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-508 - Watsonville/Santa Cruz City & County CoC

1A-2. Collaborative Applicant Name: County of Santa Cruz

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Community Technology Alliance

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	No	No
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	No	No
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	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Not Applicable	No

Other:(limit 50 characters)		
Health Advocates	Yes	Yes
Philanthropy	Yes	Yes
Neighborhood and Community Advocates	Yes	Yes

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

A key strategy is ensuring the CoC is broadly representative and includes persons, including homeless/formerly homeless, representing a range of opinions, knowledge, and interests. Another is publicly noticing meetings online, and encouraging public comment. CoC committees, e.g., for Coordinated Entry System (CES), Veterans, Youth Homelessness Demonstration (YHDP),Youth Advisory Board (YAB), specifically invite interested non-members. CoC members regularly seek feedback from non-CoC groups, such as the Human Care Alliance, Smart Solutions, Project 180/2020, elected bodies, and Homelessness Governance Study Group (HGSG). The CoC works closely with Smart Solutions to engage the public and faith groups through forums, social media, and volunteer activities.

In the past year, the CoC used the following strategies to communicate to public organizations and solicit opinions: the CoC invited the interested members of the public to attend and speak at CoC meetings (issues included CoC transparency and opportunities to engage the community); the CoC broadly disseminated surveys (issues included housing, HMIS, and CES); the CoC posted key documents for online for public review; CoC members testified at County Board and City Council meetings (issues included CoC governance, emergency interventions, day services, housing needs, and CES); and CoC members spoke at non-CoC community meetings (issues included public education, youth homelessness, affordable housing, and landlord outreach).

The CoC uses the input gathered to inform CoC governance redesign, CES design and operation, HMIS software switch, landlord outreach approaches, housing and emergency interventions, youth strategy, and public engagement and information.

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

The CoC invites new members when it issues notices of full CoC meetings. As the meetings are every two months, new member invitations occur 6 times per

year. These notices are sent out via e-mail to a comprehensive list of organizations and persons in the county known to be interested in homelessness issues. This list is regularly updated when an interested person or group requests to be added, or when CoC staff otherwise become newly aware of an interested person or group.

Special outreach through e-mail correspondence, phone calls, or in-person meetings takes place several times per year to fill gaps in the CoC membership. For example, this past year CoC staff contacted and engaged: a broad range of mainstream public and nonprofit organizations serving youth to participate in the CoC's YHDP youth initiative; community college school district representatives and liaisons to increase public education involvement; and diversity and human trafficking advocates to fill key subject area gaps.

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)

On July 3, 2018 the CoC issued a public notification and invitation to participate in an applicant orientation session open to all interested applicants, including those who had never received CoC funding. The notification, process timeline, and application materials were also posted on the CoC's publicly available website. The notification was sent to the CoC's comprehensive list serve of all known interested organizations. The general applicant orientation took place July 11. The notification and application policies and procedures document specifically highlighted the process was OPEN TO NEW APPLICANTS. A section on p. 22 of the policies and procedures specifically encouraged new applicants and offered them technical assistance. Despite these efforts, no new applicants applied this year.

All proposals received were reviewed and rated with a 100-point rating tool using objective criteria that included HMIS-based performance benchmarks. Had there been any new applicants, their proposals would have been assessed and possibly selected by these same criteria. On August 30, 2018, the CoC Homeless Action Partnership (HAP) Governance Board met to review the applications and scores, hear applicant presentations, and to make project selection and ranking decisions. After the appeal period, final decisions were sent to applicants on August 31.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	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)	
Landlord Incentive Program	Yes
Community Volunteer Programs	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)

The CoC works closely with the State of California ESG Program (only ESG recipient in the CoC) through workshops, webinars, conference calls, and phone/email interactions, providing direct input on policy and funding allocations. This past year, the CoC: participated and provided feedback during

a 1/11/18 ESG Program Feedback Session; completed a 1/19/18 State ESG Program survey on improving the ESG funding process; completed a 2/5/18 ESG Program Solicitation of Interest questionnaire including questions on program interests and technical assistance needs; participated and provided feedback during a 4/9/18 State ESG update call; participated and provided feedback during a 6/27/18 State ESG funding webinar; participated and provided feedback during a 8/8/18 State workshop on ESG and CESH; and participated and provided feedback during an 8/22/18 State webinar on ESG and CESH.

The CoC evaluates ESG project performance, and submits HMIS, PIT, HIC, and performance data to the State ESG Program. Per State procedures, competitive ESG projects are ranked by the CoC and submitted to the State competition, while the CoC directly selects non-competitive RRH projects. The CoC Board makes project decisions based on need, priorities, performance, and design. The most important application scoring factor (worth 30 points out of 100) is the CoC's evaluation of the applicant's performance outcomes from the previous year on permanent housing success of leavers and success in reducing average length of stay. Projects are also evaluated for their commitment to Housing First, cost efficiency, fidelity to the CoC's homelessness strategic plan, and collaboration. Points are deducted for any disencumbered funds, late reports, or unresolved monitoring findings.

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)

The CoC has two DV providers funded through local, DOJ, and HHS sources - Monarch Services and Walnut Women's Center, both of which are trained in and provide safety and trauma-informed and victim-centered services. Monarch is a CoC member, representing the DV view. Santa Cruz agencies work directly with the DV providers to link DV survivors to the range of housing and service

options, and raising the awareness of all about the special security and confidentiality challenges of DV victims. The CES Steering Committee has developed separate confidential assessment and waitlist procedures to prioritize and protect DV survivors.

The local Housing Authority, which maintains many of the housing programs such as S+C and a Housing Choice Voucher (HCV) homeless preference, has adopted a VAWA-compliant emergency transfer plan. The CoC is reviewing the extension of this requirement to CoC-funded programs and intends to approve a CoC-wide transfer plan in late 2018 or early 2019.

All homeless agencies are trained and ask about DV in a sensitive, trauma-informed way and offer access to a safe DV shelter. Per the CoC and ESG Program Standards and HMIS Policies and Procedures, the housing choice is up to the household, anonymity and security are protected, and HMIS data entry is prohibited. The DV providers inform victims of the housing/service options including risk information to inform and maximize the household's choice.

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)

CoC projects and CES staff have access to relevant training at least four times per year. Walnut Women's Center provides CoC providers and CES staff with in-service trainings covering DV services, safety planning, rights, children's needs, and supporting survivors. Annual events included Project Homeless Connect, training at Encompass, a school-based workshop, and healthy relationship fair. Monarch Services invites CoC providers to regular workshops covering DV, safety, and human trafficking. Encompass invites CoC providers to a yearly training on trauma-informed care. Also, the CoC informed and encouraged all CoC agencies to attend the October 19 all-day Fall Trauma Conference held in Santa Cruz.

In addition, CES trainings for staff of CES participating agencies have been held three times so far this year: June 13, July 30, and August 29, 2018. These comprehensive 5-hour trainings include trauma-informed care, crisis intervention, cultural competency, and special policies and procedures for persons fleeing DV. Smart Path has a separate, confidential process for individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, and who are receiving services from designated DV service agencies. This process provides for the confidentiality and safety of participants, while ensuring they receive the same opportunities for accessing housing opportunities as other Smart Path CES participants.

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)

There are no comparable databases, but the most recent completed PIT count (sheltered AND unsheltered - January 2017) found that of the persons enumerated a full 694 were survivors DV, just over 30% of the overall PIT homeless population. The community's 2017 Community Assessment Report found that 5.9% of respondents had a friend or family experience DV in the past year. Law enforcement reported 930 DV calls in 2017.

The CoC uses DV statistics for public education, program planning, fundraising, and strategic planning. The CoC standards and CE policies have special safety planning and privacy procedures for DV that are informed by the statistics.

1C-4. DV Bonus Projects. Is your CoC No
applying for DV Bonus Projects?

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 the County of Santa Cruz CA072	34.34%	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.

1C-5b. Move On Strategy with Affordable Yes

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)?

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

The Housing Authority's HCV Administrative Plan describes the Disabled Medically Vulnerable (DMV) homeless preference and S+C Move On strategies as follow:

"DMV voucher holders who have been stably housed for 2 years may "graduate" into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the DMV voucher would be available for the next eligible family referred to the Housing Authority."

"Graduates of the Shelter Plus Care (S+C) Permanent Supportive Housing Program:

The Housing Authority has been awarded competitive grants for permanent supportive housing for people experiencing chronic homelessness. A program known as Shelter Plus Care is a partnership between the Housing Authority and the County Health Services Agency to provide wrap-around services from outreach and eligibility to housing stabilizing services.

S+C recipients who have been stably housed for 2 years may "graduate" into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the S+C assistance would be available for the next eligible family referred to the Housing Authority by the Health Services Agency."

**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)**

Most CoC providers regularly serve LGBT individuals and families within their general service populations. These providers regularly link persons to a variety of LGBT services, including the Diversity Center's youth, veteran, latino(a), senior, transgender, and parents/allies programs; the local GLBT Alliance; Parents and Friends of Lesbians and Gays monthly support group; and Mar Monte Transgender Healthcare Program.

Each provider has an anti-discrimination policy prohibiting discrimination, including against LGBT. The CoC works closely with the County, City, and Housing Authority to implement fair housing including for LGBT. The CoC formally adopted a CoC-wide anti-discrimination policy at the October 18, 2017

CoC meeting.

The Diversity Center is a CoC member, has helped recruit LGBT youth to the YAB, and participates in the current YHDP planning and implementation process. We anticipate engaging the Diversity Center to provide training to YHDP and CoC-funded agencies in 2019.

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)?	No
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)?	No

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)	
Implemented behavioral health court	X
Maintained police - social services networking	X

1C-8. Centralized or Coordinated Assessment System. Applicants must:
 (1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
 (3) demonstrate the assessment process prioritizes people most in need

**of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)**

Smart Path CES uses an "any door" access strategy to cover the CoC geography. Homeless persons can complete the Smart Path assessment by calling 2-1-1 or visiting any of these "Access Points": Santa Cruz area - Homeless Services Center (HSC), HPHP outreach, Mental Health Client Action Network (MHCAN), Santa Cruz Public Library – Downtown, Veteran Resource Center (VRC), City Administrative Offices, Homeless Garden Project, AFC Winter Shelter, Behavioral Health Court, Janus of Santa Cruz, Community Health Centers, Downtown Streets Team, and County Human Services; Watsonville area - Families in Transition (FIT), Salud Para Gente (SPG), HPHP outreach, Community Action Board, PVSS, and County Human Services; San Lorenzo Valley area – Mountain Community Resources. Wings volunteers provide roaming assessments (with tablet) wherever needed. This year's CES expansion grant requests funds for a paid roaming assessor.

Special outreach reaches those least likely to apply. Marketing flyers and assessments are translated into Spanish. Most Access Points offer bilingual services and are ADA accessible. Persons with SMI are reached though MHCAN. Roaming Assessors and outreach teams reach CH and other unsheltered persons. Janus reaches persons in addiction treatment. Justice-involved persons are contacted through Behavioral Health Court. Veterans are reached through the VRC. Youth outreach will be improved by the pending YHDP-funded Youth CES project. Immigrants and farmworkers are reached through outreach and roaming assessors. DV survivors are connected through DV providers.

Smart Path uses the VI-SPDAT to prioritize people based upon need: PSH – must be CH and have the highest VI-SPDAT scores in the range from 8-17 adults and TAY, and 9-22 families; RRH and TH - based upon highest scores in the range of 4-7 adults and TAY, and 4-8 families. Agencies must contact referred persons within 5 business days, and timeliness is an evaluation metric.

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)

The severity of needs and vulnerabilities of the clients served is one of the most important factors considered in the review, rating, and ranking of projects for CoC funds, and is reflected in the process. First, PSH projects serving 100% CH or DedicatedPlus with the longest homeless histories and most severe needs were specifically called out and encouraged to apply in the 2018 public notification and policies and procedures for applications.

Second, the objective scoring criteria used for rating and ranking strongly rewarded projects serving the neediest most vulnerable clients as follows: the highest points for the Project Type scoring category were given to PSH projects serving 100% CH or DedicatedPlus populations with the longest homeless histories and most severe needs; the highest points for the Addressing the CH Population category were given to projects that serve 100% CH; the highest points for the Housing First and Severity of Needs category were given to projects that serve people with barriers and vulnerabilities such as: long duration of homelessness, current substance use, mental illness, criminal history, lack of employment or income, lack of ID, lack of transportation, and

more. Factors relating to severity of needs and vulnerabilities were worth 25 out of 100 points.

