report	Yes	FY 2018 CoC Compe...	09/17/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority	09/17/2018

3B-5. Racial Disparities Summary	No	Racial Disparity ...	09/16/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No	Project List - Ho...	09/16/2018
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: PHA Administrative Plan

Attachment Details

Document Description: Move-on Multi Family Assisted

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Public Posting Project Selections, Ranking and

CoC Application

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejection-Reduction Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description: FY 2018 CoC Competition Report

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description: Project List - Homeless Under other Federal Statutes

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

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

Submission Summary	No Input Required

2018 COC NOFA

ATTACHMENT 2. PHA ADMINISTRATION PLAN, 1C-5

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Housing Authority
of the
County of Tulare

September 14, 2018

Ms. Machael Smith, Executive Director Kings Tulare Homeless Alliance
PO Box 1742
Visalia, CA 93279

RE: HOUSING AUTHORITY AND ALLIANCE PARTNERSHIP

Dear Ms. Smith,

The Housing Authority of Tulare County is pleased to partner with the Kings Tulare Homeless Alliance through the Opening Doors program. In an effort to address the lack of affordable housing as individuals and families move from Permanent Supportive Housing (PSH) to housing stability, the Housing Authority has set aside ten (10) vouchers in our Housing Choice Voucher (HCV) program to address homeless preferences.

In order to comply with the FY2018 CoC Program competition NOFA, consider this letter to be documentation of coordination and engagement from the Housing Authority.

The Housing Authority looks forward to a continued partnership with the Kings Tulare Homeless Alliance. Please contact me for further discussion, or with any questions or concerns at (559) 627-3700, extension 116.

HOUSING AUTHORITY OF THE COUNTY OF TULARE

Miguel Perez
Program Coordinator

MP/mp

670 S. Irwin Street
Hanford, California 93230
(559) 582-3120
FAX (559) 582-8471
CSD: 711

Housing Authority of Kings County

700 – 6 ½ Avenue
Corcoran, California 93212
(559) 992-2957
FAX (559) 992-8415

August 31, 2018

Ms. Machael Smith, Executive Director
Kings/Tulare Homeless Alliance
P.O. Box 1742
Visalia, CA 93279

Re: Housing Authority and Alliance Partnership

Dear Ms. Smith,

The Housing Authority of Kings County is pleased to partner with the Alliance through the Opening Doors program. In an effort to address the lack of affordable housing as individuals and families move from Permanent Supportive Housing (PSH) to housing stability, the Housing Authority has set aside two (2) vouchers in our Housing Choice Voucher (HCV) program to address homeless preferences.

In order to comply with the FY2018 COC Program competition NOFA, consider this letter to be documentation of coordination and engagement from the Housing Authority.

The Housing Authority looks forward to a continued partnership with the Kings/Tulare Homeless Alliance. Please contact me for further discussion, or with any questions or concerns. My contact information is (559) 582-2806 ext. 112 or sjackon-bobo@hakc.com.

Regards,

Sandra Jackson-Bobo

Executive Director

2018 COC NOFA

ATTACHMENT 3. MOVE-ON MULTI-FAMILY ASSISTED, 1C-5

Table of Contents

1. Written Commitment from Housing Authority of Tulare County 2

Machael Smith

From: Machael Smith <msmith@kthomelessalliance.org>
Sent: Monday, September 17, 2018 10:29 AM
To: Machael Smith
Subject: RE: FW: 617-619 S. Santa Fe

From: Miguel Perez [mailto:miguel@hatc.net]
Sent: Monday, February 26, 2018 9:26 AM
To: Hal Cypert <hal@hatc.net>; Bob Hamar <bob@hatc.net>; Machael Smith <msmith@kthomelessalliance.org>
Subject: 617-619 S. Santa Fe

Good morning,

Over the past weeks I have reached out to you each and notified you about HATC's interest in collaborating with the Tulare County Homeless Alliance; as it pertains to housing a household that is currently participating in one of the Homeless Alliance Programs in one of the two bedroom units at our 617-619 Santa Fe Project in the City of Visalia. The household is to be receiving rental assistance through one of the HUD Funded Programs that was awarded through the Tulare County Homeless Alliance/Continuum of Care Funding competition or it could be a household that has obtain one of the ten Section 8 Housing Choice Vouchers that HATC has designated to households referred by the Tulare County Homeless Alliance.

Please note, that the referred household is subject to a criminal background check and other eligibility parameters. Although, management is open to working with the referred applicant we will not house any individual that is a registered sex offender. I believe that all stakeholders want this collaboration to be successful; as we continue to look for solutions to address homelessness in Tulare County. I would suggest that the referred household has some case management available to them to help them with their transition; this is very important as HATC does not provide any case management. Please be aware that our Section 8 Housing Choice Voucher Program does not provide with any case management. Lastly, the units are two bedroom units and we would be looking for a household composition that meets such criteria. At the moment we aren't open to housing two separate households or individual in one unit.

Machael, please work with your staff or contact current program providers to see if they have a candidate that seems like a good fit and has the tools to be a good tenant. Please keep us posted with any progress, questions, or concerns that you may have. HATC along with other key stakeholders are hopeful that we can make this partnership work; I am here to work with everyone to navigate through issues or concerns that may come up. Please feel free to contact me with any comments.

Best Regards,

Miguel Perez, *MPA* | **Program Coordinator**

Housing Authority of the County of Tulare

Phone: 559-627-3700 Ext. 116 | Fax: 559-733-0169 | miguel@hatc.net

2018 COC NOFA

ATTACHMENT 4. CE ASSESSMENT TOOL, 1C-8

Table of Contents

1. VI-SPDAT, Individual 2
2. VI-SPDAT, Family 10

KINGS/TULARE HOMELESS ALLIANCE

ADMINISTRATION

Interviewer's Name: _____

Agency: _____

☐ Team
☐ Staff
☐ Volunteer

Survey Date: DD/MM/YYYY _____/_____/_____

Survey Time: ___ : ___ AM / PM

Survey Location: _____

CONSENT FOR INTERVIEW

My name is _____ and I'm with the Kings/Tulare Homeless Alliance. I have a 10-minute survey that I would like to complete with you and take a picture of you so we can identify you at a later date. The answers will help us determine how we can go about supporting and housing you. Most questions only require a Yes or No response. Some questions require a one-word answer. I'll be honest, some questions are personal in nature, but know you can skip or refuse any question. The information collected goes in to our homeless provider data system and shared with authorized agencies for the purpose of furthering services and housing in the community.

If you do not understand a question, let me know and I would be happy to clarify. If it seems to me that you don't understand a question I will also do my best to explain it to you without you needing to ask for clarification.

One last thing we should chat about. I've been doing this long enough to know that some people will tell me what they want me to hear rather than telling me – or even themselves – the truth. It's up to you, but the more honest you are, the better we can figure out how best to support you. If you are dishonest with me, really you are just being dishonest with yourself. So, please answer as honestly as you feel comfortable doing.

SIGN BELOW IF AGREEING TO BE INTERVIEWED

Your signature (or mark) below indicates that you have read (or been read) the information provided above, have gotten answers to your questions, and have freely chosen to be interviewed. By agreeing to be interviewed, you are not giving up any of your legal rights. Furthermore, your signature below indicates that you agree to have your photo taken unless otherwise the box is checked below.

_____ Date

_____ Signature (or Mark) of Participant

_____ Printed Name of Participant

☐ *No, please do not take my picture.*

AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Section 1. Who is the Participant?

Name: _____

Date of Birth: _____ **SSN:** _____

Section 2. Use and Disclosure of Health Information

I authorize the use or disclosure of the above named individual's health information, which may contain medical, mental health, or substance abuse history and treatment information, as follows:

Who Will Be Disclosing Information About the Individual? The following entities may use or disclose the information:
ABLE Industries, Adventist Health, Aspiranet, Bethlehem Center, CA Department of Rehabilitation, Central CA Family Crisis Center, Central CA Legal Services, Central Valley Recovery Services, Central Valley Regional Center, Champions Recovery Alternative Program, City of Hanford, City of Porterville, City of Tulare, City of Visalia, Community Services and Employment Training, Employment Connection, Family Healthcare Network, Family Services of Tulare County, Kaweah Delta Hospital, Kings Community Action Organization, Kings County Housing Authority, Kings County Health and Human Services, Kings County Mental Health, Kings Gospel Mission, Kings/Tulare Homeless Alliance, Kings United Way, KingsView, Lighthouse Rescue Mission, Open Gate Ministries, PAAR Center, Resources for Independence, Salvation Army, Sierra View District Hospital, Social Security Administration, St. Vincent de Paul, The Warehouse, Tulare County, Tulare County Housing Authority, Tulare Regional Medical Center, Turning Point of Central California, Uplift Family Services, Veterans Administration, Visalia Rescue Mission, Westcare

Who May Be Receiving Information About the Individual? The information may be disclosed to:
ABLE Industries, Adventist Health, Aspiranet, Bethlehem Center, CA Department of Rehabilitation, Central CA Family Crisis Center, Central CA Legal Services, Central Valley Recovery Services, Central Valley Regional Center, Champions Recovery Alternative Program, City of Hanford, City of Porterville, City of Tulare, City of Visalia, Community Services and Employment Training, Employment Connection, Family Healthcare Network, Family Services of Tulare County, Kaweah Delta Hospital, Kings Community Action Organization, Kings County Housing Authority, Kings County Health and Human Services, Kings County Mental Health, Kings Gospel Mission, Kings/Tulare Homeless Alliance, Kings United Way, KingsView, Lighthouse Rescue Mission,

Open Gate Ministries, PAAR Center, Resources for Independence, Salvation Army, Sierra View District Hospital, Social Security Administration, St. Vincent de Paul, The Warehouse, Tulare County, Tulare County Housing Authority, Tulare Regional Medical Center, Turning Point of Central California, Uplift Family Services, Veterans Administration, Visalia Rescue Mission, Westcare

Section 3. What Information About the Individual Will Be Disclosed?

☐ Diagnosis	☐ Lab Report	☐ Immunization Record
☐ History & Physical	☐ Medication Record	☐ Progress Note
☐ Assessment	☐ Plan of Care	☐ Other: Written/Verbal

Exception or information I do not want disclosed: _____

Section 4. What is the Purpose of the Disclosure?

To determine eligibility for housing and supportive services to the individual identified in this release.

Section 5. What is the Expiration Date or Event?

This authorization must expire within 1 year, or either on a specific date or upon a specific event. Please choose either:

- ☐ The following expiration date (no more than 2 years from today): _____
- ☐ The following specific event (needs to happen within 2 years): _____

Section 6. Important Rights and Other Required Statements You Should Know

- You can revoke this authorization at any time by writing to the Kings/Tulare Homeless Alliance at PO Box 1742, Visalia, CA 93279. If you revoke this authorization, it will not apply to information that has already been used or disclosed.
- The information disclosed based on this authorization may be redisclosed by the recipients and may no longer be protected by federal or state privacy laws. Not all persons or entities have to follow these laws.
- You do not need to sign this form in order to obtain enrollment, eligibility, payment, or treatment for services.
- This authorization is completely voluntary, and you do not have to agree to authorize any use or disclosure.
- You have a right to a copy of this authorization once you have signed it. Please keep a copy for your records or you may ask us for a copy at any time by writing to the Kings/Tulare Homeless Alliance.

- You may request a restriction or limitation on the protected health information to be used or disclosed.

Section 7. Signature of the Individual

I have reviewed this authorization and have had my rights explained/read to me. I hereby consent to release of my health information as specified above.

Signature: _____ Date (required): _____

Section 8. Signature of Personal Representative (if applicable)

Signature: _____ Date (required): _____

Please describe your relationship to the individual and/or your legal authority to act on behalf of the individual in making decisions related to healthcare. You may be asked to provide us with the relevant legal documents giving you this authority.

Relationship to the individual (required): _____

NOTICE TO RECIPIENT OF INFORMATION

This information has been disclosed to you from records the confidentiality of which may be protected by federal and/or state law. If the records are protected under the federal regulations on the confidentiality of alcohol and drug abuse patient records (42 CFR Part 2), you are prohibited from making any further disclosures of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains, or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

HMIS CONSENT FORM

When you request or receive services from a participating agency, we collect information about you and your household and enter it into a database system called the Homeless Management Information System (HMIS). This system helps us to better understand homelessness, to improve service delivery, and to evaluate the effectiveness of services provided to the homeless and those at-risk of homelessness.

What information is collected?

Depending on your situation, you may be asked for some or all of the following:

- Basic identifying information (may include name, SSN, date of birth, gender, race, marital and family status, household relationships, phone numbers, military veteran status, whether or not you have a disability)
- Housing information (may include address, type of housing, homeless status, and reason for homelessness)
- Income information (sources and amounts of household income, employment information, work skills)
- Legal history/information
- Medical information
- Services needed and provided; outcomes of services provided

What happens to the information collected?

- Details of your medical/health status will **only** be shared between Partner Agencies using HMIS.
- With your approval, information collected is shared with authorized personnel at Partner Agencies.
- Collectively, data on the homeless population in Kings and Tulare counties (but not personal identifying information) is used in statewide reports on homelessness.

NOTE: HMIS uses many security protections to ensure confidentiality and only Partner Agencies who have signed an Interagency Network Data Sharing Agreement have access. A list of Partner Agencies can be found on our website at www.kingstularecoc.org.

Why should you agree to have your information shared with HMIS Partner Agencies?

By sharing your information with these agencies, you will help them:

- Identify other services or programs you may be eligible for,
- Better coordinate services for you and your household,
- More accurately count the number of homeless persons, services available and services needed,
- Show the people who fund homeless programs that the services are needed and
- Obtain other funding for programs that serve homeless persons.

CLIENT INFORMED CONSENT/RELEASE OF INFORMATION AUTHORIZATION

You have the option to restrict access to personal information that you are providing about yourself and your minor children. You may modify this consent with respect to the sharing of your information at any time.

Opt Out: If you wish to opt out of having your information collected in the Kings/Tulare HMIS, please write "I do not consent", sign and date this section. Otherwise, leave blank.

_____	_____	_____
(Write "I do not consent")	Signature	Date

☐ **Please treat information about my children age 17 or younger the same as mine.**

This consent will expire seven (7) years from the date signed. You may cancel this authorization at any time by written request, but the cancellation will not be retroactive.

_____	_____	_____
Client Name (please print)	Client Signature	Date
_____	_____	_____
Agency Personnel Name (please print)	Agency Personnel Signature	Date

BASIC INFORMATION

First Name _____ Nickname _____ Last Name _____

☐ Partial, Street Name, or Code Name Reported ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

In what language do you feel best able to express yourself? _____

Date of Birth: DD/MM/YYYY____/_____/_____ Age: _____ Social Security Number: _____-_____-_____

☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

A. HISTORY OF HOUSING & HOMELESSNESS

1.	Where do you sleep most frequently? (check one)	☐ Shelters ☐ Transitional Housing ☐ Outdoors ☐ Other (SPECIFY): _____ ☐ Refused
2.	How long has it been since you lived in permanent stable housing?	_____ ☐ Refused
3.	In the last three years, how many times have you been homeless?	_____ ☐ Refused
	a) Total # of months homeless in past three years?	_____ ☐ Refused

B. RISKS

4. In the past six months, how many times have you……

	a) Received health care at an emergency department/room?	_____ ☐ Refused
	b) Taken an ambulance to the hospital?	_____ ☐ Refused
	c) Been hospitalized as an inpatient?	_____ ☐ Refused
	d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	_____ ☐ Refused
	e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?	_____ ☐ Refused
	f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?	_____ ☐ Refused
5.	Have you been attacked or beaten up since you've become homeless?	☐ Yes ☐ No ☐ Refused
6.	Have you threatened to or tried to harm yourself or anyone else in the last year?	☐ Yes ☐ No ☐ Refused
7.	Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	☐ Yes ☐ No ☐ Refused
8.	Does anybody force or trick you to do things that you do not want to do?	☐ Yes ☐ No ☐ Refused
9.	Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	☐ Yes ☐ No ☐ Refused

C. SOCIALIZATION & DAILY FUNCTIONING

10.	Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?	☐ Yes ☐ No ☐ Refused
11.	Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	☐ Yes ☐ No ☐ Refused
12.	Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?	☐ Yes ☐ No ☐ Refused
13.	Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	☐ Yes ☐ No ☐ Refused
14.	Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?	☐ Yes ☐ No ☐ Refused

D. WELLNESS

15.	Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	☐ Yes ☐ No ☐ Refused
16.	Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	☐ Yes ☐ No ☐ Refused
17.	If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	☐ Yes ☐ No ☐ Refused
18.	Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ Yes ☐ No ☐ Refused
19.	When you are sick or not feeling well, do you avoid getting help?	☐ Yes ☐ No ☐ Refused
20.	*FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?	☐ Yes ☐ No ☐ Refused
21.	Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	☐ Yes ☐ No ☐ Refused
22.	Will drinking or drug use make it difficult for you to stay housed or afford your housing?	☐ Yes ☐ No ☐ Refused
23.	Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying because of:	
	a) A mental health issue or concern?	☐ Yes ☐ No ☐ Refused
	b) A past head injury?	☐ Yes ☐ No ☐ Refused
	c) A learning disability, developmental disability, or other impairment?	☐ Yes ☐ No ☐ Refused
24.	Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	☐ Yes ☐ No ☐ Refused
25.	Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	☐ Yes ☐ No ☐ Refused
26.	Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	☐ Yes ☐ No ☐ Refused
27.	*YES OR NO:* Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	☐ Yes ☐ No ☐ Refused

Attachment Page 8 of 19

E. DEMOGRAPHICS

Ethnicity:	☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino	☐ Client Doesn't Know ☐ Client Refused	☐ Data Not Collected
Race:	☐ American Indian/Alaska Native ☐ Asian ☐ Black or African American	☐ Native Hawaiian/Pacific Islander ☐ White ☐ Client Doesn't Know	☐ Client Refused ☐ Data Not Collected
Gender:	☐ Male ☐ Female ☐ Transgender Male to Female	☐ Transgender Female to Male ☐ Doesn't Identify as Male, Female or Transgender	☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected
Disabling Condition:	☐ Yes ☐ No	☐ Client Doesn't Know ☐ Client Refused	☐ Data Not Collected
Veteran Status:	☐ Yes ☐ No	☐ Client Doesn't Know ☐ Client Refused	☐ Data Not Collected

FOLLOW UP

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time:_____:_____or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____)_____-_____ email: _____
SURVEYOR: Take picture. Any final notes that you'd like to convey?	

KINGS/TULARE HOMELESS ALLIANCE

ADMINISTRATION

Interviewer's Name: _____

Agency: _____

☐ Team
☐ Staff
☐ Volunteer

Survey Date: DD/MM/YYYY _____/_____/_____

Survey Time: ___ : ___ AM / PM

Survey Location: _____

CONSENT FOR INTERVIEW

My name is _____ and I'm with the Kings/Tulare Homeless Alliance. I have a 10-minute survey that I would like to complete with you and take a picture of you so we can identify you at a later date. The answers will help us determine how we can go about supporting and housing you. Most questions only require a Yes or No response. Some questions require a one-word answer. I'll be honest, some questions are personal in nature, but know you can skip or refuse any question. The information collected goes in to our homeless provider data system and shared with authorized agencies for the purpose of furthering services and housing in the community.

If you do not understand a question, let me know and I would be happy to clarify. If it seems to me that you don't understand a question I will also do my best to explain it to you without you needing to ask for clarification.

One last thing we should chat about. I've been doing this long enough to know that some people will tell me what they want me to hear rather than telling me – or even themselves – the truth. It's up to you, but the more honest you are, the better we can figure out how best to support you. If you are dishonest with me, really you are just being dishonest with yourself. So, please answer as honestly as you feel comfortable doing.

SIGN BELOW IF AGREEING TO BE INTERVIEWED

Your signature (or mark) below indicates that you have read (or been read) the information provided above, have gotten answers to your questions, and have freely chosen to be interviewed. By agreeing to be interviewed, you are not giving up any of your legal rights. Furthermore, your signature below indicates that you agree to have your photo taken unless otherwise the box is checked below.

_____	_____	_____
Date	Signature (or Mark) of Participant	Printed Name of Participant
		☐ *No, please do not take my picture.*
_____	_____	_____
Date	Signature (or Mark) of Participant	Printed Name of Participant
		☐ *No, please do not take my picture.*

AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Section 1. Who is the Participant?

Name: _____

Date of Birth: _____ **SSN:** _____

Section 2. Use and Disclosure of Health Information

I authorize the use or disclosure of the above named individual's health information, which may contain medical, mental health, or substance abuse history and treatment information, as follows:

Who Will Be Disclosing Information About the Individual? The following entities may use or disclose the information:
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Who May Be Receiving Information About the Individual? The information may be disclosed to:
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KingsView, Lighthouse Rescue Mission, Open Gate Ministries, PAAR Center, Resources for Independence, Salvation Army, Sierra View District Hospital, Social Security Administration, St. Vincent de Paul, The Warehouse, Tulare County, Tulare County Housing Authority, Tulare Regional Medical Center, Turning Point of Central California, Uplift Family Services, Veterans Administration, Visalia Rescue Mission, Westcare

Section 3. What Information About the Individual Will Be Disclosed?

☐ Diagnosis	☐ Lab Report	☐ Immunization Record
☐ History & Physical	☐ Medication Record	☐ Progress Note
☐ Assessment	☐ Plan of Care	☐ Other: Written/Verbal

Exception or information I do not want disclosed: _____

Section 4. What is the Purpose of the Disclosure?

To determine eligibility for housing and supportive services to the individual identified in this release.

Section 5. What is the Expiration Date or Event?

This authorization must expire within 1 year, or either on a specific date or upon a specific event. Please choose either:

- ☐ The following expiration date (no more than 2 years from today): _____
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- You can revoke this authorization at any time by writing to the Kings/Tulare Homeless Alliance at PO Box 1742, Visalia, CA 93279. If you revoke this authorization, it will not apply to information that has already been used or disclosed.
- The information disclosed based on this authorization may be redisclosed by the recipients and may no longer be protected by federal or state privacy laws. Not all persons or entities have to follow these laws.
- You do not need to sign this form in order to obtain enrollment, eligibility, payment, or treatment for services.
- This authorization is completely voluntary, and you do not have to agree to authorize any use or disclosure.
- You have a right to a copy of this authorization once you have signed it. Please keep a copy for your records or you may ask us for a copy at any time by writing to the Kings/Tulare Homeless Alliance.

- You may request a restriction or limitation on the protected health information to be used or disclosed.

Section 7. Signature of the Individual

I have reviewed this authorization and have had my rights explained/read to me. I hereby consent to release of my health information as specified above.

Signature: _____ Date (required): _____

Section 8. Signature of Personal Representative (if applicable)

Signature: _____ Date (required): _____

Please describe your relationship to the individual and/or your legal authority to act on behalf of the individual in making decisions related to healthcare. You may be asked to provide us with the relevant legal documents giving you this authority.

Relationship to the individual (required): _____

NOTICE TO RECIPIENT OF INFORMATION

This information has been disclosed to you from records the confidentiality of which may be protected by federal and/or state law. If the records are protected under the federal regulations on the confidentiality of alcohol and drug abuse patient records (42 CFR Part 2), you are prohibited from making any further disclosures of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains, or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

HMIS CONSENT FORM

When you request or receive services from a participating agency, we collect information about you and your household and enter it into a database system called the Homeless Management Information System (HMIS). This system helps us to better understand homelessness, to improve service delivery, and to evaluate the effectiveness of services provided to the homeless and those at-risk of homelessness.

What information is collected?

Depending on your situation, you may be asked for some or all of the following:

- Basic identifying information (may include name, SSN, date of birth, gender, race, marital and family status, household relationships, phone numbers, military veteran status, whether or not you have a disability)
- Housing information (may include address, type of housing, homeless status, and reason for homelessness)
- Income information (sources and amounts of household income, employment information, work skills)
- Legal history/information
- Medical information
- Services needed and provided; outcomes of services provided

What happens to the information collected?

- Details of your medical/health status will **only** be shared between Partner Agencies using HMIS.
- With your approval, information collected is shared with authorized personnel at Partner Agencies.
- Collectively, data on the homeless population in Kings and Tulare counties (but not personal identifying information) is used in statewide reports on homelessness.

NOTE: HMIS uses many security protections to ensure confidentiality and only Partner Agencies who have signed an Interagency Network Data Sharing Agreement have access. A list of Partner Agencies can be found on our website at www.kingstularecoc.org.

Why should you agree to have your information shared with HMIS Partner Agencies?

By sharing your information with these agencies, you will help them:

- Identify other services or programs you may be eligible for,
- Better coordinate services for you and your household,
- More accurately count the number of homeless persons, services available and services needed,
- Show the people who fund homeless programs that the services are needed and
- Obtain other funding for programs that serve homeless persons.

CLIENT INFORMED CONSENT/RELEASE OF INFORMATION AUTHORIZATION

You have the option to restrict access to personal information that you are providing about yourself and your minor children. You may modify this consent with respect to the sharing of your information at any time.

Opt Out: If you wish to opt out of having your information collected in the Kings/Tulare HMIS, please write "I do not consent", sign and date this section. Otherwise, leave blank.

_____	_____	_____
(Write "I do not consent")	Signature	Signature

☐ **Please treat information about my children age 17 or younger the same as mine.**

This consent will expire seven (7) years from the date signed. You may cancel this authorization at any time by written request, but the cancellation will not be retroactive.

_____	_____	_____
Client Name (please print)	Client Signature	Date
_____	_____	_____
Client Name (please print)	Client Signature	Agency Initials

BASIC INFORMATION

PARENT 1

First Name _____ Nickname _____ Last Name _____

☐ Partial, Street Name, or Code Name Reported ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

In what language do you feel best able to express yourself? _____

Date of Birth: DD/MM/YYYY____/_____/_____ Age: _____ Social Security Number: _____-_____-_____

☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

PARENT 2

First Name _____ Nickname _____ Last Name _____

☐ Partial, Street Name, or Code Name Reported ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

In what language do you feel best able to express yourself? _____

Date of Birth: DD/MM/YYYY____/_____/_____ Age: _____ Social Security Number: _____-_____-_____

☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

CHILDREN

1.	How many children under the age of 18 are currently with you?	_____ ☐ Refused
2.	How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?	_____ ☐ Refused
3.	*IF HOUSEHOLD INCLUDES A FEMALE:* Is any member of the family currently pregnant?	☐ Yes ☐ No ☐ Refused

4. Please provide a list of children's names and ages:

First Name	Last Name	Date of Birth	Age	SSN

A. HISTORY OF HOUSING & HOMELESSNESS

5.	Where do you and your family sleep most frequently? (check one)	☐ Shelters ☐ Transitional Housing ☐ Outdoors	☐ Other (SPECIFY): _____ ☐ Refused
6.	How long has it been since you and your family lived in permanent stable housing?	_____	☐ Refused
7.	In the last three years, how many times have you and your family been homeless?	_____	☐ Refused
	a) Total # of months homeless in past three years for you and your family?	_____	☐ Refused

B. RISKS

8. In the past six months, how many times have you or anyone in your family……

a)	Received health care at an emergency department/room?	_____ ☐ Refused
b)	Taken an ambulance to the hospital?	_____ ☐ Refused
c)	Been hospitalized as an inpatient?	_____ ☐ Refused
d)	Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	_____ ☐ Refused
e)	Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?	_____ ☐ Refused
f)	Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?	_____ ☐ Refused

9.	Have you or your family been attacked or beaten up since you've become homeless?	☐ Yes ☐ No ☐ Refused
10.	Have you or anyone in your family threatened to or tried to harm yourself or anyone else in the last year?	☐ Yes ☐ No ☐ Refused
11.	Do you or anyone in your family have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	☐ Yes ☐ No ☐ Refused
12.	Does anybody force or trick you or anyone in your family to do things that you do not want to do?	☐ Yes ☐ No ☐ Refused
13.	Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	☐ Yes ☐ No ☐ Refused

C. SOCIALIZATION & DAILY FUNCTIONING

14.	Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?	☐ Yes ☐ No ☐ Refused
15.	Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	☐ Yes ☐ No ☐ Refused
16.	Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?	☐ Yes ☐ No ☐ Refused

17.	Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	☐ Yes ☐ No ☐ Refused
18.	Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused your family to become evicted?	☐ Yes ☐ No ☐ Refused

D. WELLNESS

19.	Has your family ever had to leave an apartment, shelter program, or other place you were staying because of your physical health of you or anyone in your family?	☐ Yes ☐ No ☐ Refused
20.	Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	☐ Yes ☐ No ☐ Refused
21.	If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?	☐ Yes ☐ No ☐ Refused
22.	Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	☐ Yes ☐ No ☐ Refused
23.	When someone in your family is sick or not feeling well, does your family avoid getting medical help?	☐ Yes ☐ No ☐ Refused
24.	Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?	☐ Yes ☐ No ☐ Refused
25.	Will drinking or drug use make it difficult for your family to stay housed or afford your housing?	☐ Yes ☐ No ☐ Refused
26.	Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying because of:	
	a) A mental health issue or concern?	☐ Yes ☐ No ☐ Refused
	b) A past head injury?	☐ Yes ☐ No ☐ Refused
	c) A learning disability, developmental disability, or other impairment?	☐ Yes ☐ No ☐ Refused
27.	Do you or anyone in your family have any mental health or brain issues that would make it hard for you or your family to live independently because help would be needed?	☐ Yes ☐ No ☐ Refused
28.	Does any single member of your household have a medical condition, mental health concerns, **and** experience with substance use?	☐ Yes ☐ No ☐ Refused
29.	Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?	☐ Yes ☐ No ☐ Refused
30.	Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?	☐ Yes ☐ No ☐ Refused
31.	*YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?	☐ Yes ☐ No ☐ Refused

E. FAMILY UNIT

32.	Are there any children that have been removed from the family by a child protection service within the last 180 days?	☐ Yes ☐ No ☐ Refused
33.	Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?	☐ Yes ☐ No ☐ Refused
34.	In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?	☐ Yes ☐ No ☐ Refused
35.	Has any child in the family experienced abuse or trauma in the last 180 days?	☐ Yes ☐ No ☐ Refused
36.	*IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week?	☐ Yes ☐ No ☐ Refused
37.	Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?	☐ Yes ☐ No ☐ Refused
38.	Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?	☐ Yes ☐ No ☐ Refused
39.	Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?	☐ Yes ☐ No ☐ Refused
40.	After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...	
	a) 3 or more hours per day for children aged 13 or older?	☐ Yes ☐ No ☐ Refused
	b) 2 or more hours per day for children aged 12 or younger?	☐ Yes ☐ No ☐ Refused
41.	*IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:* Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?	☐ Yes ☐ No ☐ N/A or Refused

F. DEMOGRAPHICS

Relationship to HOH (spouse/partner/child/etc.)	**Gender** (Use codes below)	**Hispanic/Latino** (Y or N)	**Race** (Use codes below)	**Disabled** (Y or N)	**Veteran** Served on active Duty (Y or N)
SELF					

Gender Codes:

(F) Female
(M) Male
(TGMF) Transgendered Female to Male
(TGFM) Transgendered Male to Female
(DI) Doesn't Identify as Male, Female or Transgender
(REF) Client Refused
(D/K) Client Doesn't Know
(DNC) Data Not Collected

Race Codes *(select all that apply)*:

(AM) American Indian/Alaskan Native
(AS) Asian
(BL) Black/African American Native
(HA) Hawaiian/Other Pacific Islander
(W) White
(REF) Client Refused
(D/K) Client Doesn't Know
(DNC) Data Not Collected

FOLLOW UP

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time:_____:_____or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____)_____-_____ email: _____
SURVEYOR: Take pictures (adults only). Any final notes that you'd like to convey?	

2018 COC NOFA

ATTACHMENT 5. COC RATING & RANKING PROCEDURE, 1E-1

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1. Project Selection & Ranking Procedure 2
   The CoC used a very detailed, objective, performance based approach to selecting both new and renewal projects. The scoring tools used an objective approach that considered contribution to overall system performance, project performance, and utilizing the housing first model.
   a. Documentation of Objective Criteria, Renewals 8
      Performance Outcomes used to score applicants included overall contribution to system performance and grantee performance.
      i. Documentation of Specific Method for Evaluating DV Projects 9
         Projects submitted by Victim Services Providers are allowed to explain variations in System Performance Measures due to the unique circumstances of the population they serve during the Rating & Ranking Interview. Information gathered during the interview process will be considered when scoring the Contribution to System Performance section.
      ii. Documentation of Achieving Positive Housing Outcomes 10
         Scores were based on: 1) Exits to or retention in permanent housing; and 2) Exits to shelter, streets or unknown.
   b. Documentation of Objective Criteria, New Projects 13
      Performance Outcomes used to score applicants included overall contribution to system, grantee performance, client accessibility, and project feasibility.
      i. Documentation of Specific Method for Evaluating DV Projects 14
         Projects submitted by Victim Services Providers are allowed to explain variations in System Performance Measures due to the unique circumstances of the population they serve during the Rating & Ranking Interview. Information gathered during the interview process will be considered when scoring the Contribution to System Performance section.
   c. Documentation of Objective Criteria, HMIS 16
      Performance Outcomes used to score applicants included overall contribution to system performance, grantee performance, CES support/participation, and data quality.
   d. Documentation of Objective Criteria, SSO 21
      Performance Measures used to score applicants included applicant experience, project quality, client accessibility, and project feasibility.

2018 HUD Continuum of Care (CoC) Program
Project Selection and Ranking Process

I. Background

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the 2018 Continuum of Care Program Competition. The NOFA is available by visiting the HUD Exchange website at https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/. The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The Kings/Tulare Homeless Alliance (Alliance), which serves as the local CoC and Collaborative Applicant, is is responsible for submitting the CoC Consolidated Application in e-snaps on behalf of the CoC. The CoC Consolidated Application is made up of the following three parts:

- FY 2018 CoC Application
- FY 2018 Project Applications
- FY 2018 CoC Priority Listing

In 2018, the estimated Annual Renewal Demand (ARD) for the Kings/Tulare CoC is $2,257,440. The eligible application amounts are as follows:

Estimated Tier 1:	
94% of ARD	$2,121,993
Estimated Tier 2:	
Remainder of ARD + Bonus Amount	
(Estimated Bonus Amount: $135,446)	$270,892
Estimated DV Bonus Amount:	
10% of Preliminary Pro Rata Need	$204,944
Estimated CoC Planning Grant:	
3% of Final Pro Rata Need	$67,723

The Alliance will submit a collaborative application to HUD for competition funds by September 18, 2018.

II. Project Ranking Policy

The Alliance will assign a unique rank to each project that it intends to submit to HUD for FY 2018 funding. Each project will be comprehensively reviewed, both new and renewal projects within the geographic area, using the scoring criteria and selection priorities below, to determine the extent to which each project is still necessary and contributes to improving system performance. Funds for projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be reallocated to new projects that meet a community priority and contribute to improving system performance.

The Alliance will use the below component prioritization after scoring all new and renewal projects within the CoC based on the Renewal Project, New Project, SSO Project and HMIS Scoring Criteria.

Within project component, rank will be made according to project score. Projects with equal scores and same project component type will be ranked according to cost efficiency. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, will be ranked at the bottom of Tier 1.

Projects will be ranked in the following order[1]:

- HMIS
- SSO for Coordinated Entry
- Permanent Supportive Housing projects
- Rapid Re-housing projects
- All other projects

As HMIS and Coordinated Entry are HUD mandated requirements in order to receive Continuum of Care Program and Emergency Solutions Grant funding, they are strongly recommended as one of the top priorities in Tier 1 in order to secure funding for these authorized activities. HMIS and Coordinated Entry projects will be assessed for performance and spending in alignment with HUD requirements.

In accordance with HUD guidelines, the planning project will not be ranked.

III. Project Scoring Policy

A. Threshold Review
A preliminary, quantitative review of each application submitted will be completed by the Alliance. This review will:

- Confirm that application was submitted on time
- Confirm that all required attachments were submitted
- Confirm that the application meets HUD project quality threshold
- Confirm that the application meets certain local threshold requirements
- Confirm matching requirements are met

B. Contribution to System Performance
One of the most important factors in the local scoring process will be a review of a project's contribution to the improvement of overall system performance. Annual Performance Reports, HMIS data and other measurement tools will be reviewed carefully to ensure that all projects recommended for funding contribute to the improvement of system performance.

All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the scoring criteria located in the Appendix. Scores will determine each project's rank in the Alliance's application to HUD in accordance with Section II of this guidance. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

Applications received within 24 hours after the due date/time will receive a 5-point score reduction. Late submissions received between 24-48 hours after the due date/time will receive a 10-point score reduction. Late submissions received later than 48 hours after the due date/time will receive 0-points for the local competition. It is the applicant's responsibility to ensure documents are delivered and received on time.

[1] Expansion grants will be ranked according to score and community priority, however they will not be placed higher than the qualifying renewal grant.