Third, these scores and vulnerability of the population were a key issue when the CoC Governance Board met to review, discuss, rank and select projects on August 30, 2018. As a result, 9 of the first 10 ranked projects are PSH projects targeting 100% CH with the longest homeless histories and most severe needs.

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.)		Social Media (Twitter, Facebook, etc.)	

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

Reallocation: Yes

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

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	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). pp. 3-4 Governance Charter, pp. 3-5 MOU

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

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

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

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	287	18	222	82.53%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	223	0	189	84.75%
Rapid Re-Housing (RRH) beds	191	0	129	67.54%
Permanent Supportive Housing (PSH) beds	560	0	238	42.50%
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)**

Due to below standard HMIS coverage in all categories, the CoC commits to the following steps in the next 12 months:

1. Present the HMIS bed coverage data to the full CoC 10/17/18 and brainstorm possible barriers and solutions
2. Reach out to and hold a formal meeting with each non-HMIS provider between October and December 2018, to determine the barriers to using HMIS and possible solutions
3. Develop a written plan for increasing HMIS bed coverage by February 2019 that includes each non-HMIS provider and the specific steps to be taken with each provider (e.g., educating staff on importance of HMIS data, providing free HMIS licenses, and potential funding or scoring sanctions.
4. Present the complete plan to the full CoC on February 20, 2018 for approval.
5. Hold a second formal meeting with each non-HMIS provider between February and April 2019 to secure their written commitments to fully implement the plan and to begin participating in and complying with HMIS.
6. Coordinate with the HMIS lead - CTA - and the providers around HMIS licenses, trainings, and start up.
7. Report on progress to the full CoC on April 17 and June 19, 2019.

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) 04/27/2018

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).**   04/27/2018

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

Instructions:

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

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

Not applicable.

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

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

Beds Added:	84
Beds Removed:	14
Total:	70

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   Not Applicable
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.

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

There was only a sheltered count this year. The sheltered count process
benefited from extensive prior engagement with homeless youth in the past two
years, through the YHDP planning process, convenings of the YAB, and
recruitment of youth as enumerators to reach out to youth "hot spots" in a
separate youth unsheltered count.

With only a sheltered count this year, all known ES and TH programs were
included in the count, including all programs where homeless youth might be
sheltered or housed. An HMIS report, entitled Shelter Count Report, Program-
Based was generated, reviewed, and corrected, and then generated again.
This report included a break out of the persons staying in each program on
1/24/18 by gender and age, including those under 18 and 18-24. A
supplementary survey was sent to agencies not participating in HMIS to gather
similar data for the same date. Agencies were asked to confirm their data,
including youth data, including verifying whether youth were unaccompanied
and/or pregnant or parenting.

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)

Again, there was only a sheltered count in 2018. The approach built upon the
2017 and 2015 PIT counts, when focus groups were held in different regions of
the county to inform the count strategy and to help locate homeless
concentrations. The focus groups included CH individuals, heads of family

households, and Veterans, as well as outreach workers and service providers specializing in these populations.

As mentioned above, this was a complete count of all ES and TH programs, including all programs where CH, families, and Veterans are served. An HMIS Sheltered PIT was generated, corrected and regenerated. This report included sub-reports for Homeless Population, Veteran Households, Youth Households, Homeless Subpopulations, and client detail (without identifiers). A supplementary survey was sent to agencies not participating in HMIS to gather similar data for the same date 1/24/18. Agencies were asked to confirm their data, including all population and subpopulation data.

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.	660

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)

Risks: With the biennial PIT, the CoC conducts a random survey that asks 1st time homeless risk factor questions. Of 459 persons surveyed in 2017, 33% were 1st time homeless. Key risk factors were: lost job (25%), substance abuse (17%), eviction (14%), relationship issues (10%), and health problems (9%). Second, Smart Path Metrics and Improvements Work Group is developing first-time homelessness metrics. The early CES data indicate the following risk factors: DV and other abusive relationships; money issues, e.g., job loss or loss of benefits, leading to eviction; and health issues, e.g., substance use and emergency hospitalizations. Third, CoC providers who work closely with at risk and first-time homeless households learn the risks behind each household's situation and regularly share lessons learned and solutions with counterparts in the coordinated entry group, housing group, and case management meetings. Fourth, youth participants in the YAB have shared their risks, e.g., foster care, and family and relationship problems, during the YHDP planning process.

Strategies: Using risk factor data to inform program design, the CoC has steadily expanded prevention programs (TANF housing subsidies/SSVF prevention) and connected them with services such as preventative health care; included prevention program access and diversion strategies in CES; emphasized job services (CalFresh Employment Training and Workforce Santa Cruz linkages) and connected them to housing and stabilization services; expanded both health insurance enrollment and community health services (homeless-targeted health clinic and dental clinic); and holding 2 Project Homeless Connect events per year.

Responsible: Senior Analyst, County Human Services.

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

The CoC's average length-of-time (LOT) homeless was 205 days. This number reflects the extreme difficulty in locating and renting affordable units in the extremely high cost Santa Cruz County rental market.

To address this major challenge affecting all homeless assistance agencies, the CoC has has set LOT homeless performance targets by program type, made length of homeless history a high priority for CoC-funded PSH, and has asked all PSH to ID and prioritize this group. RRH subsidies have been increased, volunteer housing navigators have been recruited, and a Housing Authority Landlord Incentive Program has been created and funded to incentivize rentals to homeless households by covering some costs for damages, missed rent, and vacancies.

In addressing long-term homelessness, the Smart Path CES uses the VI-SPDAT and a by-name registry to identify and prioritize persons with the longest LOT homeless for PSH, building upon Project 180/2020 housing surges, which have housed more than 675 persons in this way. Also, the CoC prioritizes creating new PSH and has adopted CPD 16-11. The Housing Authority HCV DMV preference address long-term homelessness, and the DMV and S+C Move On programs free DMV and S+C spaces for persons with very long LOT homeless. Responsible: CoC Lead, County Planning Dept.

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.	44%
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.	100%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals

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

The CoC has improved its rate of exit to PH in spite of the extremely high cost, low vacancy rental market in Santa Cruz County. Strategies that have contributed to positive exits to PH include: implementation of CES in ES and TH sites; the CoC-wide implementation of Housing First; the persistent focus on locating housing by the CE and Housing Work Group; the addition of housing navigators or housing-focused case managers in all ES, TH, and RRH programs; the housing surges through Project 180/2020 leading to 675 persons housed; the use in housing surges of volunteer housing navigators through Wings Homeless Advocates; the establishment of the 120-voucher DMV preference; the implementation of master leasing in CoC-funded PSH programs, such as MATCH; the continued prioritization of new PSH and RRH for CoC funds and RRH for ESG funds; the freeing of DMV and S+C space through the Housing Authority DMV and S+C Move On programs; and the encouragement of private landlords to house homeless persons through the Housing Authority Landlord Incentive Program.

The rate of PH retention was 100%! Strategies that have contributed to positive PH retention include: steady increases in the number PH subsidies (making staying in PH possible for extremely low-income persons) through the CoC-funded PSH master leasing and rental assistance programs and the DMV preference; the stabilization of CH persons in PSH through ongoing integrated service teams connected to health clinics and public health funding sources such as Healthcare for the Homeless; the expansion of prevention financial assistance programs through the use of mainstream sources such as CalWorks Housing Subsidies and HOME TBRA; the CoC-wide Housing First implementation, which has reduced evictions for program issues; and the attention all CoC programs place on identifying and finding solutions for residents at risk of housing loss

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)

The CoC's rate of returns to homelessness over 6 -12 months was very low – 6%, 22 of 339 persons. The CoC uses both HMIS and PIT survey question data to assess the risk factors among those who return to homelessness, e.g., abusive relationships, roommate problems, rent increases, income loss, incarceration, substance abuse relapse, mental health crises, and health problems. In addition, the Smart Path CES Metrics and Improvements Work Group is developing metrics for returns to homelessness.

The information gathered informs CoC strategies for reducing homelessness recidivism as follows: the implementation of a CoC returns to homelessness performance scoring standard of no more than 20%; CoC program and CE and Housing Work Group case conferencing focused on identifying and finding solutions for residents at risk of housing loss; the CoC-wide Housing First implementation, which reduces evictions for program issues; the increased use of housing subsidies and affordability strategies that help keep vulnerable persons housed; the deployment of integrated services teams in PH that help stabilize persons with health, mental health, and co-occurring conditions; the increase in financial resources for prevention and the connection of prevention and diversion strategies to CES. Responsible: Senior Analyst, Housing Authority.

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)

The CoC sets performance targets for increasing employment (25% employed); monitors CoC-funded program employment performance annually; supports homeless employment programs such Homeless Garden Project; encourages programs to refer clients to Workforce Career Centers and Goodwill programs in north and south county; supports Community Connections which helps SMI consumers with employment; and foster links to Cabrillo College for career education. Also, the Homeless Services Center operates a jobs program on its Coral Street campus, funded by the SNAP FSET (Food Stamp Employment Training) Program.

The CoC also sets performance targets for overall income (75% maintained or increased income); monitors benefits performance annually; has set CoC standards requiring programs assist all homeless clients to apply for appropriate mainstream income and non-income benefits, such as CalWORKS, SSI, SNAP, and WIC; uses volunteer mentors to help clients apply for benefits, employment, and housing; links Vets to VA benefits; and uses an HMIS benefits eligibility module. Responsible: Senior Analyst, County Human Services.

3A-6. System Performance Measures Data   05/25/2018
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)

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	4
Total number of beds dedicated to individuals and families experiencing chronic homelessness	113
Total	117

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)

The All In strategic plan sets an ambitious goal of ending family homelessness by 2020. A key part of this goal is to reduce the LOT every family is homeless to 30 days or less. Key strategies for accomplishing this goal are: working with school districts, mainstream, and homeless assistance programs serving families to identify, assess and serve every family experiencing homelessness; using the CES process and participant list maintained in HMIS to track and prioritize each family for the most appropriate housing intervention; using HMIS data to track reductions on LOT homeless among families; expanding the use of housing navigators and housing-focused case management in all family-serving agencies; and prioritizing new RRH for families in CoC, ESG, and mainstream funds. In 2018, the CoC applied for $341,359 in RRH funds from the State ESG program. County Human Services continued implementing a $1.1 million CalWORKS Housing Support grant for RRH for homeless families.

In meeting housing/service needs, RRH providers combine rental assistance with housing-focused case management including helping find units and negotiating with landlords; short-term rental assistance and security deposits to speed the process; assistance with money management, credit cleanup, and eviction history; and counseling/referrals to improve access to employment, mainstream benefits, and critical stabilization services, such as child care. Finally, the Housing Authority's Landlord Incentive Program incentivizes rentals to homeless families.

In supporting housing retention, RRH providers follow up with clients and offer counseling on issues that threaten housing stability, e.g., loss of job, lack of income, or relationship problems. Clients are connected to prevention assistance, emergency payments, financial counseling services, and other mainstream services to avoid housing loss. Responsible person: Family Program Directors, FIT, HSC, and PVSS.

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

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

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

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

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

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

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

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

The 2015 All In strategic plan section entitled Priority 7: Initiating a Response to Youth and Young Adult (YYA) Homelessness laid out an action plan for ALL and UNSHELTERED YYA adults that included convening a steering group; expanding YYA outreach and developing a Youth drop-in center; developing a YYA housing continuum, including ES, TH, RRH, PSH, and group housing; and linking youth to a range of culturally appropriate mainstream health, social,

educational, and supportive services.

Since then, the CoC has received a $2.2 million YHDP grant; regular convened a YHDP Steering Committee and YAB, created a coordinated community plan, and submitted 8 YHDP projects to HUD: 1 Host Homes, 2 RRH Plus; 1 PSH, 1 Drop-In Center, 1 Integrated Service Team, and 1 Youth CES. These soon-to-be operational projects build upon existing programs that include: Encompass's highly effective THP Plus (transitional housing ages 18-24), TVP (transitional housing choice vouchers ages 18-20), and ILP Program (independent living skills ages 15-21 and Resource Center (ages 15-24).

A next key step is to apply for and secure additional funding to leverage existing YHDP and other projects, and to fund new projects to fill key gaps, such as additional Host Homes, Tiny Homes, South County drop-in center bilingual social services, and LGBTQ diversity training and support services. A key funding source will be the new California HEAP block grant, which sets aside a minimum 5% or $483,744, for homeless and at risk YYA in Santa Cruz County.