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project.

Once the committee completes the rating and ranking, the committee may consider the Alliance's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the collaborative application. The recommendation of the Rating & Ranking Committee will go to the Alliance's Board of Directors and Membership for review and final approval.

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computed using the CoC's FY2018 application competitive score, the rank the Alliance gives to the project, and the project component.

Applicants will be notified in writing no later than September 3, 2018 of whether they will be included in the application to HUD and the amount to be allocated for each project. This information will also be posted on the Alliance website at www.kthomelessalliance.org no later than 5:00 pm on September 3, 2018.

IV. Using all Available Funds

If there are a lack of eligible project applications compared to the amount of funding available, additional project applications will be sought from the community. The Alliance will send out a public announcement of undersubscribed funds through its listserv, posting on the website, and sending out via social media portals.

The application deadline for these additional projects will be due as soon as possible upon notification to the public, but in no event later than the submission deadline to HUD.

V. Rating and Ranking Members

The Alliance recruits qualified, non-conflicted Rating & Ranking Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Rating & Ranking Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; Kings and Tulare County employees; mental health; substance abuse; veteran's services; and consumers.

Complete guidelines regarding the policies and selection process of Rating and Ranking Members can be found in the Alliance's Policy and Procedure Manual located on the Alliance's website at www.kthomelessalliance.org.

VI. Reallocation Policy

The Alliance may use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications without decreasing the Alliance's annual renewal demand. HUD strongly encourages CoCs to take advantage of this option. The funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, HMIS funds, or Support Services Only (SSO) for Coordinated Entry.

During comprehensive reviews of renewal projects, the Rating and Ranking Committee will use the Ranking Tool and

selection priorities to determine the extent to which each project is still necessary and addresses policy priorities (e.g. ending chronic homelessness, etc.). The Committee will reallocate funds to new projects whenever such reallocation(s) would reduce homelessness or address an underserved homeless population. In the event the Committee identifies a renewal project(s) whose funding should not be renewed (or funding should be decreased), the Committee will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

VII. Appeals Process

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Rating and Raking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Rating & Ranking Guidelines, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the Alliance's Policy and Procedure Manual, which can be found on the Alliance's website at https://www.kthomelessalliance.org/.

Any agency desiring to appeal must contact the Alliance via email at msmith@kthomelessalliance.org by **September 7, 2018 at 5:00 pm** to state its intent to appeal. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

VIII.Assurances

Project applicants will be required to sign an agreement to the following:

- Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and supersede the original application submitted.
- Applicant agrees to participate fully in KTHMIS, the local Homeless Management Information System (HMIS)
- Applicant agrees to fully participate in the Coordinated Entry System for Kings/Tulare Counties.
- Applicant understands that HUD funded homeless assistance projects are monitored by the Alliance and may include an annual site monitoring visit, as well as the submission of the program's most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
- Applicant understands that if funding is awarded they are responsible to inform the Alliance when:
    - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
    - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
    - Delays in the start-up of a new project
    - Program is having difficulty in meeting projected numbers served or performance outcomes.
- Applicant agrees to execute the following documents and submit as a part of their application to the Rating & Ranking Committee:
    - Kings/Tulare Homeless Alliance Applicant "Hold Harmless" Agreement; and
    - Memorandum of Understanding for HUD Funded Programs.

IX. Timeline

This list highlights the steps your agency will take to participate in the local NOFA competition. Please take special note of these dates.

June 20, 2018	**HUD NOFA RELEASED**
July 6, 2018	**PROVISIONAL RATING & RANKING TOOL RELEASED** The provisional tool will be released for public comment. Both local and HUD priorities will be incorporated into the tool. The tool will be released sent out via the Alliance Listserv, posted on the website, and via social media portals.
July 26, 2018 5:00 pm	**COC PROGRAM NOTIFICATION TO RENEW** All agencies that wish to renew an existing project must confirm via email their intent to renew. Emails must be sent to Machael Smith at msmith@kthomelessalliance.org.
August 3, 2018 11:00 am – 12:00 pm Webinar	**COC APPLICANT WORKSHOP** This workshop provides an overview of the CoC application process, grant funds available, requirements, and key strategies for a successful application in the Rating & Ranking and to HUD. To join the webinar, visit https://global.gotomeeting.com/join/155395173 from your computer, tablet or smartphone. Meeting materials and recording will be available after the webinar for those unable to attend at the scheduled date and time. **This is a mandatory workshop for all HUD applicants.**
August 9, 2018	**RATING & RANKING TOOL APPROVED** The Alliance Board will review and approve the 2018 Rating and Ranking tool. Public comments will be reviewed and incorporated into the tool, as appropriate.
August 14-18, 2018 Alliance Office 1900 N. Dinuba Blvd #G Visalia, CA	**APPLICANT PRE-SUBMITTAL MEETINGS (OPTIONAL)** Applicants have the opportunity to attend a 1:1 meeting with the Alliance for an application review prior to submitting for rating & ranking. This intent of this process is to alleviate common application mistakes, answer questions and provide technical assistance.
August 19, 2018 11:59 pm VIA Email	**APPLICATION SUBMITTAL DEADLINE FOR RATING & RANKING** Applications will be due to the Alliance, along with required attachments as outlined in the Applicant Selection & Ranking Process materials. Send via email to msmith@kthomelessalliance.org by the submittal deadline. Complete applications include: ☐ PDF of the application submitted through e-snaps. ☐ PDF file containing the following items, each separated by a title page: ☐ Most recent APR ☐ LOCCS report showing draws for most recent operating year – or – operating year to date if program is in its first year. ☐ Match letters, or letter indicating when you expect to receive match documentation Submit one PDF set of the following items per agency: ☐ PDF of the completed Applicant Profile as submitted through e-snaps ☐ Separate PDF copies of the following items, each separated by a title page: ☐ Most recent Audit, if applicable ☐ Indirect Cost Rate Agreement, if applicable

	☐ 501c3, if not on file with the Alliance ☐ Project related MOUs, if not on file with the Alliance: ▪ Kings/Tulare Homeless Alliance Hold Harmless Agreement ▪ Memorandum of Understanding for HUD Funded Programs ☐ HUD Monitoring Letter and all correspondence with HUD, if applicable Please submit the name and phone number for the contact person for Rating & Ranking questions. This person should be knowledgeable about your agency and project application(s).
August 28, 2018	**RATING & RANKING** Applicants must be available via telephone to respond to questions that may arise during the review process. Please provide contact information for the Rating & Ranking Committee.
September 3, 2018	**NOTIFICATION OF FUNDING RECOMMENDATIONS POSTED ON WEBSITE AND SENT TO APPLICANTS IN WRITING**
September 7, 2018 5:00 pm	**DEADLINE FOR APPEALS**
September 10, 2018 5:00 pm	**DEADLINE FOR FINAL PROJECT APPLICATION** Project applications must be uploaded to esnaps and a PDF of the application must be e-mailed to msmith@kthomelessalliance.org with confirmation that the application has been submitted in e-snaps.
September 16, 2018	**PUBLIC POSTING OF APPLICATION** The CoC will post all parts of the CoC Consolidated Application – including the CoC Application attachments, the completed Priority Listing, and the Project Applications. A notification of the posting will be sent out via the Alliance Listserv, posted on the website, and via social media portals.
September 18, 2018 5:00 pm PDT	**ENTIRE CONSOLIDATED APPLICATION SUBMITTED TO HUD (BY ALLIANCE)**

Appendix A: 2018 RENEWAL PROJECT Scoring Criteria

2018 CoC RENEWAL HOUSING PROJECT Scoring Criteria

Total Maximum Score = 200 points

Use of Objective Criteria: Included categories such as Contribution of System Performance, Financials, Severity of Needs and Fair Housing. The scoring tool outlined the evaluation criteria, source of criteria, calculation and point structure.

Name of Program: _____

Name of Agency: _____ **Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40%	Contribution to System Performance[1,2]	1.	Occupancy/Average Daily Unit Utilization[3]	APR, Q9	(Average number of households served at all four PIT dates)/ (number of units in project)	>=80%	79% – 70%	<70%	5	
		2.	Project serves eligible households only.	APR, Q20a1, Q20a2, Q20a3[4]	N/A	100%	N/A	<100%	5	
		3.	Percentage of participants who gained or increased earned income from entry to exit	APR, Q24b2 1st Row	%	>=24%	23% – 18%	<18%	10	
		4.	Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR, Q24b2 3rd Row	%	>=56%	55% – 42%	<42%	10	
		5.	Percentage of all participants with earned income	APR, Q24b3 1st Row	%	>=24%	23% – 18%	<18%	10	
		6.	Percentage of all participants with cash income other than employment	APR, Q24b3 3rd Row	%	>=56%	55% – 42%	<42%	10	
		7.	PSH/RRH Programs: Connecting clients to	APR, Q7, Q26a2 & Q26b2	Total number of adults with at least one non-cash benefit for stayers	>=56%	55% – 42%	<42%	5	

Specific Method of Evaluating Victim Services Providers: Providers were allowed to explain variations in performance due unique circumstances of the DV population during the Rating & Ranking interview. This information gathered during the interview is derived from the DV Comparable Database and is considered when scoring the Contribution to System Performance section.

[1] Renewal projects that are not yet under contract or haven't completed a full year of operations will be scored in this section by using an average of all like-kind renewal projects. DV projects shall submit report data from a comparable database, as required by HUD.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

[3] Consideration will be made for projects with low bed utilization due to delays from Coordinated Entry referrals of clients that are document ready.

[4] Applicant must provide a narrative to explain how program eligibility is determined. Discuss where people came from and any data that might be confusing to the Rating and Ranking Committee.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40% (con't)	Contribution to System Performance (con't)	8a.	PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing	APR, Q29a1	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%	10	
		8b.	RRH Programs: Exit to permanent housing	APR, Q29a2	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%		
		9.	Leavers who exit to shelter, streets or unknown	APR, Q29	(Subtotal of Temporary Destinations)/ (Total Number of Leavers – Deceased)	<10%	11-15%	>15%	10	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	5	
								Subtotal	**80**	
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, Q31a4	Q31a4 Expended Subtotal / Q31a4 Applicable Total Expenses plus Admin	Less than 10% or $10,000 (whichever is less)	Less than 15% or $15,000 (whichever is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	

Achieving Positive Housing Outcomes: Scores were based on: 1) Exits to or retention in permanent housing; and 2) Exits to shelter, streets or unknown.

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	Coordinated Entry System	14.	Referrals are kept up to date in HMIS	HMIS Referral Report[5]	Accuracy of referral data in HMIS as reported in Monthly Referral Report	>=90%	89% - 75%	<75%	10	
		15.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
								Subtotal	**20**	
5%	HMIS & Data Quality	16.	HMIS Data Quality Standards	HMIS Data Quality Report AHAR 11	Number of missing, don't know, & refused responses/ total number of applicable records	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	5	
		17.	HMIS Compliance	Annual Site Visit Compliance Checklist	Number of Acceptable ("A") ratings/ total number of rated items	>=90%	90% - 80%	<80%	5	
								Subtotal	**10**	
5%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	5	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	5	
								Subtotal	**10**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	

[5] Report period of 1/1/17 – 12/31/17

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	**Severity of Needs**	21.	Project allows entry to program participants with: low or no income, current or past substance use, history of domestic violence, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	20	
								Subtotal	**20**	
5%	**Fair Housing**	22.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	Rating & Ranking Interview	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Bonus Points	Length of time from referral to enrollment	HMIS	Date of enrollment – Date of referral	<=90 days	91 – 120 days	>120 days	**10**	

Total Score: _____/___200_____

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix B: 2018 NEW PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC NEW HOUSING PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Use of Objective Criteria: Included categories such as Contribution of System Performance, Financials, Feasibility and Fair Housing. The scoring tool outlined the evaluation criteria, source of criteria, calculation and point structure.

Name of Program: _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing housing similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
30%	Contribution to System Performance[2]	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of housing provided and needs of the population to be served d. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served e. Supports Housing First where the client is housed regardless of their involvement in services they do not believe will help them achieve their stated goals f. Gains access to mainstream (non-CoC) resources g. Establishes performance measures for housing and income that are measurable, objective and meet or exceed HUD and CoC benchmarks h. Commitment to quickly place households in permanent housing	25	
		4.	Extent to which the applicant provides a sound plan to ensure that homeless people will be assisted to both OBTAIN and REMAIN in permanent housing and only terminate clients based on lease violations	15	
		5.	Extent to which there is a sound plan to ensure that participants will be assisted to both increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY	15	
		6.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**60**	

Specific Method of Evaluating Victim Services Providers: Providers were allowed to explain variations in performance due unique circumstances of the DV population during the Rating & Ranking interview. This information gathered during the interview is derived from the DV Comparable Database and is considered when scoring the Contribution to System Performance section.

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project & Client Accessibility	7.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	15	
		8.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		9.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
			Subtotal	**40**	
25%	Project Feasibility	10.	Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner.	30	
		11.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		12.	Match is appropriate for project type and supports eligible activities.	10	
			Subtotal	**50**	
10%	Alliance Participation	13.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	10	
		14.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	10	
			Subtotal	**20**	
			Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix C: 2018 HMIS PROJECT Scoring Criteria

2018 CoC HMIS PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Use of Objective Criteria: Included categories such as Contribution of System Performance, Financials, Data Quality & Capacity . The scoring tool outlined the evaluation criteria, source of criteria, calculation and point structure.

Name of Program: _____

Name of Agency: _____ **R&R Interviewer:** _____

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
40%	Contribution to System Performance	1.	Bed Coverage: Emergency Shelters	APR, H10a	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		2.	Bed Coverage: Transitional Housing	APR, H10b	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		3.	Bed Coverage: Rapid Re-housing	APR, H10c	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		4.	Bed Coverage: Permanent Supportive Housing	APR, H10d	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	20	
								Subtotal	**80**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, H12 & H13	H13 Total Expenditures / H12 CoC Program Grant	Less than 10% or $10,000 (whicheve r is less)	Less than 15% or $15,000 (whicheve r is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	
15%	Coordinated Entry System	14.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	30	
								Subtotal	**30**	
10%	HMIS & Data Quality	15.	HMIS Data Quality, Residential Projects	APR, 11a	Average of missing, don't know, refused values	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	10	
		16.	HMIS Data Quality, Street Outreach/SSO Projects	APR, 11b	Average of missing, don't know, refused values	<5% missing, don't know, refused	6%-10% missing, don't know, refused	>10% missing, don't know, or refused	10	
								Subtotal	**20**	

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	17.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		18.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	19.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix D: 2018 SSO PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC COORDINATED ENTRY (SSO) PROJECT[1] Scoring Criteria

Total Maximum Score = 200 points

Use of Objective Criteria: Included categories such as Project Quality, Client Accessibility, Feasibility and Agency Capacity. The scoring tool outlined the evaluation criteria, source of criteria, calculation and point structure.

Name of Program: _____

Name of Agency: _____

R&R Interviewer Name: _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing services similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
50%	Project Quality & Client Accessibility	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served d. Ensures that project participants are directed to appropriate housing and services that fit their needs e. Establishes performance measures that are measurable, objective and meet or exceed HUD and CoC benchmarks f. Commitment to quickly place households in permanent housing	30	
		4.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	20	
		5.	Whether there is a strategy for advertising the project that is designed specifically to reach homeless with the highest barriers within Kings and Tulare Counties.	20	
		6.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
		7.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		8.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**100**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project Feasibility	9.	For NEW CES: Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will begin services within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner. For RENEWAL CES: Extent to which Applicant has rapidly implemented award and commenced services.	25	
		10.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		11.	Match is appropriate for project type and supports eligible activities.	5	
			Subtotal	**40**	
15%	Alliance Participation	12.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	15	
		13.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	15	
			Subtotal	**30**	
			Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix E: Alliance HUD Program Competition Funding Priorities

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

Kings and Tulare Counties
Continuum of Care (HUD) Program Competition
FUNDING PRIORITIES
FY2018-2019

The Kings/Tulare Homeless Alliance has established the following local housing priorities[1] for the FY2018 HUD Continuum of Care Program Competition[2]. In addition to meeting one of the identified housing priorities in the table below, all projects[3] seeking funding must:

1) Maximize the use of mainstream benefits, including:
   a. Coordinate with existing mainstream resources to enroll participants in eligible programs and connect them to community based services; and
   b. Actively enroll participants in healthcare and/or assist participants in understanding and accessing expanded services available through the Affordable Care Act changes; and
   c. Secure funding for services through mainstream resource programs and other partnerships.

2) Work to remove barriers to local resources by:
   a. Prioritizing those most in need of services through the use of the VI-SPDAT and Housing Priority List;
   b. Actively participating in Every Door Open, the Kings/Tulare coordinated entry & assessment process; and
   c. Work to reduce the number of people exiting for unknown or negative reasons.

Priority	Focus Area
High	PSH projects for 100% chronically homeless households utilizing the Housing First model, including: a) Projects adding new Permanent Supportive Housing (PSH) beds dedicated to chronically homeless; b) Projects targeting existing PSH beds for chronically homeless; and c) Projects dedicating 100% of existing PSH beds to the chronically homeless at bed turnover.
High	Existing RRH projects. New Joint TH and PH-RRH projects.
Medium	New projects that are Dedicated PLUS. All other projects.

[1] HMIS, Coordinated Entry, and CoC Planning Grants are not subject to Prioritization, as they are required elements of a CoC.
[2] In addition to meeting a local housing priority, all projects will go through the Alliance's Rating & Ranking process.
[3] HMIS and CoC Planning grants excluded.

Adopted on May 24, 2018

Appendix F: Alliance Standard Performance Measures

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Housing Stability	Indicates program/system level success in ending homelessness as measured by those who retain permanent housing or attain other permanent housing.	▪ Permanent Supportive Housing	87% of persons will remain in the permanent housing program as of the end of the operating year or exit to permanent housing (subsidized or unsubsidized).	The number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination ÷ by the total number of Stayers and Leavers.
		▪ Transitional Housing ▪ Rapid Re-Housing	65% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.	Permanent housing placement is calculated by determining the number of Leavers who exited to a permanent housing destination ÷ the total # of Leavers.
Increased Income	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	▪ Permanent Supportive Housing	56% of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source remained the same or increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.
		▪ Rapid Re-housing ▪ Transitional Housing	56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Earned Income	Indicates that program is assisting households to stabilize housing by becoming employed or maintaining employment. A higher rate is considered positive.	▪ Permanent Supportive Housing	24% of persons age 18 through 61 will maintain or increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income remained the same or increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
		▪ Rapid Re-housing ▪ Transitional Housing	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
Bed Utilization	Indicates efficient use of community resources. High occupancy rate indicates system efficiency at turning over units and providing programs that are well-designed.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing/ ▪ Permanent Supportive Housing	▪ 60% min. bed utilization for ES ▪ 80% min. bed utilization for TH ▪ 80% min. bed utilization for RRH ▪ 95% min. bed utilization for PSH	Total number of bed nights ÷ total number of nights in the month.
Average Length of Stay	A reasonably short length of stay indicates efficiency related to turnover of beds which is essential to meet system demand for emergency shelter.	▪ Emergency Shelter	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Average Length of Participation	Indicates that system is assisting households to achieve independence without long-term reliance on the system.	▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.
Households Served	Indicates volume of households served by the system and provides a better understanding of household size as it relates to unit occupancy.	▪ Emergency Shelter ▪ Transitional Housing ▪ Permanent Supportive Housing	Currently tracked but not monitored.	The number of households served by the program (or system) during the report period.
Newly Homeless	Indicates the volume of newly homeless persons served by emergency shelters.	▪ Emergency Shelter	Currently tracked but not monitored.	The number of newly homeless[1] clients ÷ total number of clients served during the report period.
Recidivism	Indicates system's success in ending homelessness as measured by number of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	The total number of recidivist clients[2] ÷ the total number of clients served during the report period.

[1] *Newly Homeless is defined as the number of persons that entered the emergency shelter during the report period that have not been served by other programs in the HMIS as of 7/01/2013.*

[2] *A recidivist client is defined as one that exits a system with a successful outcome (specific to that system) and re-enters the system within one year after exit from the system.*

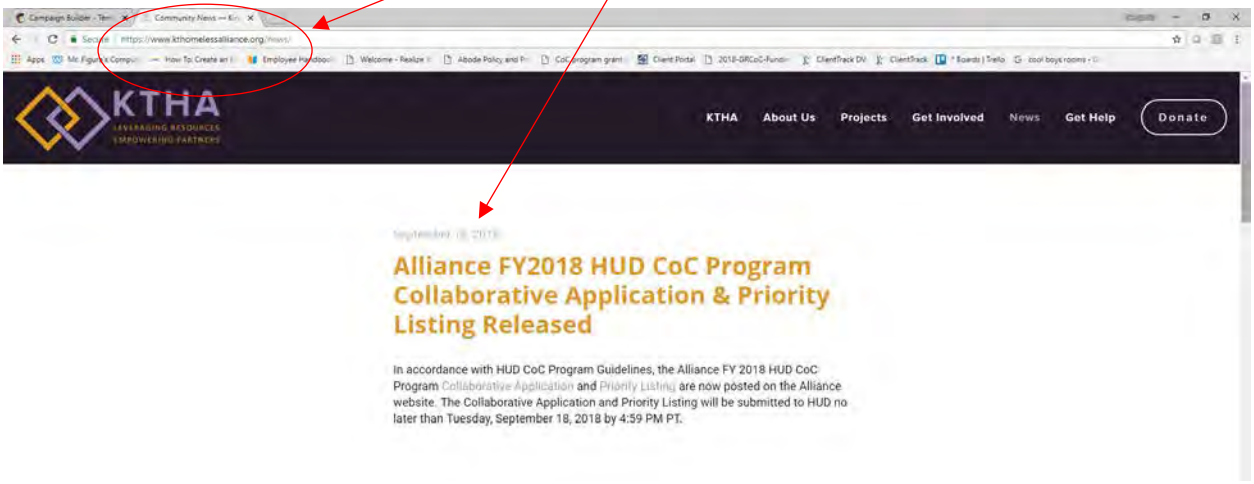
2018 COC NOFA

ATTACHMENT 7. CONSOLIDATED APPLICATION, 1E-3

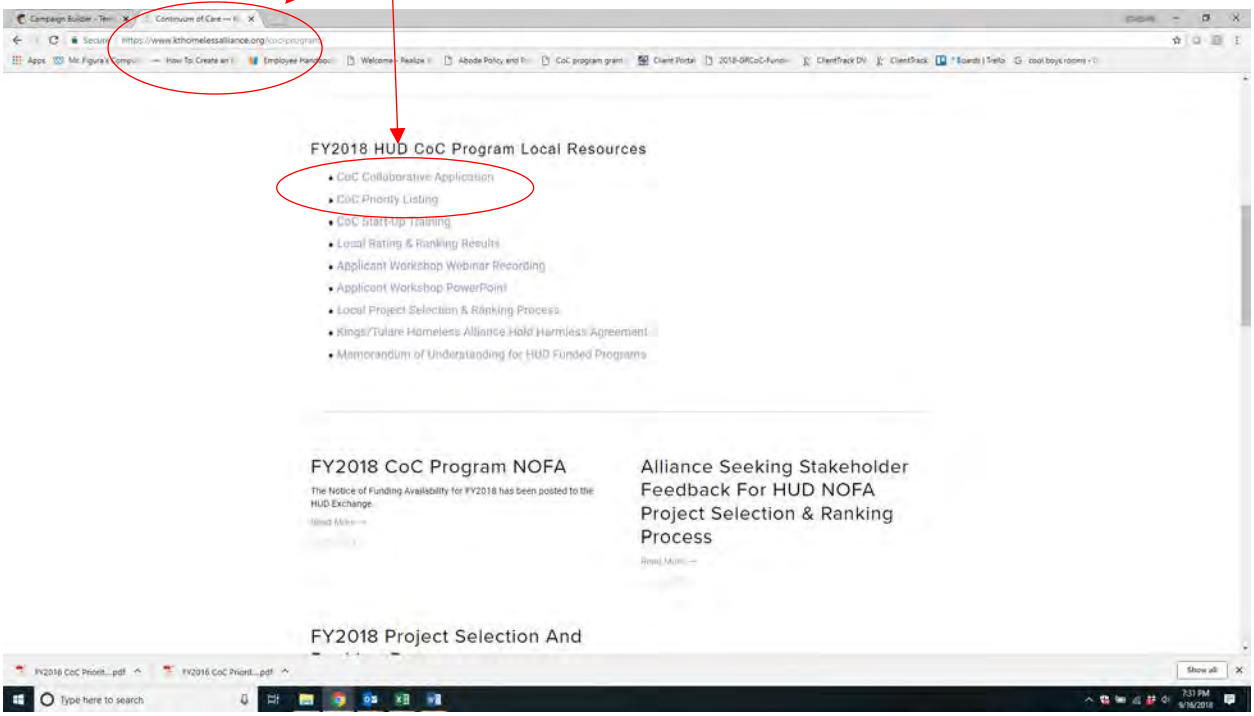
Table of Contents

1. Proof of Posting Application
    a. Screen shot of posting on www.kthomelessalliance.org website showing complete consolidated application, including priority listing on September 16, 2018. 2
    b. Notification of consolidated application and priority listing posting via Facebook and Twitter on September 16, 2018. 3
    a. Notification of consolidated application and priority listing posting via listserv on September 16, 2018. The listserv contains 300+ partners and stakeholders. 4

Proof of posting FY2018 Consolidated Application on www.kthomelessalliance.org website on September 16, 2018.



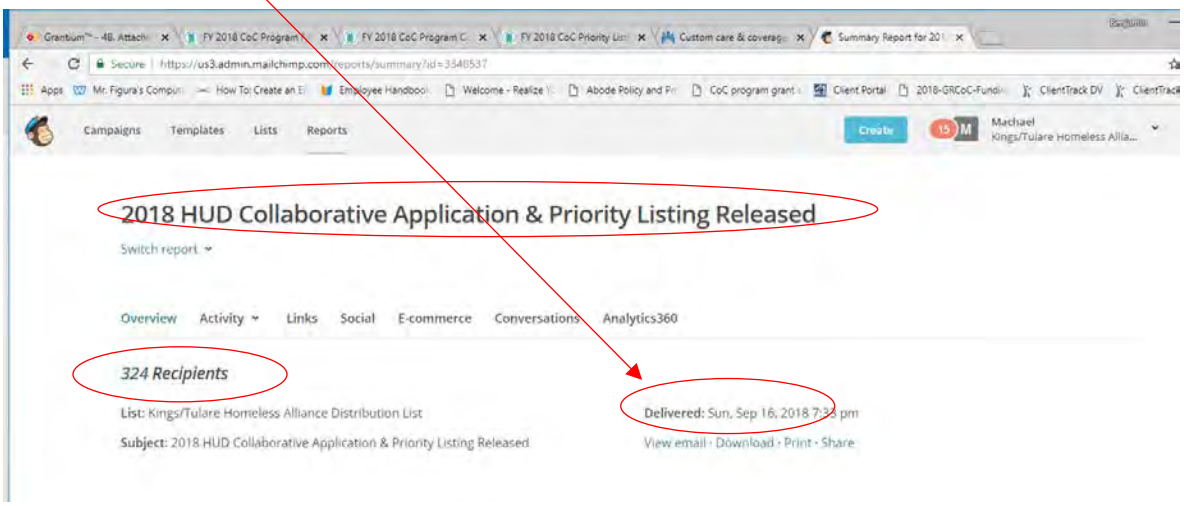
Actual webpage page with all parts of the FY2018 Consolidated Application on the www.kthomelessalliance.org website posted on September 16, 2018.



Facebook posting stating that the FY2018 Consolidated Application is now posted on the www.kthomelessalliance.org website, posted on September 16, 2018.

Twitter posting stating that the FY2018 Consolidated Application is now posted on the www.kthomelessalliance.org website, posted on September 16, 2018.

Listserv report showing email that the FY2018 Consolidated Application is now posted on the www.kthomelessalliance.org website. Listserv message was sent out on September 16, 2018.



2018 COC NOFA

ATTACHMENT 6. COC RATING & RANKING PROCEDURE – PUBLIC POSTING, 1E-3

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1. Project Selection & Ranking Procedure 2
The CoC used a very detailed, objective, performance based approach to selecting both new and renewal projects. The scoring tools used an objective approach that considered contribution to overall system performance, project performance, and utilizing the housing first model.
   a. Documentation of Submittal Deadline 6
2. Project Selection & Ranking Procedure: Public Posting Evidence
   a. Proof of Posting on Website 30
   b. Proof of Posting on Social Media 30
   c. Proof of Posting via List Serv 31

2018 HUD Continuum of Care (CoC) Program
Project Selection and Ranking Process

I. Background

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the 2018 Continuum of Care Program Competition. The NOFA is available by visiting the HUD Exchange website at https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/. The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The Kings/Tulare Homeless Alliance (Alliance), which serves as the local CoC and Collaborative Applicant, is is responsible for submitting the CoC Consolidated Application in e-snaps on behalf of the CoC. The CoC Consolidated Application is made up of the following three parts:

- FY 2018 CoC Application
- FY 2018 Project Applications
- FY 2018 CoC Priority Listing

In 2018, the estimated Annual Renewal Demand (ARD) for the Kings/Tulare CoC is $2,257,440. The eligible application amounts are as follows:

Estimated Tier 1:	
94% of ARD	$2,121,993
Estimated Tier 2:	
Remainder of ARD + Bonus Amount	
(Estimated Bonus Amount: $135,446)	$270,892
Estimated DV Bonus Amount:	
10% of Preliminary Pro Rata Need	$204,944
Estimated CoC Planning Grant:	
3% of Final Pro Rata Need	$67,723

The Alliance will submit a collaborative application to HUD for competition funds by September 18, 2018.

II. Project Ranking Policy

The Alliance will assign a unique rank to each project that it intends to submit to HUD for FY 2018 funding. Each project will be comprehensively reviewed, both new and renewal projects within the geographic area, using the scoring criteria and selection priorities below, to determine the extent to which each project is still necessary and contributes to improving system performance. Funds for projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be reallocated to new projects that meet a community priority and contribute to improving system performance.

The Alliance will use the below component prioritization after scoring all new and renewal projects within the CoC based on the Renewal Project, New Project, SSO Project and HMIS Scoring Criteria.

Within project component, rank will be made according to project score. Projects with equal scores and same project component type will be ranked according to cost efficiency. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, will be ranked at the bottom of Tier 1.

Projects will be ranked in the following order[1]:

- HMIS
- SSO for Coordinated Entry
- Permanent Supportive Housing projects
- Rapid Re-housing projects
- All other projects

As HMIS and Coordinated Entry are HUD mandated requirements in order to receive Continuum of Care Program and Emergency Solutions Grant funding, they are strongly recommended as one of the top priorities in Tier 1 in order to secure funding for these authorized activities. HMIS and Coordinated Entry projects will be assessed for performance and spending in alignment with HUD requirements.

In accordance with HUD guidelines, the planning project will not be ranked.

III. Project Scoring Policy

A. Threshold Review
A preliminary, quantitative review of each application submitted will be completed by the Alliance. This review will:

- Confirm that application was submitted on time
- Confirm that all required attachments were submitted
- Confirm that the application meets HUD project quality threshold
- Confirm that the application meets certain local threshold requirements
- Confirm matching requirements are met

B. Contribution to System Performance
One of the most important factors in the local scoring process will be a review of a project's contribution to the improvement of overall system performance. Annual Performance Reports, HMIS data and other measurement tools will be reviewed carefully to ensure that all projects recommended for funding contribute to the improvement of system performance.

All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the scoring criteria located in the Appendix. Scores will determine each project's rank in the Alliance's application to HUD in accordance with Section II of this guidance. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

Applications received within 24 hours after the due date/time will receive a 5-point score reduction. Late submissions received between 24-48 hours after the due date/time will receive a 10-point score reduction. Late submissions received later than 48 hours after the due date/time will receive 0-points for the local competition. It is the applicant's responsibility to ensure documents are delivered and received on time.

[1] Expansion grants will be ranked according to score and community priority, however they will not be placed higher than the qualifying renewal grant.

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project.

Once the committee completes the rating and ranking, the committee may consider the Alliance's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the collaborative application. The recommendation of the Rating & Ranking Committee will go to the Alliance's Board of Directors and Membership for review and final approval.

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computed using the CoC's FY2018 application competitive score, the rank the Alliance gives to the project, and the project component.

Applicants will be notified in writing no later than September 3, 2018 of whether they will be included in the application to HUD and the amount to be allocated for each project. This information will also be posted on the Alliance website at www.kthomelessalliance.org no later than 5:00 pm on September 3, 2018.

IV. Using all Available Funds

If there are a lack of eligible project applications compared to the amount of funding available, additional project applications will be sought from the community. The Alliance will send out a public announcement of undersubscribed funds through its listserv, posting on the website, and sending out via social media portals.

The application deadline for these additional projects will be due as soon as possible upon notification to the public, but in no event later than the submission deadline to HUD.

V. Rating and Ranking Members

The Alliance recruits qualified, non-conflicted Rating & Ranking Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Rating & Ranking Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; Kings and Tulare County employees; mental health; substance abuse; veteran's services; and consumers.

Complete guidelines regarding the policies and selection process of Rating and Ranking Members can be found in the Alliance's Policy and Procedure Manual located on the Alliance's website at www.kthomelessalliance.org.

VI. Reallocation Policy

The Alliance may use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications without decreasing the Alliance's annual renewal demand. HUD strongly encourages CoCs to take advantage of this option. The funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, HMIS funds, or Support Services Only (SSO) for Coordinated Entry.

During comprehensive reviews of renewal projects, the Rating and Ranking Committee will use the Ranking Tool and

selection priorities to determine the extent to which each project is still necessary and addresses policy priorities (e.g. ending chronic homelessness, etc.). The Committee will reallocate funds to new projects whenever such reallocation(s) would reduce homelessness or address an underserved homeless population. In the event the Committee identifies a renewal project(s) whose funding should not be renewed (or funding should be decreased), the Committee will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

VII. Appeals Process

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Rating and Raking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Rating & Ranking Guidelines, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the Alliance's Policy and Procedure Manual, which can be found on the Alliance's website at https://www.kthomelessalliance.org/.

Any agency desiring to appeal must contact the Alliance via email at msmith@kthomelessalliance.org by **September 7, 2018 at 5:00 pm** to state its intent to appeal. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

VIII.Assurances

Project applicants will be required to sign an agreement to the following:

- Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and supersede the original application submitted.
- Applicant agrees to participate fully in KTHMIS, the local Homeless Management Information System (HMIS)
- Applicant agrees to fully participate in the Coordinated Entry System for Kings/Tulare Counties.
- Applicant understands that HUD funded homeless assistance projects are monitored by the Alliance and may include an annual site monitoring visit, as well as the submission of the program's most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
- Applicant understands that if funding is awarded they are responsible to inform the Alliance when:
    - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
    - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
    - Delays in the start-up of a new project
    - Program is having difficulty in meeting projected numbers served or performance outcomes.
- Applicant agrees to execute the following documents and submit as a part of their application to the Rating & Ranking Committee:
    - Kings/Tulare Homeless Alliance Applicant "Hold Harmless" Agreement; and
    - Memorandum of Understanding for HUD Funded Programs.

IX. Timeline

This list highlights the steps your agency will take to participate in the local NOFA competition. Please take special note of these dates.

June 20, 2018	**HUD NOFA RELEASED**
July 6, 2018	**PROVISIONAL RATING & RANKING TOOL RELEASED** The provisional tool will be released for public comment. Both local and HUD priorities will be incorporated into the tool. The tool will be released sent out via the Alliance Listserv, posted on the website, and via social media portals.
July 26, 2018 5:00 pm	**COC PROGRAM NOTIFICATION TO RENEW** All agencies that wish to renew an existing project must confirm via email their intent to renew. Emails must be sent to Machael Smith at msmith@kthomelessalliance.org.
August 3, 2018 11:00 am – 12:00 pm Webinar	**COC APPLICANT WORKSHOP** This workshop provides an overview of the CoC application process, grant funds available, requirements, and key strategies for a successful application in the Rating & Ranking and to HUD. To join the webinar, visit https://global.gotomeeting.com/join/155395173 from your computer, tablet or smartphone. Meeting materials and recording will be available after the webinar for those unable to attend at the scheduled date and time. **This is a mandatory workshop for all HUD applicants.**
August 9, 2018	**RATING & RANKING TOOL APPROVED** The Alliance Board will review and approve the 2018 Rating and Ranking tool. Public comments will be reviewed and incorporated into the tool, as appropriate.
August 14-18, 2018 Alliance Office 1900 N. Dinuba Blvd #G Visalia, CA	**APPLICANT PRE-SUBMITTAL MEETINGS (OPTIONAL)** Applicants have the opportunity to attend a 1:1 meeting with the Alliance for an application review prior to submitting for rating & ranking. This intent of this process is to alleviate common application mistakes, answer questions and provide technical assistance.
August 19, 2018 11:59 pm VIA Email	**APPLICATION SUBMITTAL DEADLINE FOR RATING & RANKING** Applications will be due to the Alliance, along with required attachments as outlined in the Applicant Selection & Ranking Process materials. Send via email to msmith@kthomelessalliance.org by the submittal deadline. Complete applications include: ☐ PDF of the application submitted through e-snaps. ☐ PDF file containing the following items, each separated by a title page: ☐ Most recent APR ☐ LOCCS report showing draws for most recent operating year – or – operating year to date if program is in its first year. ☐ Match letters, or letter indicating when you expect to receive match documentation Submit one PDF set of the following items per agency: ☐ PDF of the completed Applicant Profile as submitted through e-snaps ☐ Separate PDF copies of the following items, each separated by a title page: ☐ Most recent Audit, if applicable ☐ Indirect Cost Rate Agreement, if applicable

	☐ 501c3, if not on file with the Alliance ☐ Project related MOUs, if not on file with the Alliance: ▪ Kings/Tulare Homeless Alliance Hold Harmless Agreement ▪ Memorandum of Understanding for HUD Funded Programs ☐ HUD Monitoring Letter and all correspondence with HUD, if applicable Please submit the name and phone number for the contact person for Rating & Ranking questions. This person should be knowledgeable about your agency and project application(s).
August 28, 2018	**RATING & RANKING** Applicants must be available via telephone to respond to questions that may arise during the review process. Please provide contact information for the Rating & Ranking Committee.
September 3, 2018	**NOTIFICATION OF FUNDING RECOMMENDATIONS POSTED ON WEBSITE AND SENT TO APPLICANTS IN WRITING**
September 7, 2018 5:00 pm	**DEADLINE FOR APPEALS**
September 10, 2018 5:00 pm	**DEADLINE FOR FINAL PROJECT APPLICATION** Project applications must be uploaded to esnaps and a PDF of the application must be e-mailed to msmith@kthomelessalliance.org with confirmation that the application has been submitted in e-snaps.
September 16, 2018	**PUBLIC POSTING OF APPLICATION** The CoC will post all parts of the CoC Consolidated Application – including the CoC Application attachments, the completed Priority Listing, and the Project Applications. A notification of the posting will be sent out via the Alliance Listserv, posted on the website, and via social media portals.
September 18, 2018 5:00 pm PDT	**ENTIRE CONSOLIDATED APPLICATION SUBMITTED TO HUD (BY ALLIANCE)**

Appendix A: 2018 RENEWAL PROJECT Scoring Criteria

2018 CoC RENEWAL HOUSING PROJECT Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40%	Contribution to System Performance[1,2]	1.	Occupancy/Average Daily Unit Utilization[3]	APR, Q9	(Average number of households served at all four PIT dates)/ (number of units in project)	>=80%	79% – 70%	<70%	5	
		2.	Project serves eligible households only.	APR, Q20a1, Q20a2, Q20a3[4]	N/A	100%	N/A	<100%	5	
		3.	Percentage of participants who gained or increased earned income from entry to exit	APR, Q24b2 1st Row	%	>=24%	23% – 18%	<18%	10	
		4.	Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR, Q24b2 3rd Row	%	>=56%	55% – 42%	<42%	10	
		5.	Percentage of all participants with earned income	APR, Q24b3 1st Row	%	>=24%	23% – 18%	<18%	10	
		6.	Percentage of all participants with cash income other than employment	APR, Q24b3 3rd Row	%	>=56%	55% – 42%	<42%	10	
		7.	PSH/RRH Programs: Connecting clients to mainstream resources	APR, Q7, Q26a2 & Q26b2	Total number of adults with at least one non-cash benefit for stayers & leavers)/(Total number of adults)	>=56%	55% – 42%	<42%	5	

[1] Renewal projects that are not yet under contract or haven't completed a full year of operations will be scored in this section by using an average of all like-kind renewal projects. DV projects shall submit report data from a comparable database, as required by HUD.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

[3] Consideration will be made for projects with low bed utilization due to delays from Coordinated Entry referrals of clients that are document ready.

[4] Applicant must provide a narrative to explain how program eligibility is determined. Discuss where people came from and any data that might be confusing to the Rating and Ranking Committee.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40% (con't)	Contribution to System Performance (con't)	8a.	PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing	APR, Q29a1	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%	10	
		8b.	RRH Programs: Exit to permanent housing	APR, Q29a2	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%		
		9.	Leavers who exit to shelter, streets or unknown	APR, Q29	(Subtotal of Temporary Destinations)/ (Total Number of Leavers – Deceased)	<10%	11-15%	>15%	10	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	5	
								Subtotal	**80**	
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, Q31a4	Q31a4 Expended Subtotal / Q31a4 Applicable Total Expenses plus Admin	Less than 10% or $10,000 (whichever is less)	Less than 15% or $15,000 (whichever is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	Coordinated Entry System	14.	Referrals are kept up to date in HMIS	HMIS Referral Report[5]	Accuracy of referral data in HMIS as reported in Monthly Referral Report	>=90%	89% - 75%	<75%	10	
		15.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
								Subtotal	**20**	
5%	HMIS & Data Quality	16.	HMIS Data Quality Standards	HMIS Data Quality Report AHAR 11	Number of missing, don't know, & refused responses/ total number of applicable records	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	5	
		17.	HMIS Compliance	Annual Site Visit Compliance Checklist	Number of Acceptable ("A") ratings/ total number of rated items	>=90%	90% - 80%	<80%	5	
								Subtotal	**10**	
5%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	5	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	5	
								Subtotal	**10**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	

[5] Report period of 1/1/17 – 12/31/17

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	**Severity of Needs**	21.	Project allows entry to program participants with: low or no income, current or past substance use, history of domestic violence, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	20	
								Subtotal	**20**	
5%	**Fair Housing**	22.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	Rating & Ranking Interview	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Bonus Points	Length of time from referral to enrollment	HMIS	Date of enrollment – Date of referral	<=90 days	91 – 120 days	>120 days	**10**	

Total Score: _____/___200_____

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix B: 2018 NEW PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC NEW HOUSING PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing housing similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
30%	Contribution to System Performance[2]	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of housing provided and needs of the population to be served d. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served e. Supports Housing First where the client is housed regardless of their involvement in services they do not believe will help them achieve their stated goals f. Gains access to mainstream (non-CoC) resources g. Establishes performance measures for housing and income that are measurable, objective and meet or exceed HUD and CoC benchmarks h. Commitment to quickly place households in permanent housing	25	
		4.	Extent to which the applicant provides a sound plan to ensure that homeless people will be assisted to both OBTAIN and REMAIN in permanent housing and only terminate clients based on lease violations	15	
		5.	Extent to which there is a sound plan to ensure that participants will be assisted to both increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY	15	
		6.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**60**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project & Client Accessibility	7.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	15	
		8.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		9.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
			Subtotal	**40**	
25%	Project Feasibility	10.	Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner.	30	
		11.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		12.	Match is appropriate for project type and supports eligible activities.	10	
			Subtotal	**50**	
10%	Alliance Participation	13.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	10	
		14.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	10	
			Subtotal	**20**	
			Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix C: 2018 HMIS PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC HMIS PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
40%	Contribution to System Performance	1.	Bed Coverage: Emergency Shelters	APR, H10a	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		2.	Bed Coverage: Transitional Housing	APR, H10b	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		3.	Bed Coverage: Rapid Re-housing	APR, H10c	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		4.	Bed Coverage: Permanent Supportive Housing	APR, H10d	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	20	
								Subtotal	**80**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, H12 & H13	H13 Total Expenditures / H12 CoC Program Grant	Less than 10% or $10,000 (whicheve r is less)	Less than 15% or $15,000 (whicheve r is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	
15%	Coordinated Entry System	14.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	30	
								Subtotal	**30**	
10%	HMIS & Data Quality	15.	HMIS Data Quality, Residential Projects	APR, 11a	Average of missing, don't know, refused values	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	10	
		16.	HMIS Data Quality, Street Outreach/SSO Projects	APR, 11b	Average of missing, don't know, refused values	<5% missing, don't know, refused	6%-10% missing, don't know, refused	>10% missing, don't know, or refused	10	
								Subtotal	**20**	

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	17.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		18.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	19.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix D: 2018 SSO PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC COORDINATED ENTRY (SSO) PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing services similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
50%	Project Quality & Client Accessibility	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served d. Ensures that project participants are directed to appropriate housing and services that fit their needs e. Establishes performance measures that are measurable, objective and meet or exceed HUD and CoC benchmarks f. Commitment to quickly place households in permanent housing	30	
		4.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	20	
		5.	Whether there is a strategy for advertising the project that is designed specifically to reach homeless with the highest barriers within Kings and Tulare Counties.	20	
		6.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
		7.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		8.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**100**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project Feasibility	9.	For NEW CES: Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will begin services within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner. For RENEWAL CES: Extent to which Applicant has rapidly implemented award and commenced services.	25	
		10.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		11.	Match is appropriate for project type and supports eligible activities.	5	
			Subtotal	**40**	
15%	Alliance Participation	12.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	15	
		13.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	15	
			Subtotal	**30**	
			Total	**200**	

Comments: _____

_____

_____

_____

_____

_____

_____

Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix E: Alliance HUD Program Competition Funding Priorities

Kings and Tulare Counties
Continuum of Care (HUD) Program Competition
FUNDING PRIORITIES
FY2018-2019

The Kings/Tulare Homeless Alliance has established the following local housing priorities[1] for the FY2018 HUD Continuum of Care Program Competition[2]. In addition to meeting one of the identified housing priorities in the table below, all projects[3] seeking funding must:

1) Maximize the use of mainstream benefits, including:
   a. Coordinate with existing mainstream resources to enroll participants in eligible programs and connect them to community based services; and
   b. Actively enroll participants in healthcare and/or assist participants in understanding and accessing expanded services available through the Affordable Care Act changes; and
   c. Secure funding for services through mainstream resource programs and other partnerships.

2) Work to remove barriers to local resources by:
   a. Prioritizing those most in need of services through the use of the VI-SPDAT and Housing Priority List;
   b. Actively participating in Every Door Open, the Kings/Tulare coordinated entry & assessment process; and
   c. Work to reduce the number of people exiting for unknown or negative reasons.

Priority	Focus Area
High	PSH projects for 100% chronically homeless households utilizing the Housing First model, including: a) Projects adding new Permanent Supportive Housing (PSH) beds dedicated to chronically homeless; b) Projects targeting existing PSH beds for chronically homeless; and c) Projects dedicating 100% of existing PSH beds to the chronically homeless at bed turnover.
High	Existing RRH projects. New Joint TH and PH-RRH projects.
Medium	New projects that are Dedicated PLUS. All other projects.

[1] HMIS, Coordinated Entry, and CoC Planning Grants are not subject to Prioritization, as they are required elements of a CoC.
[2] In addition to meeting a local housing priority, all projects will go through the Alliance's Rating & Ranking process.
[3] HMIS and CoC Planning grants excluded.

Appendix F: Alliance Standard Performance Measures

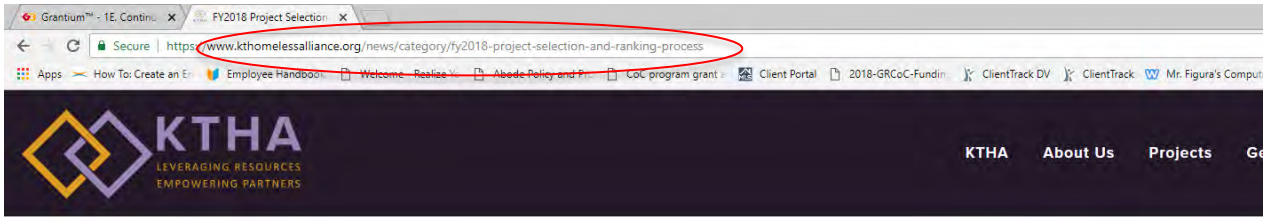
Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Housing Stability	Indicates program/system level success in ending homelessness as measured by those who retain permanent housing or attain other permanent housing.	▪ Permanent Supportive Housing	87% of persons will remain in the permanent housing program as of the end of the operating year or exit to permanent housing (subsidized or unsubsidized).	The number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination ÷ by the total number of Stayers and Leavers.
		▪ Transitional Housing ▪ Rapid Re-Housing	65% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.	Permanent housing placement is calculated by determining the number of Leavers who exited to a permanent housing destination ÷ the total # of Leavers.
Increased Income	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	▪ Permanent Supportive Housing	56% of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source remained the same or increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.
		▪ Rapid Re-housing ▪ Transitional Housing	56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Earned Income	Indicates that program is assisting households to stabilize housing by becoming employed or maintaining employment. A higher rate is considered positive.	▪ Permanent Supportive Housing	24% of persons age 18 through 61 will maintain or increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income remained the same or increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
		▪ Rapid Re-housing ▪ Transitional Housing	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
Bed Utilization	Indicates efficient use of community resources. High occupancy rate indicates system efficiency at turning over units and providing programs that are well-designed.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing/ ▪ Permanent Supportive Housing	▪ 60% min. bed utilization for ES ▪ 80% min. bed utilization for TH ▪ 80% min. bed utilization for RRH ▪ 95% min. bed utilization for PSH	Total number of bed nights ÷ total number of nights in the month.
Average Length of Stay	A reasonably short length of stay indicates efficiency related to turnover of beds which is essential to meet system demand for emergency shelter.	▪ Emergency Shelter	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Average Length of Participation	Indicates that system is assisting households to achieve independence without long-term reliance on the system.	▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.
Households Served	Indicates volume of households served by the system and provides a better understanding of household size as it relates to unit occupancy.	▪ Emergency Shelter ▪ Transitional Housing ▪ Permanent Supportive Housing	Currently tracked but not monitored.	The number of households served by the program (or system) during the report period.
Newly Homeless	Indicates the volume of newly homeless persons served by emergency shelters.	▪ Emergency Shelter	Currently tracked but not monitored.	The number of newly homeless[1] clients ÷ total number of clients served during the report period.
Recidivism	Indicates system's success in ending homelessness as measured by number of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	The total number of recidivist clients[2] ÷ the total number of clients served during the report period.

[1] *Newly Homeless is defined as the number of persons that entered the emergency shelter during the report period that have not been served by other programs in the HMIS as of 7/01/2013.*

[2] *A recidivist client is defined as one that exits a system with a successful outcome (specific to that system) and re-enters the system within one year after exit from the system.*



July 23, 2018

FY2018 Project Selection And Ranking Process

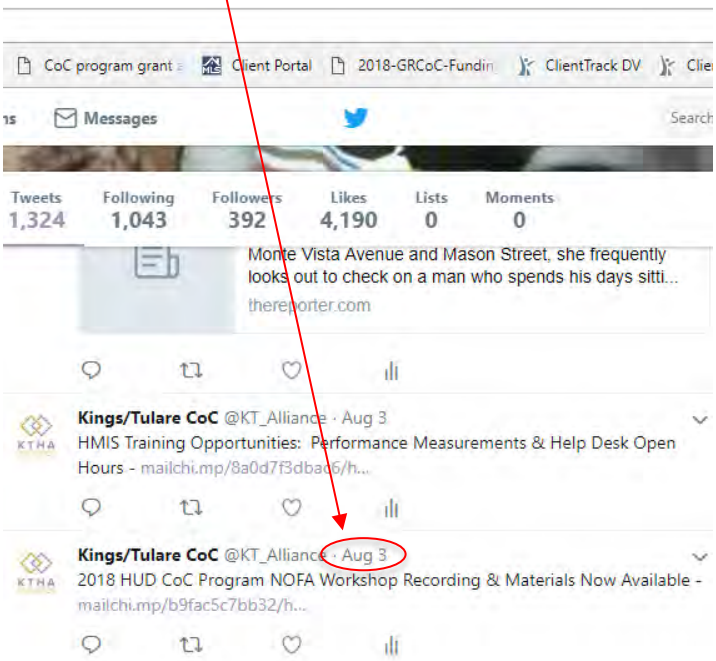
FY2018 NOFA

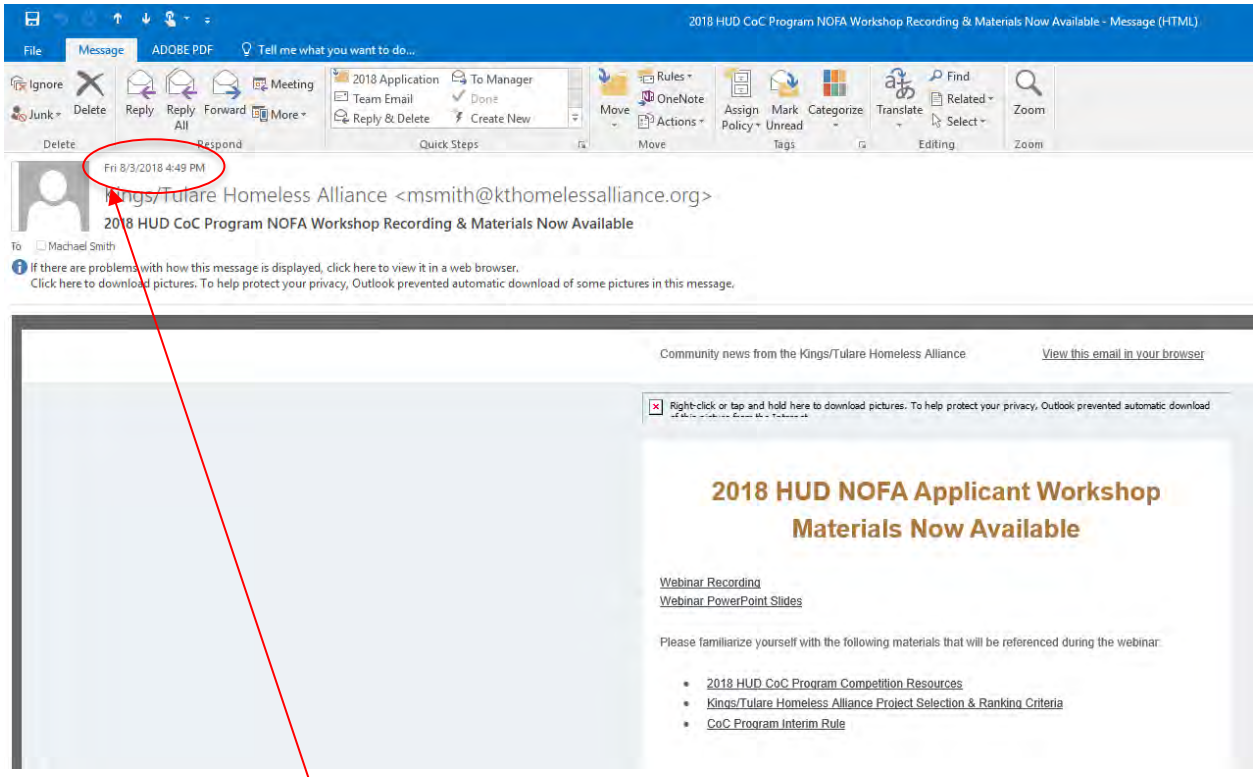
As a part of the 2018 HUD Continuum of Care Program Competition, all projects must be scored and ranked prior to submission to HUD. All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the Application Selection and Ranking Process. Scores will determine each project's rank int he Alliance's application to HUD, and rank will be the primary determinant of placement in to Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

2018 HUD COC PROGRAM PROJECT SELECTION AND RANKING PROCESS

Rating & Ranking Process:

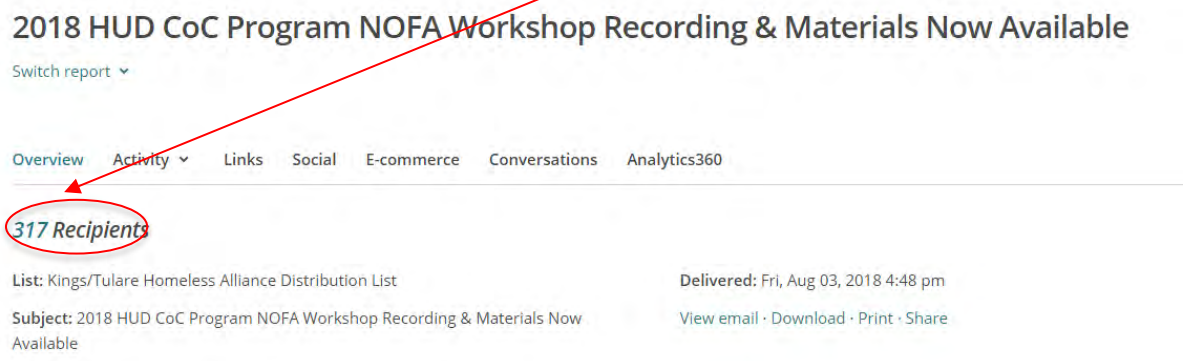
1) Posted on www.kthomelessalliance.org website on 7/23/18
2) Posted on Facebook on 8/3/18.
3) Posted on Twitter on 8/3/18.





Rating & Ranking Process:

1) Sent out via MailChimp Listserv to 317 people on 8/3/18.



2018 COC NOFA

ATTACHMENT 8. COC PROCESS FOR REALLOCATION, 1E-4

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2018 HUD Continuum of Care (CoC) Program
Project Selection and Ranking Process

I. Background

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the 2018 Continuum of Care Program Competition. The NOFA is available by visiting the HUD Exchange website at https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/. The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The Kings/Tulare Homeless Alliance (Alliance), which serves as the local CoC and Collaborative Applicant, is is responsible for submitting the CoC Consolidated Application in e-snaps on behalf of the CoC. The CoC Consolidated Application is made up of the following three parts:

- FY 2018 CoC Application
- FY 2018 Project Applications
- FY 2018 CoC Priority Listing

In 2018, the estimated Annual Renewal Demand (ARD) for the Kings/Tulare CoC is $2,257,440. The eligible application amounts are as follows:

Estimated Tier 1:	
94% of ARD	$2,121,993
Estimated Tier 2:	
Remainder of ARD + Bonus Amount	
(Estimated Bonus Amount: $135,446)	$270,892
Estimated DV Bonus Amount:	
10% of Preliminary Pro Rata Need	$204,944
Estimated CoC Planning Grant:	
3% of Final Pro Rata Need	$67,723

The Alliance will submit a collaborative application to HUD for competition funds by September 18, 2018.

II. Project Ranking Policy

The Alliance will assign a unique rank to each project that it intends to submit to HUD for FY 2018 funding. Each project will be comprehensively reviewed, both new and renewal projects within the geographic area, using the scoring criteria and selection priorities below, to determine the extent to which each project is still necessary and contributes to improving system performance. Funds for projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be reallocated to new projects that meet a community priority and contribute to improving system performance.

The Alliance will use the below component prioritization after scoring all new and renewal projects within the CoC based on the Renewal Project, New Project, SSO Project and HMIS Scoring Criteria.

Within project component, rank will be made according to project score. Projects with equal scores and same project component type will be ranked according to cost efficiency. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, will be ranked at the bottom of Tier 1.

Projects will be ranked in the following order[1]:

- HMIS
- SSO for Coordinated Entry
- Permanent Supportive Housing projects
- Rapid Re-housing projects
- All other projects

As HMIS and Coordinated Entry are HUD mandated requirements in order to receive Continuum of Care Program and Emergency Solutions Grant funding, they are strongly recommended as one of the top priorities in Tier 1 in order to secure funding for these authorized activities. HMIS and Coordinated Entry projects will be assessed for performance and spending in alignment with HUD requirements.

In accordance with HUD guidelines, the planning project will not be ranked.

III. Project Scoring Policy

A. Threshold Review
A preliminary, quantitative review of each application submitted will be completed by the Alliance. This review will:

- Confirm that application was submitted on time
- Confirm that all required attachments were submitted
- Confirm that the application meets HUD project quality threshold
- Confirm that the application meets certain local threshold requirements
- Confirm matching requirements are met

B. Contribution to System Performance
One of the most important factors in the local scoring process will be a review of a project's contribution to the improvement of overall system performance. Annual Performance Reports, HMIS data and other measurement tools will be reviewed carefully to ensure that all projects recommended for funding contribute to the improvement of system performance.

All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the scoring criteria located in the Appendix. Scores will determine each project's rank in the Alliance's application to HUD in accordance with Section II of this guidance. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

Applications received within 24 hours after the due date/time will receive a 5-point score reduction. Late submissions received between 24-48 hours after the due date/time will receive a 10-point score reduction. Late submissions received later than 48 hours after the due date/time will receive 0-points for the local competition. It is the applicant's responsibility to ensure documents are delivered and received on time.

[1] Expansion grants will be ranked according to score and community priority, however they will not be placed higher than the qualifying renewal grant.

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project.

Once the committee completes the rating and ranking, the committee may consider the Alliance's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the collaborative application. The recommendation of the Rating & Ranking Committee will go to the Alliance's Board of Directors and Membership for review and final approval.

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computed using the CoC's FY2018 application competitive score, the rank the Alliance gives to the project, and the project component.

Applicants will be notified in writing no later than September 3, 2018 of whether they will be included in the application to HUD and the amount to be allocated for each project. This information will also be posted on the Alliance website at www.kthomelessalliance.org no later than 5:00 pm on September 3, 2018.

IV. Using all Available Funds

If there are a lack of eligible project applications compared to the amount of funding available, additional project applications will be sought from the community. The Alliance will send out a public announcement of undersubscribed funds through its listserv, posting on the website, and sending out via social media portals.

The application deadline for these additional projects will be due as soon as possible upon notification to the public, but in no event later than the submission deadline to HUD.

V. Rating and Ranking Members

The Alliance recruits qualified, non-conflicted Rating & Ranking Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Rating & Ranking Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; Kings and Tulare County employees; mental health; substance abuse; veteran's services; and consumers.

Complete guidelines regarding the policies and selection process of Rating and Ranking Members can be found in the Alliance's Policy and Procedure Manual located on the Alliance's website at www.kthomelessalliance.org.

VI. Reallocation Policy

The Alliance may use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications without decreasing the Alliance's annual renewal demand. HUD strongly encourages CoCs to take advantage of this option. The funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, HMIS funds, or Support Services Only (SSO) for Coordinated Entry.

During comprehensive reviews of renewal projects, the Rating and Ranking Committee will use the Ranking Tool and

selection priorities to determine the extent to which each project is still necessary and addresses policy priorities (e.g. ending chronic homelessness, etc.). The Committee will reallocate funds to new projects whenever such reallocation(s) would reduce homelessness or address an underserved homeless population. In the event the Committee identifies a renewal project(s) whose funding should not be renewed (or funding should be decreased), the Committee will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

VII. Appeals Process

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Rating and Raking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Rating & Ranking Guidelines, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the Alliance's Policy and Procedure Manual, which can be found on the Alliance's website at https://www.kthomelessalliance.org/.

Any agency desiring to appeal must contact the Alliance via email at msmith@kthomelessalliance.org by **September 7, 2018 at 5:00 pm** to state its intent to appeal. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

VIII.Assurances

Project applicants will be required to sign an agreement to the following:

- Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and supersede the original application submitted.
- Applicant agrees to participate fully in KTHMIS, the local Homeless Management Information System (HMIS)
- Applicant agrees to fully participate in the Coordinated Entry System for Kings/Tulare Counties.
- Applicant understands that HUD funded homeless assistance projects are monitored by the Alliance and may include an annual site monitoring visit, as well as the submission of the program's most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
- Applicant understands that if funding is awarded they are responsible to inform the Alliance when:
    - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
    - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
    - Delays in the start-up of a new project
    - Program is having difficulty in meeting projected numbers served or performance outcomes.
- Applicant agrees to execute the following documents and submit as a part of their application to the Rating & Ranking Committee:
    - Kings/Tulare Homeless Alliance Applicant "Hold Harmless" Agreement; and
    - Memorandum of Understanding for HUD Funded Programs.

IX. Timeline

This list highlights the steps your agency will take to participate in the local NOFA competition. Please take special note of these dates.

June 20, 2018	**HUD NOFA RELEASED**
July 6, 2018	**PROVISIONAL RATING & RANKING TOOL RELEASED** The provisional tool will be released for public comment. Both local and HUD priorities will be incorporated into the tool. The tool will be released sent out via the Alliance Listserv, posted on the website, and via social media portals.
July 26, 2018 5:00 pm	**COC PROGRAM NOTIFICATION TO RENEW** All agencies that wish to renew an existing project must confirm via email their intent to renew. Emails must be sent to Machael Smith at msmith@kthomelessalliance.org.
August 3, 2018 11:00 am – 12:00 pm Webinar	**COC APPLICANT WORKSHOP** This workshop provides an overview of the CoC application process, grant funds available, requirements, and key strategies for a successful application in the Rating & Ranking and to HUD. To join the webinar, visit https://global.gotomeeting.com/join/155395173 from your computer, tablet or smartphone. Meeting materials and recording will be available after the webinar for those unable to attend at the scheduled date and time. **This is a mandatory workshop for all HUD applicants.**
August 9, 2018	**RATING & RANKING TOOL APPROVED** The Alliance Board will review and approve the 2018 Rating and Ranking tool. Public comments will be reviewed and incorporated into the tool, as appropriate.
August 14-18, 2018 Alliance Office 1900 N. Dinuba Blvd #G Visalia, CA	**APPLICANT PRE-SUBMITTAL MEETINGS (OPTIONAL)** Applicants have the opportunity to attend a 1:1 meeting with the Alliance for an application review prior to submitting for rating & ranking. This intent of this process is to alleviate common application mistakes, answer questions and provide technical assistance.
August 19, 2018 11:59 pm VIA Email	**APPLICATION SUBMITTAL DEADLINE FOR RATING & RANKING** Applications will be due to the Alliance, along with required attachments as outlined in the Applicant Selection & Ranking Process materials. Send via email to msmith@kthomelessalliance.org by the submittal deadline. Complete applications include: ☐ PDF of the application submitted through e-snaps. ☐ PDF file containing the following items, each separated by a title page: ☐ Most recent APR ☐ LOCCS report showing draws for most recent operating year – or – operating year to date if program is in its first year. ☐ Match letters, or letter indicating when you expect to receive match documentation Submit one PDF set of the following items per agency: ☐ PDF of the completed Applicant Profile as submitted through e-snaps ☐ Separate PDF copies of the following items, each separated by a title page: ☐ Most recent Audit, if applicable ☐ Indirect Cost Rate Agreement, if applicable

	☐ 501c3, if not on file with the Alliance ☐ Project related MOUs, if not on file with the Alliance: ▪ Kings/Tulare Homeless Alliance Hold Harmless Agreement ▪ Memorandum of Understanding for HUD Funded Programs ☐ HUD Monitoring Letter and all correspondence with HUD, if applicable Please submit the name and phone number for the contact person for Rating & Ranking questions. This person should be knowledgeable about your agency and project application(s).
August 28, 2018	**RATING & RANKING** Applicants must be available via telephone to respond to questions that may arise during the review process. Please provide contact information for the Rating & Ranking Committee.
September 3, 2018	**NOTIFICATION OF FUNDING RECOMMENDATIONS POSTED ON WEBSITE AND SENT TO APPLICANTS IN WRITING**
September 7, 2018 5:00 pm	**DEADLINE FOR APPEALS**
September 10, 2018 5:00 pm	**DEADLINE FOR FINAL PROJECT APPLICATION** Project applications must be uploaded to esnaps and a PDF of the application must be e-mailed to msmith@kthomelessalliance.org with confirmation that the application has been submitted in e-snaps.
September 16, 2018	**PUBLIC POSTING OF APPLICATION** The CoC will post all parts of the CoC Consolidated Application – including the CoC Application attachments, the completed Priority Listing, and the Project Applications. A notification of the posting will be sent out via the Alliance Listserv, posted on the website, and via social media portals.
September 18, 2018 5:00 pm PDT	**ENTIRE CONSOLIDATED APPLICATION SUBMITTED TO HUD (BY ALLIANCE)**

Appendix A: 2018 RENEWAL PROJECT Scoring Criteria

2018 CoC RENEWAL HOUSING PROJECT Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40%	Contribution to System Performance[1,2]	1.	Occupancy/Average Daily Unit Utilization[3]	APR, Q9	(Average number of households served at all four PIT dates)/ (number of units in project)	>=80%	79% – 70%	<70%	5	
		2.	Project serves eligible households only.	APR, Q20a1, Q20a2, Q20a3[4]	N/A	100%	N/A	<100%	5	
		3.	Percentage of participants who gained or increased earned income from entry to exit	APR, Q24b2 1st Row	%	>=24%	23% – 18%	<18%	10	
		4.	Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR, Q24b2 3rd Row	%	>=56%	55% – 42%	<42%	10	
		5.	Percentage of all participants with earned income	APR, Q24b3 1st Row	%	>=24%	23% – 18%	<18%	10	
		6.	Percentage of all participants with cash income other than employment	APR, Q24b3 3rd Row	%	>=56%	55% – 42%	<42%	10	
		7.	PSH/RRH Programs: Connecting clients to mainstream resources	APR, Q7, Q26a2 & Q26b2	Total number of adults with at least one non-cash benefit for stayers & leavers)/(Total number of adults)	>=56%	55% – 42%	<42%	5	

[1] Renewal projects that are not yet under contract or haven't completed a full year of operations will be scored in this section by using an average of all like-kind renewal projects. DV projects shall submit report data from a comparable database, as required by HUD.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

[3] Consideration will be made for projects with low bed utilization due to delays from Coordinated Entry referrals of clients that are document ready.

[4] Applicant must provide a narrative to explain how program eligibility is determined. Discuss where people came from and any data that might be confusing to the Rating and Ranking Committee.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40% (con't)	Contribution to System Performance (con't)	8a.	PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing	APR, Q29a1	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%	10	
		8b.	RRH Programs: Exit to permanent housing	APR, Q29a2	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%		
		9.	Leavers who exit to shelter, streets or unknown	APR, Q29	(Subtotal of Temporary Destinations)/ (Total Number of Leavers – Deceased)	<10%	11-15%	>15%	10	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	5	
								Subtotal	**80**	
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, Q31a4	Q31a4 Expended Subtotal / Q31a4 Applicable Total Expenses plus Admin	Less than 10% or $10,000 (whichever is less)	Less than 15% or $15,000 (whichever is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	Coordinated Entry System	14.	Referrals are kept up to date in HMIS	HMIS Referral Report[5]	Accuracy of referral data in HMIS as reported in Monthly Referral Report	>=90%	89% - 75%	<75%	10	
		15.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
								Subtotal	**20**	
5%	HMIS & Data Quality	16.	HMIS Data Quality Standards	HMIS Data Quality Report AHAR 11	Number of missing, don't know, & refused responses/ total number of applicable records	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	5	
		17.	HMIS Compliance	Annual Site Visit Compliance Checklist	Number of Acceptable ("A") ratings/ total number of rated items	>=90%	90% - 80%	<80%	5	
								Subtotal	**10**	
5%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	5	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	5	
								Subtotal	**10**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	

[5] Report period of 1/1/17 – 12/31/17

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	**Severity of Needs**	21.	Project allows entry to program participants with: low or no income, current or past substance use, history of domestic violence, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	20	
								Subtotal	**20**	
5%	**Fair Housing**	22.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	Rating & Ranking Interview	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Bonus Points	Length of time from referral to enrollment	HMIS	Date of enrollment – Date of referral	<=90 days	91 – 120 days	>120 days	**10**	

Total Score: _____/___200_____

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix B: 2018 NEW PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC NEW HOUSING PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing housing similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
30%	Contribution to System Performance[2]	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of housing provided and needs of the population to be served d. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served e. Supports Housing First where the client is housed regardless of their involvement in services they do not believe will help them achieve their stated goals f. Gains access to mainstream (non-CoC) resources g. Establishes performance measures for housing and income that are measurable, objective and meet or exceed HUD and CoC benchmarks h. Commitment to quickly place households in permanent housing	25	
		4.	Extent to which the applicant provides a sound plan to ensure that homeless people will be assisted to both OBTAIN and REMAIN in permanent housing and only terminate clients based on lease violations	15	
		5.	Extent to which there is a sound plan to ensure that participants will be assisted to both increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY	15	
		6.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**60**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project & Client Accessibility	7.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	15	
		8.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		9.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
			Subtotal	**40**	
25%	Project Feasibility	10.	Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner.	30	
		11.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		12.	Match is appropriate for project type and supports eligible activities.	10	
			Subtotal	**50**	
10%	Alliance Participation	13.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	10	
		14.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	10	
			Subtotal	**20**	
			Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix C: 2018 HMIS PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC HMIS PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
40%	Contribution to System Performance	1.	Bed Coverage: Emergency Shelters	APR, H10a	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		2.	Bed Coverage: Transitional Housing	APR, H10b	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		3.	Bed Coverage: Rapid Re-housing	APR, H10c	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		4.	Bed Coverage: Permanent Supportive Housing	APR, H10d	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	20	
								Subtotal	**80**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, H12 & H13	H13 Total Expenditures / H12 CoC Program Grant	Less than 10% or $10,000 (whicheve r is less)	Less than 15% or $15,000 (whicheve r is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	
15%	Coordinated Entry System	14.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	30	
								Subtotal	**30**	
10%	HMIS & Data Quality	15.	HMIS Data Quality, Residential Projects	APR, 11a	Average of missing, don't know, refused values	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	10	
		16.	HMIS Data Quality, Street Outreach/SSO Projects	APR, 11b	Average of missing, don't know, refused values	<5% missing, don't know, refused	6%-10% missing, don't know, refused	>10% missing, don't know, or refused	10	
								Subtotal	**20**	

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	17.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		18.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	19.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix D: 2018 SSO PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC COORDINATED ENTRY (SSO) PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing services similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
50%	Project Quality & Client Accessibility	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served d. Ensures that project participants are directed to appropriate housing and services that fit their needs e. Establishes performance measures that are measurable, objective and meet or exceed HUD and CoC benchmarks f. Commitment to quickly place households in permanent housing	30	
		4.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	20	
		5.	Whether there is a strategy for advertising the project that is designed specifically to reach homeless with the highest barriers within Kings and Tulare Counties.	20	
		6.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
		7.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		8.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**100**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project Feasibility	9.	For NEW CES: Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will begin services within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner. For RENEWAL CES: Extent to which Applicant has rapidly implemented award and commenced services.	25	
		10.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		11.	Match is appropriate for project type and supports eligible activities.	5	
			Subtotal	**40**	
15%	Alliance Participation	12.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	15	
		13.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	15	
			Subtotal	**30**	
			Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix E: Alliance HUD Program Competition Funding Priorities

Kings and Tulare Counties
Continuum of Care (HUD) Program Competition
FUNDING PRIORITIES
FY2018-2019

The Kings/Tulare Homeless Alliance has established the following local housing priorities[1] for the FY2018 HUD Continuum of Care Program Competition[2]. In addition to meeting one of the identified housing priorities in the table below, all projects[3] seeking funding must:

1) Maximize the use of mainstream benefits, including:
   a. Coordinate with existing mainstream resources to enroll participants in eligible programs and connect them to community based services; and
   b. Actively enroll participants in healthcare and/or assist participants in understanding and accessing expanded services available through the Affordable Care Act changes; and
   c. Secure funding for services through mainstream resource programs and other partnerships.