Most of the above efforts target ALL homeless YYA, including minors, students, runaways, victims of human trafficking, LQBTQ, emancipating foster youth, pregnant and parenting, justice system-involved, and immigrant youth. UNSHELTERED YYA adults are a priority group for all YHDP projects, and will be for the HEAP program, which has focus a on short-term emergency needs.

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

The CoC uses evidence from funding sources, HIC, PIT, HMIS, SCCOE M-V Education homeless survey, mainstream data from youth-serving systems (Benefits, Child Welfare, Foster Care, and Juvenile Probation) to measure both strategies(all youth and unaccompanied) relating to increasing the availability of housing and services. The new YHDP and HEAP funding clearly show an increase in resources. The 2018 HIC shows only 28 beds (all TH) for YYA. The 2017 PIT found 588 unaccompanied YYA, including: 165 under 18, 98% unsheltered, 13 pregnant/parenting, 37% of YYA 18-24 identified as Latino(a), 33% of YYA 18-24 identified as LGBTQ, 32% had been abused. 2017 HMIS data found only 1 unaccompanied child in ES. The 2016/17 SCCOE survey found 3,263 public school students had been homeless in the previous school year. 2016-17 data from mainstream programs found the following numbers of at risk youth: 136 - Child Welfare, 351 - Juvenile Probation,1067 - Public Benefits, and 162 - Foster Care.

The measures the CoC uses include: increased funding, increased housing and service programs/units/beds, and Transformation Results Chain measures relevant to all YYA and UNSHELTERED YYA developed by the YHDP Steering Committee as follows:

Prevention/Diversion:
- Reduced # of YYA first time homeless
- Increased ability of YYA to access housing and benefits
- Increased # of YYA who feel independent and supported

Permanent Connections:
- Increased # of YYA who report a permanent connection with at least one adult
- Increase # of YYA who achieve self-ID'd goals
- Increased # of YYA who are connected to community support

Housing Continuum:
- Decreased average length-of-time (LOT) homeless among YYA
- Decrease among YYA in returns to homelessness
- Increased PH placement/retention success among YYA
  o Host Homes – 80% move to PH
  o TH – 85% move to PH
  o RRH – 90% remain in PH/18 mos.
  o PSH – 90% remain in PH/12 mos.

Employment/Education:
- Increased # of YYA in education, training, or jobs
- Increased # of YYA with living wage
- Increased # of employers hiring YYA.

These measures are appropriate because they result from a comprehensive community process that made use of a best practices theory of change model called the Transformational Results Chain (TRC). YHDP Steering Committee designed 'backwards' starting with the overall vision and desired lasting change, then developing topic specific goals, outcomes, strategies (outputs), and inputs that will move towards the desired results. Unique components of the TRC model include identifying normative/paradigm shifts, systems shifts and management/everyday shifts that aid the community in producing long-term sustainable results.

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 CoC works closely with the Santa Cruz County Office of Education Students in Transition (SCCOE SIT) program to support its efforts to identify children who are homeless, guarantee their educational rights (such as to stay in their school of origin), and provide educational and support services (such as tutoring, home work help, and free or reduced cost meals). The SCCOE SIT has a seat on the CoC, and family and youth providers regularly attend SCCOE meetings. All CoC and ESG programs serving homeless families or youth coordinate closely with SEA, LEA, and school liaisons, Head Start programs,

and the SCCOE to ensure all homeless children are succeeding in school and have access to needed resources.

SCCOE has been awarded McKinney-Vento (M-V) Education of Homeless Children and Youth (EHCY) grant funds for nearly 30 years. EHCY allows SCCOE staff to liaison between the State and local districts in addressing any enrollment, student choice or legal issues or concerns from parents and schools involving the M-V Homeless Assistance Act and Every Student Succeeds Act (ESSA). The newest EHCY grant provides SCCOE with new job positions to restart more intensive case management and advocacy for homeless students, coordination of staff training on legal rights and requirements, and trauma-informed care and inclusive responses to homeless youth.

Programs and partnerships include foster youth and homeless student advocacy, training and case management, the Backpack Project, the annual SIT Needs Assessment Survey, AB109 education in the jails, Restorative Practices Diversion for police and probation referrals, and mental health prevention and intervention support in collaboration with the County Children's Behavioral Health Department and Encompass Community Services. A new YHDP-funded collaborative with CAB Inc. will soon provide an Integrated Service Team to ID and provide wraparound services to homeless youth in schools and community settings.

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

The CoC has policies and procedures to inform individuals and families who become homeless of their eligibility for education services. The following quotes the relevant policies and procedures as excerpted from the CoC's adopted CoC and ESG Program Standards:

"Educational policies and liaison:
All programs that serve households with children or unaccompanied youth, must:
•   Take the educational needs of children into account when placing families in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education
•   Inform families with children and unaccompanied youth of their educational rights, including providing written materials, help with enrollment, and linkage to McKinney Vento Liaisons as part of intake procedures.
•   Not require children and unaccompanied youth to enroll in a new school as a condition of receiving services.
•   Allow parents or the youth (if unaccompanied) to make decisions about school placement.
•   Not require children and unaccompanied youth to attend after-school or educational programs that would replace/interfere with regular day school or prohibit them from staying enrolled in their original school.
•   Post notices of student's rights at each program site that serves homeless children and families in appropriate languages.
•   Designate staff that will be responsible for: ensuring that homeless

children and youth in their programs are in school and are receiving all educational services they are entitled to, and coordinating with the CoC, the Department of Social Services, the County Office of Education, the McKinney Vento Coordinator, the McKinney Vento Educational Liaisons, and other mainstream providers as needed."

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	No	Yes
Federal Home Visiting Program	No	Yes
Healthy Start	Yes	No
Public Pre-K	Yes	No
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
First 5 Starlight Infant/Toddler Program	Yes	No

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

The CoC partners with Veteran providers, County Veteran Services, and the VA Palo Alto Health Center in an End Veteran Homelessness Collaborative. This effort includes gaps analysis, coordinated assessment, a by-name list, outreach surges, and housing work groups. The CoC has also participated in the Mayor's Challenge and Zero 2016.

The VAMC Palo Alto has outreach workers stationed in Santa Cruz Vet Center working to identify, assess, and refer all homeless Veterans. The Santa Cruz County Veteran's Services Office and Veterans Advocate provide outreach, information and referral every weekday. A VAMC Palo Alto Medical Outreach Team visits Santa Cruz every week during Wednesday Veterans Services Day at the Veterans Memorial Building. In addition to the above providers, other providers at the weekly event are: the Paget Center (Vet ES), Veterans Harm Reduction Group, HUD-VASH, SSVF Santa Cruz, Vocational Rehab Specialists, Inc., the County Veteran Advocate, Veteran Job Services, and Cabrillo College.

Like other homeless persons, Veterans are assessed and prioritized for housing interventions through the Smart Path CES. In addition, Smart Path coordinates closely with the VA and refers all Veterans on the participant list to the VA for inclusion in the Veterans By-Name List and further assessment for the SSVF and HUD-VASH programs, as well as for the range of VA benefits.

Through this process, Veterans in Santa Cruz County are referred to and access housing and services interventions that include 303 HUD-VASH vouchers, 3 SSVF programs, a 12-bed veterans shelter, a Grant Per Diem program (in nearby Monterey County), benefits assistance employment services, case management, health and treatment services, and transportation. Veterans are also referred to and can access the full range of CoC non-Veteran-focused housing and service programs.

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

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

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

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

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

Instructions:

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

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

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

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

The County Health Services and Human Services agencies are CoC members, and the CoC works closely with them to identify and fund activities for expanding homeless access to mainstream benefits and to inform program staff regarding available benefits. For example, Health Services' HPHP program uses Heathcare for Homeless, SAMSHA, and SSA funds to help CoC program participants apply for EBT, GA, SSI, SSDI, Medi-Cal, ACA insurance, and more. Human Services pays to outstation a benefits worker at FIT to assist families to receive TANF, Medicaid, SNAP, and other benefits. Both Health Services and Human Services attend two Project Homeless Connect events per year, assisting persons on the spot to apply for a range of mainstream benefits. The Wings program provides volunteer advocates to help CoC participants apply for

and successfully navigate mainstream benefits systems.

The County Human Services website provides current information on all mainstream benefits, and the CoC HMIS provides a benefits eligibility module that keeps program staff up-to-date and facilitates benefits applications. County Human Services also distributes written educational materials that include program toolkits, fact sheets, and partner agency resources. Finally, Human Services and Health Services staff attend all CoC meetings and all CES meetings, providing regular information and updates on mainstream benefit programs. Responsible: County Human Services Senior Analyst.

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.	13
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.	13
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

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

The purpose of street outreach in Santa Cruz County is to engage and assist all homeless persons, including those least likely to access services without outreach. Outreach workers work to build trust, offer basic healthcare and personal care items, and make referrals to emergency shelter, housing programs, health clinics, and mainstream programs, providing transportation when needed. Outreach teams also provide on-the-spot CES assessments, safety assessments, psychosocial assessments, and stay engaged with the person to help facilitate successful housing referral and placement. Key goals are to connect each person to a health home and housing.

Street outreach covers the entire CoC geography (Santa Cruz County) and include: 1) HPHP mobile outreach teams visit 23 locations per month countywide, offering services and referrals; 2) the Encompass Downtown

Outreach Worker Team engages 30 homeless individuals per month in the downtown Santa Cruz area and connects them to a range of resources; 3) the HOPES program in downtown Santa Cruz focuses on justice system-involved and addicted homeless persons; 4) the County MOST team provides forensic ACT outreach and wraparound services to severely mentally ill homeless persons; and 5) youth and Veterans agencies outreach to members of their service populations. All outreach programs provide bilingual services (Spanish-English), referrals, and transportation when needed. The Community Action Board maintains a bilingual toll-free shelter hotline. 2-1-1 I&R is available 24/7/365 by phone or Internet in more than 170 languages.

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)

A high percentage of CoC program participants are members of groups that are least likely to apply for assistance, such as persons with disabilities or non-English speaking persons. CoC policy requires applicants and recipients of CoC funds to meet federal and state fair housing requirements as a condition of being selected and ranked. The City of Santa Cruz and the Santa Cruz County Housing Authority are both CoC members and maintain affirmative marketing policies and procedures that apply directly to almost all CoC-funded programs in the county. Both the CoC and ESG Program Standards and the Smart Path CES Policies and Procedures expressly prohibit fair housing discrimination and require affirmative marketing and outreach.

Affirmative marketing steps include fair housing rights posters and information; equal opportunity statement in housing ads; vacancy outreach to disability and immigrant organizations; translated materials and bilingual services, mobility accommodations and assistive technologies. Persons with fair housing complaints may file a grievance using Housing Authority or Smart Path complaint forms. Also, persons who would like fair housing legal assistance are referred to California Rural Legal Services or Watsonville Law Center (a CoC member).

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	185	191	6

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in   No

funding for housing rehabilitation or new construction?

4A-7. Homeless under Other Federal Statutes. No
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?

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

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

Attachment Details

Document Description: Santa Cruz PHA Homeless Limited Preference

Attachment Details

Document Description: Santa Cruz County Move On Programs

Attachment Details

Document Description: Santa Cruz County CES Assessment Tool

Attachment Details

Document Description: Santa Cruz County Project Ranking and Selection Criteria

Attachment Details

Document Description: Santa Cruz County Evidence Public Posting Consolidated Application

Attachment Details

Document Description: Santa Cruz County Evidence Public Positing Review, Rank, Selection Criteria

Attachment Details

Document Description: Santa Cruz County Reallocation Process

Attachment Details

Document Description: Santa Cruz County Notice of Projects Accepted

Attachment Details

Document Description: Santa Cruz County Notice of Projects Rejected or Reduced

Attachment Details

Document Description: Santa Cruz County Public Posting Competition Deadline

Attachment Details

Document Description: Santa Cruz County CoC HMIS Lead Charter and MOU

Attachment Details

Document Description:　Santa Cruz County HMIS Policies and Procedures Manual

Attachment Details

Document Description:　Santa Cruz County 2018 CoC Competition Report

Attachment Details

Document Description:　Santa Cruz County Order of Priority Written Standards

Attachment Details

Document Description:

Attachment Details

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

Submission Summary   No Input Required

1C-5. PHA Administration Plan–Homeless Preference

ADMINISTRATIVE PLAN

Section 8 Housing Choice Voucher Program

Housing Authority of the County of Santa Cruz

The Administrative Plan contains those policies of the Housing Authority of the County of Santa Cruz that have been adopted by the Board of Commissioners, as required by 24CFR 982.54, governing the establishment and administration of a waiting list, the issuance of Section 8 Housing Choice Vouchers, and overall program administration. The Housing Authority reserves the right to amend the Administrative Plan.