2) Work to remove barriers to local resources by:
   a. Prioritizing those most in need of services through the use of the VI-SPDAT and Housing Priority List;
   b. Actively participating in Every Door Open, the Kings/Tulare coordinated entry & assessment process; and
   c. Work to reduce the number of people exiting for unknown or negative reasons.

Priority	Focus Area
High	PSH projects for 100% chronically homeless households utilizing the Housing First model, including: a) Projects adding new Permanent Supportive Housing (PSH) beds dedicated to chronically homeless; b) Projects targeting existing PSH beds for chronically homeless; and c) Projects dedicating 100% of existing PSH beds to the chronically homeless at bed turnover.
High	Existing RRH projects. New Joint TH and PH-RRH projects.
Medium	New projects that are Dedicated PLUS. All other projects.

[1] HMIS, Coordinated Entry, and CoC Planning Grants are not subject to Prioritization, as they are required elements of a CoC.
[2] In addition to meeting a local housing priority, all projects will go through the Alliance's Rating & Ranking process.
[3] HMIS and CoC Planning grants excluded.

Appendix F: Alliance Standard Performance Measures

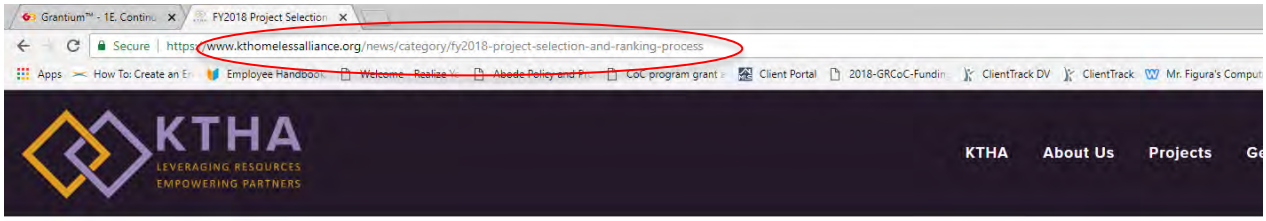
Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Housing Stability	Indicates program/system level success in ending homelessness as measured by those who retain permanent housing or attain other permanent housing.	▪ Permanent Supportive Housing	87% of persons will remain in the permanent housing program as of the end of the operating year or exit to permanent housing (subsidized or unsubsidized).	The number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination ÷ by the total number of Stayers and Leavers.
		▪ Transitional Housing ▪ Rapid Re-Housing	65% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.	Permanent housing placement is calculated by determining the number of Leavers who exited to a permanent housing destination ÷ the total # of Leavers.
Increased Income	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	▪ Permanent Supportive Housing	56% of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source remained the same or increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.
		▪ Rapid Re-housing ▪ Transitional Housing	56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Earned Income	Indicates that program is assisting households to stabilize housing by becoming employed or maintaining employment. A higher rate is considered positive.	▪ Permanent Supportive Housing	24% of persons age 18 through 61 will maintain or increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income remained the same or increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
		▪ Rapid Re-housing ▪ Transitional Housing	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
Bed Utilization	Indicates efficient use of community resources. High occupancy rate indicates system efficiency at turning over units and providing programs that are well-designed.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing/ ▪ Permanent Supportive Housing	▪ 60% min. bed utilization for ES ▪ 80% min. bed utilization for TH ▪ 80% min. bed utilization for RRH ▪ 95% min. bed utilization for PSH	Total number of bed nights ÷ total number of nights in the month.
Average Length of Stay	A reasonably short length of stay indicates efficiency related to turnover of beds which is essential to meet system demand for emergency shelter.	▪ Emergency Shelter	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Average Length of Participation	Indicates that system is assisting households to achieve independence without long-term reliance on the system.	▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.
Households Served	Indicates volume of households served by the system and provides a better understanding of household size as it relates to unit occupancy.	▪ Emergency Shelter ▪ Transitional Housing ▪ Permanent Supportive Housing	Currently tracked but not monitored.	The number of households served by the program (or system) during the report period.
Newly Homeless	Indicates the volume of newly homeless persons served by emergency shelters.	▪ Emergency Shelter	Currently tracked but not monitored.	The number of newly homeless[1] clients ÷ total number of clients served during the report period.
Recidivism	Indicates system's success in ending homelessness as measured by number of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	The total number of recidivist clients[2] ÷ the total number of clients served during the report period.

[1] *Newly Homeless is defined as the number of persons that entered the emergency shelter during the report period that have not been served by other programs in the HMIS as of 7/01/2013.*

[2] *A recidivist client is defined as one that exits a system with a successful outcome (specific to that system) and re-enters the system within one year after exit from the system.*



July 23, 2018

FY2018 Project Selection And Ranking Process

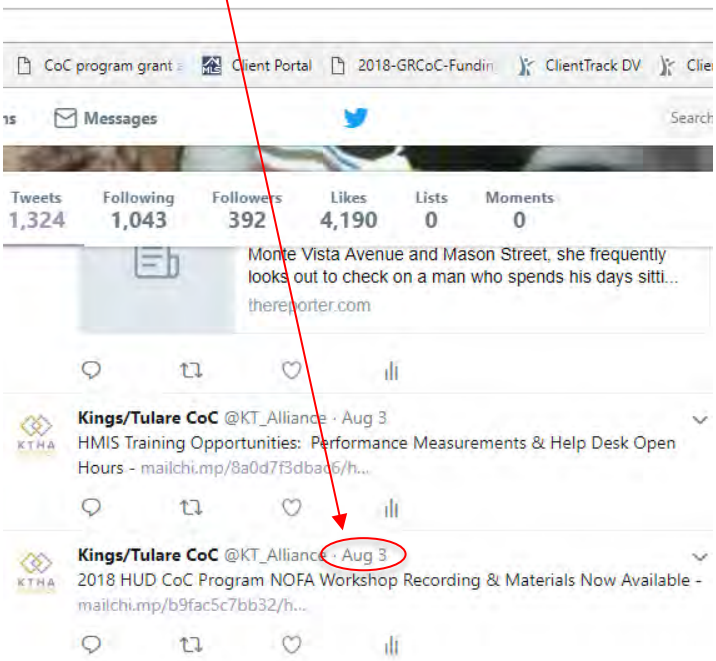
FY2018 NOFA

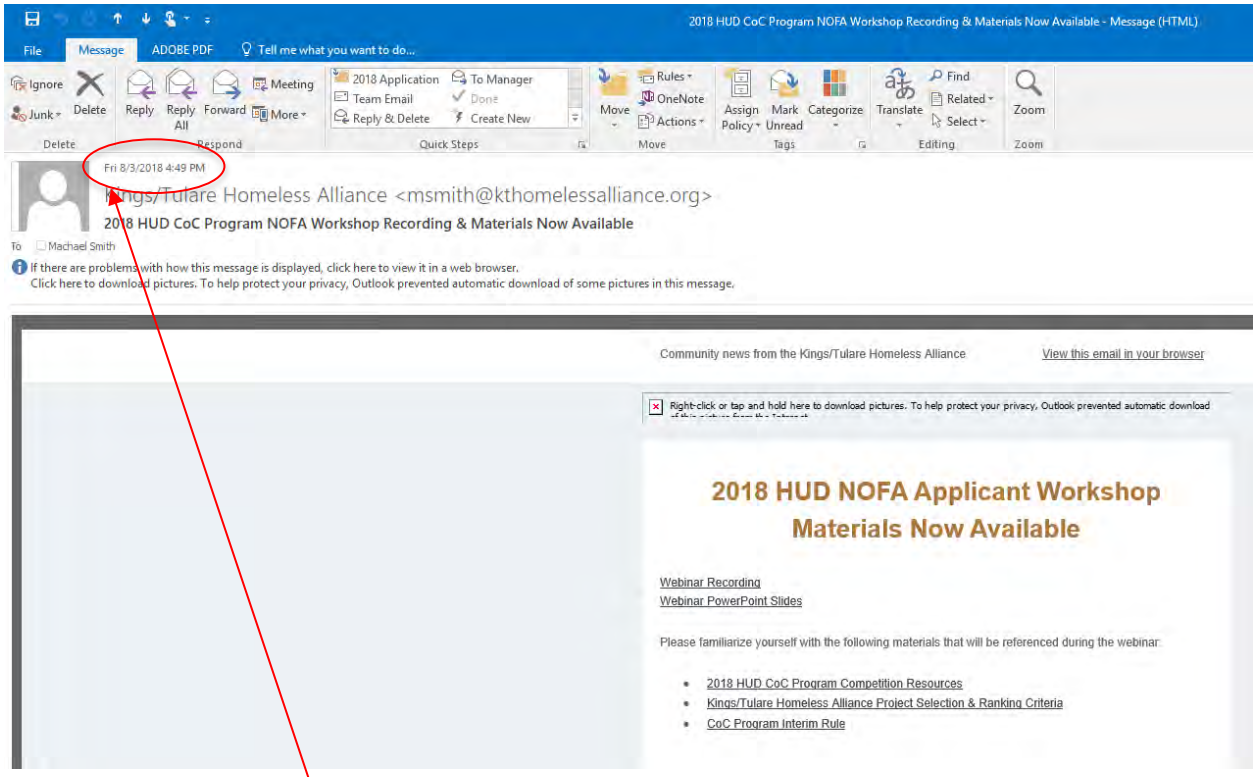
As a part of the 2018 HUD Continuum of Care Program Competition, all projects must be scored and ranked prior to submission to HUD. All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the Application Selection and Ranking Process. Scores will determine each project's rank int he Alliance's application to HUD, and rank will be the primary determinant of placement in to Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

2018 HUD COC PROGRAM PROJECT SELECTION AND RANKING PROCESS

Rating & Ranking Process:

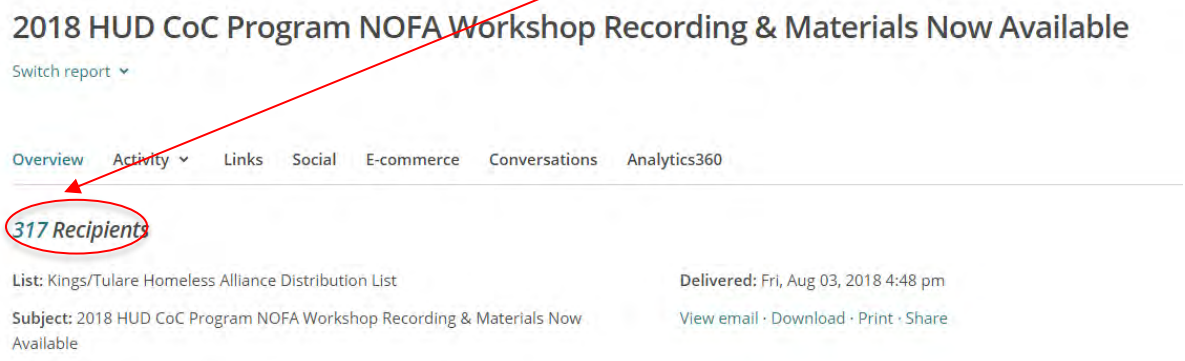
1) Posted on www.kthomelessalliance.org website on 7/23/18
2) Posted on Facebook on 8/3/18.
3) Posted on Twitter on 8/3/18.

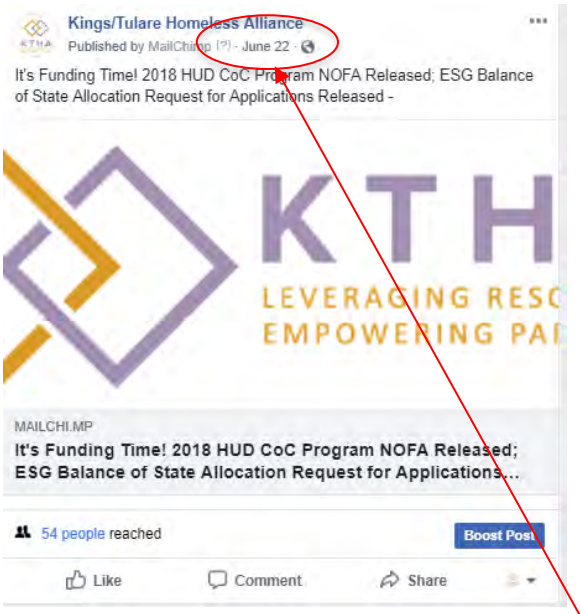




Rating & Ranking Process:

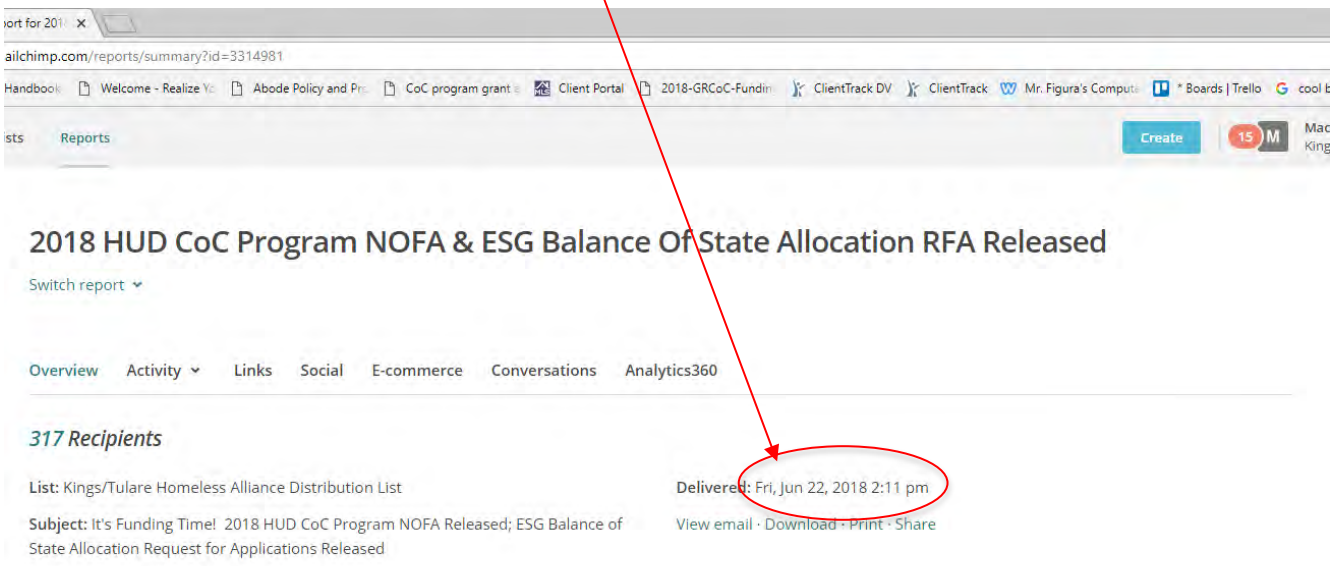
1) Sent out via MailChimp Listserv to 317 people on 8/3/18.





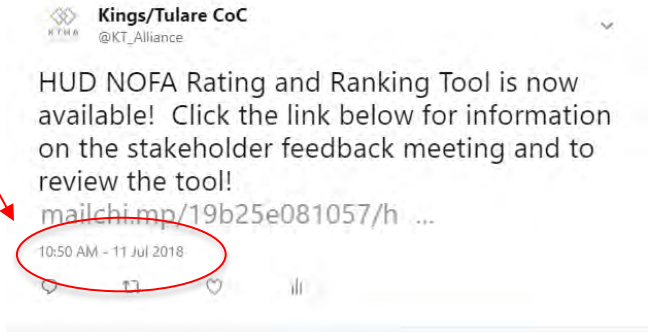
Solicitation for applicants:

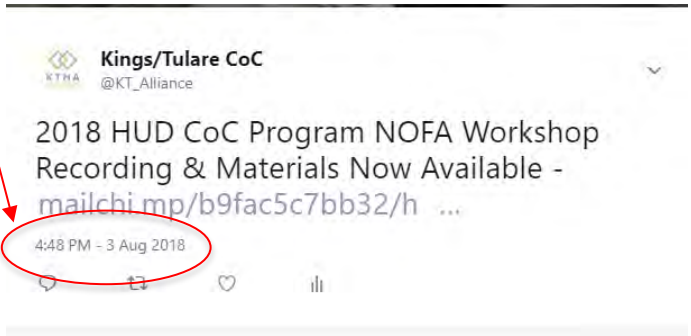
1) Posted on Facebook on 6/22/18 & 8/2/18.
2) Sent out via MailChimp Listserv to 317 people on 6/22/18.



Solicitation for applicants:

3) Posted on Twitter on 6/22/18, 7/11/18, & 8/3/18.





2018 HUD NOFA Applicant Workshop

AUGUST 3, 2018

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

Resources

HUD Exchange Website

- HUD 2018 CoC Program NOFA & Other Competition Materials
- CoC Interim Rule
- AAQ/FAQ

KTHA Website

- KTHA Project Selection & Ranking Process

KTHA
LEVERAGING RESOURCES
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New Project Funding Options

New projects may apply for three funding streams:

1. Reallocation of funding for renewal projects or
2. Bonus funding or
3. Domestic Violence Bonus funding.

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Option A: Reallocation and/or Bonus

Applicants may apply for **reallocated funds** from renewal projects

-or -

Bonus funding or a **combination of reallocated funds and Bonus funding**

Option B: Domestic Violence Bonus

CoC can have up to three DV bonus projects

Maximum of one of each project type:

1. Rapid Re-housing (PH-RRH) projects that must follow a Housing First approach.
2. Joint TH and PH-RRH component projects that must follow a Housing First approach.
3. Supportive Services Only Projects for Coordinated Entry (SSO-CE)

Option C: Expansion Projects

Two Types:

1. Expanding a CoC-Program-funded Project

   Expansion in which a project applicant submits a new project application to expand the current operations of an eligible renewal project

2. Expanding a non-CoC Program funded project

   Expansion in which a project applicant submits a new project application that requests CoC Program funds to add to a current homeless project

Eligible Project Types

1. Permanent Supportive Housing for CH or DedicatedPLUS (Bonus or Reallocation)
2. Rapid Rehousing (Bonus, Reallocation or DV Bonus)
3. Joint TH and PH-RRH (Bonus, Reallocation or DV Bonus
4. Dedicated HMIS (Bonus or Reallocation)
5. SSO for CES (Bonus, Reallocation or DV Bonus)

Executive Membership Meeting
Minutes

July, 26 2018
10:00 AM – 11:00 AM

Location: Community Room
1900 Dinuba Blvd., Suite G, Visalia, CA 93291

1. **Meeting called to Order by President, S. Ward at 10: 03 am.**

2. **Welcome and Introductions**

3. **Stakeholder Comments**
   a. J. Ketcheside. A Collaborative Administrative Entity in which includes capacity building – More information to follow
   b. Questions: Anyone in the Kings/Tulare region having problems with Rapid Rehousing? J. Ketcheside: New investor coming to bring in new housing structures – need to get Bakersfield & Fresno involved with Rapid Rehousing efforts. Property owners don't want to take part in Rapid Rehousing as it is very costly and they are burnt out with repairs & evictions.
      i. Ideas to fix: Double deposits (first & last month) and flex funds
   c. Landlord mitigation fund – meetings have taken place, feedback has been received and recorded. A draft will be sent out for public comment.

4. **Consent Agenda**
   a. Minutes & Financial Statements
   b. Motion by M. Escarsega-Fechner, Second by C. Meader, No discussion – Motion carries.

5. **Discussion/Action Items**
   a. 2018 ESG Balance of State NOFA: Funding Recommendations
      i. Review project scoring. M. Perez – Three applications were submitted and changes have been recommended. Partnerships have been formed to fulfill these recommendations.
         1. Outreach & HMIS included in and written into project budgets
            a. N. Villarreal– wants to track to find out the successes of RRH projects
      ii. Outreach, Kings View (funding for van to transport clients)
      iii. Homeless Prevention $20,000 for both RRH projects.
      iv. There was a motion by J. Ketcheside to approve funding recommendations as presented, seconded by C. Meader – No further discussion. Motion carries.
      v. Abstained from vote: Nanette V., Miguel P, Becky H., & Motion passes.
   b. 2018 HUD CoC Program NOFA: Project Selection & Ranking Process
      i. July 21st training review. There is $2.25 million available in annual renewal demand with Bonus Project Funds of $135,000.
         1. DV bonus project – needed for$ 205,000 that is either RR or PSH
            a. Renewal of $2.2 million, ranked
            b. Public Comments received, Review of Scoring criteria.
      ii. Victim Specific access through 211 (N. Villarreal)

1. 211 can be used as a referral system. Data can also be extracted from 211. Housing calls can be used for match. (M. Smith) Question was posed - Will there be a fee for applicants to apply? Yes, $250 each.

iii. Review of comments received prior to meeting from public comments & discussion

1. Discussion: Do we want to add bonus points for a bridge project? Incentivize model, not collaboration?
    a. The idea is liked by the group. There was work made on wording and point weight.
    b. We are looking for new partnerships – such as Service Groups and Match Partners. Need a time to set aside from this meeting in order to brainstorm these ideas.
        - MOU Activities
            - (In kind laborers, pay for supplies?)
            - Sub recipient vs vendor
2. Motion by M. Escarsega-Fechner to approve Project Selection & Ranking Criteria as presented and incorporate the change to HMIS scoring. Will revisit the bonus points for collaboration next year. Second by J. Ketcheside. Motion carries. No abstentions

6. Announcements

a. J. Ketcheside (Turning Point)– CDR3 is up and running with 11 bed opening in Porterville within the next 30 days. Currently have 4 units.

b. J. Bonafe (Child Support) – Child support Awareness Month is August. They will be set up at 5 libraries, having 2 resource fairs and 3 workshops coming up. If interested in being a vendor – Contact James. Handouts/Flyers passed out.

7. Adjourn at 11:34 pm

From: Machael Smith
To: "Kathy Guinn"
Subject: RE: Bridge Project
Date: Friday, August 3, 2018 9:23:00 AM

That's great. For the DV bonus, it would need to be transitional housing where folks are also offered rapid rehousing. Here is some information you may find helpful on what types of projects they will allow:

https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/

Also, here is an excerpt out of the 2018 NOFA, page 18 (https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf):

"Joint TH and PH-RRH Component Project. The Joint TH and PH-RRH component project combines two existing program components–transitional housing and permanent housing-rapid rehousing–in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Section II.A.4 of this NOFA) across the entire project and program participants may only receive up to 24-months of total assistance. For more information about Joint TH and PH-RRH component projects, see Section V.C.3 of this NOFA for additional information.
If funded, HUD will limit eligible costs as follows, in addition to other limitations found in 24 CFR part 578:
(1) leasing of a structure or units, and operating costs to provide transitional housing;
(2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
(3) supportive services;
(4) HMIS; and
(5) project administrative costs.
When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided."

Best,

Machael

From: Kathy Guinn <kguinn@kingsview.org>
Sent: Friday, August 3, 2018 8:56 AM
To: Machael Smith <msmith@kthomelessalliance.org>
Subject: Re: Bridge Project

We are looking at collaboration for DV housing, the bridge type of project. I'm envisioning a homeless community built on property where they can govern themselves and be in control with KV oversight, case management and clinical services if needed. My dream is big.

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From: Machael Smith <msmith@kthomelessalliance.org>
Sent: Friday, August 3, 2018 8:38:27 AM
To: Kathy Guinn
Subject: RE: Bridge Project

That's great. Are you thinking of the Joint TH-RRH project type in the HUD CoC Program Competition or the ESG competition in the fall?

If you are thinking CoC Program NOFA, please be sure to watch the webinar at 11 am today. Once I know which competition and project type you are interested in, I can send you some resources and we can schedule some time to chat.

Best,

Machael

From: Kathy Guinn <kguinn@kingsview.org>
Sent: Thursday, July 26, 2018 11:20 AM
To: Machael Smith <msmith@kthomelessalliance.org>
Subject: Bridge Project

Perfect...we have discussed this. I think we are ready...I would like to schedule some consult time with you to apply. We can do this.

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From: Machael Smith
To: Crystal Hernandez
Subject: RE: Meeting
Date: Friday, July 20, 2018 4:52:00 PM

Hi Crystal-

Unfortunately, I can 9 am at the Alliance office or after noon on Thursday. If that doesn't work we can look into the following week.

Best,

Machael

From: Crystal Hernandez [mailto:chernandez@championsrecovery.org]
Sent: Wednesday, July 18, 2018 8:00 PM
To: Machael Smith <msmith@kthomelessalliance.org>
Subject: Re: Meeting

Thursday any time before noon would be perfect. Your trip must have been awesome! just let me know. J

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From: Machael Smith <msmith@kthomelessalliance.org>
Sent: Wednesday, July 18, 2018 12:19:25 PM
To: Crystal Hernandez
Subject: RE: Meeting

HI Crystal-

Thanks for reaching out. I just returned from vacation (to Yellowstone). Do you have some time to chat/meet either next Tuesday or Thursday afternoon?

Best,

Machael

From: Crystal Hernandez [mailto:chernandez@championsrecovery.org]
Sent: Monday, July 9, 2018 7:09 PM
To: Machael Smith <msmith@kthomelessalliance.org>
Subject: Re: Meeting

Howdy there,

Just wanted to follow up on our brief conversation at the Housing Heros event about

potential opportunities for Kings Co funding to address homeless or those on the cusp. Look forward to meeting. J

Thanks,
Crystal Hernandez

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2018 COC NOFA

ATTACHMENT 9. PROJECTS ACCEPTED NOTIFICATION, 1E-5

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   a. Proof of Posting on Website 2
   b. Proof of Posting on Social Media 2
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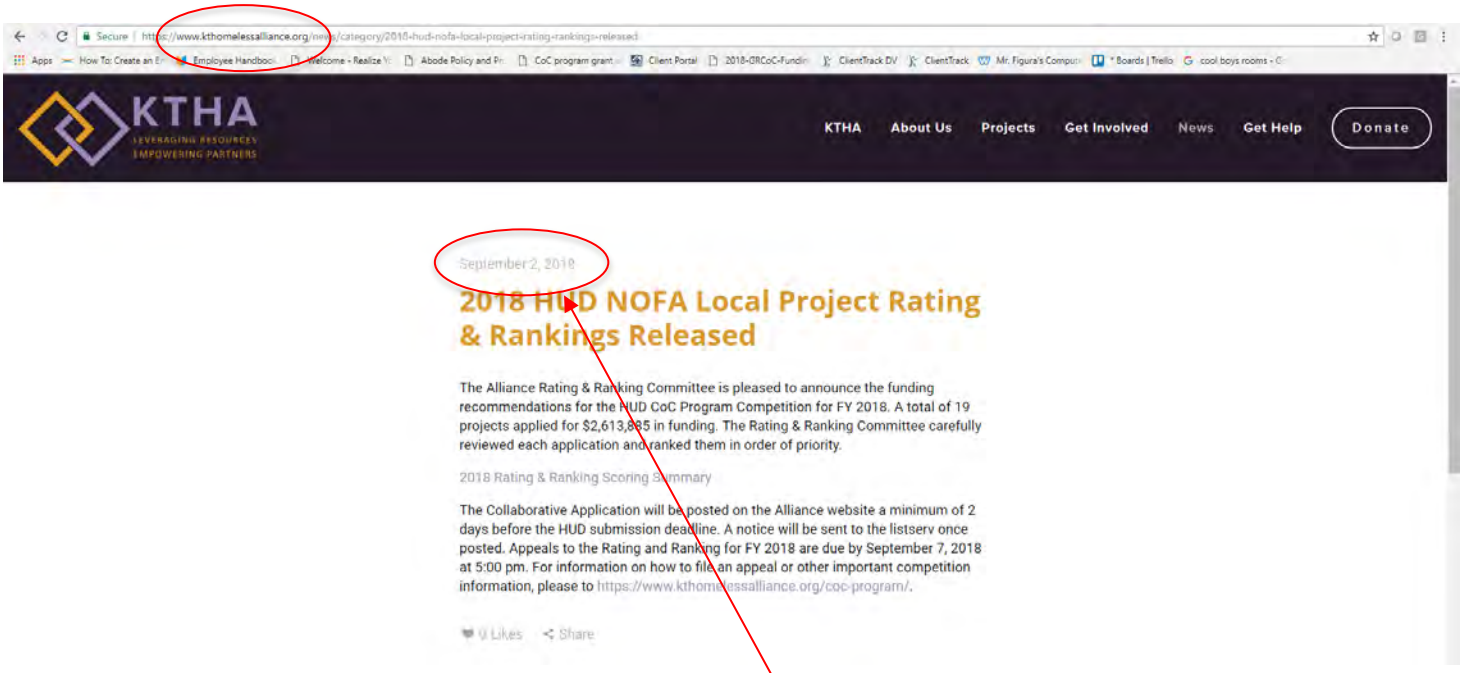
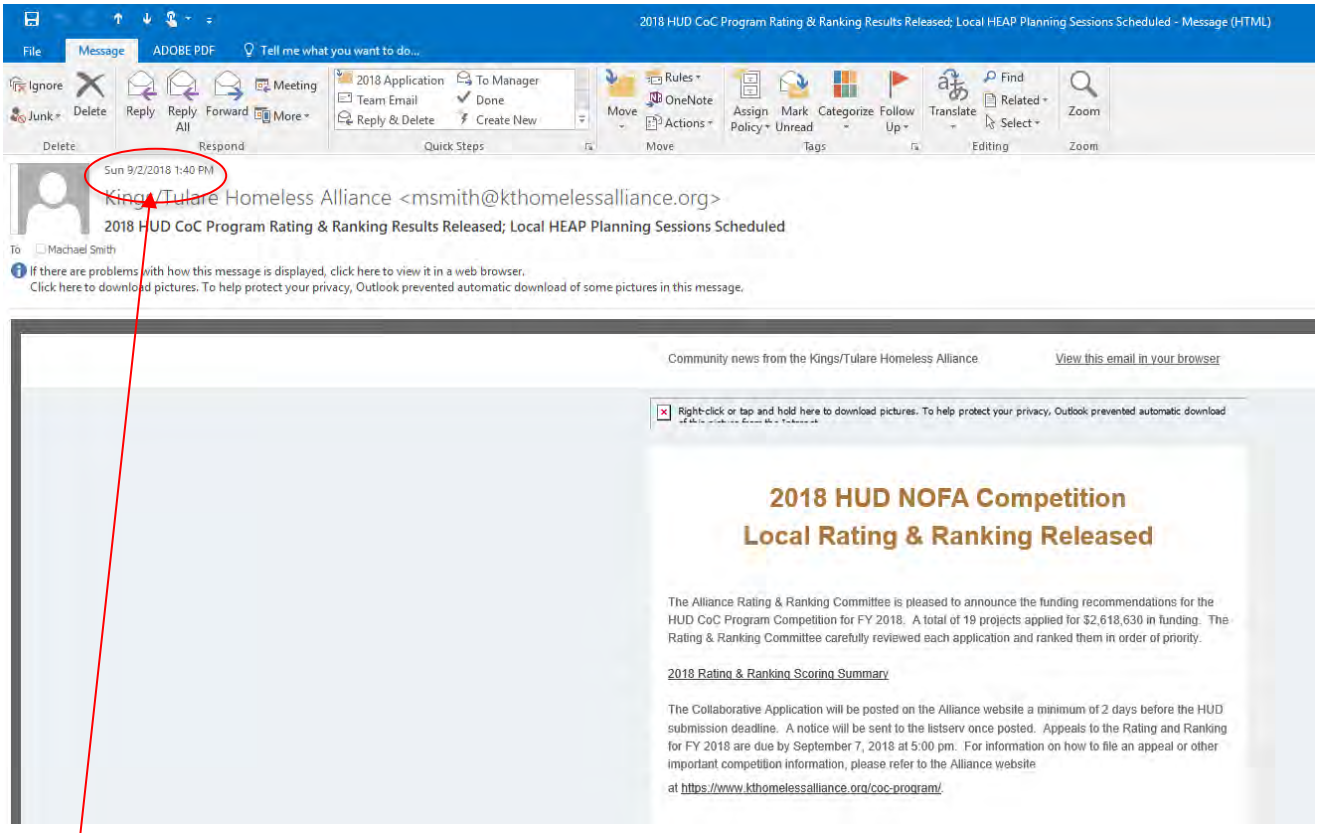
3. Copies of the written notification to project applicants their project applications were accepted and ranked on the priority listing.
   d. Emails sent to applicants notifying of project acceptance and rank. 4



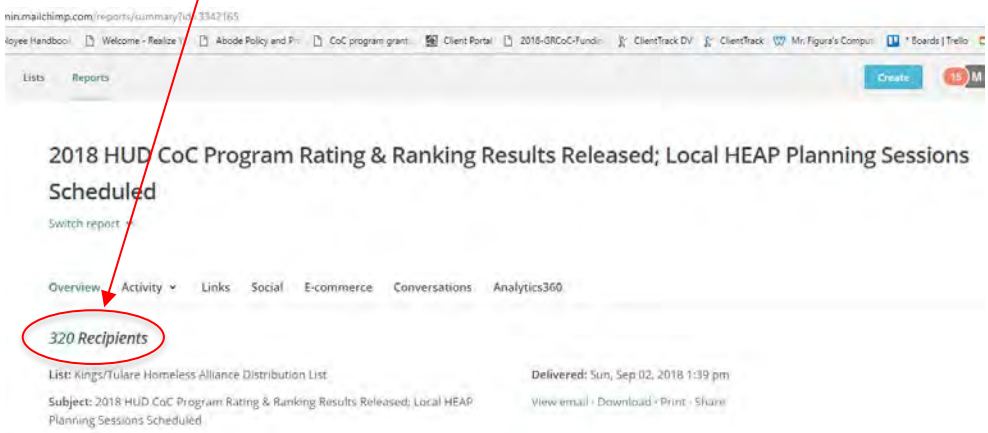
Rating & Ranking Results:

2) Posted on www.kthomelessalliance.org website on 9/2/18
3) Posted on Facebook on 9/2/18.
4) Posted on Twitter on 9/2/18.



Rating & Ranking Results:

4) Sent out via MailChimp Listserv to 320 people on 9/2/18.



From: Machael Smith
To: "craiglindaj@sbcglobal.net"; Margie Perez (mperez@tulare.ca.gov); Traci Myers (tmyers@tulare.ca.gov)
Cc: ""caity.meader@fstc.net" (caity.meader@fstc.net)"; Everardo Legaspi (everardo.legaspi@fstc.net); "rebecca.peter@fstc.net"; Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 9:24:40 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
4	PSH	Renewal	City of Tulare	Tulare Housing First	$ 58,720
7	PSH	Renewal	City of Tulare	Tulare Housing First II Bonus	$ 42,533
12	PSH	Renewal	City of Tulare	Tulare Housing First II	$ 138,023

Final submission is contingent on successful completion of the following:

1) THF II Bonus –
    a. Q3c. Check the 4th box so that Q3d changes the response to Housing First to "yes"

This project has been released back to your agency for the above corrections. **Please mail an updated version of the submitted application to msmith@kthomelessalliance.org no later than September 10, 2018**.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

From: Machael Smith
To: ""jketcheside@tpocc.org" (jketcheside@tpocc.org)"
Cc: Dennis Reid; Cheri Taylor; Heather Sisco; Michelle Boyd; Rikkie Urbano; Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 9:29:05 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
6	PSH	Renewal	TPOCC	Casa de Robles 2	$ 79,525
10	PSH	Renewal	TPOCC	Casa de Robles 3	$ 164,130
14	PSH	Renewal	TPOCC	Kings Permanent Supportive Housing	$ 187,281

Final submission is contingent on successful completion of the following: N/A, no changes needed.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

Machael Smith

From: Machael Smith
Sent: Monday, September 3, 2018 9:30 PM
To: Nanette Villarreal (nanettev@kingsunitedway.org)
Cc: Lucia Orozco; Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
2	HMIS	Renewal	KUW	HMIS	$ 157,533

Final submission is contingent on successful completion of the following: N/A, no changes needed.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 | (m) 559.331.5237

From: Machael Smith
To: Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 9:31:03 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
1	CES	Renewal	KTHA	Coordinated Entry	$ 169,590

Final submission is contingent on successful completion of the following: N/A, no changes needed.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

From: Machael Smith
To: "jcox@kcao.org"
Cc: Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 10:03:31 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
3	PSH	Renewal	KCAO	Hope Survives	$ 107,588
8	PSH	Renewal	KCAO	Anchors II	$ 83,936
9	PSH	Renewal	KCAO	Anchors IV	$ 80,939
18	PSH	DV Bonus	KCAO	Hope Survives TH DV Bonus	$ 220,999

Final submission is contingent on successful completion of the following:

1) Project Profile-
   a. HUD-2880. Correct response to "Do you expect to receive more than $200,000 in Federal Assistance…?" to "Yes"

2) Hope Survives –
   a. Q1d17. Please correct project start/end date to 10/01/19 – 09/30/20.
   b. Q3c. Check the 4th box so that Q3d changes the response to Housing First to "yes".
   c. Please increase the leasing budget to $43,992 per the 2018 GIW. This should increase the total project budget to $107,558.
   d. Since match is in-kind, an MOU must be attached per HUD (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19).

3) Anchors II –
   a. Q1d17. Please correct project start/end date to 10/01/19 – 09/30/20.
   b. Q3c. Check the 4th box so that Q3d changes the response to Housing First to "yes".
   c. Q6a3. Indirect cost rate response is no. Is this accurate?
   d. Please increase the leasing budget to $40,413 per the 2018 GIW. This should increase the total project budget to $83,936.
   e. Since match is in-kind, an MOU must be attached per HUD (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19)

4) Anchors IV –
   a. Q1d17. Please correct project start/end date to 2/01/19 – 01/31/20.
   b. Q3c. Check the 4th box so that Q3d changes the response to Housing First to "yes"
   c. Q6a3. Indirect cost rate response is no. Is this accurate?
   d. Please increase the leasing budget to $36,764 per the 2018 GIW. This should increase the total project budget to $80,939.
   e. Since match is in-kind, an MOU must be attached per HUD (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19)

5) Hope Survives TH DV Bonus–
   a. Please increase project budget to capture 100% of amount available under the bonus opportunity ($220,999 ilo $204,994). Possibility to increase without affecting existing components is to add $16,005 as Admin.
   b. Since match is in-kind, an MOU must be attached per HUD (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19)

These projects have been released back to your agency for the above corrections. **Please email updated versions of the submitted applications to msmith@kthomelessalliance.org no later than September 10, 2018**.

Sincerely,

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

From: Machael Smith
To: Terry Schmal; ""maria.villa@cset.org" (maria.villa@cset.org)"; Carla Calhoun (carla.calhoun@cset.org); Raquel Gomez (raquel.gomez@cset.org)
Cc: Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 10:22:55 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
11	PSH	Renewal	CSET	PSH Visalia	$ 148,400
13	PSH	Renewal	CSET	Tulare County PSH	$ 333,523

Final submission is contingent on successful completion of the following:

1) PSH Visalia –
   a. Q1d17. Please correct project start/end date to 10/01/19 – 09/30/20.
   b. Since match is in-kind, an MOU must be attached per HUD (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19). Since it is an intra-agency in-kind match, I recommend writing a letter explaining such, but incorporating all elements of an MOU.

2) Tulare County PSH –
   a. Q1d17. Please correct project start/end date to 10/01/19 – 09/30/20.
   b. Q3c. Check the 4th box so that Q3d changes the response to Housing First to "yes".
   c. Since match is in-kind, an MOU must be attached per HUD (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19). Since it is an intra-agency in-kind match, I recommend writing a letter explaining such, but incorporating all elements of an MOU.

These projects have been released back to your agency for the above corrections. **Please email updated versions of the submitted applications to msmith@kthomelessalliance.org no later than September 10, 2018**.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

From: Machael Smith
To: Everardo Legaspi (everardo.legaspi@fstc.net)
Cc: ""caity.meader@fstc.net" (caity.meader@fstc.net)"; "rebecca.peter@fstc.net"; Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 10:36:06 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
5	PSH	Renewal	FSTC	PSH 3 United Way	$ 102,595
15	PSH	Renewal	FSTC	Tulare County PSH 2	$ 62,897

Final submission is contingent on successful completion of the following:

1) Permanent Supportive Housing Program –
    a. Q1d17. Please correct project start/end date to 11/01/19 – 10/31/20.

These projects have been released back to your agency for the above corrections. **Please email updated versions of the submitted applications to msmith@kthomelessalliance.org no later than September 10, 2018**.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

From: Machael Smith
To: Regina Boerkamp; Crystal Hernandez (chernandez@championsrecovery.org)
Cc: Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 10:55:26 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
16	PSH	New	Champions	Grace Homes	$ 214,404

Final submission is contingent on successful completion of the following:

1) Grace Homes –
   a. Q1d17. Please correct project start/end date to 10/01/19 – 09/30/20.
   b. Q5a. Total number of people should not exceed maximum capacity at any PIT (https://www.hudexchange.info/resources/documents/FY-2018-New-Project-Application-Detailed-Instructions.pdf, pg 30). 59 people cannot occupy 12 units at one PIT. Please adjust.
   c. Please decrease the supportive services and/or operating budget by budget to $39,396 per the award reflected above. This should decrease the total project budget to $214,404.
   d. Omit utilities from Operating Budget unless they are for areas that staff work in/provide supportive services in. Client utilities are included in FMR.
   e. Provide detailed budget for all items listed in Supportive Services and Operating budgets per HUD requirements (https://www.hudexchange.info/resources/documents/FY-2018-New-Project-Application-Detailed-Instructions.pdf, pages 38-39).
   f. Since there is in-kind match listed, an MOU must be attached per HUD requirements (https://www.hudexchange.info/resources/documents/FY-2018-Renewal-Project-Application-Detailed-Instructions.pdf, pg. 19).

This project has been released back to your agency for the above corrections. **Please email an updated version of the submitted application(s) to msmith@kthomelessalliance.org no later than September 10, 2018**.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

From: Machael Smith
To: Mickie Manning (postalmimi@ocsnet.net); Josh Crowell; Toni Dumont
Cc: Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 11:02:16 PM
Attachments: FY 18 Rating Ranking Process_Final.pdf
2018 CoC RENEWAL HOUSING PROJECT Scoring Sheet (Self Scoring).pdf
Meeting Attendance 17-18.xlsx
Referrals Jan-Dec 2017.xlsx
Importance: High

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The Rating & Ranking Committee, with KTHA Board Approval, has recommended the following projects for inclusion in the Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
19	PSH	Renewal	CCFCC	Ridge Connections II	$ 156,159
20	RRH	Renewal	CCFCC	Ridge Connections I	$ 105,110

Complete applications must be submitted in accordance with the 2018 HUD NOFA and the Local Project Selection & Ranking Criteria **no later than September 7, 2018.**

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

2018 COC NOFA

ATTACHMENT 10. PROJECT REJECTION-REDUCTION NOTIFICATION, 1E-5

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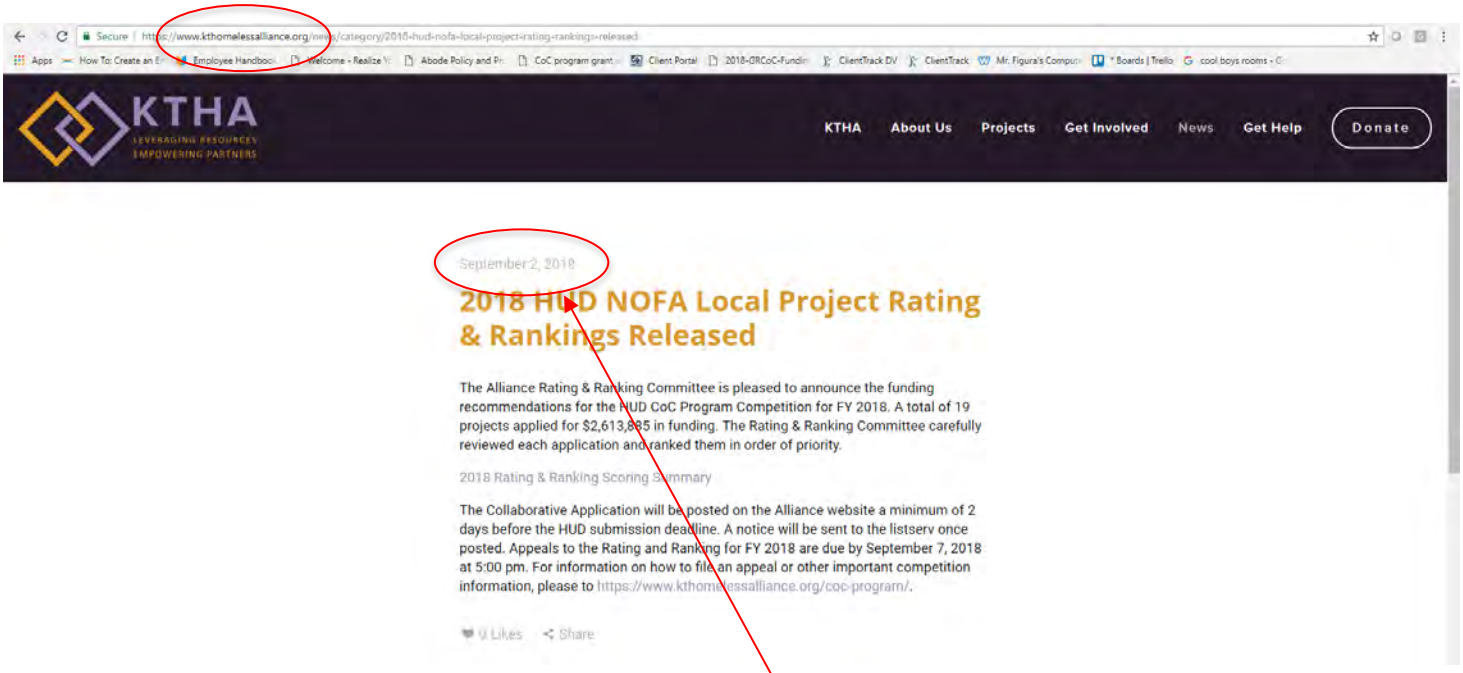
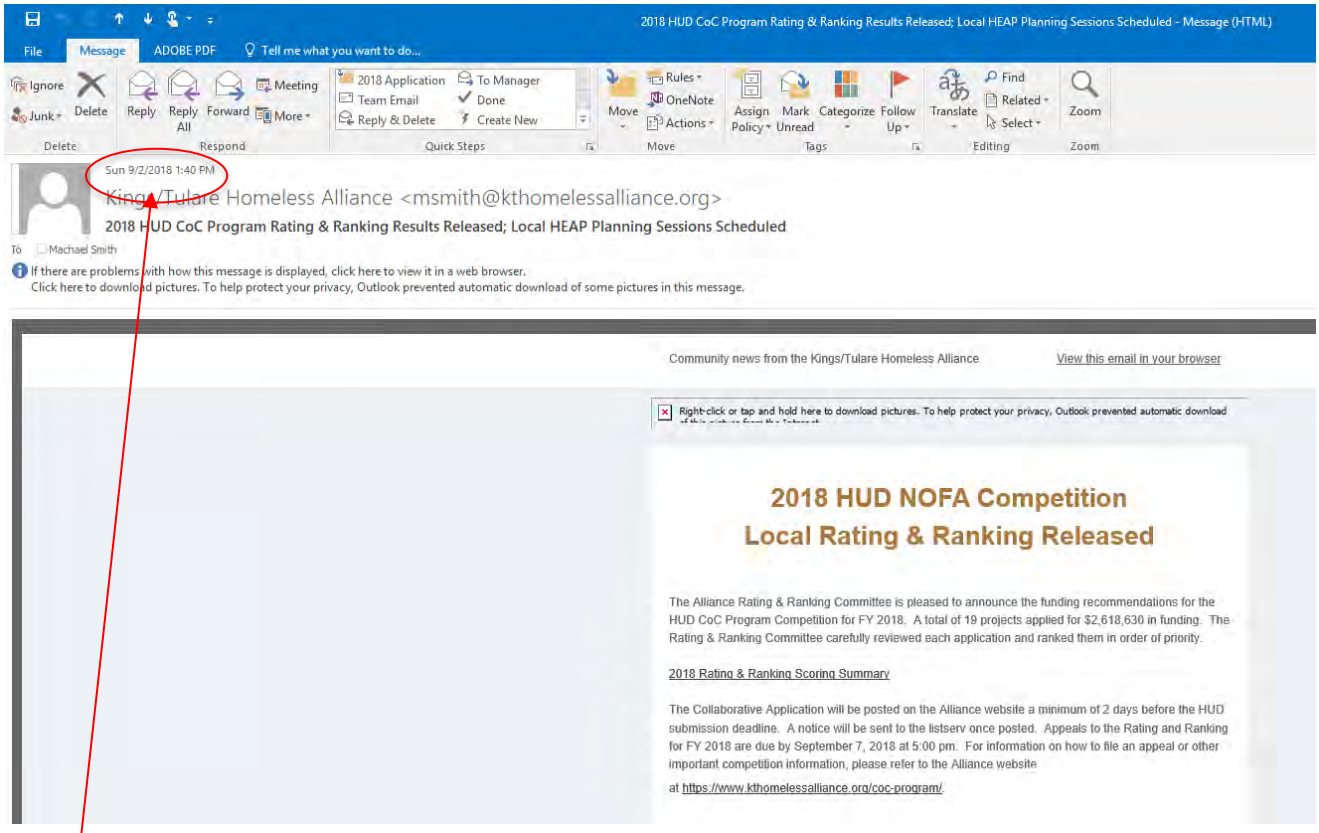
2. Project Selection & Ranking Results: Public Posting Evidence
   a. Proof of Posting on Website 2
   b. Proof of Posting on Social Media 2
   c. Proof of Posting via List Serv 3
3. Copy of the written notification to project applicant that their project application was reallocated.
   d. Email sent to applicant notifying of reallocation..... 4



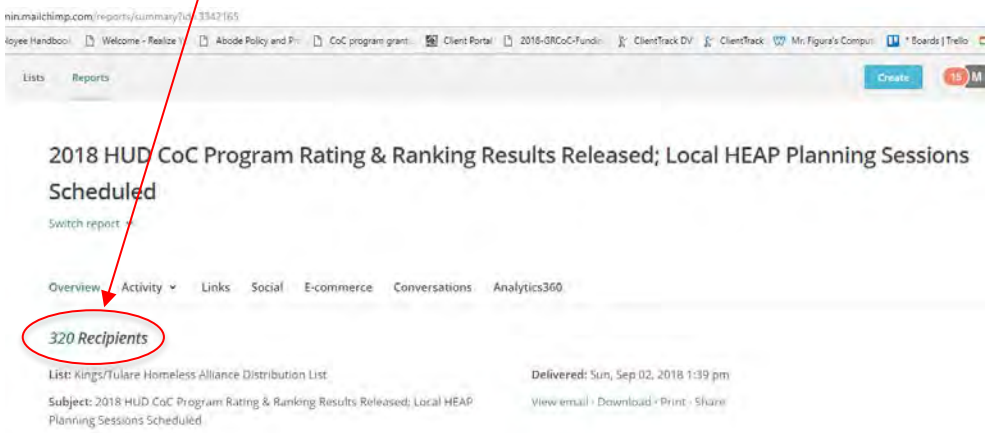
Rating & Ranking Results:

2) Posted on www.kthomelessalliance.org website on 9/2/18
3) Posted on Facebook on 9/2/18.
4) Posted on Twitter on 9/2/18.



Rating & Ranking Results:

4) Sent out via MailChimp Listserv to 320 people on 9/2/18.



From: Machael Smith
To: "jcox@kcao.org"
Cc: Machael Smith
Subject: FY 2018 HUD CoC Program Competition - Rating & Ranking Results
Date: Monday, September 3, 2018 10:13:20 PM

Dear Applicant:

Thank you for submitting an application for the 2018 HUD CoC Program Competition. The following project has been reallocated and will not be incorporated into the 2018 Collaborative Application:

Rank	Project Type	Funding Category	Agency	Project	Amount
N/A	RRH	Renewal	KCAO	Every Door Open Kings County	$ 78,958

We believe that the decision to reallocate this project will increase the overall system performance of the CoC. We appreciate the tremendous work that KCAO does to make our community a better place for all.

If you wish to appeal, please follow the guidance found at https://www.kthomelessalliance.org/coc-program/ no later than September 7, 2018.

Sincerely,

KTHA

Machael Smith
Executive Director
www.kthomelessalliance.org
(o) 559.738.8733 ¦ (m) 559.331.5237

2018 COC NOFA

ATTACHMENT 11. LOCAL COMPETITON DEADLINE, 1E-5

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1. Project Selection & Ranking Procedure 2
The CoC used a very detailed, objective, performance based approach to selecting both new and renewal projects. The scoring tools used an objective approach that considered contribution to overall system performance, project performance, and utilizing the housing first model.
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2. Project Selection & Ranking Procedure: Public Posting Evidence
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   b. Proof of Posting on Social Media 30
   c. Proof of Posting via List Serv 31

2018 HUD Continuum of Care (CoC) Program
Project Selection and Ranking Process

I. Background

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the 2018 Continuum of Care Program Competition. The NOFA is available by visiting the HUD Exchange website at https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/. The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The Kings/Tulare Homeless Alliance (Alliance), which serves as the local CoC and Collaborative Applicant, is is responsible for submitting the CoC Consolidated Application in e-snaps on behalf of the CoC. The CoC Consolidated Application is made up of the following three parts:

- FY 2018 CoC Application
- FY 2018 Project Applications
- FY 2018 CoC Priority Listing

In 2018, the estimated Annual Renewal Demand (ARD) for the Kings/Tulare CoC is $2,257,440. The eligible application amounts are as follows:

Estimated Tier 1:	
94% of ARD	$2,121,993
Estimated Tier 2:	
Remainder of ARD + Bonus Amount	
(Estimated Bonus Amount: $135,446)	$270,892
Estimated DV Bonus Amount:	
10% of Preliminary Pro Rata Need	$204,944
Estimated CoC Planning Grant:	
3% of Final Pro Rata Need	$67,723

The Alliance will submit a collaborative application to HUD for competition funds by September 18, 2018.

II. Project Ranking Policy

The Alliance will assign a unique rank to each project that it intends to submit to HUD for FY 2018 funding. Each project will be comprehensively reviewed, both new and renewal projects within the geographic area, using the scoring criteria and selection priorities below, to determine the extent to which each project is still necessary and contributes to improving system performance. Funds for projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be reallocated to new projects that meet a community priority and contribute to improving system performance.

The Alliance will use the below component prioritization after scoring all new and renewal projects within the CoC based on the Renewal Project, New Project, SSO Project and HMIS Scoring Criteria.

Within project component, rank will be made according to project score. Projects with equal scores and same project component type will be ranked according to cost efficiency. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, will be ranked at the bottom of Tier 1.

Projects will be ranked in the following order[1]:

- HMIS
- SSO for Coordinated Entry
- Permanent Supportive Housing projects
- Rapid Re-housing projects
- All other projects

As HMIS and Coordinated Entry are HUD mandated requirements in order to receive Continuum of Care Program and Emergency Solutions Grant funding, they are strongly recommended as one of the top priorities in Tier 1 in order to secure funding for these authorized activities. HMIS and Coordinated Entry projects will be assessed for performance and spending in alignment with HUD requirements.

In accordance with HUD guidelines, the planning project will not be ranked.

III. Project Scoring Policy

A. Threshold Review
A preliminary, quantitative review of each application submitted will be completed by the Alliance. This review will:

- Confirm that application was submitted on time
- Confirm that all required attachments were submitted
- Confirm that the application meets HUD project quality threshold
- Confirm that the application meets certain local threshold requirements
- Confirm matching requirements are met

B. Contribution to System Performance
One of the most important factors in the local scoring process will be a review of a project's contribution to the improvement of overall system performance. Annual Performance Reports, HMIS data and other measurement tools will be reviewed carefully to ensure that all projects recommended for funding contribute to the improvement of system performance.

All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the scoring criteria located in the Appendix. Scores will determine each project's rank in the Alliance's application to HUD in accordance with Section II of this guidance. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

Applications received within 24 hours after the due date/time will receive a 5-point score reduction. Late submissions received between 24-48 hours after the due date/time will receive a 10-point score reduction. Late submissions received later than 48 hours after the due date/time will receive 0-points for the local competition. It is the applicant's responsibility to ensure documents are delivered and received on time.

[1] Expansion grants will be ranked according to score and community priority, however they will not be placed higher than the qualifying renewal grant.

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project.

Once the committee completes the rating and ranking, the committee may consider the Alliance's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the collaborative application. The recommendation of the Rating & Ranking Committee will go to the Alliance's Board of Directors and Membership for review and final approval.

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computed using the CoC's FY2018 application competitive score, the rank the Alliance gives to the project, and the project component.

Applicants will be notified in writing no later than September 3, 2018 of whether they will be included in the application to HUD and the amount to be allocated for each project. This information will also be posted on the Alliance website at www.kthomelessalliance.org no later than 5:00 pm on September 3, 2018.

IV. Using all Available Funds

If there are a lack of eligible project applications compared to the amount of funding available, additional project applications will be sought from the community. The Alliance will send out a public announcement of undersubscribed funds through its listserv, posting on the website, and sending out via social media portals.

The application deadline for these additional projects will be due as soon as possible upon notification to the public, but in no event later than the submission deadline to HUD.

V. Rating and Ranking Members

The Alliance recruits qualified, non-conflicted Rating & Ranking Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Rating & Ranking Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; Kings and Tulare County employees; mental health; substance abuse; veteran's services; and consumers.

Complete guidelines regarding the policies and selection process of Rating and Ranking Members can be found in the Alliance's Policy and Procedure Manual located on the Alliance's website at www.kthomelessalliance.org.

VI. Reallocation Policy

The Alliance may use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications without decreasing the Alliance's annual renewal demand. HUD strongly encourages CoCs to take advantage of this option. The funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, HMIS funds, or Support Services Only (SSO) for Coordinated Entry.

During comprehensive reviews of renewal projects, the Rating and Ranking Committee will use the Ranking Tool and

selection priorities to determine the extent to which each project is still necessary and addresses policy priorities (e.g. ending chronic homelessness, etc.). The Committee will reallocate funds to new projects whenever such reallocation(s) would reduce homelessness or address an underserved homeless population. In the event the Committee identifies a renewal project(s) whose funding should not be renewed (or funding should be decreased), the Committee will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

VII. Appeals Process

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Rating and Raking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Rating & Ranking Guidelines, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the Alliance's Policy and Procedure Manual, which can be found on the Alliance's website at https://www.kthomelessalliance.org/.

Any agency desiring to appeal must contact the Alliance via email at msmith@kthomelessalliance.org by **September 7, 2018 at 5:00 pm** to state its intent to appeal. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

VIII.Assurances

Project applicants will be required to sign an agreement to the following:

- Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and supersede the original application submitted.
- Applicant agrees to participate fully in KTHMIS, the local Homeless Management Information System (HMIS)
- Applicant agrees to fully participate in the Coordinated Entry System for Kings/Tulare Counties.
- Applicant understands that HUD funded homeless assistance projects are monitored by the Alliance and may include an annual site monitoring visit, as well as the submission of the program's most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
- Applicant understands that if funding is awarded they are responsible to inform the Alliance when:
    - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
    - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
    - Delays in the start-up of a new project
    - Program is having difficulty in meeting projected numbers served or performance outcomes.
- Applicant agrees to execute the following documents and submit as a part of their application to the Rating & Ranking Committee:
    - Kings/Tulare Homeless Alliance Applicant "Hold Harmless" Agreement; and
    - Memorandum of Understanding for HUD Funded Programs.

IX. Timeline

This list highlights the steps your agency will take to participate in the local NOFA competition. Please take special note of these dates.

June 20, 2018	**HUD NOFA RELEASED**
July 6, 2018	**PROVISIONAL RATING & RANKING TOOL RELEASED** The provisional tool will be released for public comment. Both local and HUD priorities will be incorporated into the tool. The tool will be released sent out via the Alliance Listserv, posted on the website, and via social media portals.
July 26, 2018 5:00 pm	**COC PROGRAM NOTIFICATION TO RENEW** All agencies that wish to renew an existing project must confirm via email their intent to renew. Emails must be sent to Machael Smith at msmith@kthomelessalliance.org.
August 3, 2018 11:00 am – 12:00 pm Webinar	**COC APPLICANT WORKSHOP** This workshop provides an overview of the CoC application process, grant funds available, requirements, and key strategies for a successful application in the Rating & Ranking and to HUD. To join the webinar, visit https://global.gotomeeting.com/join/155395173 from your computer, tablet or smartphone. Meeting materials and recording will be available after the webinar for those unable to attend at the scheduled date and time. **This is a mandatory workshop for all HUD applicants.**
August 9, 2018	**RATING & RANKING TOOL APPROVED** The Alliance Board will review and approve the 2018 Rating and Ranking tool. Public comments will be reviewed and incorporated into the tool, as appropriate.
August 14-18, 2018 Alliance Office 1900 N. Dinuba Blvd #G Visalia, CA	**APPLICANT PRE-SUBMITTAL MEETINGS (OPTIONAL)** Applicants have the opportunity to attend a 1:1 meeting with the Alliance for an application review prior to submitting for rating & ranking. This intent of this process is to alleviate common application mistakes, answer questions and provide technical assistance.
August 19, 2018 11:59 pm VIA Email	**APPLICATION SUBMITTAL DEADLINE FOR RATING & RANKING** Applications will be due to the Alliance, along with required attachments as outlined in the Applicant Selection & Ranking Process materials. Send via email to msmith@kthomelessalliance.org by the submittal deadline. Complete applications include: ☐ PDF of the application submitted through e-snaps. ☐ PDF file containing the following items, each separated by a title page: ☐ Most recent APR ☐ LOCCS report showing draws for most recent operating year – or – operating year to date if program is in its first year. ☐ Match letters, or letter indicating when you expect to receive match documentation Submit one PDF set of the following items per agency: ☐ PDF of the completed Applicant Profile as submitted through e-snaps ☐ Separate PDF copies of the following items, each separated by a title page: ☐ Most recent Audit, if applicable ☐ Indirect Cost Rate Agreement, if applicable

	☐ 501c3, if not on file with the Alliance ☐ Project related MOUs, if not on file with the Alliance: ▪ Kings/Tulare Homeless Alliance Hold Harmless Agreement ▪ Memorandum of Understanding for HUD Funded Programs ☐ HUD Monitoring Letter and all correspondence with HUD, if applicable Please submit the name and phone number for the contact person for Rating & Ranking questions. This person should be knowledgeable about your agency and project application(s).
August 28, 2018	**RATING & RANKING** Applicants must be available via telephone to respond to questions that may arise during the review process. Please provide contact information for the Rating & Ranking Committee.
September 3, 2018	**NOTIFICATION OF FUNDING RECOMMENDATIONS POSTED ON WEBSITE AND SENT TO APPLICANTS IN WRITING**
September 7, 2018 5:00 pm	**DEADLINE FOR APPEALS**
September 10, 2018 5:00 pm	**DEADLINE FOR FINAL PROJECT APPLICATION** Project applications must be uploaded to esnaps and a PDF of the application must be e-mailed to msmith@kthomelessalliance.org with confirmation that the application has been submitted in e-snaps.
September 16, 2018	**PUBLIC POSTING OF APPLICATION** The CoC will post all parts of the CoC Consolidated Application – including the CoC Application attachments, the completed Priority Listing, and the Project Applications. A notification of the posting will be sent out via the Alliance Listserv, posted on the website, and via social media portals.
September 18, 2018 5:00 pm PDT	**ENTIRE CONSOLIDATED APPLICATION SUBMITTED TO HUD (BY ALLIANCE)**

Appendix A: 2018 RENEWAL PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC RENEWAL HOUSING PROJECT Scoring Criteria

Total Maximum Score = 200 points

Use of Objective Criteria: Included categories such as Contribution of System Performance, Financials, Severity of Needs and Fair Housing. The scoring tool outlined the evaluation criteria, source of criteria, calculation and point structure.

Name of Program: _____

Name of Agency: _____ **Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40%	Contribution to System Performance[1,2]	1.	Occupancy/Average Daily Unit Utilization[3]	APR, Q9	(Average number of households served at all four PIT dates)/ (number of units in project)	>=80%	79% – 70%	<70%	5	
		2.	Project serves eligible households only.	APR, Q20a1, Q20a2, Q20a3[4]	N/A	100%	N/A	<100%	5	
		3.	Percentage of participants who gained or increased earned income from entry to exit	APR, Q24b2 1st Row	%	>=24%	23% – 18%	<18%	10	
		4.	Percentage of participants who gained or increased other (non-employment) income from entry to exit	APR, Q24b2 3rd Row	%	>=56%	55% – 42%	<42%	10	
		5.	Percentage of all participants with earned income	APR, Q24b3 1st Row	%	>=24%	23% – 18%	<18%	10	
		6.	Percentage of all participants with cash income other than employment	APR, Q24b3 3rd Row	%	>=56%	55% – 42%	<42%	10	
		7.	PSH/RRH Programs: Connecting clients to	APR, Q7, Q26a2 & Q26b2	Total number of adults with at least one non-cash benefit for stayers	>=56%	55% – 42%	<42%	5	

Specific Method of Evaluating Victim Services Providers: Providers were allowed to explain variations in performance due unique circumstances of the DV population during the Rating & Ranking interview. This information gathered during the interview is derived from the DV Comparable Database and is considered when scoring the Contribution to System Performance section.

[1] Renewal projects that are not yet under contract or haven't completed a full year of operations will be scored in this section by using an average of all like-kind renewal projects. DV projects shall submit report data from a comparable database, as required by HUD.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

[3] Consideration will be made for projects with low bed utilization due to delays from Coordinated Entry referrals of clients that are document ready.

[4] Applicant must provide a narrative to explain how program eligibility is determined. Discuss where people came from and any data that might be confusing to the Rating and Ranking Committee.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
40% (con't)	Contribution to System Performance (con't)	8a.	PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing	APR, Q29a1	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%	10	
		8b.	RRH Programs: Exit to permanent housing	APR, Q29a2	(Subtotal of Permanent Destinations)/ (Total Number of Leavers – Deceased)	>=80%	79% – 70%	<70%		
		9.	Leavers who exit to shelter, streets or unknown	APR, Q29	(Subtotal of Temporary Destinations)/ (Total Number of Leavers – Deceased)	<10%	11-15%	>15%	10	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	5	
								Subtotal	**80**	
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, Q31a4	Q31a4 Expended Subtotal / Q31a4 Applicable Total Expenses plus Admin	Less than 10% or $10,000 (whichever is less)	Less than 15% or $15,000 (whichever is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	

Achieving Positive Housing Outcomes: Scores were based on: 1) Exits to or retention in permanent housing; and 2) Exits to shelter, streets or unknown.

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	Coordinated Entry System	14.	Referrals are kept up to date in HMIS	HMIS Referral Report[5]	Accuracy of referral data in HMIS as reported in Monthly Referral Report	>=90%	89% - 75%	<75%	10	
		15.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
								Subtotal	**20**	
5%	HMIS & Data Quality	16.	HMIS Data Quality Standards	HMIS Data Quality Report AHAR 11	Number of missing, don't know, & refused responses/ total number of applicable records	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	5	
		17.	HMIS Compliance	Annual Site Visit Compliance Checklist	Number of Acceptable ("A") ratings/ total number of rated items	>=90%	90% - 80%	<80%	5	
								Subtotal	**10**	
5%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	5	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	5	
								Subtotal	**10**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	

[5] Report period of 1/1/17 – 12/31/17

Weight	Criteria Category		Evaluation Criteria	Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Points
10%	**Severity of Needs**	21.	Project allows entry to program participants with: low or no income, current or past substance use, history of domestic violence, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	20	
								Subtotal	**20**	
5%	**Fair Housing**	22.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	Rating & Ranking Interview	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Bonus Points	Length of time from referral to enrollment	HMIS	Date of enrollment – Date of referral	<=90 days	91 – 120 days	>120 days	**10**	

Total Score: _____/___200_____

Comments: _____

_____

_____

Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix B: 2018 NEW PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC NEW HOUSING PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing housing similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
30%	Contribution to System Performance[2]	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of housing provided and needs of the population to be served d. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served e. Supports Housing First where the client is housed regardless of their involvement in services they do not believe will help them achieve their stated goals f. Gains access to mainstream (non-CoC) resources g. Establishes performance measures for housing and income that are measurable, objective and meet or exceed HUD and CoC benchmarks h. Commitment to quickly place households in permanent housing	25	
		4.	Extent to which the applicant provides a sound plan to ensure that homeless people will be assisted to both OBTAIN and REMAIN in permanent housing and only terminate clients based on lease violations	15	
		5.	Extent to which there is a sound plan to ensure that participants will be assisted to both increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY	15	
		6.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**60**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

[2] DV projects that have unique circumstances regarding performance measures due to the nature of the DV population shall have an opportunity to provide additional information during the rating & ranking interview process. This information will be incorporated into the scoring for the System Performance section.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project & Client Accessibility	7.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	15	
		8.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		9.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
			Subtotal	**40**	
25%	Project Feasibility	10.	Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner.	30	
		11.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		12.	Match is appropriate for project type and supports eligible activities.	10	
			Subtotal	**50**	
10%	Alliance Participation	13.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	10	
		14.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	10	
			Subtotal	**20**	
			Total	**200**	

Comments: _____

_____

_____

_____

_____

Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix C: 2018 HMIS PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC HMIS PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer:** _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
40%	Contribution to System Performance	1.	Bed Coverage: Emergency Shelters	APR, H10a	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		2.	Bed Coverage: Transitional Housing	APR, H10b	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		3.	Bed Coverage: Rapid Re-housing	APR, H10c	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		4.	Bed Coverage: Permanent Supportive Housing	APR, H10d	Average % of all bed types (without children, with children, and with only children)	>=86%	85% - 75%	<75%	15	
		10.	Timely submission of APR to HUD	APR	N/A	APR submitted on time to HUD	-	APR submitted late	20	
								Subtotal	**80**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
20%	Financials	11.	Audit Review	Audit Submitted by Agency	N/A	Audit shows agency as a low risk auditee AND no audit findings	Audit shows agency as a low risk auditee OR agency has no audit findings	Audit shows agency as a high risk auditee AND audit findings	20	
		12.	LOCCS	APR, H12 & H13	H13 Total Expenditures / H12 CoC Program Grant	Less than 10% or $10,000 (whicheve r is less)	Less than 15% or $15,000 (whicheve r is less)	Greater than 15% or $15,000	10	
		13.	LOCCS	LOCCS Report/ Print Out	Regular and timely draws from LOCCS	Draws on a monthly or bi-monthly basis	Draws on a quarterly basis	Draws less than quarterly	10	
								Subtotal	**40**	
15%	Coordinated Entry System	14.	Participation in monthly Case Management Roundtable Meetings	Roundtable Sign-in Sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	30	
								Subtotal	**30**	
10%	HMIS & Data Quality	15.	HMIS Data Quality, Residential Projects	APR, 11a	Average of missing, don't know, refused values	<5% missing, don't know, or refused	6%-10% missing, don't know, or refused	>10% missing, don't know, or refused	10	
		16.	HMIS Data Quality, Street Outreach/SSO Projects	APR, 11b	Average of missing, don't know, refused values	<5% missing, don't know, refused	6%-10% missing, don't know, refused	>10% missing, don't know, or refused	10	
								Subtotal	**20**	

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	17.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		18.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	19.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Weight	Criteria Category	Evaluation Criteria		Source of Criteria	Calculation	Full Points	50% of Points	0 Points	Max Points	Actual Score
10%	Alliance Participation	18.	Participation in monthly Membership Meetings	Meeting sign-in sheets	Number of times agency representative attended/ total number of meetings	>=90%	89% - 75%	<75%	10	
		19.	Representative serves on an Alliance Committee	Meeting sign-in sheets	N/A	Serves on two or more committees	Serves on one committee	Does not serve on an Alliance committee	10	
								Subtotal	**20**	
5%	Local Funding Priority	20.	Project is in alignment with local FY2018-2019 funding priorities	Alliance HUD CoC Program Funding Priorities	N/A	High Priority	Medium Priority	Low Priority	10	
								Subtotal	**10**	
								Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix D: 2018 SSO PROJECT Scoring Criteria

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

2018 CoC COORDINATED ENTRY (SSO) PROJECT[1] Scoring Criteria
Total Maximum Score = 200 points

Name of Program: _____ **Date:** _____

Name of Agency: _____ **R&R Interviewer Name:** _____

Weight	Scoring Factor		Scoring Criteria	Max	Actual
15%	Applicant Experience	1.	Applicant and subrecipient's prior experience in serving homeless people and in providing services similar to that proposed in the application.	15	
		2.	Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants.	15	
			Subtotal	**30**	
50%	Project Quality & Client Accessibility	3.	Extent to which the applicant: a. Demonstrates an understanding of the needs of the people to be served b. Proposes an appropriate mix of people to be served through the program c. Shows a clear relationship between the type of supportive services provided and the needs of the population to be served d. Ensures that project participants are directed to appropriate housing and services that fit their needs e. Establishes performance measures that are measurable, objective and meet or exceed HUD and CoC benchmarks f. Commitment to quickly place households in permanent housing	30	
		4.	Extent to which the applicant conducts outreach in all areas of the community such as emergency shelters, places not meant for human habitation, etc. to locate potentially eligible homeless people	20	
		5.	Whether there is a strategy for advertising the project that is designed specifically to reach homeless with the highest barriers within Kings and Tulare Counties.	20	
		6.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.)	15	
		7.	Adheres to Fair Housing regulations and for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market to those least likely to access services	10	
		8.	Project is in alignment with local FY2018-2019 funding priorities	5	
			Subtotal	**100**	

[1] Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that the Rating & Ranking Committee can use as a proxy to rate the grant application.