July 2018

Contents

4. Pippin Orchards Apartments – Pippin Orchards Apartments is located at 56 Atkinson Lane, Watsonville. It is an apartment complex of 46 units, with 31 of those units designated for Project Based Vouchers. MP Pippin Associates, LP is the owner and MidPen Property Management Corporation is the property manager. The Housing Authority will administer the Pippin Orchards site based waiting list and make referrals to MidPen. Of the 31 project based units, 15 units, located in the unincorporated part of the County, will have a preference for families that either live or work in Santa Cruz County. The remaining 16 project based units, located in the City of Watsonville, have no residency preference. Applications will be processed based on a sequence established in a lottery. Six of the 31 units will be designated for disabled families, as defined by HUD, with a preference for those who would benefit most from supportive services offered at Pippin. Housing Choice Coalition, on behalf of the San Andreas Regional Center, will maintain an interest list for these units, and will make referrals directly to the Housing Authority as units become available. Up to two of the 31 units will be designated for persons aged 18-24 with disabilities who are experiencing homelessness, as defined by HUD. Encompass Community Services will maintain an interest list for these units, and will make referrals directly to the Housing Authority as units become available.

Waiting List Preferences for Designated Groups on the Housing Choice Voucher Waiting List

Waiting list preferences are described below. All preferences are verified. These preferences will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, gender identity, sexual orientation, religion, disability, or age of any member of an applicant family. Unless otherwise stated, waiting list preferences apply to the Santa Cruz County Housing Choice Voucher Waiting List. All preferences adopted by the Housing Authority are based on local housing needs and priorities as determined by the Housing Authority. With the exception of these waiting list preferences, all other applicants on the Housing Choice Voucher waiting lists will be assisted by date of placement on the waiting list.

1. Live/Work Residency Preference
   The Housing Authority has established a partial live/work residency preference, such that 75% of the families selected from the waiting list will either currently live or work in the jurisdiction of the waiting list and 25% of families selected from the waiting list will neither live nor work in the jurisdiction. The residency preference is applicable to the Santa Cruz County Housing Choice Voucher Waiting List (for households with a head of household, spouse or registered domestic partner that lives/works in Santa Cruz County) and the Hollister/San Juan Bautista Housing Choice Voucher Waiting List (for households with a head of household, spouse or registered domestic partner that lives/works in San Benito County.) The residency preference ensures that the majority of the Housing Choice Vouchers, which have been awarded to the Housing Authority by HUD to serve our jurisdiction, will be made available to those who live or work in the jurisdiction.

2. Disabled and Medically Vulnerable Homeless Persons (DMV)
   The Housing Authority has adopted a limited waiting list preference for disabled and medically vulnerable homeless persons. The Homeless Services Center provides referrals for persons who meet all of the following criteria:
   a) Disabled as defined by HUD at 24CFR 5.403.

5

b) Medically vulnerable as defined by a Homeless Action Partnership approved Vulnerability Index through the VI-SPDAT.
c) Homeless as defined by HUD per the HEARTH Act in Federal Register / Vol. 76, No. 233.
d) Have established a case management plan with a provider of housing supportive services within Santa Cruz County.

Currently, a maximum of 120 households may be assisted by this preference program at any given time. A maximum of 15% of new vouchers issued will be dedicated to applicants receiving this preference. The Housing Authority may continue to accept referrals for persons eligible for this preference while the waiting list is closed. DMV voucher holders who have been stably housed for 2 years may "graduate" into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the DMV voucher would be available for the next eligible family referred to the Housing Authority.

3. Vulnerable Homeless Persons in San Benito County
The Housing Authority is working with San Benito County to develop a limited waiting list preference for persons who are experiencing homelessness or at risk of homelessness and have other vulnerability factors. This preference may be implemented following the establishment of a formal agreement with San Benito County and/or a lead service agency identified by San Benito County. The preference will be limited to 24 households, with a maximum of 2 new households per month.

4. Disabled Transitioning from Institutions (DTI)
The Housing Authority has adopted a limited waiting list preference for disabled persons transitioning from institutions into community-based settings, and persons at serious risk of institutionalization for persons who meet the following criteria:

a) Disabled as defined by HUD at 24CFR 5.403.
b) Transitioning – Individuals must either be currently living in, or at serious risk of being admitted to, a qualified institution at the time of referral to the Housing Authority, or must have been living in a qualified institution no more than 90 days prior to the referral to the Housing Authority.

Qualifying institutions include intermediate care facilities, licensed residential facilities, and specialized institutions that care for the intellectually disabled, developmentally disabled, physically disabled or mentally ill. This definition does not include board and care facilities (such as adult homes, adult day care, and adult congregate living).

Referral Agency / Supportive Services – Qualifying individuals must be referred by a service provider agency that has entered into a memorandum of understanding (MOU) with the Housing Authority. The service provider will document and certify the eligibility criteria above (disability status and transition from qualifying institution). The service provider must also certify that the individual is ready to transition out of an institutional environment, and must have a case management plan to assist the individual with the transition. Additionally, the service provider must assist the individual with all aspects of the Housing Choice Voucher

ADMINISTRATIVE PLAN

Section 8 Housing Choice Voucher Program

Housing Authority of the County of Santa Cruz

HOUSING AUTHORITY
OF THE COUNTY OF SANTA CRUZ

The Administrative Plan contains those policies of the Housing Authority of the County of Santa Cruz that

have been adopted by the Board of Commissioners, as required by 24CFR 982.54, governing the

establishment and administration of a waiting list, the issuance of Section 8 Housing Choice Vouchers, and

overall program administration. The Housing Authority reserves the right to amend the Administrative

Plan.

July 2018

*Please note that the electronic copy of this document contains hyperlinks to applicable HUD regulations
and other references. An electronic copy of this document is available at the following website:
http://www.hacosantacruz.org/agency.htm. If you cannot access the electronic copy of this document,
copies of the referenced links and regulations will be available upon request.*

Contents

b) Medically vulnerable as defined by a Homeless Action Partnership approved Vulnerability Index through the VI-SPDAT.
c) Homeless as defined by HUD per the HEARTH Act in Federal Register / Vol. 76, No. 233.
d) Have established a case management plan with a provider of housing supportive services within Santa Cruz County.

Currently, a maximum of 120 households may be assisted by this preference program at any given time. A maximum of 15% of new vouchers issued will be dedicated to applicants receiving this preference. The Housing Authority may continue to accept referrals for persons eligible for this preference while the waiting list is closed. DMV voucher holders who have been stably housed for 2 years may "graduate" into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the DMV voucher would be available for the next eligible family referred to the Housing Authority.

3. Vulnerable Homeless Persons in San Benito County
The Housing Authority is working with San Benito County to develop a limited waiting list preference for persons who are experiencing homelessness or at risk of homelessness and have other vulnerability factors. This preference may be implemented following the establishment of a formal agreement with San Benito County and/or a lead service agency identified by San Benito County. The preference will be limited to 24 households, with a maximum of 2 new households per month.

4. Disabled Transitioning from Institutions (DTI)
The Housing Authority has adopted a limited waiting list preference for disabled persons transitioning from institutions into community-based settings, and persons at serious risk of institutionalization for persons who meet the following criteria:

a) Disabled as defined by HUD at 24CFR 5.403.
b) Transitioning – Individuals must either be currently living in, or at serious risk of being admitted to, a qualified institution at the time of referral to the Housing Authority, or must have been living in a qualified institution no more than 90 days prior to the referral to the Housing Authority.

Qualifying institutions include intermediate care facilities, licensed residential facilities, and specialized institutions that care for the intellectually disabled, developmentally disabled, physically disabled or mentally ill. This definition does not include board and care facilities (such as adult homes, adult day care, and adult congregate living).

Referral Agency / Supportive Services – Qualifying individuals must be referred by a service provider agency that has entered into a memorandum of understanding (MOU) with the Housing Authority. The service provider will document and certify the eligibility criteria above (disability status and transition from qualifying institution). The service provider must also certify that the individual is ready to transition out of an institutional environment, and must have a case management plan to assist the individual with the transition. Additionally, the service provider must assist the individual with all aspects of the Housing Choice Voucher

program, including completing applications, obtaining documentation of income, attending Housing Authority appointments with the client, and assisting the client in finding and maintaining housing.

A maximum of 12 households may be assisted by this preference program at any given time. The Housing Authority may continue to accept referrals for persons who would be eligible for this preference while the waiting list is closed.

5. Graduates of the Shelter Plus Care (S+C) Permanent Supportive Housing Program
The Housing Authority has been awarded competitive grants for permanent supportive housing for people experiencing chronic homeless. A program known as Shelter Plus Care is a partnership between the Housing Authority and the County Health Services Agency to provide wrap-around services from outreach and eligibility to housing stabilizing services.

S+C recipients who have been stably housed for 2 years may "graduate" into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the S+C assistance would be available for the next eligible family referred to the Housing Authority by the Health Services Agency.

6. Public Housing Tenants without an appropriately sized unit
The Housing Authority has adopted a waiting list preference for residents in the Housing Authority of the County of Santa Cruz Low-Income Public Housing (LIPH) program who are residing in a unit that is either too large, or too small, for their family size, and who have not been offered an appropriately sized unit after being over or under-housed for at least one year, due to lack of unit availability.

7. Admission of Low-Income Families
Low-income families (up to 80% median household income) may be admitted to the program if they are working families (defined as a family in which the head, spouse or sole member is employed). In addition, low-income families in which the head and spouse or sole member is age 62 or over or is a person with disabilities may be admitted under this section. Such low-income families will not be admitted ahead of non-low-income families but will be placed on the waiting list according to the date of their application.

Temporary Measures during Periods of Low Utilization Rate
During times of low voucher or funding utilization (under 97%), the Housing Authority may utilize the following measures:
1. Lease In-Place Option. This preference will only be applicable to applicants already on the waiting list who currently live in the Housing Authority jurisdiction, reside in a unit that meets HQS standards, with a landlord who is willing to accept a voucher.
2. Eviction Prevention. The Housing Authority may accept direct referrals from the Community Action Board of Santa Cruz County (CAB) of families at imminent risk of homelessness due to eviction for economic reasons. The Eviction Prevention preference will be limited to applicants on the HCV waiting list, and the preference will be limited to 24 vouchers.

Targeting
Notwithstanding the above, if necessary to meet the HUD statutory requirement that 75% of

1C-8. Centralized or Coordinated Assessment Tool

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Smart Path Assessment- Single Adult

Administration

Interviewer's Name	Agency	☐ Team ☐ Staff ☐ Volunteer
Survey Date DD/MM/YYYY ___/___/____	**Survey Time** ___ ___ ___ ___	**Survey Location**

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name	Nickname	Last Name

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

Date of Birth	Age	Social Security Number	Consent to participate
DD/MM/YYYY ___/___/____	_____	_____	○Yes ○No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.	SCORE: 0

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

O Shelters
O Transitional Housing
O Safe Haven
O **Outdoors**
O **Other (specify):**

_____

O **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	SCORE: 0

2. How long has it been since you lived in permanent stable housing?   ___ Years   ☐ Refused

3. In the last three years, how many times have you been homeless?   _____   ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	SCORE: 0

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

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.	SCORE: 0

5. Have you been attacked or beaten up since you've become homeless?   ☐ Y   ☐ N   ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?   ☐ Y   ☐ N   ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM**.	SCORE: 0

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?　　☐ Y　☐ N　☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES**.	SCORE: 0

8. Does anybody force or trick you to do things that you do not want to do?　　☐ Y　☐ N　☐ 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?　　☐ Y　☐ N　☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION**.	SCORE: 0

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?　　☐ Y　☐ N　☐ 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?　　☐ Y　☐ N　☐ Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT**.	SCORE: 0

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?　　☐ Y　☐ N　☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY**.	SCORE: 0

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?　　☐ Y　☐ N　☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE**.	SCORE: 0

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?　　☐ Y　☐ N　☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.	SCORE: 0

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?   ☐ Y   ☐ N   ☐ Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?   ☐ Y   ☐ N   ☐ 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?   ☐ Y   ☐ N   ☐ 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?   ☐ Y   ☐ N   ☐ Refused