Weight	Scoring Factor		Scoring Criteria	Max	Actual
20%	Project Feasibility	9.	For NEW CES: Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will begin services within 6 months of the award. For full points, project must have: a. Solid plan for site control through existing relationships. b. Description of the steps it will take to complete the C1.9a (technical submission) in an expedited manner. For RENEWAL CES: Extent to which Applicant has rapidly implemented award and commenced services.	25	
		10.	Project is cost-effective and is similar in cost to like-kind projects.	10	
		11.	Match is appropriate for project type and supports eligible activities.	5	
			Subtotal	**40**	
15%	Alliance Participation	12.	Participation in monthly membership meetings 15 points: >=90% attendance 7 points: 89% – 75% attendance 0 points : < 75% attendance	15	
		13.	Representative serves on an Alliance Committee 15 points: Serves on two or more committees 7 points: Serves on one committee 0 points: Does not serve on a committee	15	
			Subtotal	**30**	
			Total	**200**	

Comments: _____

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Name of Rating & Ranking Committee Member: _____

Signature: _____

Date: _____

Appendix E: Alliance HUD Program Competition Funding Priorities

Kings and Tulare Counties
Continuum of Care (HUD) Program Competition
FUNDING PRIORITIES
FY2018-2019

The Kings/Tulare Homeless Alliance has established the following local housing priorities[1] for the FY2018 HUD Continuum of Care Program Competition[2]. In addition to meeting one of the identified housing priorities in the table below, all projects[3] seeking funding must:

1) Maximize the use of mainstream benefits, including:
   a. Coordinate with existing mainstream resources to enroll participants in eligible programs and connect them to community based services; and
   b. Actively enroll participants in healthcare and/or assist participants in understanding and accessing expanded services available through the Affordable Care Act changes; and
   c. Secure funding for services through mainstream resource programs and other partnerships.

2) Work to remove barriers to local resources by:
   a. Prioritizing those most in need of services through the use of the VI-SPDAT and Housing Priority List;
   b. Actively participating in Every Door Open, the Kings/Tulare coordinated entry & assessment process; and
   c. Work to reduce the number of people exiting for unknown or negative reasons.

Priority	Focus Area
High	PSH projects for 100% chronically homeless households utilizing the Housing First model, including: a) Projects adding new Permanent Supportive Housing (PSH) beds dedicated to chronically homeless; b) Projects targeting existing PSH beds for chronically homeless; and c) Projects dedicating 100% of existing PSH beds to the chronically homeless at bed turnover.
High	Existing RRH projects. New Joint TH and PH-RRH projects.
Medium	New projects that are Dedicated PLUS. All other projects.

[1] HMIS, Coordinated Entry, and CoC Planning Grants are not subject to Prioritization, as they are required elements of a CoC.
[2] In addition to meeting a local housing priority, all projects will go through the Alliance's Rating & Ranking process.
[3] HMIS and CoC Planning grants excluded.

Appendix F: Alliance Standard Performance Measures

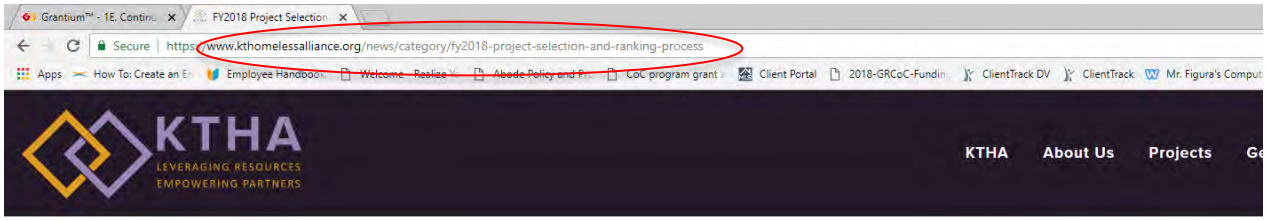
Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Housing Stability	Indicates program/system level success in ending homelessness as measured by those who retain permanent housing or attain other permanent housing.	▪ Permanent Supportive Housing	87% of persons will remain in the permanent housing program as of the end of the operating year or exit to permanent housing (subsidized or unsubsidized).	The number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination ÷ by the total number of Stayers and Leavers.
		▪ Transitional Housing ▪ Rapid Re-Housing	65% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.	Permanent housing placement is calculated by determining the number of Leavers who exited to a permanent housing destination ÷ the total # of Leavers.
Increased Income	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	▪ Permanent Supportive Housing	56% of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source remained the same or increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.
		▪ Rapid Re-housing ▪ Transitional Housing	56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Earned Income	Indicates that program is assisting households to stabilize housing by becoming employed or maintaining employment. A higher rate is considered positive.	▪ Permanent Supportive Housing	24% of persons age 18 through 61 will maintain or increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income remained the same or increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
		▪ Rapid Re-housing ▪ Transitional Housing	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
Bed Utilization	Indicates efficient use of community resources. High occupancy rate indicates system efficiency at turning over units and providing programs that are well-designed.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing/ ▪ Permanent Supportive Housing	▪ 60% min. bed utilization for ES ▪ 80% min. bed utilization for TH ▪ 80% min. bed utilization for RRH ▪ 95% min. bed utilization for PSH	Total number of bed nights ÷ total number of nights in the month.
Average Length of Stay	A reasonably short length of stay indicates efficiency related to turnover of beds which is essential to meet system demand for emergency shelter.	▪ Emergency Shelter	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Average Length of Participation	Indicates that system is assisting households to achieve independence without long-term reliance on the system.	▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.
Households Served	Indicates volume of households served by the system and provides a better understanding of household size as it relates to unit occupancy.	▪ Emergency Shelter ▪ Transitional Housing ▪ Permanent Supportive Housing	Currently tracked but not monitored.	The number of households served by the program (or system) during the report period.
Newly Homeless	Indicates the volume of newly homeless persons served by emergency shelters.	▪ Emergency Shelter	Currently tracked but not monitored.	The number of newly homeless[1] clients ÷ total number of clients served during the report period.
Recidivism	Indicates system's success in ending homelessness as measured by number of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	The total number of recidivist clients[2] ÷ the total number of clients served during the report period.

[1] *Newly Homeless is defined as the number of persons that entered the emergency shelter during the report period that have not been served by other programs in the HMIS as of 7/01/2013.*

[2] *A recidivist client is defined as one that exits a system with a successful outcome (specific to that system) and re-enters the system within one year after exit from the system.*



July 23, 2018

FY2018 Project Selection And Ranking Process

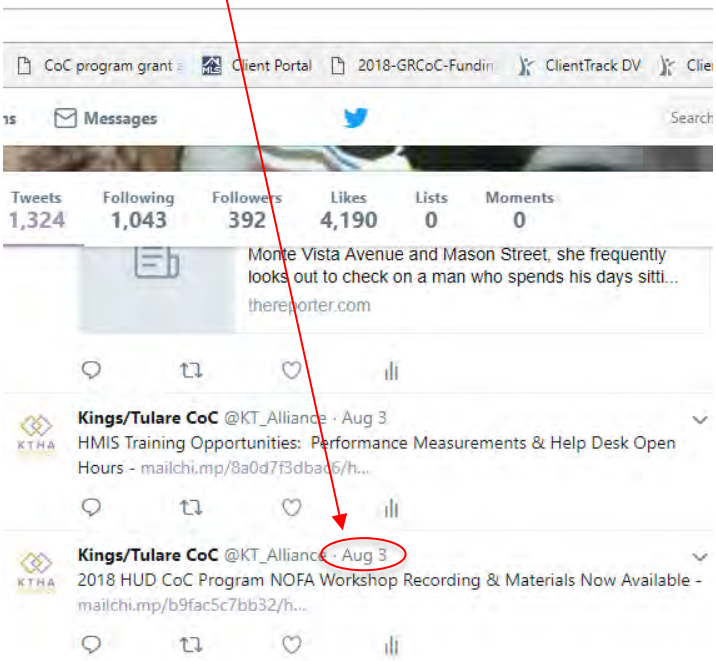
FY2018 NOFA

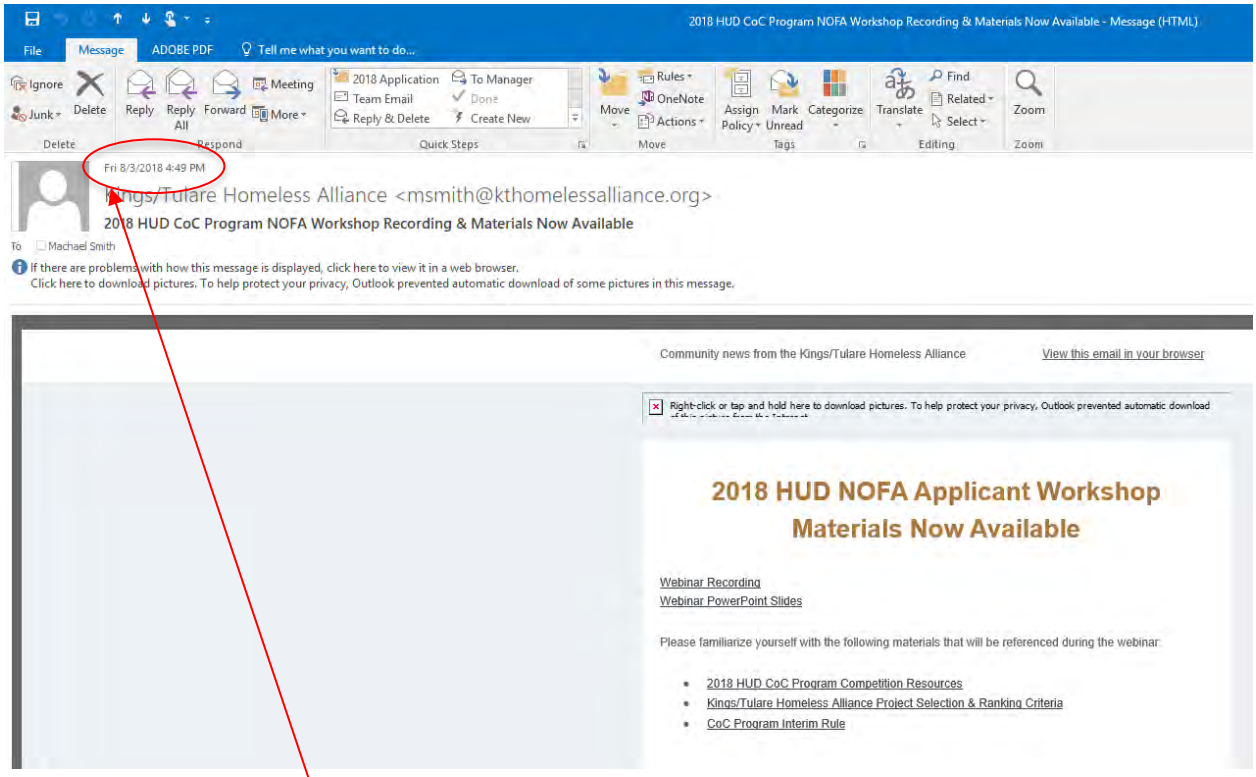
As a part of the 2018 HUD Continuum of Care Program Competition, all projects must be scored and ranked prior to submission to HUD. All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the Application Selection and Ranking Process. Scores will determine each project's rank int he Alliance's application to HUD, and rank will be the primary determinant of placement in to Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

2018 HUD COC PROGRAM PROJECT SELECTION AND RANKING PROCESS

Rating & Ranking Process:

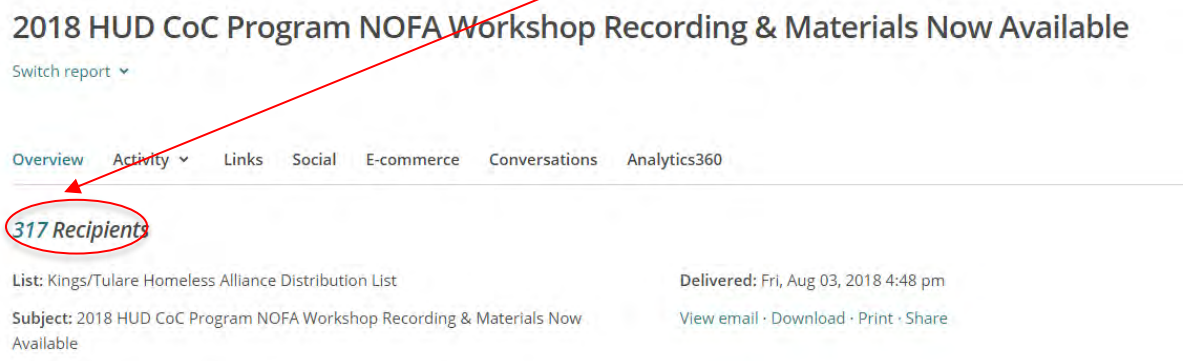
1) Posted on www.kthomelessalliance.org website on 7/23/18
2) Posted on Facebook on 8/3/18.
3) Posted on Twitter on 8/3/18.





Rating & Ranking Process:

1) Sent out via MailChimp Listserv to 317 people on 8/3/18.



2018 COC NOFA

ATTACHMENT 12. COC AND HMIS LEAD GOVERNANCE, 2A-1

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Board Secretary confirming approved version. Meeting minutes from August 11, 2016 showing details of Board approval can be found on page 11.

CONTINUUM OF CARE CA-513

POLICIES & PROCEDURES

I hereby certify that this version of the CoC Governance Charter was opproved by the Board of Directors on August 11, 2016.

Lucia Orozco

Lucia Orozco, Board Secretary

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This table of contents is included to show that the HMIS Governance Charter is incorporated into the CoC Policies and Procedures. The page number referred to (pg 56) is of the actual policies and procedures, not of this attachment. The attachment page is Page 6.

Appendix VI: HMIS Governance Charter

See Board of Director meeting minutes on page 11 for verification that this HMIS Governance Charter was formerly adopted on August 11, 2016.
Note: There is no separate HMIS MOU, just the HMIS Governance Charter.

Kings/Tulare HMIS (KTHMIS) Governance Charter

Section 1: Overview and Purpose

The purpose of the KTHMIS Governance Charter is to outline the governance roles, responsibilities, relationship, and authorities of the Kings/Tulare Homeless Alliance, which serves as the local Continuum of Care on Homelessness ("Continuum"), the HMIS Lead Agency [Kings United Way], and participating agencies. This governance charter is designed to ensure the operation of and consistent participation in the KTHMIS for the purpose of meeting HUD requirements and making planning and funding decisions.

The KTHMIS currently operates over a shared human services database implemented by Client Track. Client Track (otherwise referred to herein as "Vendor") is a key partner in the KTHMIS implementation.

Since 2007, Kings United Way has administered the essential functions of the KTHMIS implementation in compliance with the HUD Data Standards. As such, Kings United Way serves as the HMIS Lead for Kings and Tulare Counties. By participating in the KTHMIS implementation, the Continuum agrees to adopt the initial terms of this Charter as stated herein.

Section 2: Continuum of Care HMIS Responsibilities

The Continuum agrees to carry out the following responsibilities:

- The Continuum Board of Directors shall provide oversight of the implementation and represent the Continuum in KTHMIS decision-making.
- Accept the Client Track HMIS software as the designated software for the Continuum.
- Designate Kings United Way (the HMIS Lead) to manage the Continuum's HMIS.
- The Continuum Board of Directors will annually vote upon or adopt the HMIS Governance Charter.
- Understand HUD HMIS and reporting requirements.
- Ensure designated staff and/or representatives have received training on the use of report and export functionality.
- Ensure participation by service providers within the Continuum including compliance with data quality and completeness thresholds set forth in the KTHMIS Policies and Procedures.
- Require compliance with KTHMIS Policies and Procedures for all Continuum agencies.
- Work closely with HMIS Lead to obtain and maintain funding for any additional staff or system enhancements that the Continuum deems necessary.

Section 3: HMIS Lead Requirements

Subject to the availability of HUD and local Continuum resources and unanticipated HUD mandates, and to the best of its ability, the HMIS Lead agrees to carry out the following responsibilities:

Project Management

- Oversee the operation and management of the KTHMIS including continual monitoring of data system (not system user) compliance with all HUD Data and Technical Standards.
- Obtain and maintain KTHMIS Participation Agreements with all participating agencies and users.
- Administer HUD HMIS awards for the Continuum.
- Maintain a central queue and timeline for enhancements and bug fixes with the Vendor.
- Maintain a central queue and timeline for custom reports and data exports that require KTHMIS staff resources.
- Schedule, coordinate and hold quarterly HMIS Steering Committee meetings and provide updates on the following topics: enhancement timelines; software fixes; reporting; training and technical support provided; data and security procedures; troubleshooting; and others items as necessary.
- Prepare, review and submit all HUD required Continuum reports (Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report).

System Functionality

- Enter into a formal contractual relationship with the KTHMIS Vendor that outlines the requirements and responsibilities of the Vendor, including those required by HUD through its Data and Technical Standards, rules, notices, etc.
- Ensure the Vendor's software system maintains timely compliance with all Data and Technical Standards to include Victim Service Standards as well as the Privacy and Security Standards.
- Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use (such as the US Veterans Administration).
- Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

Policies and Procedures

- Develop and maintain KTHMIS Policies and Procedures in accordance with HUD requirements and notices. This document must be reviewed and adopted by the KTHMIS Steering Committee as well as the Continuum's Board of Directors (described in Section 4).
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements. This document must be reviewed and adopted by the KTHMIS Steering Committee as well as the Continuum's Board of Directors (described in Section 4).
- Monitor participating agency compliance with security, privacy and confidentiality policies.
- If KTHMIS policies and procedures allow for the import of data from an alternate database, the HMIS Lead will establish standards for the process, schedule, and acceptance criteria for any data imported and provide a cost estimate for the service provided to the agency or Continuum requesting data import.
- Provide participating agencies with tools necessary to monitor agency compliance with HUD Data Standards including reports and access to raw agency data.
- Set minimum general participation and timeliness standards for agencies.

Training and Technical Assistance

- Ensure required basic training is available to participating agency staff and accessible on a regular basis.
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis.
- Ensure agencies have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.

Section 4: HMIS Governance: Decision Making & Authority

The HMIS Lead is subject to oversight by the Continuum Board of Directors. The HMIS Lead will ultimately retain decision-making authority and responsibility related to basic KTHMIS project management functions (such as compliance with Data Standards, security and privacy settings). The KTHMIS Steering Committee will periodically review changes to the current Data and Technical Standards and other reporting requirements to ensure system compliance. The HMIS Steering Committee will provide input, while the final approval rests with the Continuum Board of Directors.

HUD CoC Program Grant Activities

The Continuum will designate Kings United Way as the applicant to administer any HUD CoC Program HMIS grants in accordance with the Continuum of Care NOFA requirements. The Continuum and HMIS Lead will enter into a Memorandum of Agreement for services, which will outline the intended use of funds including any funded staff roles and deliverables.

Agencies can fund enhancements to the HMIS with their CoC Program grants. All discussions and planning on enhancements must include both the Vendor and the HMIS Lead to ensure that the activity will not impair the functionality of the KTHMIS implementation, is compliant with the Data Standards, and minimizes (to the HMIS Lead's satisfaction) existing KTHMIS staff or resources. Once it has been determined that the enhancements will not impact the overall system functioning, the Continuum will work with the HMIS Lead and the Vendor on establishing timelines, specifications, deliverables, and resource allocation for the enhancement.

Section 5: Acknowledgement and Acceptance

BY ADOPTING THIS GOVERNANCE CHARTER, THE CONTINUUM OF CARE AND HMIS LEAD ARE ESTABLISHING THAT IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

All parties will demonstrate a commitment to work together and support each other to achieve stated project goals.

The Continuum agrees to ensure that all HMIS policies and practices are both consistent with federal and state requirements and with the local needs of the Continuum.

The HMIS Lead agrees to the extent practicable to respond to recommendations by the Continuum as provided by them through the HMIS Steering Committee.

The Governance Charter will be revisited on, at a minimum, an annual basis to confirm that the Charter continues to be relevant and appropriate.

This Charter documents the mutual understanding between all parties of KTHMIS related roles, responsibilities, relationships, and authorities between the parties hereto. It should not be construed as the HMIS Memorandum of Agreement for services, which is the formal contracting agreement between the Continuum and the HMIS Lead administering Continuum HMIS funds.

By: **KINGS/TULARE CONTINUUM OF CARE ON HOMELESSNESS**

By: Linda Craig
Name: Linda Craig
Its: President

Kings United Way

By: Nanette Villarreal

Name: Nanette Villarreal
Its: Executive Director

See Board of Director meeting minutes on page 7 for verification that this HMIS Governance Charter was formerly adopted on August 11, 2016.
Note: There is no separate HMIS MOU, just the HMIS Governance Charter.

Executive Board Meeting
Minutes
August 11, 2016
9:00 AM
525 W. Center Avenue, Ste. A, Visalia, CA 93291

- ☒ Linda Craig, President
- ☐ Suzy Ward, Vice President Internal Affairs
- ☒ Jamie Sharma, Vice President External Affairs
- ☒ Becky Huber, Treasurer
- ☒ Lucia Orozco, Secretary
- ☒ Lateena Ling, Member at Large
- ☒ Corinna Franco, Member at Large
- ☒ Machael Smith, Executive Director

I. Meeting called to order at 9:00 am

II. Minutes
   a. Reviewed minutes for July. Motion made by B. Huber, second by L. Ling. Motion carried.

III. Financial Review
   a. M. Smith reviewed financials, losses due to allocations, filed for audit.

IV. Alliance Business: Action/Discussion Items
   a. FY16/17 Closeout
      i. Discussion included with Financial Report.
   b. Resolution for new bank signers
      i. Update to allow L. Craig, B. Huber and L. Orozco to become authorized signers. J. Sharma motioned and second by B. Huber to approve signers, motion carried.
   c. Strategic planning session
      i. Planning for October 13th Board meeting.
   d. HUD NOFA
      i. Coordinated Entry Grant
         1. Update - M. Smith has met with agencies to provide feedback on applications, 21 applications. 2 bonus applications, KCAO & CSET. M. Smith working on Collaborative Application. Currently $79,200 available for re-allocation. M. Smith to write grant application for Coordinated Entry. J. Sharma moved to approve application, B. Huber second, motion carried.
   e. Updated Policies
      i. Alliance Governance Charter: Policies & Procedures, Written Standards, HMIS Governance Charter, HMIS Policies
         1. M. Smith reviewed, L. Orozco made motion, L. Ling second to approve documents. Motion Carried.
   f. Project Homeless Connect
      i. Blanket grant application authorization

Minutes indicating that the Alliance Board of Director's approved the CoC Governance Charter and HMIS Governance Charter on August 11, 2016.

1. B. Huber motioned to approve blanket grant application authorization, C. Franco second, S. Ward's vote is needed to carry motion. L. Ling, J. Sharma and L. Orozco abstained from vote.

V. Executive Director Report
   a. M. Smith announced invitation from Housing CA to join as a committee member.
      i. Ideas for Legislation, No Place Like Home bill.
      ii. ESG extra funds for Rapid Re-Housing, analysis for funds for a 1 year or 2 year period.
   b. M. Smith to present at next membership meeting regarding public comment on how HUD distributes money.

VI. Meeting adjourned at 10:04 am

Respectfully submitted,

Lucia Orozco

2018 COC NOFA

ATTACHMENT 13. HMIS POLICY & PROCEDURES MANUAL, 2A-2

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Kings/Tulare HMIS

Policies, Procedures and Data Quality Plan

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1. Introduction

This document provides the framework for the ongoing operations of the Kings/Tulare County Homeless Management Information System Project (KTHMIS). The Project Overview provides the main objectives, direction and benefits of KTHMIS. Governing Principles establish the values that are the basis for all policy statements and subsequent decisions.

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

- Project Participation
- User Authorization and Passwords
- Collection and Entry of Client Data
- Release and Disclosure of Client Data
- Server Security
- Server Availability
- Workstation Security
- Training
- Technical Support

2. Project Overview

The long-term vision of KTHMIS is to enhance Partner Agencies' collaboration, service delivery and data collection capabilities. Accurate information will put the Kings/Tulare Homeless Alliance (Alliance), which serves as the local Continuum of Care on Homelessness, in a better position to request funding from various sources and help plan better for future needs.

The mission of the KTHMIS Project is to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will not only meet Federal requirements but also enhance service planning and delivery.

The fundamental goal of KTHMIS is to document the demographics of homelessness in Kings and Tulare counties according to the HUD HMIS Standards. It is then the goal of the project to identify patterns in the utilization of assistance, and document the effectiveness of the services for the client. This will be accomplished through analysis of data that is gathered from the actual experiences of homeless persons and the service providers who assist them in shelters and homeless assistance programs throughout the two counties. Data that is gathered via intake interviews and program participation will be used to complete HUD Annual Progress Reports. This data may also be analyzed to provide unduplicated counts and anonymous aggregate data to policy makers, service providers, advocates, and consumer representatives.

The project utilizes a web-enabled application residing on a central server to facilitate data collection by homeless service organizations across the two counties. Access to the central server is limited to agencies formally participating in the project and then only to authorized staff members who meet the necessary training and security requirements.

KTHMIS is staffed and advised by Kings/Tulare Homeless Alliance and Kings United Way (Alliance/KUW). Kings United Way's Executive Director is the authorizing agent for all agreements made between Partner Agencies and KTHMIS. The KTHMIS Specialist is responsible for the administration of the central server and user access. KTHMIS Project Staff will also provide technology, training and technical assistance to users of the system throughout the two counties.

The HMIS Committee of the Alliance is responsible for oversight and guidance of KTHMIS. This group is committed to balancing the interests and needs of all stakeholders involved: homeless men, women, and

children; service providers; and policy makers.

Potential benefits for homeless men, women, and children and case managers: Service coordination can be improved when information is shared among case management staff within one agency or with staff in other agencies (with written client consent) who are serving the same clients.

Potential benefits for agencies and program managers: Aggregated, information can be used to develop a more complete understanding of clients' needs and outcomes, and then used to advocate for additional resources, complete grant applications, conduct evaluations of program services, and report to funding agencies such as HUD.

Potential benefits for Alliance and policy makers: Countywide involvement in the project provides the capacity to generate HUD Annual Progress Reports for the Alliance and allows access to aggregate information both at the local and regional level that will assist in identification of gaps in services, as well as the completion of other service reports used to inform policy decisions aimed at addressing and ending homelessness at local, state and federal levels.

3. Governing Principles

Described below are the overall governing principles upon which all decisions pertaining to KTHMIS are based.

Participants are expected to read, understand, and adhere to the spirit of these principles, even when the Policies and Procedures do not provide specific direction.

Confidentiality
The rights and privileges of clients are crucial to the success of KTHMIS. These policies will ensure clients' privacy without impacting the delivery of services, which is the primary focus of agency programs participating in this project.

Policies regarding client data are founded on the premise that a client owns his/her own personal information and provide the necessary safeguards to protect client, agency, and policy level interests. Collection, access and disclosure of client data through KTHMIS will only be permitted by the procedures set forth in this document.

Data Integrity
Client data is the most valuable and sensitive asset of KTHMIS. These policies will ensure integrity and protect this asset from accidental or intentional unauthorized modification, destruction or disclosure.

System Availability
The availability of a centralized data repository is necessary to achieve the ultimate countywide aggregation of unduplicated homeless statistics. The HMIS Coordinator is responsible for ensuring the broadest deployment and availability for homeless service agencies in Kings and Tulare counties.

Compliance
Violation of the policies and procedures set forth in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity will result in the withdrawal of system access for the offending entity.

4. Participation Policy

Responsibilities
Beginning with the 2003 Continuum of Care (CoC) and Emergency Shelter Grants (ESG) and continuing with the Homeless Prevention and Rapid Re-housing Program (HPRP), the United States Department of Housing and Urban Development (HUD) requires all grantees and sub-grantees to participate in their local Homeless Management Information System (HMIS). This policy is consistent with the Congressional Direction for communities to provide data to HUD on the extent and nature of homelessness and the effectiveness of its service delivery system in preventing and ending homelessness. The HMIS and its operating policies and procedures are structured to comply with the most recently released HUD Data and Technical Standards for HMIS. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the NH-HMIS may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies so they are in compliance with applicable laws.

Mandated Participation
All designated agencies that are funded to provide homeless services through the Housing and Community Development Department of the State of California (HCD) and/or HUD must meet the minimum HMIS participation standards as defined by this Policy and Procedures manual. These participating agencies will be required to comply with all applicable operating procedures and must agree to execute and comply with an HMIS Agency Participation Agreement.

Voluntary Participation
Although non-funded agencies are only required to meet minimum participation standards, KTHMIS and the Homeless Alliance strongly encourages non-funded agencies to fully participate in the HMIS.

While the Alliance cannot require non-funded providers to participate in the HMIS, the Alliance works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness in Kings and Tulare Counties.

5. Roles and Responsibilities

Kings/Tulare Homeless Alliance (Alliance)

HMIS Committee
- Project Direction and Guidance
- Technology Plan
- Selection of System Software
- Approval of Project Forms and Documentation
- Project Participation and Feedback
- Project Funding
- Adherence to HUD Data Standards

Kings United Way Executive Director
- Liaison with HUD
- Project Staffing
- Signatory Agent for Agency Agreements
- Adherence to HUD Data Standards

- System Backup and Disaster Recovery Plan

HMIS Coordinator

- Creation of Project Forms and Documentation
- Project Website
- Project Policies and Procedures and Compliance
- General Responsibility for Project Rollout
- Curriculum Development
- Training Timetable
- Training Documentation
- Confidentiality Training
- Outreach
- Adherence to HUD Data Standards

HMIS Specialist

- Keeper of Signed Agency Agreements
- User Administration
- Add and Remove Partner Agency Site Administrators
- Manage User Licenses
- Ongoing Protection of Confidential Data
- Application Training For Agency Administrators And End Users
- End User Support
- Helpdesk
- Adherence to HUD Data Standards
- Application Customization
- Data Monitoring
- Data Validity
- Aggregate Data Reporting and Extraction
- Assist Partner Agencies With Agency-Specific Data Collection And Reporting Needs (Within Reason And Within Constraints Of Other Duties)

Partner Agency (PA)

Partner Agency Executive Director

- Authorizing Agent for Partner Agreement (Agency Agreement)
- Designation of Site Administrator
- Agency Compliance with Policies & Procedures
- End User Licenses
- Agency Level HUD Reporting
- Each Partner Agency is responsible for ensuring they meet the Privacy and Security requirements as detailed in the HUD HMIS Data and Technical Standards
- Annually, conduct a thorough review of internal policies and procedures regarding HMIS
- Adherence to HUD Data Standards

Partner Agency Site Administrator

- Authorizing agent for Partner Agency User Agreements
- Keeper of Partner Agency User Agreements
- Keeper of executed Client Informed Consent Forms
- Point of contact for HMIS related matters
- Maintains staff workstations

- Internet connectivity
- End User adherence to Workstation Security Policies
- Detecting and responding to violations of the Policies And Procedures
- First level end user support
- Maintain Agency/Program Data In KTHMIS application
- Conduct authorized imports of client data
- Adherence to HUD Data Standards

Agency Staff

- Safeguard client privacy through compliance with Confidentiality Policies
- Data collection as specified by training and other documentation
- Adherence to HUD Data Standards

5. Operating Procedures

5.1 Project Participation

Policies

Agencies participating in KTHMIS shall commit to abide by the governing principles of KTHMIS and adhere to the terms and conditions of this partnership as detailed in the Agency Agreement.

Procedures

Confirm Participation

1. The Partner Agency shall confirm their participation in KTHMIS by submitting an executed Agency Agreement to the KTHMIS Specialist.
2. The KTHMIS Specialist will obtain the co-signature of Kings United Way Executive Director.
3. The KTHMIS Specialist will maintain a file of all signed Agency Agreements.
4. The KTHMIS Specialist will update the list of all Partner Agencies and make it available to the project community and post this list on the KTHMIS website (www.kingstularecoc.org).
5. All Partner Agencies will be listed on the KTHMIS website.

Terminate Participation

Voluntary

1. The Partner Agency shall inform the KTHMIS Specialist in writing of their intention to terminate their agreement to participate in KTHMIS.
2. The KTHMIS Specialist will inform the Kings United Way Executive Director and update the Participating Agency List.
3. The KTHMIS Specialist will revoke access of the Partner Agency staff to KTHMIS. Note: All Partner Agency-specific information contained in the KTHMIS system will remain in the KTHMIS system.
4. The KTHMIS Specialist will keep all termination records on file with the associated Agency Agreement.

Lack of Compliance

1. When the KTHMIS Specialist determines that a Partner Agency is in violation of the terms of the partnership, Executive Directors of Partner Agency and Kings United Way will work to resolve the

conflict(s).

2. If Executive Directors are unable to resolve conflict(s), the CoC President will be called upon to resolve the conflict. If that results in a ruling of Termination:
    a) The Partner Agency will be notified in writing of the intention to terminate their participation in KTHMIS.
    b) The KTHMIS Specialist will revoke access of the Partner Agency staff to KTHMIS.
    c) The KTHMIS Specialist will keep all termination records.

Assign Site Administrator

1. The Partner Agency shall designate a primary contact for communications regarding KTHMIS by submitting a Partner Agency Site Administrator Agreement form to the KTHMIS Specialist.
2. The KTHMIS Specialist will obtain all signatures necessary to execute the Partner Agency Site Administrator Agreement.
3. The KTHMIS Specialist will maintain a file of all signed Site Administrator Assignment forms.
4. The KTHMIS Specialist will maintain a list of all assigned Partner Agency Site Administrators and make it available upon request.

Re-Assign Site Administrator

1. The Partner Agency may designate a new or replacement primary contact in the same manner as above.

Site Security Assessment

1. Prior to allowing access to KTHMIS, the Partner Agency Site Administrator and the KTHMIS Specialist will meet to review and assess the security measures in place to protect client data.
2. The Partner Agency Executive Director (or designee) and Partner Agency Site Administrator will meet with a KTHMIS staff member to assess the Partner Agency information security protocols. This review shall in no way reduce the responsibility for Partner Agency information security, which is the full and complete responsibility of the Partner Agency, its Executive Director, and Site Administrator.
3. Partner Agencies shall have virus protection software on all computers that access KTHMIS.