19. When you are sick or not feeling well, do you avoid getting help?   ☐ Y   ☐ N   ☐ Refused

20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?   ☐ Y   ☐ N   ☐ N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.	SCORE: 0

21. Has your drinking or drug use led to you being kicked out of an apartment or program where you were staying in the past?   ☐ Y   ☐ N   ☐ Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?   ☐ Y   ☐ N   ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.	SCORE: 0

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?   ☐ Y   ☐ N   ☐ Refused

   b) A past head injury?   ☐ Y   ☐ N   ☐ Refused

   c) A learning disability, developmental disability, or other impairment?   ☐ Y   ☐ N   ☐ 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?   ☐ Y   ☐ N   ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.	SCORE: 0

IF THE RESPONDENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.	SCORE: 0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ Y ☐ N ☑ Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ Y ☐ N ☑ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.	SCORE: 0

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? ☐ Y ☐ N ☑ Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.	SCORE: 0

Scoring Summary

DOMAIN	SUBTOTAL		RESULTS
PRE-SURVEY	0	/1	**Score: Recommendation:**
A. HISTORY OF HOUSING & HOMELESSNESS	0	/2	0-3: no housing intervention
B. RISKS	0	/4	4-7: an assessment for Rapid Re-Housing
C. SOCIALIZATION & DAILY FUNCTIONS	0	/4	
D. WELLNESS	0	/6	8+: an assessment for Permanent Supportive Housing/Housing First
GRAND TOTAL:	0	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or **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: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☑ No ☑ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues

- legal status in country
- income and source of it
- current restrictions on where a person can legally reside

- children that may reside with the adult at some point in the future
- safety planning

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Smart Path Assessment- Family

Administration

Interviewer's Name	Agency	O Team O Staff O Volunteer
Survey Date DD/MM/YYYY ___/___/_____	Survey Time ___ ___ : ___ ___	Survey Location

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

<table>
<tr><td rowspan="3">PARENT 1</td><td colspan="2">First Name</td><td>Nickname</td><td>Last Name</td></tr>
<tr><td colspan="4">In what language do you feel best able to express yourself? _____</td></tr>
<tr><td>Date of Birth
DD/MM/YYYY ___/___/_____</td><td>Age
_____</td><td>Social Security Number
_____</td><td>Consent to participate
O Yes   O No</td></tr>
<tr><td rowspan="4">PARENT 2</td><td colspan="4">☐ No second parent currently part of the household</td></tr>
<tr><td colspan="2">First Name</td><td>Nickname</td><td>Last Name</td></tr>
<tr><td colspan="4">In what language do you feel best able to express yourself? _____</td></tr>
<tr><td>Date of Birth
DD/MM/YYYY ___/___/_____</td><td>Age
_____</td><td>Social Security Number
_____</td><td>Consent to participate
O Yes   O No</td></tr>
</table>

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.	SCORE:

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?   ☐ Y ☐ N ☒ Refused

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

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	SCORE:
IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE.**	
IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE.**	0

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)

◉Shelters
◯Transitional Housing
◯Safe Haven
◯**Outdoors**
◯**Other (specify):**
_____
◯**Refused**

	SCORE:
IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	0

6. How long has it been since you and your family lived in permanent stable housing? ___Years ☐ Refused

7. In the last three years, how many times have you and your family been homeless? _____ ☐ Refused

	SCORE:
IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	0

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 they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they 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

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.	SCORE: 0

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? ☐ Y ☐ N ☐ Refused

10. Have you or anyone in your family threatened to or tried to harm themself or anyone else in the last year? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM**.	SCORE: 0

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ Y ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES**.	SCORE: 0

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? ☐ Y ☐ N ☐ 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 they don't know, share a needle, or anything like that? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION**.	SCORE: 0

6

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer,   ▣ Y   ▣ N   ▣ Refused
or government group like the IRS that thinks you or anyone in
your family owe them money?

15. Do you or anyone in your family get any money from the   ▣ Y   ▣ N   ▣ Refused
government, a pension, an inheritance, working under the
table, a regular job, or anything like that?

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT.	SCORE: 0

16. Does everyone in your family have planned activities, other   ▣ Y   ▣ N   ▣ Refused
than just surviving, that make them feel happy and fulfilled?

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.	SCORE: 0

17. Is everyone in your family currently able to take care of   ▣ Y   ▣ N   ▣ Refused
basic needs like bathing, changing clothes, using a restroom,
getting food and clean water and other things like that?

IF "NO," THEN SCORE 1 FOR SELF-CARE.	SCORE: 0

18. Is your family's current homelessness in any way caused   ▣ Y   ▣ N   ▣ Refused
by a relationship that broke down, an unhealthy or abusive
relationship, or because other family or friends caused your
family to become evicted?

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.	SCORE: 0

D. Wellness

19. Has your family ever had to leave an apartment, shelter   ▣ Y   ▣ N   ▣ Refused
program, or other place you were staying because of the
physical health of you or anyone in your family?

20. Do you or anyone in your family have any chronic health   ▣ Y   ▣ N   ▣ Refused
issues with your liver, kidneys, stomach, lungs or heart?

21. If there was space available in a program that specifically   ▣ Y   ▣ N   ▣ Refused
assists people that live with HIV or AIDS, would that be of
interest to you or anyone in your family?

22. Does anyone in your family have any physical disabilities that   ▣ Y   ▣ N   ▣ Refused
would limit the type of housing you could access, or would
make it hard to live independently because you'd need help?

23. When someone in your family is sick or not feeling well, does   ▣ Y   ▣ N   ▣ Refused
your family avoid getting medical help?

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.	SCORE: 0

24. Has drinking or drug use by you or anyone in your family led   ☐ Y   ☐ N   ☐ Refused
your family to being kicked out of an apartment or program
where you were staying in the past?

25. Will drinking or drug use make it difficult for your family to   ☐ Y   ☐ N   ☐ Refused
stay housed or afford your housing?

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.**	SCORE: 0

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?   ☐ Y   ☐ N   ☐ Refused

   b) A past head injury?   ☐ Y   ☐ N   ☐ Refused

   c) A learning disability, developmental disability, or other   ☐ Y   ☐ N   ☐ Refused
   impairment?

27. Do you or anyone in your family have any mental health or   ☐ Y   ☐ N   ☐ Refused
brain issues that would make it hard for your family to live
independently because help would be needed?

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.**	SCORE: 0

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH,*   ☐ Y   ☐ N   ☐ N/A or
   SUBSTANCE USE, AND MENTAL HEALTH: Does any single   Refused
   member of your household have a medical condition, mental
   health concerns, **and** experience with problematic substance use?

IF "YES", SCORE 1 FOR **TRI-MORBIDITY.**	SCORE: 0

29. Are there any medications that a doctor said you or anyone in   ☐ Y   ☐ N   ☐ Refused
your family should be taking that, for whatever reason, they
are not taking?

30. Are there any medications like painkillers that you or anyone   ☐ Y   ☐ N   ☐ Refused
in your family don't take the way the doctor prescribed or
where they sell the medication?

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.**	SCORE: 0

31. *YES OR NO:* Has your family's current period of homelessness   ☐ Y   ☐ N   ☐ Refused
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?

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.**	SCORE: 0

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?   ☐ Y ☐ N ☐ 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?   ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY LEGAL ISSUES.**	SCORE: 0

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?   ☐ Y ☐ N ☐ Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days?   ☐ Y ☐ N ☐ Refused

36. *IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week?   ☐ Y ☐ N ☐ N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR **NEEDS OF CHILDREN.**	SCORE: 0

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?   ☐ Y ☐ N ☐ Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?   ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY STABILITY.**	SCORE: 0

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?   ☐ Y ☐ N ☐ 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?   ☐ Y ☐ N ☐ Refused

   b) 2 or more hours per day for children aged 12 or younger?   ☐ Y ☐ N ☐ 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?   ☐ Y ☐ N ☐ N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR **PARENTAL ENGAGEMENT.**	SCORE: 0

Scoring Summary

DOMAIN	SUBTOTAL		RESULTS
PRE-SURVEY ·	0	/2	
A. HISTORY OF HOUSING & HOMELESSNESS	0	/2	**Score: Recommendation:**
B. RISKS	0	/4	0-3 no housing intervention
C. SOCIALIZATION & DAILY FUNCTIONS	0	/4	4-8 an assessment for Rapid Re-Housing
D. WELLNESS	0	/6	
E. FAMILY UNIT	0	/4	9+ an assessment for Permanent Supportive Housing/Housing First
GRAND TOTAL:	0	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or **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: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☒ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Smart Path Assessment- Transition Age Youth

Administration

Interviewer's Name	Agency	☐ Team ☐ Staff ☐ Volunteer
Survey Date DD/MM/YYYY ___/___/_____	**Survey Time** __ __ : __ __ AM/PM	**Survey Location**

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name	Nickname	Last Name

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

Date of Birth	Age	Social Security Number	Consent to participate
DD/MM/YYYY ___/___/_____	_____	_____	☐ Yes ☐ No

	SCORE:
IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.	

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

☐ Shelters   ☐ **Couch surfing**   ☐ **Other (specify):**
☐ Transitional Housing   ☐ **Outdoors**
☐ Safe Haven   ☐ **Refused**   _____

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	SCORE:

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

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	SCORE:

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, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?   ____   ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.	SCORE:

5. Have you been attacked or beaten up since you've become homeless?   ☐ Y   ☐ N   ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?   ☐ Y   ☐ N   ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM**.	SCORE:

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

8. Were you ever incarcerated when younger than age 18?   ☐ Y   ☐ N   ☐ Refused

	SCORE:
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **LEGAL ISSUES.**	

9. Does anybody force or trick you to do things that you do not   ☐ Y   ☐ N   ☐ Refused
want to do?

10. Do you ever do things that may be considered to be risky like   ☐ Y   ☐ N   ☐ Refused
exchange sex for money, food, drugs, or a place to stay, run
drugs for someone, have unprotected sex with someone you
don't know, share a needle, or anything like that?

	SCORE:
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**	

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer,   ☐ Y   ☐ N   ☐ Refused
or government group like the IRS that thinks you owe them
money?

12. Do you get any money from the government, an inheritance,   ☐ Y   ☐ N   ☐ Refused
an allowance, working under the table, a regular job, or
anything like that?

	SCORE:
IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR **MONEY MANAGEMENT.**	

13. Do you have planned activities, other than just surviving, that   ☐ Y   ☐ N   ☐ Refused
make you feel happy and fulfilled?

	SCORE:
IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.**	

14. Are you currently able to take care of basic needs like bathing,   ☐ Y   ☐ N   ☐ Refused
changing clothes, using a restroom, getting food and clean
water and other things like that?

	SCORE:
IF "NO," THEN SCORE 1 FOR **SELF-CARE.**	

15.Is your current lack of stable housing...

a) Because you ran away from your family home, a group home or a foster home?   □ Y   □ N   □ Refused

b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?   □ Y   □ N   □ Refused

c) Because your family or friends caused you to become homeless?   □ Y   □ N   □ Refused

d) Because of conflicts around gender identity or sexual orientation?   □ Y   □ N   □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.**	SCORE:

e) Because of violence at home between family members?   □ Y   □ N   □ Refused

f) Because of an unhealthy or abusive relationship, either at home or elsewhere?   □ Y   □ N   □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **ABUSE/TRAUMA.**	SCORE:

D. Wellness

16.Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?   □ Y   □ N   □ Refused

17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?   □ Y   □ N   □ Refused

18. 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?   □ Y   □ N   □ Refused

19.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?   □ Y   □ N   □ Refused

20.When you are sick or not feeling well, do you avoid getting medical help?   □ Y   □ N   □ Refused

21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?   □ Y   □ N   □ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.**	SCORE:

22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? ☐ Y ☐ N ☐ Refused

23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? ☐ Y ☐ N ☐ Refused

24. If you've ever used marijuana, did you ever try it at age 12 or younger? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE. SCORE: ▢

25. 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? ☐ Y ☐ N ☐ Refused

   b) A past head injury? ☐ Y ☐ N ☐ Refused

   c) A learning disability, developmental disability, or other impairment? ☐ Y ☐ N ☐ Refused

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

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH. SCORE: ▢

IF THE RESPONENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY. SCORE: ▢

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ Y ☐ N ☐ Refused

28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS. SCORE: ▢

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	**Score: Recommendation:**
A. HISTORY OF HOUSING & HOMELESSNESS	/2	0-3: no moderate or high intensity services be provided at this time
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	4-7: assessment for time-limited supports with moderate intensity
D. WELLNESS	/6	
GRAND TOTAL:	/17	8+: assessment for long-term housing with high service intensity

Follow-Up Questions

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 get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the youth at some point in the future
- safety planning

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Assessment Specialist

Field for the Assessment Specialist, not a required field:

1. There are significant concerns with this VI-SPDAT score. It is suggested that a full SPDAT be conducted should this client be referred to a housing program.
   ☐ This score seems significantly high. ☐ This score seems significantly low.
   Comment:

   _____

   _____

   _____

   _____

   _____

2. Is this client a participant in the Dignity Health Passport to Health High Utilizer Program?
   ☐ Yes   ☐ No

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Smart Path Non-Housing Resources

Select all categories of non-housing resources to which you referred the participant:

❑   Basic Needs (meals, food pantry, clothing, showers, emergency shelter)

❑   Health Services (medical services, mental health services, dental services, substance use disorder   services)

❑   Government Benefits (Medi-Cal, SSI, General Assistance, TANF, CalFresh)

❑   Other (employment programs, personal identification (ID, birth certificate, Social Security Card), free phone, mail services, transportation (bus passes))

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Smart Path Check In

Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___
Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___
Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___
Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___
Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Date ____/____/____

Client Notes

Smart Path
to Housing and Health
Santa Cruz County Coordinated
Assessment and Referral System

Date ____/____/_____

Smart Path Additional Questions

First Name _____ **Middle** _____

Last Name _____

1. Who is in your household?
   ❏One or more adults with children over 18 in the household, select one VI-SPDAT per person
   ❏One or more adults with minor children in custody, select one VI-F-SPDAT
   ❏Single adult, select the VI-SPDAT
   ❏Adult couple, select two separate VI-SPDATs
   ❏Young adult 18-24, select the VI-TAY-SPDAT

2. Are you expecting any changes in your family structure?
   ❏ Yes   ❏ No
   Comment:

   _____

   _____

   _____

   _____

   _____

3. Are you willing to participate in a drug and alcohol-free housing program?
   ❏ Yes   ❏ No

4. Are you working with a case manager at any agencies?
   ❏ Yes   ❏ No
   a. If so, what is the name of the agency and case manager?
   Agency: _____   Case Manager: _____

**COMMUNITY
TECHNOLOGY
ALLIANCE**

Santa Cruz County
Homeless Management Information System

CLIENT INFORMED CONSENT &
RELEASE OF INFORMATION AUTHORIZATION

_____ is a Partner Agency in the Homeless Management Information System (HMIS). HMIS is a computerized system that can improve programs for homeless persons by allowing information to be shared among partner agencies that provide services such as shelter and health care and/or homelessness research or administrative services. The system is Internet-based and uses many security protections to ensure confidentiality. Partner agencies currently include:

- Association of Faith Communities
- City of Santa Cruz
- Community Action Board
- Community Bridges – Mountain Community
- Community Technology Alliance
- County Administrative Office - Santa Cruz County
- County of Santa Cruz Homeless Services
- Downtown Streets Team
- Encompass Community Services
- Families in Transition
- Front St. Inc
- Homeless Garden Project
- Homeless Persons Health Project
- Homeless Services Center
- Housing Authority of Santa Cruz County

- Housing Choices
- Janus Santa Cruz County
- Mental Health Client Action Network
- Mountain Community Resources
- Pajaro Rescue Mission
- Pajaro Valley Shelter Services
- Salud Para La Gente
- Salvation Army
- Santa Cruz Community Health Center
- Santa Cruz County Health Services Agency
- Santa Cruz Human Services Department
- Santa Cruz Public Libraries
- Veteran Resource Center
- Wing Homeless Advocacy

Participation in the HMIS program is important to our community's ability to provide you with the best services and housing possible. As you receive services, information will be collected about you, the services provided to you, and the outcomes these services help you to achieve. Your name and other identifying information will not be shared with any agency not participating in the system (unless required to do so by law.) Authorizing your information to be entered into the HMIS is voluntary. Refusing to do so will not limit your access to shelter or services.

I give authorization for my basic and relevant information to be entered _____ **(please Initial)**
and shared _____ **(please Initial)** between Partner Agencies in order to help assist me in obtaining permanent housing, employment, financial assistance, vocational services, counseling and medical/mental health treatment and for research and administrative purposes. (Basic information includes intake date, name, gender, birth date, ethnicity, marital status, number in household, military status, primary language spoken, and non-confidential services requested and received.) I understand that I have the right to receive a copy of all information shared between the Partner Agencies.

I understand that the current list of participating Partner Agencies may change over time to include other agencies who provide housing or services to the homeless population, and I give authorization for my information to be shared with any new Partner Agency._____ **(please Initial)**

I understand that I may request a current list of all Partner Agencies at any time. I understand that I may cancel this authorization at any time by written request, but that the cancellation will not be retroactive. I understand that this release is valid for three years from the date of my signature below.

_____   _____   _____
Print Name of Client or Guardian   Signature Of Client Or Guardian   Date

Note: A separate, HIPAA-compliant authorization is required for disclosure of any patient health information, including mental health and drug and alcohol information protected by any State of Federal privacy law including, but not limited to, Health Insurance Portability and Accountability Act ("HIPAA"), 45 C.F.R. parts 160 and 164, California Confidentiality of Medical Information Act ("CMIA"), Civil Code sections 56-56.16, Welfare and Institutions Code section 5328, or 42 C.F.R part 2.1, et seq.

**COMMUNITY
TECHNOLOGY
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Santa Cruz County HMIS- New Client Form

This form is designed to be completed by a service provider while interviewing a client.
A separate form should be completed for each member of the household.

Household Information   Is client: ☐ Single Adult   ☐ Adult in Household

If checked Single Adult	Go to Client Profile	
If checked Adult in Household	Are you the Head of Household (HoH)? ☐ Yes ☐ No	
If you are in a household, what is your relationship to the HoH?	☐ Wife ☐ Daughter ☐ Son ☐ Father ☐ Mother ☐ Sister ☐ Brother ☐ Roommate ☐ Grandchild	☐ Aunt ☐ Uncle ☐ Niece ☐ Nephew ☐ Grandparent ☐ Significant Other ☐ Domestic Partner ☐ Spouse ☐ Other

Client Profile

Social Security Number	
First Name	Middle
Last Name	
Alias (If multiple aliases, separate by commas)	
Quality of Name	☐ Full Name Reported ☐ Client Doesn't Know ☐ Partial, Street Name, or Code ☐ Client Refused Name Reported
U.S. Military Veteran (If Yes, complete Veteran Information below)	☐ Yes ☐ Client Doesn't Know ☐ No ☐ Client Refused
Disabling Condition	☐ Yes ☐ Client Doesn't Know ☐ No ☐ Client Refused
Primary Phone Number	

ALL IN-Homeless Action Partnership   CTA August 2018

Client Demographics

- Date of Birth	_____ / _____ / _____	
Gender	❑ Female ❑ Male ❑ Trans Female (MTF or Male to Female) ❑ Trans Male (FTM or Female to Male)	❑Gender Non-Conforming (i.e. not exclusively male or female) ❑ Client Doesn't Know ❑ Client Refused
Ethnicity ❑ Non-Hispanic/Non-Latino ❑ Hispanic/Latino ❑ Client Doesn't Know ❑ Client Refused	Race ❑ American Indian or Alaska Native ❑ Asian ❑ Black or African American	❑ Native Hawaiian or Other Pacific Islander ❑ White ❑ Client Doesn't Know ❑ Client Refused

Veteran Information

U.S. Military Veteran If yes, answer questions below	Year Entered in Military Service (Year) _____	Separated (Year) _____
Theater of Operations: World War II	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Korean War	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Vietnam War	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Persian Gulf War	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Afghanistan	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Iraq (Iraqi Freedom)	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Iraq (New Dawn)	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Theater of Operations: Other Operations	❑ Yes ❑ No	❑ Client Doesn't Know ❑ Client Refused
Branch of Military	❑ Army ❑ Air Force ❑ Navy ❑ Marine	❑ Coast Guard ❑ Client Doesn't Know ❑ Client Refused
Discharge Status	❑ Honorable ❑ General Under Honorable Conditions ❑ Under Other Than Honorable Conditions (OTH) ❑ Bad Conduct	❑ Dishonorable ❑Uncharacterized ❑Client doesn't know ❑Client Refused

Client Location

Address Type	☐ Home ☐ Work ☐ School ☐ Mailing ☐ Emergency ☐ Father ☐ Mother ☐ Spouse	☐ Temporary ☐ Other ☐ Legal Guardian ☐ Message ☐ Management Company ☐ Forwarding Address ☐ Encampment ☐ Tunnel
Name of Location		
Address (line 1)		
Address (line 2)		
City		State
Zip Code		
Email		
Phone #1		
Phone #2		

Additional Client Location

Address Type	☐ Home ☐ Work ☐ School ☐ Mailing ☐ Emergency ☐ Father ☐ Mother ☐ Spouse	☐ Temporary ☐ Other ☐ Legal Guardian ☐ Message ☐ Management Company ☐ Forwarding Address ☐ Encampment ☐ Tunnel
Name of Location		
Address (line 1)		
Address (line 2)		
City		State
Zip Code		
Email		
Phone #1		
Phone #2		

I, (Adult client or Head of Household) certify that the information I have provided here is true/correct to the best of my knowledge.

_____	_____	_____
Print Name of Client	Signature of Client	Date
_____	_____	_____
Print Name of Intake Worker	Signature of Intake Worker	Date

1E-1. Objective Criteria—Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)

SANTA CRUZ COUNTY HOMELESS ACTION PARTNERSHIP

HAP

**homeless
action
partnership**

PUBLIC SOLICITATION OF APPLICATIONS

2018 Local Continuum of Care
Project Evaluation & Application Policies and Procedures

Process Summary
Requirements
Rating Criteria
Timeline
Instructions

Prepared by Homeless Action Partnership Staff

Updated July 2018

Table of Contents

LOCAL SANTA CRUZ 2018 CoC PROJECT EVALUATION PROCESS

Role of the Santa Cruz Homeless Action Partnership (HAP)

Applicants for new and/or renewal CoC funding in 2018 must participate in the local consolidated application being coordinated by the Santa Cruz HAP. The process includes applying for funds, providing information as needed for the consolidated application, and participating in planning meetings. The key local deadlines and requirements are listed in the attached CoC Process Timeline. Please note that the dates and requirements are subject to revision and change. The best way to keep track of such changes is to attend all the meetings; however, we will make our best effort to keep everyone informed! Technical assistance is available from the CoC Consultant at 415.458.2460.

Types of Projects Encouraged

All eligible projects are encouraged to apply for CoC funds in the local competition. Based upon HUD priorities and Santa Cruz CoC priorities the following proposal types are being encouraged:

Renewal Proposals:
- Renewal of existing CoC projects (those expiring in 2019) that are high performing and are an effective use of funds for reducing homelessness.

Reallocation Proposals:
- Voluntary or transitional reallocation of TH projects to (1) new PSH exclusively targeted to CH with emphasis on the longest histories of homelessness and most severe needs,[1] (2) new DedicatedPLUS projects, (3) new Joint TH and RRH projects, (4) new RRH for homeless individuals or families, including unaccompanied youth, and (4) expansion CE or HMIS proposals to the extent justified by unmet operational costs for those programs
- Other proposals requesting reallocation of funds for new PSH exclusively targeted to CH with emphasis on the longest histories of homelessness and most severe needs, new DedicatedPLUS projects, new Joint TH and RRH projects, or new RRH for homeless individuals or families, including unaccompanied youth
- Proposals requesting reallocation of funds for expansion of coordinated entry and HMIS projects to the extent justified by unmet operational costs for those programs.

New Project Bonus Proposals
- New PSH serving exclusively CH individuals and families with emphasis on the longest histories of homelessness and most severe needs
- New PSH DedicatedPLUS projects
- New Joint TH and RRH projects
- New RRH for homeless individuals or families, including unaccompanied youth
- Proposals requesting reallocation of funds for expansion of coordinated entry and HMIS projects to the extent justified by unmet operational costs for those programs.

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[1] See CPD Notice 14-012 on prioritizing persons with experiencing chronic homelessness for more details at: https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf. The CoC has adopted this policy.

- RRH projects that must follow a Housing First approach
- Joint TH and RRH projects that must follow a Housing First approach
- CE project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

The following types of projects are <u>not eligible</u> for CoCs like ours under HUD's rules:
- Emergency shelter
- Homelessness prevention
- New transitional housing
- New supportive services only.