5.2 Use Requirements

Policies

- KTHMIS recognizes the sensitivity of the data in the HMIS and therefore requires that the individuals responsible for managing the HMIS be subject to criminal background checks and that each end user be adequately trained in security measures, appropriate to his or her access level. It is the responsibility of the KTHMIS administrator to provide this training.
- Partner Agencies will follow their own policies regarding background checks and hiring individuals with criminal justice histories, as long as they comply with all relevant laws. Partner Agencies that choose to allow individuals without conducting background checks or allow individuals with criminal histories related to identity theft or fraud to access KTHMIS data will assume all liabilities resulting from those actions.
- Partner Agency staff participating in KTHMIS shall commit to abide by the Governing principles of KTHMIS and adhere to the terms and conditions of the Partner Agency User Agreement.
- The Partner Agency Site Administrator must only request user access to KTHMIS for those staff members that require access to perform their job duties.
- All users must have their own unique user ID and should never use or allow use of a user ID that is not assigned to them [see Partner Agency User Agreement].
- Temporary, first time only, passwords will be communicated via email to the owner of the user ID.

- User-specified passwords should never be shared and should never be communicated in any format.
- New user IDs must require password change on first use.
- Passwords must consist of at least 8 characters and must contain a combination of letters, numbers, and a special character. The password must contain at least one capital letter [required by software]. According to the HUD Data and Technical Standards Final Notice (July 2004).
- For Partner Agency Site Administrators and Users, passwords may only be reset by the KTHMIS support staff, unless user has previously set up recovery information by adding a security question

Procedures

Criminal Background Verification

1. The HMIS Security Officer and any user (employed or engaged by KTHMIS) able to access KTHMIS regional HMIS data will undergo criminal background verification. Records of the completed background checks (though not the results) are subject to inspection by the Alliance.
2. The KTHMIS Lead will follow their own policies regarding hiring individuals with criminal justice histories, as long as they comply with all relevant laws. The KTHMIS Lead will not hire individuals whose background checks reveal criminal histories related to identity theft or fraud. The KTHMIS Lead will manage the results of any background checks conducted on a case-by-case basis.
3. Partner Agencies will follow their own policies regarding background checks and hiring individuals (including volunteers) with criminal justice histories, as long as they comply with all relevant laws. Partner Agencies that choose to allow individuals without conducting background checks or allow individuals with criminal histories related to identity theft or fraud to access KTHMIS data will assume all liabilities resulting from those actions.

Workstation Security Assessment

1. Prior to requesting user access for any staff member, the Partner Agency Site Administrator will assess the operational security of the user's workspace.
2. Partner Agency Site Administrator will confirm that workstation has virus protection properly installed and that a full-system scan has been performed within the last week.
3. Partner Agency Site Administrator will confirm that workstation has and uses a hardware or software firewall.

Request New User ID

1. When the Partner Agency Site Administrator identifies a staff member that requires access to KTHMIS, a Partner Agency End User Agreement (PAEUA) will be provided to the prospective user.
2. The prospective user must read, understand and sign the PAEUA and return it to the Partner Agency Site Administrator.
3. The Partner Agency Site Administrator will obtain the Executive Director's signature and forward to the KTHMIS Specialist. The Partner Agency Site Administrator will keep a copy on file.
4. The KTHMIS Specialist will create the new user ID as specified and notify the user ID owner of the temporary password via email.

Change User Access

When the Partner Agency Site Administrator determines that it is necessary to change a user's access level, the Partner Agency Site Administrator will request this change via e-mail to the KTHMIS Specialist.

Rescind User Access

Voluntary

Use this procedure when any KTHMIS user leaves the agency or otherwise becomes inactive:

1. Send an e-mail notification to the KTHMIS Specialist. The user's ID and password status within the system will be changed to an "inactive" status. The user's ID or password will not be deleted.

Compliance Failure

Use this procedure when any KTHMIS user breaches the PAEUA, or violates the Policies and Procedures, or breaches confidentiality or security:

1. Send an e-mail notification to the KTHMIS Specialist. The user's ID and password status within the system will be changed to an "inactive" status.
2. The KTHMIS Specialist will determine what other, if any, user IDs should be deactivated.

Reset Password

1. When a user forgets his or her password or has reason to believe that someone else has gained access to their password, they must immediately notify their Partner Agency Site Administrator.
2. The Partner Agency Site Administrator will send a request via e-mail to the KTHMIS Specialist to reset the user's password and notify the user of the new temporary password.
3. If the user has set an account recovery security question, the user can reset their password by answering the security question correctly. The user will be emailed instructions on how to set up a new password.

5.3 Collection and Entry of Client Data

Policies

- Client data will be gathered according to the policies, procedures and confidentiality rules of each individual program.
- Client data may only be entered into KTHMIS with client's authorization to do so.
- All universal and program data elements from the HUD KTHMIS Data and Technical Standards (See Appendix), subject to client consent.
- Client data will only be shared with Partner Agencies if the client consents, has signed the Client Consent form, and the signed Client Consent form is available on record.
- Client data will be entered into KTHMIS in a timely manner.
- DV providers must record client data in a comparable database.
- Client identification should be completed during the intake process or as soon as possible following intake and within 24 hours.
- Service records should be entered on the day services began or as soon as possible within 24 hours.
- Required assessments should be entered as soon as possible following the intake process and within 24 hours.
- All client data entered into KTHMIS will be kept as accurate and as current as possible.
- Hardcopy or electronic files will continue to be maintained according to individual program requirements, and according to the HUD KTHMIS Data and Technical Standards Final Draft.
- No data may be imported without the client's authorization.
- Any authorized data imports will be the responsibility of the Partner Agency.
- Partner Agencies are responsible for the accuracy, integrity, and security of all data input by said Agency according HUD's guidelines and the KTHMIS Data Quality Plan.

- The Partner Agency that creates a client record owns the responsibility for a baseline of data quality to include: non-duplication of client record, Release Of Information (ROI), Universal & Program level data elements as defined by HUD Data Standards, up-to-date Program Entries and Exits, and answers to the questions, "Currently Homeless?" and "Chronically Homeless?"
- The Alliance will decide on a plan to dispose of (or remove identifiers from) client data seven (7) years after it was created or last changed.

Procedures

- Refer to Data Quality Plan, User Manual and/or Training Materials for specific data entry guidelines.
- Kings United Way will provide each agency with an ongoing snapshot, and provide the training necessary in order for the Partner Agency to be able to download and report to the appropriate parties within the agency.
- The Partner Agency Site Administrator will share data with authorized personnel only (those with KTHMIS authorization).
- Partner Agency Site Administrator will be responsible for reviewing the Snapshot Reports and notifying users to make corrections, within ten days.
- Partner Agency Site Administrator will inform KTHMIS support staff if there are any technical issues retrieving the Snapshot Reports within three (3) business days.
- Upon request of Partner Agency Executive Management, Kings United Way will provide additional reports to assist the agency in verifying data quality.
- The HMIS Committee shall decide on the procedure to properly dispose of client data within the seven-year time frame allocated in the HUD Data Standards.

5.4 Release and Disclosure of Client Data

Policies

- Client-specific data from KTHMIS may be shared with Partner Agencies only when the sharing agency has secured a valid Release of Information from that client authorizing such sharing, and only during such time that Release of Information is valid (before its expiration). Other non-KTHMIS inter-agency agreements do not cover the sharing of KTHMIS data.
- Sharing of client data may be limited by program specific confidentiality rules.
- No client-specific data will be released or shared outside of the Partner Agencies unless the client gives specific written permission or unless withholding that information would be illegal (see Release of Information). Note that services may NOT be denied if client refuses to sign Release of Information or declines to state any information.
- Release of Information must constitute INFORMED consent. The burden rests with the intake counselor to inform the client before asking for consent. As part of informed consent, a notice must be posted explaining the reasons for collecting the data, the client's rights, and any potential future uses of the data. An example of such a sign for posting may be found at www.kthomelessalliance.org.
- Client shall be given print out of all data relating to them upon written request and within 10 working days.
- A report of data sharing events, including dates, agencies, persons, and other details, must be made available to the client upon request and within 10 working days.
- A log of all external releases or disclosures must be maintained for seven (7) years and made available to the client upon written request and within 10 working days.
- Aggregate data that does not contain any client specific identifying data may be shared with internal and external agents without specific permission. This policy should be made clear to clients as part

of the Informed Consent procedure.
- Each Partner Agency Executive Director is responsible for his or her agency's internal compliance with the HUD Data Standard.

Procedures

- Procedures for disclosure of client-specific data are readily obtained from the above policies, combined with the configuration of KTHMIS, which facilitates appropriate data sharing.

5.5 Workstation Security

Policies

- The Partner Agency Site Administrator is responsible for preventing degradation of the whole system resulting from viruses, intrusion, or other factors under the agency' s control.
- The Partner Agency Site Administrator is responsible for preventing inadvertent release of confidential client-specific information. Such release may come from physical or electronic or even visual access to the workstation, thus steps should be taken to prevent these modes of inappropriate access (that is, don't let someone read over your shoulder: lock your screen).
- All workstations to be used with KTHMIS must be secured by a firewall between the workstation and the Internet. Software firewalls are acceptable.
- Recommended Internet connection: DSL or Cable Modem, at least 128 kbits.
- Recommended Browser: latest release of Internet Explorer version 11.0.
- Definition and communication of all procedures to all Partner Agency users for achieving proper agency workstation configuration and for protecting their access by all Agency users to the wider system are the responsibility of the Partner Agency Site Administrator.

Procedures

- At a minimum, any workstation accessing HMIS needs to be protected by a Firewall. If the workstations are part of an agency computer network, the Firewall may be installed at a point between the network and the Internet or other systems rather than at each workstation.
- Each workstation also needs to have anti-virus and anti-spyware programs in use and properly maintained with automatic installation of all critical software updates.

5.6 Training

Policies

The Partner Agency Executive Director shall obtain the commitment of the Partner Agency Site Administrator and designated staff persons to attend training(s) as specified in the Agency Agreement between Partner Agency and Alliance/KUW.

Procedures

Start-up Training

Alliance/KUW will provide training in the following areas prior to the Partner Agency using KTHMIS:

1. Partner Agency Site Administrator training
2. End user training
3. Confidentiality training

Partner Agency Site Administrator Training

Training will be done in a group setting, where possible to achieve the most efficient use of time and sharing of information between agencies. Training will include:

1. End user training
2. Running package reports

Follow-up Training

Alliance/KUW will provide on-site follow-up training at each participating Partner Agency. Once the Partner Agency has "gone live," KTHMIS representatives will make on-site visits as needed to ensure that the Partner Agency becomes proficient in the use of KTHMIS.

On-going Training

Alliance/KUW will provide regular training for participating Partner Agencies, as needed. The areas covered will be:

1. Agency Site Administrator Training
2. End User Training
3. Confidentiality Training

5.7 Compliance

Policies

- Compliance with these Policies and Procedures is mandatory for participation in KTHMIS.
- Using the Client Track software, all changes to client data are recorded and will be periodically and randomly audited for compliance.
- Each Partner Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards.
- Annually, Partner Agencies will conduct a thorough review of internal policies and procedures regarding KTHMIS.
- Annually, KTHMIS will conduct a thorough review of Partner Agency internal policies and procedures regarding KTHMIS.

Procedures

- See "Project Participation" and "User Authorization" sections for procedures to be taken for lack of compliance.
- Annually, a KTHMIS representative will conduct a site visit at each Partner Agency to ensure compliance. Agencies that are new to KTHMIS will be scheduled for a site visit six months from implementation of HMIS and then annually thereafter.

5.8 Technical Support

Policies

- Support requests include problem reporting, requests for enhancements (features), or other general technical support.
- Users shall submit support requests to their Partner Agency Site Administrator (email is suggested).

- Users shall not, under any circumstances, submit requests to software vendor.
- Users shall not submit requests directly to Alliance/KUW without specific invitation. All requests to Alliance/KUW shall be submitted to Partner Agency Site Administrator, who may then escalate to Alliance/KUW, who may then escalate to vendors as appropriate.
- Alliance/KUW will only provide support for issues specific to KTHMIS software and systems.

Procedures

Submission of Support Request

- User encounters problem or originates idea for improvement to system or software.
- User creates support request via email sent to Partner Agency Site Administrator specifying the severity of the problem and its impact on their work, specific steps to reproduce the problem, and any other documentation that might facilitate the resolution of the problem. User shall also provide contact information and best times to contact.
- The Partner Agency Site Administrator, upon receipt of a support request, shall make reasonable attempts to resolve the issue.
- If the Partner Agency Site Administrator is unable to resolve the issue and determines that the problem is specific to KTHMIS software and systems, the Partner Agency Site Administrator shall consolidate multiple similar requests and submit to Alliance/KUW.

  Note: If the Support Request is deemed by KTHMIS Specialist to be an agency-specific customization, resolution of the request may be prioritized accordingly. Alliance/KUW reserves the right to charge on an hourly basis for these changes if/when the workload for such agency-specific customizations becomes burdensome.

- The KTHMIS Specialist may at this point determine that the cause of reported issue is outside the scope of control of the KTHMIS software and systems.
- The KTHMIS Specialist will consolidate such requests from multiple Partner Agencies, if appropriate, and strive to resolve issues according to their severity and impact.
- If the KTHMIS Specialist is unable to resolve the issue, other software or system vendor(s) may be included in order to resolve the issue(s).
- In cases where issue resolution may be achieved by the end user or other Partner Agency personnel, the KTHMIS Specialist will provide instructions via email to the Partner Agency Site Administrator.

5.9 Changes to This and Other Documents

Policies

The HMIS Committee of the Alliance will guide the compilation and recommendations for amendments of these Policies and Procedures. Final approval rests with the Alliance and KUW.

Procedures

Changes to Policies & Procedures

- Proposed changes may originate from any participant in KTHMIS.
- When proposed changes originate within a Partner Agency, they must be reviewed by the Partner Agency Executive Director, and then submitted by the Partner Agency Executive Director to the KTHMIS Specialist for review and discussion.

- KTHMIS Specialist will maintain a list of proposed changes.
- The list of proposed changes will be discussed by the HMIS Committee, subject to line item excision and modification. This discussion may occur either at a meeting of the HMIS Committee, via email or conference call, according to the discretion and direction of the HMIS Committee Chairperson.
- Results of said discussion will be communicated, along with the amended Policies and Procedures. The revised Policies and Procedures will be identified within the document by the date of the HMIS Committee discussion.
- Partner Agencies Executive Directors shall acknowledge receipt and acceptance of the revised Policies and Procedures within 10 working days of delivery of the amended Policies and Procedures by notification in writing or email to KTHMIS Specialist. The Partner Agency Executive Director shall also ensure circulation of the revised document within their agency and compliance with the revised Policies and Procedures.

6. Data Quality

6.1 Definition of Data Quality

HMIS data quality refers to the extent that data recorded in the Kings/Tulare HMIS accurately reflects the same information in the real world. A perfect overlap between data and reality would result in a hypothetical data quality rating of 100 percent, while a data quality rating of 0 percent would indicate that there is no match between the information entered into an HMIS and the same information in the real world. No data collection system has a quality rating of 100%. However, to meet the Kings/Tulare HMIS goal of presenting accurate and consistent information on homelessness, it is critical that the Kings/Tulare HMIS have the best possible representation of reality as it relates to homeless people and the programs that serve them. Specifically, it should be our goal to record the most accurate, consistent and timely information in order to draw reasonable conclusions about the extent of homelessness and the impact of homeless services.

Importance of Data Quality for HMIS Goals

Data quality is greatly improved when the goals of data collection are clear. The goals of HMIS on a national level were stated by Congress:

"There has never been an overall review or comprehensive analysis on the extent of homelessness or how to address it. The Committee believes that it is essential to develop an unduplicated count of homeless people, and an analysis of their patterns of use of assistance …including how they enter and exit the homeless assistance system and the effectiveness of assistance."

Thus, the 2001 Congressional directive targets information to understand:

- The extent of homelessness,
- The nature of homelessness (implied in "comprehensive analysis" and necessary to know "how to address"),
- Homeless service use patterns, and
- The effectiveness of the homeless service system
- These goals are not only important on the federal level but also critical for understanding homelessness and program planning at the local level.

Extent of Homelessness

The number of homeless people has been at the center of debate for as long as homelessness has been acknowledged as a social problem. Due to inconsistent or no data collection, different estimation methods

result in largely diverse numbers. One goal of HMIS is to estimate the number of homeless people that closely represents reality. By collecting personal information on all clients served, HUD hopes to generate an estimate of the unduplicated count of homeless people that access services nationally.

Achievement of this goal depends on high quality personal identifying data, such as Social Security Number, names, gender and date of birth, which are used to create unduplicated counts.

Nature of Homelessness
Additional HMIS data elements focus on the characteristics of those engaged in homeless services. Analyzing this information on a larger level will improve our understanding of the people experiencing homelessness, the issues they face, and their service needs. High quality data on gender, date of birth, race, ethnicity, veteran's status and disability, and household composition are needed for this goal.

Pattern of Homeless Service Utilization
People who are homeless often use more than one of the programs that are available to help them access housing, resolve their crisis, support them, and link them with other services. Accurate program entry and exit dates and information on residence prior to program entry are critical in determining service use patterns that assess average length of stay and movement among different homeless programs. The collection of accurate identifying information at each program is also necessary in order to identify the extent to which clients appear in multiple programs, how clients move through the system, and to detect cycles of homelessness.

Effectiveness of the Homeless Service System
Assessing the effectiveness of the current homeless service system is critical to finding successful solutions to ending homelessness. For that reason, information at program exit, such as destination and income, are important to learn if and how the system has helped to resolve clients' housing crisis and to improve their overall stability. Data on returning clients also contribute to this goal. Comparing program entry data with program exit data at the aggregate level will also provide a picture of homeless program impacts on the clients they serve.

6.2 Data Quality Issues and Standards

Timeliness of Data
To ensure the most up to date data, information should be entered as soon as it is collected. Information that tends to change periodically also needs to be regularly verified and/or updated, such as information on income sources and amounts. Information other than intake data needs to be updated monthly by the fifth day in the following month. Exceptions to the timeliness principle are made for domestic violence providers, which may wait until clients leave the shelter before entering data into the Kings/Tulare HMIS.

Reporting Submission Deadlines:

- Complete and accurate data for the month must be entered into the Kings/Tulare HMIS by the fifth working day of the following month. For example, data for the month of April must be entered into ClientTrack by the fifth working day of May.
- Data Quality Reports (Snapshots) will be sent out monthly following the AHAR reporting period which runs October 1st to September 30th.
- The monthly Snapshot Reports will be issued the following month. Corrections and feedback will be due back within 10 days from which they were issued.

Data Completeness

To release meaningful information from the Kings/Tulare HMIS, data needs to be as complete as possible, i.e. they should contain all required information on all people served in a certain type of 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 Kings/Tulare HMIS may not accurately reflect the homeless population in the community.

Missing Client Records

Even with all programs participating, it is possible that not every client served by the program is actually being entered. Missing client records from participating programs is particularly problematic since, unlike missing programs, the extent of those missing is difficult to quantify. In addition, like with missing programs, missing clients within a program might have characteristics that skew the data findings.

Agencies are strongly encouraged to address the issue of missing client records by comparing paper records (e.g. manual nightly shelter check-in lists) with the information entered into the Kings/Tulare HMIS.

Incomplete Client Records

The second type of incompleteness in a dataset is missing fields within particular client records. Standards have been set to ensure that all required fields are consistently answered. This has been accomplished by setting many fields as required in the software application and by publishing instructions for intake and discharge applications.

Where possible, if clients do not know or refuse to answer a particular question, this should be stored as an answer in the database, rather than leaving the field empty.

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 HMIS. Inaccurate data may be intentional or unintentional. In general, false or inaccurate information is worse than incomplete information, since with the latter, it is at least possible to acknowledge the gap. Thus, it should be emphasized to clients and staff that it is better to enter 'Data not Collected' (or preferably "don't know" or "refused") than to enter inaccurate information.

There are a number of unintentional errors that can occur during intake and data entry. These include:

- Accidentally selecting wrong response from dropdown;
- Misspelling (based on not knowing the proper spelling);
- Transposition of characters, or missed keys (accidental typographical errors);
- Swapped fields (e.g., first name in last name field, or intake date in exit date field);
- Use of nicknames instead of real names;
- Inaccuracies based on misunderstanding the question;
- Hearing the wrong information; and
- Transcription errors, including the inability to read handwriting.

Incomplete Identifying Information

Incomplete client identifying information – specifically, name, Social Security Number, and date of birth – will impede the Alliance's ability to determine unique clients, hinder the client matching process, and throw off the unduplicated count of clients and households. If insufficient data is provided, it is impossible to verify whether two records represent the same client; thus, the count could appear higher than it is in

reality. It could also be lower than it should be, if for example, there are two clients with the same name, but no Social Security Number is recorded for one of the clients. The Kings/Tulare HMIS staff or data analyst might assume they are the same client. However, a Social Security Number could have proven that they were different clients.

Homeless families also need to share a unique Household Identifier in order to link all of their members for analyses. If this information is missing, it is impossible to get accurate counts of families served, data on family composition will be invalid, and each family member may be incorrectly counted as a single individual served. Although the Household Identifier itself is usually system generated, users must enter clients in a particular way in order to ensure that the clients are related properly.

When possible, staff should note any third-party documentation that has been provided for verification purposes. Providing clients with access to review and correct the personal information that has been entered in the HMIS can improve data accuracy. This is also a client's right, as published in the HUD Data and Technical Standards.

In addition, the following standards have been established to ensure maximum data integrity:

- All clients shall have unique ID numbers (Social Security Number or system-generated ID).
- Missing/unknown data in Client Track is less than 10% per month in required variable fields. The only data variable exception to accuracy, with respect to 'Unknown' is the variable Destination.
- All data entered is compatible with the agency's program in ClientTrack. For example, a family cannot be entered at a single men's shelter or a single women's shelter.
- Data in the Kings/Tulare HMIS must accurately reflect client data recorded in the agency's client file and known information about the client and services provided to the client. For example, 'Entry Date' should be the date the client enrolled in the shelter and began receiving services, and 'Exit Date' should be the date the client physically exited the shelter.
- Data for active clients should be reviewed and updated monthly.
- Each agency program will establish procedures, controls and audit trails to ensure that all clients are entered into ClientTrack.

There are two main approaches to ensuring that all required fields are completed consistently: software validation and data quality reporting:

- With software validation, records are not saved unless all required fields are entered. This approach is effective at capturing something for every field, but may also lead to staff entering inaccurate information just so they can save the data.
- Data quality reporting that occurs after the fact. Reports of actual client lists are generated that highlight missing or questionable data. These reports are the catalyst for staff to go back and actually fill in the missing records or make corrections.

Data Consistency

Consistency of data collection and data entry refers to a shared understanding of what data needs to be collected and in which way. Agencies are to refer to the HUD Data Standards for a complete description of each data element.

Much of the data in the Kings/Tulare HMIS is self-reported by people seeking homeless services. Often people in the vulnerable position of being homeless may give incorrect information intentionally or unintentionally for a host of reasons. Inaccurate information can be minimized by establishing a rapport with the consumer. Consumers often are not aware of the critical connection between funding and services. Communicating why the client's information is being collected, how it will be used, and how it

helps the agency secure and sustain funding for the program may also be a valuable way to build understanding and support from the client. It is advisable for all staff to agree on a minimal level of information that all clients should receive. The agency may want to write out talking points and/or train users on how to consistently explain the HMIS and data collection.

Entering Data
Ideally, the same person who collects HMIS data should enter that data into Client Track.
This assures consistent interpretation of the questions, the answers, and handwriting. At many service agencies having one person do both is not possible; e.g., day shifts might collect the data, night staff might enter it when things are less hectic. Also, the same people who are good at interviewing clients may not be good at entering data, or vice versa.

When it is not possible to have the same person collect and enter data, a clear process and communication between data intake and entry staff is essential. This will minimize any misinterpretations. Staff members doing these two tasks should meet before they begin and consistently check-in to resolve any confusion over notes on the intake form, agree on shorthand usage, clarify confusing questions, and discuss anything else that comes up. A data quality log can track open questions. Supervisors should ensure that this communication happens regularly at each agency.

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Ongoing Training for Staff
Ongoing training in ClientTrack is needed periodically for data entry staff to ensure ongoing data quality. The need can vary depending on the number of changes/upgrades to the software and the overall complexity of the software. It also depends on the skills of the users. Staff that is less comfortable with computers in general should consider refresher trainings to catch mistakes they may be making, and affirm correct usage. All staff can benefit from trainings that go deeper into software. K/T HMIS will have at least one data quality focused training annually.

Monitoring
Monitoring data quality is a crucial part of the success of K/T HMIS. All participating agencies shall develop protocols for monitoring the quality of the data entered into the K/T HMIS. In addition, the K/T HMIS staff will conduct an annual site visit to ensure that the agency is compliant with all K/T HMIS compliance standards.

Accountability
Each agency that agrees to participate in the K/T HMIS will be held accountable to follow all HUD regulations regarding HMIS including, but not limited to, privacy standards and data quality. All agencies seeking funding through the Alliance will be ranked according to their participation in HMIS and how well they comply with the K/T HMIS Policy and Procedures and Data Quality Plan.

Additionally, K/T HMIS staff will prepare quarterly System and Program Level Indicator Reports. This report will track the Standard Performance Measures (see Appendix) as adopted by the Alliance.

7. Other Obligations and Agreements

The current HUD grant for KTHMIS provides for a limited number of user licenses. While it may not be

possible to meet every agency's full requirements for licenses within the HUD grant, KTHMIS will endeavor to ensure that every agency participating will have their minimum requirements met from the HUD grant.

7.1 HUD HMIS Data and Technical Standards

This document should, at a minimum, reflect the baseline requirements listed in the HMIS Data Standards, as published by HUD in 2014. Users of KTHMIS are required to read and comply with the HMIS Data Standards. Failure to comply with these standards carries the same consequences, as does failure to comply with these Policies and Procedures. In any instance where these Policies and Procedures are not consistent with the KTHMIS Standards from HUD, the HUD Standards take precedence. Should any inconsistencies be identified, notice should be made to the KTHMIS Specialist.

7.2 HIPAA

For agencies or programs where HIPAA applies, HIPAA requirements take precedence over both the HUD HMIS Data Requirements (as specified in those requirements) and these policies and procedures.

8. Forms Control

All forms required by these procedures are available in PDF format on the Alliance's website, www.kthomelessalliance.org.

Filing of Completed Forms

Form Description	Location	Responsibility
Agency Agreement	Kings United Way	HMIS Specialist
Site Administrator Agreement	Kings United Way	HMIS Specialist
Interagency Data Network Sharing Agreement	Kings United Way	HMIS Specialist
End User Agreement	Kings United Way	HMIS Specialist
Intake Form	Partner Agency	Agency Staff
Client Consent – Release of Information for Data Sharing	Partner Agency	Agency Staff
Client Revocation of Consent to Release Information for Data Sharing	Partner Agency	Agency Staff
Reassessment Form	Partner Agency	Agency Staff
Exit Form	Partner Agency	Agency Staff

Appendix A: Summary of Universal Data Elements

Exhibit 1: Universal Data Element Collection Summary

Data Element	Collected For				When Collected			
	All	HoH	HoH and Adults	Adults	Record Creation	Project Entry	Update	Project Exit
3.1 Name	X				X			
3.2 Social Security Number	X				X			
3.3 Date of Birth	X				X			
3.4 Race	X				X			
3.5 Ethnicity	X				X			
3.6 Gender	X				X			
3.7 Veteran Status				X	X			
3.8 Disabling Condition				X		X		
3.917 Living Situation			X			X		
3.10 Project Entry Date	X					X		
3.11 Project Exit Date	X							X
3.12 Destination			X					X
3.13 Personal ID	X				X			
3.14 Household ID	X					X		
3.15 Relationship to Head of Household	X					X		
3.16 Client Location		X				X	X	

**Program Specific Data Element Collection Summaries will be available for each federal partner program in the HMIS Program Manuals.

Appendix B: Federal Partner Grant Program Overview

Exhibit 2: Federal Partner Grant Programs, Eligible Components/Activities and HMIS Project Types

This table serves as a source reference for:

1. Identification of all HMIS Federal Partner programs and components use of HMIS.
2. Identification of the Program and Program Component/Activity Abbreviations used throughout the Data Manual.
3. Identification of the HMIS Project Type [element 2.4] required association with each Component/Activity.

U.S. Department of Housing and Urban Development (HUD)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Continuum of Care for the Homeless **(CoC)**	Homelessness Prevention **(HP)**	Homelessness Prevention
	Permanent Supportive Housing **(PSH)** [Includes CoC - Shelter Plus Care (S+C) and Supportive Housing Program(SHP) – permanent housing with active funding and/or use requirements]	PH: - Permanent Supportive Housing (disability required for entry)
	Rapid Re- Housing **(RRH)**	PH - Rapid Re-Housing
	Supportive Services Only **(SSO)**	Services Only (unless Street outreach is funded then Street Outreach)
	Transitional Housing **(TH)** [Includes CoC SHP – transitional housing with active funding and/or use requirements]	Transitional Housing
	Safe Haven **(SH)**	Safe Haven
	SRO [20 year use requirement]	PH- Permanent Supportive Housing or PH - Housing Only (depending on whether services are provided).
Emergency Solutions Grants **(ESG)**	Emergency Shelter (ES) – Entry/Exit (ES-e/e) OR Night-by-Night (ES-nbn) [Includes ESG – Transitional Shelter (Housing)]	Emergency Shelter (Transitional Shelter = Transitional Housing program type, reported under Emergency Shelter)
	Homelessness Prevention (HP)	Homelessness Prevention
	Rapid Re-Housing (RRH)	PH - Rapid Re-Housing
	Street Outreach **(SO)**	Street Outreach
Housing Opportunities for Persons with AIDS **(HOPWA)**	Hotel/Motel **(H/M)**	Emergency Shelter
	Housing Information **(HI)**	Services Only
	Permanent Housing **(PH)**	PH - Permanent Supportive Housing
	Permanent Housing Placement **(PHP)**	Services Only
	Short Term Housing **(STH)**	Emergency Shelter
	Short Term Rent, Mortgage Utility Assistance **(STRMU)**	Homelessness Prevention
	Transitional Housing **(TH)**	Transitional Housing
HUD/VASH **(H/V)** and HUD/VASH-OTH **(H/V-OTH)**	Permanent Supportive Housing **(PSH)**	PH - Permanent Supportive Housing
Rural Housing Stability Assistance Program **(RHSP)**	Rural Assistance **(RA)**	Undetermined at time of Data Standards Release

U.S. Department of Health and Human Services (HHS)
Administration for Children and Families (ACYF) -- Family and Youth Services Bureau (FYSB)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Runaway and Homeless Youth **(RHY)**	Basic Center Program **(BCP)** Emergency Shelter **(BCP-es)** OR Prevention **(BCP-p)**	es = Emergency Shelter p=Homelessness Prevention
	Maternal Group Home **(MGH)**	Transitional Housing
	Street Outreach Program **(SOP)**	Street Outreach
	Transitional Living Program **(TLP)**	Transitional Housing
	Demonstration Programs **(D)**	Undetermined at time of Data Standards Release

Substance Abuse and Mental Health Services Administration (SAMHSA)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Projects for Assistance in Transition from Homelessness **(PATH)**	Street Outreach **(SO)**	Street Outreach
	Supportive Services **(SSO)**	Services Only

U.S. Department of Veteran Affairs (VA)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Health Care for Homeless Veterans **(HCHV)**	Community Contract Emergency Housing **(HCHV/EH)***	Emergency Shelter
	Community Contract Residential Treatment Program **(HCHV/RT)***	Emergency Shelter
	Domiciliary Care **(HCHV/DOM)***	Emergency Shelter
	VA Community Contract Safe Haven Program **(HCHV/SH)***	Safe Haven
VA Funded Transitional Housing	Grant and Per Diem Program **(GPD)***	Transitional Housing
	Compensated Work Therapy Transitional Residence **(CWT/TR)***	Transitional Housing
Supportive Services for Veteran Families **(SSVF)**	Supportive Services for Veteran Families Homelessness Prevention **(HP)**Supportive Services for Veteran Families Rapid Re-Housing **(RRH)**	Homelessness Prevention
		PH - Rapid Re-Housing

**Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.*

Appendix C: Standard Performance Measures

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Housing Stability	Indicates program/system level success in ending homelessness as measured by those who retain permanent housing or attain other permanent housing.	▪ Permanent Supportive Housing ▪ Rapid Re-Housing	80% of persons will remain in the permanent housing program as of the end of the operating year or exit to permanent housing (subsidized or unsubsidized).	The number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination ÷ by the total number of Stayers and Leavers.
		▪ Transitional Housing	70% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.	Permanent housing placement is calculated by determining the number of Leavers who exited to a permanent housing destination ÷ the total # of Leavers.
		▪ Street Outreach	30% of persons will exit to safe housing (subsidized or unsubsidized) during the operating year.	Safe housing placement is calculated by determining the number of Leavers who exited to a safe housing destination (as defined by HUD) ÷ the total # of Leavers.
Increased Income	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	▪ Permanent Supportive Housing	56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source remained the same or increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.
		▪ Rapid Re-housing ▪ Transitional Housing	56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of adult Leavers PLUS adult Stayers.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Earned Income	Indicates that program is assisting households to stabilize housing by becoming employed or maintaining employment. A higher rate is considered positive.	▪ Permanent Supportive Housing ▪ HPRP	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income remained the same or increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
		▪ Rapid Re-housing ▪ Transitional Housing	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	The number of persons (ages 18-61 whose amount of earned income increased based on the persons earned income at intake and then at exit, or if they remained housed, at their most recent assessment ÷ by the total # of Leavers PLUS Stayers (ages 18-61).
Bed Utilization	Indicates efficient use of community resources. High occupancy rate indicates system efficiency at turning over units and providing programs that are well-designed.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing/ ▪ Permanent Supportive Housing	▪ 60% min. bed utilization for ES ▪ 80% min. bed utilization for TH ▪ 80% min. bed utilization for RRH ▪ 80% min. bed utilization for PSH	Total number of bed nights ÷ total number of nights in the month.
Average Length of Stay	A reasonably short length of stay indicates efficiency related to turnover of beds which is essential to meet system demand for emergency shelter.	▪ Emergency Shelter	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
Average Length of Participation	Indicates that system is assisting households to achieve independence without long term reliance on the system.	▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	Exit Date (or report end date) - Entry Date ÷ number of clients served during the report period.
Households Served	Indicates volume of households served by the system and provides a better understanding of household size as it relates to unit occupancy.	▪ Emergency Shelter ▪ Transitional Housing ▪ Permanent Supportive Housing	Currently tracked but not monitored.	The number of households served by the program (or system) during the report period.
Newly Homeless	Indicates the volume of newly homeless persons served by emergency shelters.	▪ Emergency Shelter	Currently tracked but not monitored.	The number of newly homeless[1] clients ÷ total number of clients served during the report period.
Recidivism	Indicates system's success in ending homelessness as measured by number of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	▪ Emergency Shelter ▪ Transitional Housing ▪ Rapid Re-Housing ▪ Homeless Prevention	Currently tracked but not monitored.	The total number of recidivist clients[2] ÷ the total number of clients served during the report period.