Notice Regarding Potential Reallocation of Funds

Please be aware that the HAP will review all renewal grants and may reallocate funds if it finds that one or more renewal project is under performing, obsolete, or ineffective, or that reallocation would reduce homelessness. See above for the types of projects that are eligible to receive reallocated funds.

Encouragement of Voluntary or Transitional Reallocation to Better Align the CoC

In order to encourage projects to voluntarily align themselves with HUD priorities and local priorities under *All In: Toward a Home for Every Santa Cruz County Resident*, existing transitional housing projects, or other projects components that are no longer needed, that no longer match the agency's mission, or that are underperforming, wishing to convert their project to one of the eligible new reallocation project types described above, will be given priority by the HAP Governance Board in accessing the funds reallocated from their existing project. If desired, such projects may use the transitional grant procedure allowed this year under the 2018 CoC NOFA.

Any such project must complete a new project application as part of the local competition and will be scored on the basis of that application.

Specific Methods of Evaluating Proposals From Victim Service Providers

The HAP encourages applications from victim service providers and other providers for DV bonus projects and other projects that will help meet the housing, safety, and other needs of survivors of domestic violence, dating violence, and stalking. The following specific evaluation methods apply to proposals from victim service providers:

Renewal Proposals:
- Use of comparable database: Victim service providers are prohibited from entering data into HMIS, and instead must use a comparable database that meets HMIS requirements. Therefore, all relevant performance and data questions in the local supplemental application and the HUD e-snaps application must be answered using aggregate (non-identifiable) data from a comparable database.

- Addressing safety needs: The project quality, readiness, and appropriateness section of the local supplemental application and the project description section of HUD e-snaps application must include a description of how the project will improve the safety of participants, and the performance metrics section of local supplemental application must propose at least one relevant measure of the degree of participant safety.

New Project Proposals
- Use of comparable database: Victim service providers are prohibited from entering data into HMIS, and instead must use a comparable database that meets HMIS requirements. Therefore, victim service providers proposing new projects must agree to use a comparable database and to provide the CoC with aggregate (non-identifiable) data from the comparable database.
- Addressing safety needs: The project quality, readiness, and appropriateness section of the local supplemental application and the project description section of HUD e-snaps application must include a description of how the project will improve the safety of participants, and the program goals to be measured annually section of local supplemental application must propose at least one relevant measure of the degree of participant safety.

Encouragement of New Applicants and Technical Assistance for Applicants

The HAP is open to and encourages applications from entities that have not previously been awarded CoC funds. Any prospective or new applicants are requested to contact the HAP CoC Consultant at 415.458.2460 for a special phone briefing and orientation to the CoC application goals, requirements and process. In addition, prospective and new applicants will be invited to participate in all of the process steps below, including the Applicant Technical Assistance Session and on-call technical assistance being made available to all applicants.

Basic Local Evaluation Process Steps, Local Deadlines, Decision Minutes, Notice to Applicants, and Website Posting of Priority Listings

- CoC staff issue an internal (Santa Cruz County) notice of funding with an application timeline specifying key requirements, criteria including system performance measures, dates, and deadlines.
- CoC Consultant holds a Technical Assistance Session to brief all prospective, new, and existing applicants about the requirements and process and to make sure every applicant has the necessary information and evaluation and application-related materials to apply.
- CoC Consultant furnishes on-going technical assistance to all applicants via phone and e-mail regarding technical requirements and e-snaps.
- The CoC requires that local Project Proposals using HAP-created evaluation forms with required attachments (such as renewal APRs) be submitted along with e-snaps applications for review and ranking by the HAP Board (at least 30 days before the HUD deadline).
- The HAP Board meets to approve or reject, score, rank, and place in Tier 1 or Tier 2 renewal and new project applications (including bonus projects), and to hear applicant presentations.
- The CoC provides notice to applicants regarding project approval or rejection, rank order, tier placement, and any reduction (at least 15 days before the HUD deadline). Minutes of the decisions will be made available to all CoC Members, and will posted online with the Project Priority listings.

- The CoC requires that complete and accurate Project Applications be submitted in *e-snaps* with all HUD-required forms (CoC staff will conduct a thorough technical review of the Project Applications and may amend them back in e-snaps for correction and re-submission).
- The Collaborative Applicant posts the CoC Application and Project Priorities submission online for public review (at least two days before the HUD deadline).
- The Collaborative Applicant submits the final 2018 CoC application in e-snaps to HUD, including the CoC Application, Project Applications, and Project Priority Listings.

Please see the attached 2018 CoC Process Timeline for further details about the process steps.

HAP Board Rating and Ranking and Publicly Announced Objective Criteria

HUD requires that the community review, approve (or reject), rank, and place into Tiers 1 and 2 (if applicable) all projects submitted (including bonus projects, but not including the CoC planning project, which is not ranked). As in previous years, this process will be carried out by the HAP Board with members selected for (1) lack of conflict of interest, (2) knowledge of the community and homelessness issues, and (3) representative of varied geographic, subpopulation, and sector interests.

HAP Board members will engage in a fair, objective decision process that may include the following:

1. Signing the HAP Board's No Conflict of Interest Policy.
2. Reviewing, rating, and evaluating local projects using previously publicly announced objective criteria that include system performance measures (please see the accompanying Review Criteria sheet for further details).
3. The local applications and Evaluation Criteria will include project HMIS data used to measure project and system performance in line with national HEARTH Act performance objectives.
4. Proposal question and answer with applicants (if needed).
5. Discussion of the local applications in the context of local strategic plan and HUD priorities and needs, performance metrics, etc.
6. Vote on the approval (or rejection), rank order, and tier placement (if applicable) of each new and renewal project (including bonus projects). The majority voting process is detailed in the HAP CoC Charter.
7. As mentioned above, all applicants will receive notice regarding project approval (or rejection), rank order, Tier placement, and any reduction (at least 15 days before the HUD deadline). Minutes of the rating and ranking decisions, and bonus selection, will be made available to all CoC Members, and will posted online with the Project Priority listings (at least two days before the HUD deadline).

Deadlines and Proposal Requirements

Please see the attached Process Timeline and Local Proposal Instructions/Checklist.

On-Call Technical Assistance: New and Existing Applicants

If you need on-call technical assistance please don't hesitate to contact the HAP CoC Consultant at **415.458.2460**. Again, all applicants may receive technical assistance, and new applicants are requested to set up a phone briefing/orientation with the CoC Consultant.

Local Objective Project Rating and Scoring Criteria – 100 Points Possible

The following objective rating and scoring criteria are aligned with the priorities of *All In: Toward a Home for Every Santa Cruz County Resident.* They were developed by the HAP for use by the HAP Board in rating and ranking new and renewal proposals CoC funds. Each Local Project Proposal will be scored using the following publicly announced objective criteria. The HAP Board will use the scores to help determine whether each proposal is approved (or rejected), its rank order, and whether it is placed in Tier 1 or Tier 2 (if applicable), or is selected for the PSH bonus (if applicable). Each scoring criterion relates to a particular question in the Local Project Proposal Form (new and renewal).

1. Housing/Project Type (5 points possible)

5 points, including –

5 points for:

    (a) Renewal projects of the following types:
        a. PSH serving 100% chronically homeless persons with emphasis on the longest histories of homelessness and most severe needs
        b. PSH serving 100% chronically homeless persons that choose to transition to the new DedicatedPLUS project type
        c. RRH for homeless individuals or families, including unaccompanied youth
        d. CE projects.

    (b) New projects of the following types proposing to use funds reallocated (including voluntary or transitional reallocations) from renewals and/or new project bonus funds:
        a. PSH serving 100% chronically homeless persons with emphasis on the longest histories of homelessness and most severe needs
        b. PSH of the new DedicatedPLUS project type
        c. Joint TH and RRH projects
        d. RRH for homeless individuals or families, including unaccompanied youth
        e. Expansion of CE or HMIS to the extent justified by unmet operational costs for these programs.

    (c) New DV bonus projects of the following types:
        a. RRH projects that must follow a Housing First approach
        b. Joint TH and RRH projects that must follow a Housing First approach
        c. CE project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

2.5 points for:

    (a) Renewal projects of the following types:
        a. TH projects
        b. PSH projects that are <u>not</u> dedicated 100% to chronically homeless persons with the longest histories of homelessness and most severe needs or are not DedicatedPLUS projects
        c. HMIS projects.

    (b) New projects of the following types proposing to use funds reallocated from renewals or PH bonus funds:

a. PSH projects that are <u>not</u> dedicated 100% to chronically homeless persons with the longest histories of homelessness and most severe needs or are not DedicatedPLUS projects.

0 points for:
  – All other projects.

*Where to look on the <u>renewal application</u>: **Application Question 3** (staff have totaled points for you)*
*Where to look on the <u>new project application</u>: **Application Question 3** (staff have totaled points for you)*

2. Consistency with the Strategic Priorities and Action Strategies of the Strategic Plan, *All In* (15 points possible)

How does your proposed project help meet the strategic priorities and actions strategies of *All In: Toward a Home for Every Santa Cruz County Resident*? Please identify strategic priorities and action strategies (and any other plan goals) the project will address will address.

*Where to look on the <u>renewal application</u>: **Application Question 10***
*Where to look on the <u>new project application</u>: **Application Question 9***

3. Project Quality, Readiness & Appropriateness (5 points possible)

Explain how your project's design and mix of services and/or housing are appropriate for serving the population it intends to serve. How are the project's budget, staffing, and administrative structure realistic for the proposed program? *<u>Victim service providers only</u>: How will the project increase the safety of project participants?*

*Where to look on the <u>renewal application</u>: **Application Question 11***
*Where to look on the <u>new project application</u>: **Application Question 10***

4. Program Goals, Design, HMIS (or comparable database) Performance Metrics (20 points possible)
HMIS projects and first-year projects without a full year of APR data will automatically get 12 points.
<u>For Renewal Projects</u>: Please provide the performance metric information requested from your last HMIS-generated APR (or comparable database for victim service providers) relating to these questions:
Housing Stability: (7 points)
- For PSH, did you meet the standard in helping leavers and stayers combined retain permanent housing for 7 months or more? HUD and CoC Performance Standard – at least 80%
- For transitional housing and RRH, did you meet the standard in helping leavers find and move into permanent housing? HUD and CoC Performance Standard – at least 80%

Income: (5 points - 2.5 pts. per question)
- For all projects except HMIS, did you meet the standard in helping leavers and stayers combined maintain or increase income from employment AND non-cash benefits from mainstream sources? CoC Performance Standard – at least 75%
- For all projects except HMIS, did you meet the standard in helping ADULT leavers and stayers combined maintain or increase income from employment ONLY? CoC Performance Standard – at least 25%

Non-Cash Mainstream Benefits: (2 points)
- For all projects except HMIS, did you meet the standard in helping leavers and stayers combined maintain or increase at least one source of non-cash benefits? CoC Performance Standard – at least 50%

Program Occupancy: (2 points)

- For all projects except HMIS, did you meet the standard in ensuring that average program occupancy met CoC standard. CoC Performance Standard **– at least 90% for the year**

Returns to Homelessness: (2 points)
- For all projects except HMIS, did you meet the standard in ensuring that leavers did not exit to non-permanent destinations (e.g., shelters, transitional housing, hotels, motels, and the streets)? CoC Performance Standard **– no more than 20%**

Length of Stay: (2 points)
- For PSH only, did you meet the standard by <u>increasing</u> the annual average LOS in permanent housing for leavers and stayers combined? **– higher LOS average than previous APR year**
- For TH and RRH only, did you meet the standard by <u>decreasing</u> the annual average LOS in TH or RRH for leavers? **– lower LOS average than previous APR year**

Victim Service Providers only - Safety: (not scored this year):
- *Please propose at least one relevant measure of the degree of participant safety that you will commit to using in the future.*

Renewal applicants get full points for each measure if they met the performance target, half points if they missed the target by 10% points or less, and 0 points if they missed the target by 10% points more.

<u>For New Housing Projects Only</u>: Please briefly identify:
- Your program goals to be measured annually in the HUD Annual Performance Report (APR);
- Where your homeless participants will come from;
- Your outreach plan to bring participants in;
- The types and frequency of services participants will receive;
- How participants will be helped to obtain and remain in permanent housing; and
- How participants will be helped to increase their employment and income and live independently.
- *Victim Service Providers only - Please propose at least one relevant measure of the degree of participant safety that you will commit to using in the future.*

<u>For New Coordinated Entry Projects Only</u>: Please briefly identify:
- The geographic accessibility of the proposed system for all persons within the CoC's geographic area who are seeking information regarding homeless assistance;
- The strategy for advertising the project that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area;
- The standardized assessment process proposed (or the process to choose a standardized assessment system); and,
- Whether/how the system will ensure that program participants are directed to the appropriate housing and services to fit their needs.