[1] *Newly Homeless is defined as the number of persons that entered the emergency shelter during the report period that have not been served by other programs in the HMIS within the past two years.*

[2] *A recidivist client is defined as one that exits a system with a successful outcome (specific to that system) and re-enters the system within one year after exit from the system.*

2018 COC NOFA

ATTACHMENT 1. FY 2018 COC COMPETITION REPORT, 2A, 2B, 3A, 3B, 4A-6

Table of Contents

1. FY 2018 CoC Competition Report 2

2018 HDX Competition Report

PIT Count Data for CA-513 - Visalia/Kings, Tulare Counties CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	**792**	**853**	**967**
Emergency Shelter Total	155	206	158
Safe Haven Total	0	0	0
Transitional Housing Total	171	148	157
Total Sheltered Count	**326**	**354**	**315**
Total Unsheltered Count	**466**	**499**	**652**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**251**	**251**	**288**
Sheltered Count of Chronically Homeless Persons	20	20	14
Unsheltered Count of Chronically Homeless Persons	231	231	274

2018 HDX Competition Report

PIT Count Data for CA-513 - Visalia/Kings, Tulare Counties CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**45**	**37**	**45**
Sheltered Count of Homeless Households with Children	39	32	40
Unsheltered Count of Homeless Households with Children	6	5	5

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**36**	**37**	**45**	**46**
Sheltered Count of Homeless Veterans	3	4	15	6
Unsheltered Count of Homeless Veterans	33	33	30	40

2018 HDX Competition Report

HIC Data for CA-513 - Visalia/Kings, Tulare Counties CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	**255**	**87**	**134**	**79.76%**
Safe Haven (SH) Beds	**0**	**0**	**0**	**NA**
Transitional Housing (TH) Beds	**193**	**48**	**145**	**100.00%**
Rapid Re-Housing (RRH) Beds	**144**	**0**	**144**	**100.00%**
Permanent Supportive Housing (PSH) Beds	**262**	**0**	**262**	**100.00%**
Other Permanent Housing (OPH) Beds	**0**	**0**	**0**	**NA**
Total Beds	854	135	685	95.27%

2018 HDX Competition Report

HIC Data for CA-513 - Visalia/Kings, Tulare Counties CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	54	131	137

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	30	16	17

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	180	104	144

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for CA-513 - Visalia/Kings, Tulare Counties CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	517	1129	37	32	-5	21	16	-5
1.2 Persons in ES, SH, and TH	844	1390	111	73	-38	38	24	-14

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	517	1286	78	206	128	26	49	23
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	844	1547	152	235	83	48	68	20

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range.Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	17	3	18%	5	29%	1	6%	9	53%
Exit was from ES	270	29	11%	11	4%	20	7%	60	22%
Exit was from TH	112	11	10%	6	5%	10	9%	27	24%
Exit was from SH	0	0		0		0		0	
Exit was from PH	125	6	5%	8	6%	6	5%	20	16%
TOTAL Returns to Homelessness	524	49	9%	30	6%	37	7%	116	22%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	792	853	61
Emergency Shelter Total	155	206	51
Safe Haven Total	0	0	0
Transitional Housing Total	171	148	-23
Total Sheltered Count	326	354	28
Unsheltered Count	466	499	33

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	857	1407	550
Emergency Shelter Total	525	1150	625
Safe Haven Total	0	0	0
Transitional Housing Total	353	283	-70

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	51	78	27
Number of adults with increased earned income	1	7	6
Percentage of adults who increased earned income	2%	9%	7%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	51	78	27
Number of adults with increased non-employment cash income	6	21	15
Percentage of adults who increased non-employment cash income	12%	27%	15%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	51	78	27
Number of adults with increased total income	7	26	19
Percentage of adults who increased total income	14%	33%	19%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	38	222	184
Number of adults who exited with increased earned income	15	32	17
Percentage of adults who increased earned income	39%	14%	-25%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	38	222	184
Number of adults who exited with increased non-employment cash income	10	35	25
Percentage of adults who increased non-employment cash income	26%	16%	-10%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	38	222	184
Number of adults who exited with increased total income	22	62	40
Percentage of adults who increased total income	58%	28%	-30%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1205	1532	327
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.	296	326	30
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)	909	1206	297

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1430	1761	331
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.	347	365	18
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.)	1083	1396	313

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	310	296	-14
Of persons above, those who exited to temporary & some institutional destinations	51	52	1
Of the persons above, those who exited to permanent housing destinations	47	81	34
% Successful exits	32%	45%	13%

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

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1271	1434	163
Of the persons above, those who exited to permanent housing destinations	477	443	-34
% Successful exits	38%	31%	-7%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	129	140	11
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	115	132	17
% Successful exits/retention	89%	94%	5%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

CA-513 - Visalia/Kings, Tulare Counties CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	189	199	180	206	266	269	177	143	224	229	217	256	15	63	180	104				
2. Number of HMIS Beds	155	165	146	172	225	228	177	143	182	183	217	153	15	63	180	104				
3. HMIS Participation Rate from HIC (%)	82.01	82.91	81.11	83.50	84.59	84.76	100.00	100.00	81.25	79.91	100.00	59.77	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	850	783	540	1150	482	342	334	283	208	195	154	147	107	222	318	325	92	71	301	445
5. Total Leavers (HMIS)	709	722	464	904	356	199	228	162	37	65	33	37	60	129	238	204	89	61	230	245
6. Destination of Don't Know, Refused, or Missing (HMIS)	304	328	104	179	191	67	29	13	7	1	1	1	3	6	0	12	0	3	160	64
7. Destination Error Rate (%)	42.88	45.43	22.41	19.80	53.65	33.67	12.72	8.02	18.92	1.54	3.03	2.70	5.00	4.65	0.00	5.88	0.00	4.92	69.57	26.12

2018 HDX Competition Report

Submission and Count Dates for CA-513 - Visalia/Kings, Tulare Counties CoC

Date of PIT Count

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

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/31/2018	Yes

2018 COC NOFA

ATTACHMENT 14. ORDER OF PRIORITY, 3B-2

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Every Door Open

Coordinated Entry System
Written Standards

Written Standards include adoption of HUD's Order of Prioritization Notice 14-012.

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

Adopted by the Alliance Board of Directors on September 14, 2017

Lucia Orozco, Board Secretary

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VI. Permanent Supportive Housing (COC)

A. OVERVIEW AND PURPOSE

Permanent Supportive Housing is targeted to households who have the most severe services needs and longest histories of homelessness within the bi-county region.

B. HOUSEHOLD ELIGIBILITY

At a minimum, candidates for Permanent Supportive Housing (PSH) must meet the following basic requirements:

- Is literally homeless; and
- Lacks the resources to obtain housing; and
- Has a member of the household with a severe or significant disabling condition; and
- Scores a 10 or greater on the VI-SPDAT or VI-F-SPDAT.

C. PRIORITIZATION

The Alliance has adopted the order of priority as outlined in HUD's Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status (Notice), which can be found at: https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons- Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf.

1. **First Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

    a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and

    b. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs according to Section I.D.3 of the Notice.

2. **Second Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness.** A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:
    a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
    b. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

3. **Third Priority–Individuals and Families with the Most Severe Service Needs.** An individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
    a. The homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than twelve months; and
    b. The CoC or CoC program recipient has identified the homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

4. **Fourth Priority–All Other Homeless Individuals and Families.** An individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

    a. The homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions is **less than** 12 months; and
    b. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

5. Special Considerations

   Where a CoC or a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families as defined in 24 CFR 578.3 within the CoC, the order of priority in Section III.B. of the Notice may be followed.

   Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority under Section III.A.1. of the Notice to the extent in which persons with serious mental illness meet the criteria.

D. DOCUMENTATION

The receiving provider is responsible for confirming the household's homeless status, disabling condition and, if applicable, chronic homeless status. These documents must be uploaded into the client file in HMIS and the agency must maintain hard copies of the records. See Appendix B and Appendix C for documentation standards.

E. GENERAL OPERATING STANDARDS

1. Permanent Housing Placement

   For master leasing programs, households should be housed within 30 days of acceptance into the program. For tenant based rental assistance programs, households should be housed within 60 days of acceptance into the program. Extensions may be granted in either program type for extenuating circumstances.

2. Duration of Stay

   There is no maximum length of stay in Permanent Supportive Housing programs. Participants receiving rental assistance are permitted to be out of their unit for the purpose of brief institutional stays (jail, hospital, treatment) for a period not to exceed 90 days per occurrence.

3. Lease Requirement

   Participants must sign a lease that is for an initial term of one (1) year, that is terminable only for cause, and that automatically renews upon expiration (goes month-to-month).

4. Supportive Services
   Permanent Supportive Housing projects must offer supportive services for the participants that enable them to live as independently as is practicable throughout the duration of their residence in the project. Each participant must have an individual support plan in place, derived from recipients' ongoing, at least annual, assessment of participants' needs and services must be adjusted accordingly.

5. Reassessment of Eligibility and Supportive Service Needs
   Reassessments will occur on a quarterly basis or more often, depending on the client's specific barriers to remaining in permanent housing. Program participants will meet with case managers to determine the individual or families' needs for essential services and referrals.

6. Client Rent
   All clients enrolled in PSH will be required to pay rent. Rent shall be calculated according to Section 426(d) of the McKinney-Vento Act and 24 CFR 583.315 set the maximum amount that may be charged. The *maximum* resident rent is the higher of:
   a. 30% of monthly adjusted income; or
   b. 10% of monthly gross income.

   For additional information on determining rent, review HUD's Supportive Housing Program Desk Guide, Section K: Calculating Resident Rents.[7]

7. Termination
   All efforts shall be exhausted prior to terminating a household from the project in accordance with Housing First policies.

   In terminating assistance to a program participant, the provider must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:
   a. Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
   b. Written notice to the program participant containing a clear statement of the reasons for termination or denial of extension;

[7] http://www.hudhre.info/index.cfm?do=viewShpDeskguideK

c. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination or denial of extension decision; and
d. Prompt written notice of the final decision to the program participant.

Additionally, the provider must attempt (and document that attempt) to assist the participant in finding additional resources to decrease the likelihood that they will become homeless as a result of termination or denial of extension. This assistance must be documented and made available to the Alliance, HCD, and/or HUD during site visits, program monitoring, and audits.

VII. All Project Types

A. OVERVIEW AND PURPOSE

The following protocols are applicable to all ESG and CoC funded projects.

B. VICTIM SERVICE PROVIDERS

The term `victim service provider' means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such organizations include rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs (Section 401(32) McKinney-Vento Act).

Projects serving individuals or families qualified under Category 4 of the Defining “Homeless” Rule (persons fleeing or attempting to flee violent situations) must follow all related federal and state laws, follow confidentiality policies, and have written policies and procedures regarding the provision of specific services to meet the safety and special needs of this population.

C. VETERANS

Projects serving homeless veterans must prioritize those veterans who are ineligible for Veterans Affairs (VA) services, and work closely with the local Department of Veterans Affairs and coordinate resources with VA-funded housing and services (e.g. HUD-VASH, Supportive Services for Veteran Families (SSVF)). Veterans must be screened for eligibility for VA-funded housing and/or services.

D. SAFETY PLANNING

People who are currently fleeing domestic violence and human trafficking, along with those who have previously experienced domestic violence and/or human trafficking, require a path through the CES

KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

Executive Board Meeting
Minutes

September 14, 2017
9:00 AM – 10:00 AM
1900 Dinuba Blvd., Suite G, Visalia, CA 93291

Mission Statement:
To coordinate and leverage policy and resources that empower community partners to address homelessness in Kings and Tulare County.

- ☒ Suzy Ward, President
- ☐ Vacant, Vice President Internal Affairs
- ☒ Deirdre Fiscus, Vice President External Affairs
- ☒ Becky Huber, Treasurer
- ☒ Lucia Orozco, Secretary
- ☒ Lateena Ling, Member at Large
- ☐ Vacant, Member at Large
- ☒ Machael Smith, Executive Director

I. Meeting called to order by S. Ward at 9:08 am

II. Consent Items

A. Minutes
B. HUD NOFA: Rating & Ranking Summary
C. 2018 PHC Event Budgets
D. Written Standards Update
E. FY 17/18 Budget Revision
F. L. Hinojosa Exempt Status/Salary Increase
G. Executive Director Report

Motion by D. Fiscus, second by B. Huber to approve all consent items as presented, motion carried.

III. Financial Report reviewed by board. Motion by D. Fiscus, seconded by B. Huber to accept financial statements as presented. Motion carried.

IV. Alliance Business: Action/Discussion Items:

A. Motion by B. Huber, seconded by D. Fiscus to accept resignations from David Manville and Corrina Franco. M. Smith to send email to RRH and PSH partners to recruit vacant consumer position. S. Ward to meet with Rebecca Peters for VP Internal position. S. Ward or M. Smith to meet with Nate Henry to recruit for member at large. M. Smith to reach out to Charles from TCHHSA.

B. Board reviewed draft board manual. Motion by B. Huber, second by L. Ling to approve manual with the following changes; Updated staff and board information, changed Audit Summary to Financial Statement, and added IRS 990 to list of documents.

C. Charles Wilson guest to review financial management. M. Smith to prepare new budget formats, 3 option, including notes on P&L sample. L. Ling agreed to be member of internal financial committee.

V. Meeting adjourned at 10:53 am

Respectfully,

Lucia Orozco

2018 COC NOFA

ATTACHMENT 15. RACIAL DISPARITY ASSESSMENT SUMMARY, 3B-5

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1. Racial Disparities Study 2

Examining Racial Disparities in the Tulare County Homeless System

Chaz Felix, J.D., M.P.H. &
Kate Bourne, M.P.H., CHES

Tulare County Health & Human Services Agency

FOREWORD

Homelessness affects communities throughout the country. However, the impact of homelessness is greater within racial minority groups. On the national level, African Americans, American Indians/Alaska Natives, Native Hawaiians and Pacific Islanders, and non-white Hispanics all comprise a greater share of the homeless population compared to their share of the overall population.

This report is intended to examine the existence and implications of racial disparities within the Tulare County homeless system. Part I describes general population demographics within Tulare County, and Part II examines the implications of race within the local homeless system using the 2017 Point-in-Time (PIT) count and Homeless Management Information System (HMIS) data. The report concludes with recommendations for further research and exploration.

This report is in furtherance of ongoing Agency efforts to promote racial equity throughout the community, including recent training received through the Government Alliance on Race and Equity.

Lastly, the authors would like to acknowledge Machael Smith of the Kings/Tulare Homeless Alliance and Lucia Orozco from Kings United Way for their thoughtful assistance, collaboration, and contribution to this report.

EXECUTIVE SUMMARY

Some racial minority groups were overrepresented within the homeless population.

2017 data reveals that some racial minorities were overrepresented within the local homeless population. Most strikingly, African Americans comprised six times the share of the homeless population compared to their share of the general population. As a whole, however, racial and ethnic minorities comprised a smaller share of the homeless population than of the general county population.

Racial minority groups were not underserved by the local homeless system.

A comparison of the 2017 HMIS and local population data failed to reveal significant racial disparities in services delivered to the local homeless population. The Hispanic/Latino (all races) population received a near equivalent share of local homeless services compared to their overall share of the homeless population in 2017 (46% and 44%, respectively). Other racial groups comprised an even larger share of homeless services delivered compared to their share of the overall local homeless population. African Americans, for example, received 11% of homeless services in 2017, but constituted 7% of the local homeless population.

Housing allocations varied little by race and ethnicity.

Individuals in the local homeless system were allocated to permanent housing projects at comparable rates. Hispanic/Latino (all races), Whites, and African Americans (non Hispanic/ Latino) were enrolled in approximately half the number of permanent housing projects compared to temporary housing projects.

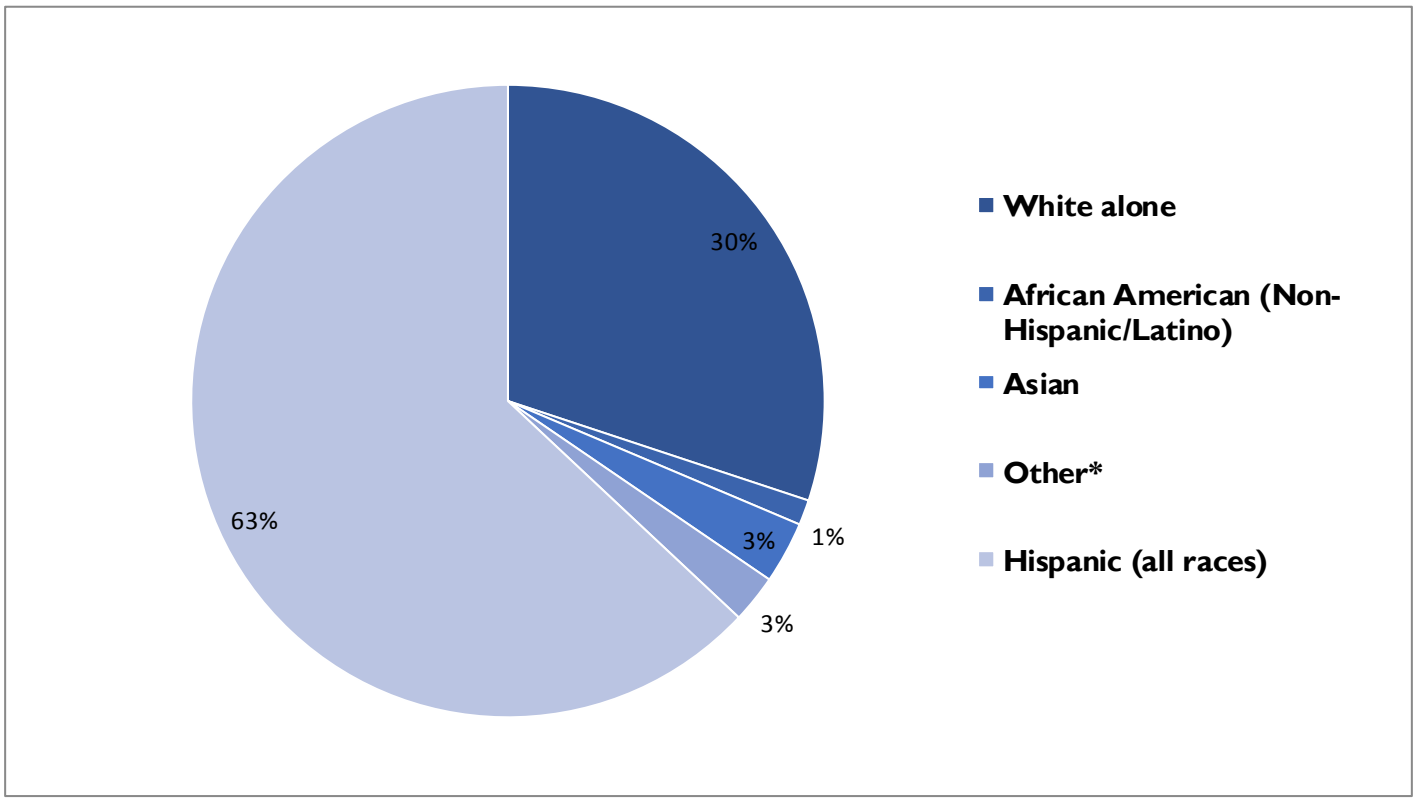
Further data is needed to supplement findings.

The findings in this report are based primarily on the 2017 PIT count and data pulled from programs within HMIS over the 2017 calendar year. Stakeholders interested in further supplementing these findings should look to collect and analyze data on homeless system processes, and how homelessness is actually "experienced" by racial and ethnic minority groups.

Part 1 - Local Population

TULARE COUNTY'S population is firmly rooted in its agrarian legacy. A perennial top producer of agricultural commodities, Tulare County has long attracted industry laborers from a wide range of locations. Since the 20th century, consistent emigration from Latin American countries has resulted in a countywide population that is relatively young and ethnically diverse.

FIGURE 1 - 2016 TULARE COUNTY RACIAL STRUCTURE



* Includes Native American, Native Hawaiian, and Two or More races.

Source– American Community Survey, 2012-2016 5-Year Demographic and Housing Estimates, Tulare County, CA.

FIGURE 2 - 2016 TULARE COUNTY ETHNIC COMPOSITION

Ethnicity	Count	Percentage
Hispanic/Latino	287,144	63%
Non-Hispanic/ Latino	168,625	37%

Census projections indicate there are 464,493 people within the 4,839 square miles that make up Tulare County [1]. Over 63% of the population is Hispanic and 30% of the population is White alone. Other minorities constitute 7% of the population.

While racial and ethnic diversity is widespread in Tulare County, on the other hand, poverty, food insecurity, and other economic difficulties are frequently concentrated in racially homogenous communities. A disproportionate number of minority groups live in low income households, with over a third of the Hispanic, African American, and Native American populations living below the poverty level [2]. These numbers exceed the population proportions in the United States overall.

These economic vulnerabilities are not unique to minority communities in Tulare County. Throughout the country, racial and ethnic minority communities experience higher rates of poverty, food insecurity, and unemployment rates[3], ultimately contributing to adverse social outcomes.

Few examples make clearer the social burdens within minority communities than the current state of homelessness in the United States. Research for decades suggests a strong link between race and homelessness[4]. Currently, 13% of the country's general population is African American, yet they comprise 41% of the homeless population[5]. Similar disparities are found in other racial and ethnic minority groups, including Native Americans, Native Hawaiians and Pacific Islanders.

Today, homelessness continues to present a tremendous economic and moral cost in communities throughout the country. Policy makers are confronted with a watershed moment in rectifying broken systems before irreparable social damage occurs[5]. In recognition of the role that public institutions and systems have contributed to social inequities, institutions are now expected to proactively assess and mitigate the impacts of dysfunctional systems[6]. In furtherance of these efforts, the following section details the role of race and ethnicity within the local homeless system.

Currently, 13% of the country's general population is African American, yet they comprise 41% of the homeless population.

Part II - Race & Ethnicity in the Local Homeless System

THE CLEAREST EXAMPLES OF SOCIAL INEQUITY are often found in homeless systems across the country. To further examine this topic locally, county-specific homeless data was collected from 2017. According to the 2017 PIT count, nearly half (44%) of counted individuals identified as Hispanic/ Latino (all races). Non-Hispanic/Latino African Americans comprised 6% of the count, with Asians comprising 1% of the total count. Individuals identifying as white alone comprised 44% of the total count. A summary of the results can be found in Appendix IV.

For some groups, the extent of racial inequity manifested in the local homeless system grossly exceeds national averages. For example, African Americans comprise a share of the homeless population that is three times their share of the total national population. However, in Tulare County, this figure is nearly doubled.

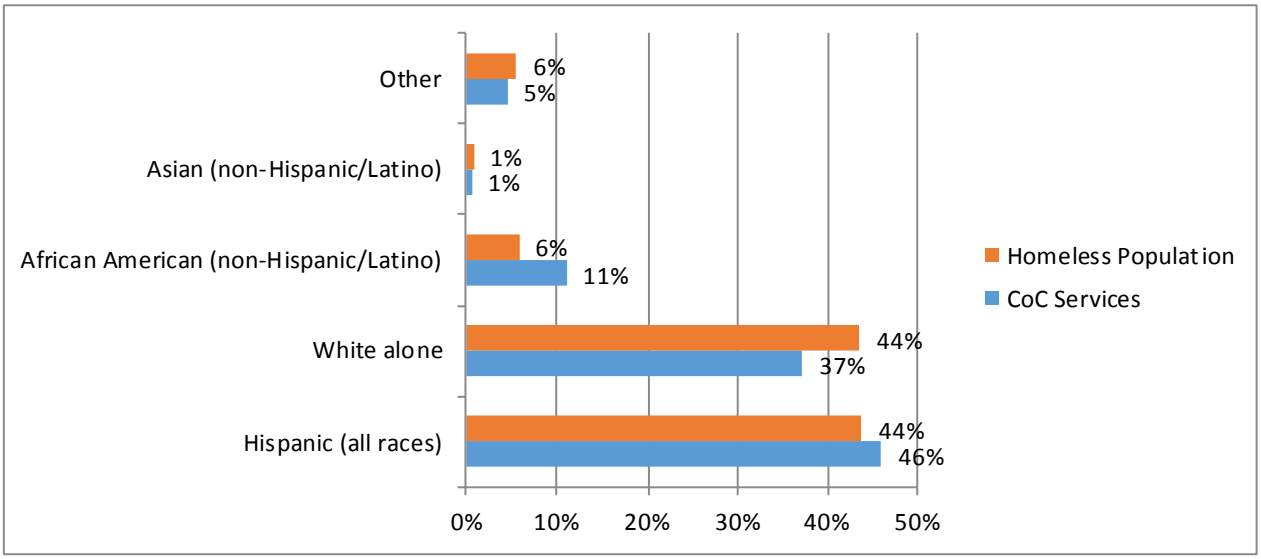
Nevertheless, racial and ethnic minorities comprise a smaller share of the homeless population than of the general population, primarily due to Hispanic/Latino groups being significantly underrepresented among the homeless population.

… African Americans comprise a share of the homeless population that is three times their share of the total national population.

However, in Tulare County, this figure is nearly doubled.

No consistent trend of disparities was found when comparing the local homeless population to overall number of homeless services provided in 2017. As described in Figure 3 below, both Hispanic/Latino (all races) and non-Hispanic/Latino African Americans received a greater share of total homeless services than their respective share of the total local homeless population (46% versus 44% for Hispanic/Latinos, and 11% versus 6% for non-Hispanic/Latino African Americans). Conversely, those identifying as white alone received 37% of continuum of care (CoC) services while comprising 44% of the local homeless population.

FIGURE 3 - 2017 SHARE OF COUNTY HOMELESS POPULATION AND 2017 COC HOMELESS SERVICES PROVIDED



In any event, this figure does not reveal a complete picture of equity within the distribution of homeless services. Service type and quality are also important considerations when viewing distribution of homeless services through an equity lens. The following pages take a closer look at services delivered locally by type across racial and ethnic groups.

Generally speaking, the ultimate goal of a homeless continuum of care is to help individuals achieve long-term housing stability. A local homeless system may perpetuate racial disparities if permanent housing opportunities are not equitably allocated. The table below describes the distribution of housing opportunities within the CoC by race in 2017.

	Permanent Housing Projects	Temporary Housing Projects	Housing Permanence Ratio
Hispanic/Latino (all races)	321	619	0.52
White alone	254	495	0.51
African American (non Hispanic/Latino)	92	170	0.54
Asian	11	8	1.38
Other*	16	47	0.34

Note - Permanent Housing Projects are include Permanent Supportive Housing and Rapid Rehousing projects. Temporary Housing Projects include Emergency Shelter and Transitional Housing projects.
* Includes Native American, Native Hawaiian, and Two or More races.

Overall, distribution of permanent housing opportunities was found to be relatively even across race. Hispanic/Latino (all races), White alone, and African American (non Hispanic/Latino) groups all had approximately half the number of individuals in permanent housing projects than temporary housing projects. While Asian clients were the only group enrolled in more permanent housing projects than temporary housing projects, this ratio might be attributed to the relatively small sample size of the group.

An often undervalued asset in moving individuals out of homelessness rapidly is implementation of an effective outreach strategy. Outreach workers connect with homeless individuals, and help facilitate the path toward housing permanency. Consequently, equitable outreach efforts should generally reflect the underlying composition of the local population. The table below compares outreach efforts in Tulare County to racial population characteristics in 2017.

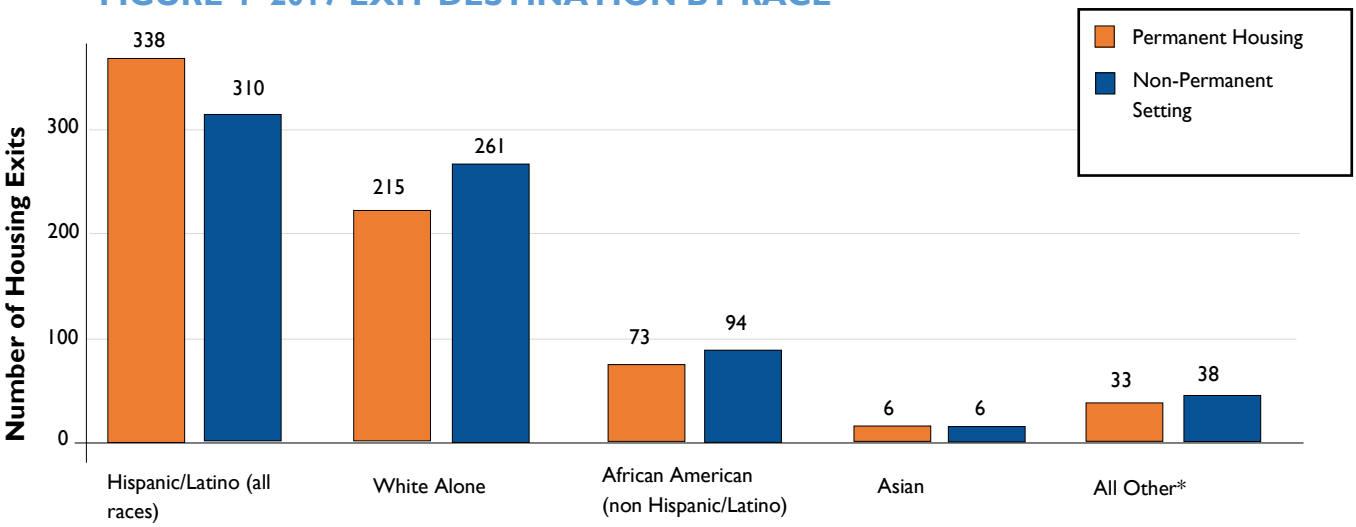
	Share of CoC Services	Share of Outreach Project Enrollees	Difference
Hispanic/Latino (all races)	46%	38%	-8%
White alone	37%	47%	10%
African American (non Hispanic/Latino)	11%	9%	-2%
Asian	8%	1%	-7%
Other*	5%	6%	1%

* Includes Native American, Native Hawaiian, and Two or More races.

The three major racial minority groups in Tulare County were all enrolled in a lesser share of outreach projects when compared to their share of the local CoC services. Hispanic/Latino individuals of all races were subject to a particularly large disparity in outreach project participation, as this group's share of the local CoC services is eight points higher than their share of street outreach project enrollments. On the other hand, the opposite trend was found for non-minority groups; whites were enrolled in a greater share of outreach projects compared to their share of the total local CoC services.

Ultimately, housing systems promoting racial and ethnic equity should achieve housing outcomes that reflect the needs and composition of the local population. From an equity perspective, exits to permanent housing - a benchmark of a functioning CoC - should not disproportionately favor any population demographic. The following figure shows how all exit destinations varied across racial and ethnic categories in 2017.

FIGURE 4- 2017 EXIT DESTINATION BY RACE



Note- "Permanent Housing" includes HOPWA Permanent Housing, rentals, housing owned by client, nursing homes, or staying or living with family or friends permanently, "Non-Permanent Setting" includes emergency shelter, foster care, hospitals, hotels or motels, jail or juvenile detention, HOPWA temporary housing, safe havens, transitional housing, substance abuse treatment, halfway houses, or staying or living with friends or family temporarily.

* Includes Native American, Native Hawaiian, and Two or More races.

Overall, data from 2017 shows little signs of racial disparities in the allocation of permanent housing exit destinations. Non-Hispanic/Latino African Americans exit to nearly 30% more non-permanent settings than permanent settings. On the other hand, those identifying as White alone similarly exit to a greater number of non-permanent settings than permanent settings (261 compared to 215, respectively). Hispanic/Latino groups of all races fared the best, exiting to almost 10% more permanent housing settings than non-permanent settings.

This report provides insight into role that race and ethnicity play in the local homeless system. As seen in jurisdictions across the country, some race and ethnic disparities exist within the local homeless population and CoC. However, understanding the true nature of the social, cultural, and economic dynamics underlying these findings far exceeds the scope of this paper. Nevertheless, these findings warrant further exploration of the topic, captured in the following set of recommendations.

I. ENSURE STREET OUTREACH EFFORTS ARE TAILORED TO UNDERLYING POPULATION DEMOGRAPHICS

White individuals were enrolled in street outreach projects at a greater figure than most non-white individuals when compared to corresponding share of the HMIS client base in 2017. Homeless outreach is most effective when tailored to the background of an individual experiencing homelessness. Given the observed disparity in street outreach project enrollment, service providers may consider assessing outreach approaches to improve efforts to reach all racial and ethnic groups.

II. INVESTIGATE THE ROLE OF ETHNICITY AS A PROTECTIVE FACTOR AMONG THE HISPANIC/LATINO COMMUNITY

Hispanic/Latino communities in Tulare County fared substantially better than other racial and ethnic groups in several of the measures discussed in this paper, including exits to permanent settings. This trend has been observed in other regions as well[8]. Investigators may consider looking into the effect of ethnicity as a protective factor from homelessness. This insight may help stakeholders develop approaches that leverage social characteristics to more effectively prevent and respond to homelessness.

III. EXPLORE POTENTIAL HOMELESS SYSTEM DYNAMICS ADVERSELY IMPACTING THE AFRICAN AMERICAN COMMUNITY

When compared to other racial and ethnic minority groups, the African American homeless community scored consistently low across nearly all measures discussed in this report. Further investigation is needed to determine the nature and extent that the local homeless system has on perpetuating these observed inequities. Correcting faulty system mechanisms is an integral step in the process for addressing institutionalized racial and ethnic disparities.

IV. SYSTEMATICALLY IMPROVE EFFORTS TO COLLECT AND ANALYZE RACIAL AND ETHNIC DATA

This report represents only one year of data collected from the local homeless management information system and PIT count. To further understand the true relationship between race and the local homeless system, service providers and other stakeholders should regularly collect new measures on race, ethnicity, and homelessness from a wide range sources (e.g. interviews, develop new questions on program intake forms, etc.). Additionally, the coordinated entry system (e.g. procedures and implementation of procedures) should be assessed in order to better understand how homelessness is "experienced" among racial and ethnic groups. Comprehensive data collection and analysis can provide a rich layer of information that can inform programs and responses that better meet to the unique needs of diverse homeless communities throughout Tulare County.

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Appendix I

2017 HMIS COUNT OF CLIENT BY RACE/ETHNICITY

Hispanic/Latino	**2127**
American Indian or Alaska Native	68
Asian	14
Black or African American	45
Two or More	45
Native Hawaiian or Other Pacific Islander	11
White	1944
Non-Hispanic/Latino	**2482**
American Indian or Alaska Native	90
Asian	35
Black or African American	512
Two or More	106
Native Hawaiian or Other Pacific Islander	20
White	1719
Total	**4609**

Appendix II

2017 CoC Project Type by Race

	Emergency Shelter	Homeless Prevention	Permanent Supportive Housing*	Rapid Re-housing	Housing with Services	Services Only	Street Outreach	Transitional Housing	Total
Hispanic/ Latino	524	97	61	260	7	932	151	95	2127
White Alone	396	62	79	175	14	709	185	99	1719
African American (non-Hispanic/ Latino)	156	28	17	75	1	184	37	14	512
Asian	6	0	2	9	0	14	2	2	35
Native American	17	1	2	10	1	41	11	7	90
Native Hawaiian	2	4	1	4	0	7	0	2	20
Two or More	18	1	2	12	3	58	11	1	106

*Disability required for entry

Appendix III

2017 CoC Client Exit Destination by Race

	Emergency Shelter	Foster Care	Hospital	Hotel/ Motel no voucher	Jail/ Juvenile detention	Nursing Home	HOPWA* Permanent Housing	HOPWA Temporary Housing	Owned by client, no subsidy
Hispanic/ Latino	29	0	1	19	8	0	2	1	2
White Alone	25	3	4	11	10	1	0	0	7
African American (non-Hispanic/	21	0	0	6	3	0	0	0	2
Asian	2	0	0	0	0	0	0	0	0
Native	4	0	0	1	1	1	0	0	0
Native	0	0	0	0	0	0	0	0	0
Two or More	6	2	2	1	0	0	0	0	0

*HOPWA- Housing Opportunities for Persons with AIDS program.

Appendix III continued

2017 CoC Client Exit Destination by Race

	Owned by client with subsidy	Permanent housing (other than RRH†)	Place not meant for habitation	Psychiatric hospital	Rental by client with RRH or equivalent subsidy	Rental by client, no subsidy	Rental by client, other ongoing subsidy	Rental by client, VASH‡ subsidy	Residential project or halfway house
Hispanic/	1	4	95	1	5	146	30	14	1
White Alone	2	2	100	3	3	120	13	10	1
African American (non-Hispanic/	0	1	21	1	1	37	15	3	0
Asian	0	0	1	0	0	2	1	0	0
Native	0	1	10	0	0	4	1	2	0
Native	0	0	2	0	0	5	0	0	0
Two or More	0	0	3	0	0	4	0	0	0

† RRH– Rapid Re-Housing

‡ VASH– Veterans Affairs Supportive Housing

Appendix III continued

2017 CoC Client Exit Destination by Race

	Safe haven	Staying with family permanently	Staying with family temporarily	Staying with friends permanently	Staying with friends temporarily	Substance abuse treatment	Transitional housing facility	Total
Hispanic/	3	106	85	28	56	9	5	650
White Alone	2	44	44	13	53	4	1	476
African American (non-Hispanic/ Latino)	1	11	25	3	14	1	1	167
Asian	0	2	1	1	2	0	0	12
Native American	0	3	0	2	1	1	0	32
Native Hawaiian	0	1	0	2	0	0	0	10
Two or More	0	7	0	0	0	0	0	25

Appendix IV

2017 Tulare County PIT Count By Race†

Race	Count	Percentage
Hispanic/Latino (all races)	291	44%
White alone	289	44%
African American (non-Hispanic/Latino)	39	6%
Asian	6	1%
Other*	37	6%

† Data excludes cases in which the client didn't know race, the client refused to identify race, and/or the data was not collected

* Includes Native American, Native Hawaiian, and Two or More races.

2018 COC NOFA

ATTACHMENT 16. PROJECT LIST - HOMELESS UNDER OTHER FED STATUTES, 4A-7A

Table of Contents

This attachment is NOT APPLICABLE, as the Kings/Tulare Continuum of Care on Homelessness (KTCoC) is not serving persons defined as homeless under other Federal Statutes.