*Where to look on the <u>renewal application</u>: **Application Question 12***
*Where to look on the <u>new project application</u>: **Application Question 11***
(Note that the new project application (permanent supportive housing, rapid re-housing, coordinated entry or HMIS) focuses on goals and design; renewal application looks at performance and outcomes)

5. Housing First Emphasis and Severity of Needs (10 points possible)
As the question is not applicable to HMIS, HMIS projects will automatically get 8 points.
Serving People with the Highest Barriers to Housing (6 points):
To what extent does your project embrace the following Housing First approaches?

---

1. Does the project prioritize client selection based on duration of homelessness and vulnerability?
2. Does the project accept all clients regardless of substance use history, or current use?
3. Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness?
4. Does the project accept clients regardless of criminal history?
5. Does the project accept clients regardless of income or financial resources?
6. Does the project use a harm-reduction model for drugs and/or alcohol use?

Each "yes" response receives 1 point; each "no" response receives 0 points.

Removing Barriers to Housing (4 points)

To what extent does your project eliminate the following barriers to housing?
1. Must have minimum income
2. Must have current employment
3. Must have state issued photo id
4. Must show sobriety (drugs or alcohol)
5. No presenting of symptoms of mental illness
6. Must have transportation
7. Must have specific disabling condition (e.g., MH, SA, HIV/AIDS)
8. Must show use medication

Each non-checked ("no") response receives 1/2 point; each checked ("yes") response receives 0 points.

*Where to look on the renewal application: **Application Question 13***
*Where to look on the new project application: **Application Question 12***

6. Agency/Collaborative Capacity (10 points possible)

Briefly explain the type and length of experience of all organizations involved in implementing the proposed project, including the project sponsor, housing and supportive service providers, and any key subcontractors. Describe experience directly related to their role in the proposed project as well as their overall experience working with homeless people. For projects contracting for and overseeing the construction or rehabilitation of housing, leasing housing, or administering rental assistance, describe experience, as applicable.

*Where to look on the renewal application: **Application Question 14***
*Where to look on the new project application: **Application Question 13***

7. Budget and Cost Effectiveness (10 points possible)

Does your project comparatively "deliver" enough per person given its costs? Please explain how your costs per person are all necessary and reasonable. For new permanent housing projects only: Does the budget help meet the CoC goal of emphasizing *housing activities* (percentage of HUD new project dollars requested for housing activities [leasing and operations] versus *services activities* [case management] not including admin?

*Where to look on the renewal application: **Application Question 15***
*Where to look on the new project application: **Application Question 14***

9. Addresses Chronic Homeless Population (10 points possible)

HUD defines chronically homeless as:

(1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for

human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; (2) An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or (3) A family with a head of household who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Points will be for the percentage of clients to be served who are homeless under HUD's definition as follows:

10 points – 100% served are chronically homeless (note: PH bonus projects must serve 100% chronically homeless)
7.5 points – 70-99%
5 points – 50-69%
2.5 points – 25-49%
1 point – 1-24%
0 points – 0%.

Where to look on the renewal application: **Application Question 16**
Where to look on the new project application: **Application Question 15**
(staff have already totaled these points for you)

10. Mainstream Resources (10 points possible)

Please check each strategy your program uses to help clients access federal mainstream benefits, including Medicaid; State Children's Health Insurance Program; TANF (CalWORKS); Food Stamps; SSI; Workforce Investment Act; *Employment Income*; Welfare to Work Grant Programs; and, Veterans Health Care. Points will be allocated as follows:

10 points – 7 - 8 strategies used
8 points – 5 - 6 strategies used
6 point – 3 - 4 strategies used
4 points – 2 strategies used
2 point – 1 strategy used
0 points – 0 strategies used.

Where to look on the renewal application: **Application Question 17**
Where to look on the new project application: **Application Question 16**
(staff have already totaled these points for you)

11. Community Collaboration and Participation (5 points possible) *Please note: There is no need to submit a narrative response. Sub-scores will be determined by HAP staff based upon appropriate HAP and documentation for the period from October 15, 2015 to the present time.*

Does the applicant agency participate in Homeless Action Partnership activities mandated by HUD, as follows?

1. HAP meeting participation: 3 points possible
   a. 0 points: Agency attends 0% to 24% of full HAP meetings.
   b. 1 point: Agency attends 25% to 49% of full HAP meetings.
   c. 2 points: Agency attends 50% to 74% of full HAP meetings

       d. 3 points: Agency attends 75% to 100% of full HAP meetings.
2. HMIS participation: 2 points possible
      a. 0 points: No data submitted to HMIS
      b. 1 point: Has data in HMIS for some (less than 100%) of housing programs listed in the homeless housing inventory
      c. 2 points: Has data in HMIS for all (100%) of housing programs listed in the homeless housing inventory.

Where to look on the <u>renewal and new applications</u>: **No question/response on the applications (staff have already totaled these points for you using relevant data on the applicant's HAP and HMIS participation)**

Scoring Criteria #	1	4	5	8	9	10	2	3	6	7		
	Housing/ Project Type	Project Goals, Design, HMIS Performance Metrics	Housing First Emphasis/ Severity of Need	Addresses Chronic Homeless Population	Mainstream Resources	Community Collabora-tion & Particip.	Consistency with All In Plan Priorities & Strategies	Project Quality, Readiness, Appropri-ateness	Agency, Collabora-tive Capacity	Budget, Cost Effectivenes s		Comments (optional)
Proposed Program	5 points	20 points	10 points	10 points	10 points	5 points	15 points	5 points	10 points	10 points	Total Points 100 pts.	
											0	
											0	
											0	

The numbers for the criteria indicate the order they are in the Local Objective Rating and Scoring Criteria document.
Please review the applications and fill in the scores for any white sections; the gray sections have been auto-scored by staff.

1. Applicant Organization Name & Mission (25 words maximum):

2. Project Name and Service Site Address:

3. Housing/Project Type (check only 1) (up to 5 points possible)

☐ PSH serving 100% CH with longest histories of homelessness and most severe barriers or that transition to DedicatedPLUS, 5 pts
☐ RRH, 5 pts ☐ joint TH-RRH, 5 pts ☐ Coordinated Entry, 5 pts ☐ PSH not serving 100% CH with longest histories of homelessness & most severe barriers, 2.5 pts ☐ TH, 2.5 pts ☐ HMIS, 2.5 pts ☐ Other project types, 0 pts

4. Brief Project Description, Including Housing and Services, Population Served, Clients Needs, Service Approach, Service Partnerships, Innovations, and Outcomes and Success *(Use only the space provided)*

5. Estimated Total Homeless Persons Served Per Day (point-in-time):

Estimated Total Number Served Per day (point-in-time)	
a. Homeless Individuals	
1. Total of individuals	
2. Total of disabled persons	
b. Homeless Families	
1. Total of families	
2. Total adults	
3. Total children (under 18)	
4. Total disabled persons	
c. Total Homeless (a.1+b.2+b.3)	

6. Estimated Percentage Homeless Subpopulation(s) Served:

Homeless Subpopulations	Approximate Percentage (All cells must total 100%)
a. Chronically Homeless (as defined by HUD inc. families)	
b. Severely Mentally Ill	
c. Chronic Substance Abusers	
d. Veterans	
e. Persons with HIV/AIDS	
f. Victims of Domestic Violence	
g. Unaccompanied Youth (Under 18 years of age)	

7. Please List Supportive Services With Estimated Frequency: daily, weekly, bi-weekly monthly, bi-monthly, or semi-annually

Service Type	Frequency	Service Type	Frequency
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

8. Total HUD Dollar Request: $_____ . Please Complete Summary Project Budget:

Eligible Activity	b. HUD Dollar Request	c. Cash Match	d. Total Project Budget (HUD + Match)
1. Real Property Leasing			
2. Rental Assistance (from chart below)			
3. Supportive Services			
4. Operations			
5. HMIS			
6. Admin (HUD Approved Amount)			
7. TOTAL			

(header row illegible)		No. mos.	Total
No. 0-bed units:	$	x _____ mos. =	$
No. 1-bed units:	$	x _____ mos. =	$
No. 2-bed units:	$	x _____ mos. =	$
No. 3-bed units:	$	x _____ mos. =	$
Total			$

9. Written Leverage Commitments if Any (not required this year – no points)

(header illegible)	Total Amount	Percentage of Total HUD Dollars Requested (see 8 above)
Cash and In-Kind Commitments	$	

10. Consistency with the Strategic Priorities & Action Strategies of *All In* (up to 15 points possible) *(Use only the space provided)* How does your proposed project help meet the strategic priorities and action strategies of *All In: Toward a Home for Every Santa Cruz County Resident*? Identify all strategic priorities and action strategies (and any other plan goals) the project will address.

11. Project Quality, Readiness & Appropriateness (up to 5 points possible) *(Use only the space provided)*
Please explain how your project's design and mix of services and/or housing are appropriate for serving the population it intends to serve. How are the project's budget, staffing, and administrative structure realistic and adequate for the proposed program? *Victim service providers only: How will the project increase the safety of project participants?*

12. Renewal HMIS (or Comparable Database for Victim Service Providers) Performance Metrics Based - Latest APR – Please Complete (up to 20 points possible) (N/A for HMIS or CES) Please use the attach worksheet to answer the following questions based upon data in your most recent program year APR.

Housing Stability:
1. For PSH project only, what percentage of your leavers and stayers remained in permanent housing for at least 7 months? ___ %

2. For TH and RRH projects only, what percentage of your program leavers exited to permanent destinations?
___ %

Income:
3. For all projects except HMIS, what percentage of program leavers and stayers combined had earned income, other income, or both earned income and other income? ___ %

4. For all projects except HMIS, what percentage of ADULT program leavers and stayers combined had earned income?
___ %

Non-Cash Mainstream Benefits:
5. For all projects except HMIS, what percentage of program of program leavers (at exit) and stayers (at follow-up) combined had at least one non-cash benefit source? ___ %

Program Occupancy:
6. For all projects except HMIS, what was the average bed utilization rate for the operating year? ___ %

Returns to Homelessness:
7. For all projects except HMIS, what percentage of program leavers exited to non-permanent housing destinations? ___ %

8. For PSH only, what was the average length of stay in the permanent housing days for leavers? _____ **Ave. # days**
Was this figure higher than the previous program year? **Yes** _____ **No** _____

9. For TH and RRH only, what was the average length of stay in TH or RRH measured in days for leavers? _____ **Ave. # days**
Was this figure lower than the previous program year? **Yes** _____ **No** _____

10. Victim Service Providers only - Safety: (not scored this year): In the space below, Please propose at least one relevant measure of the degree of participant safety that you will commit to using in the future:

13. Housing First Emphasis and Severity of Needs (up to 10 points possible)

Serving People with the Highest Barriers to Housing

Housing First criteria that are used by the project. Check all that apply:
a. Does the project prioritize client selection based on duration of homelessness and vulnerability?
☐ Yes ☐ No
b. Does the project accept all clients regardless of substance use history, or current use?
☐ Yes ☐ No
c. Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness?
☐ Yes ☐ No
d. Does the project accept clients regardless of criminal history?
☐ Yes ☐ No
e. Does the project accept clients regardless of income or financial resources?
☐ Yes ☐ No
f. Does the project use a harm-reduction model for drugs and/or alcohol use?
☐ Yes ☐ No

Total number of the Housing First criteria used ("yes" responses): _____ # Yes

Removing Barriers to Housing

Please indicate which of the following criteria/barriers is required for clients to be accepted into this project. Check all that apply:

☐ Must Have Minimum Income
☐ Must Have Current Employment
☐ Must Have State Issued Photo ID
☐ Must Show Sobriety (drugs or alcohol)
☐ No Presenting of Symptoms of Mental Illness
☐ Must Have Transportation
☐ Must Have Specific Disabling Condition (e.g., MH, SA, HIV/AIDS)
☐ Must Show Use Medication

Total number of the criteria/barriers (checked responses): _____ # Checked

14. Agency/Collaborative Capacity (up to 10 points possible) *(Use only the space provided)*
Explain how your agency/collaborative has prior experience relevant to the work you propose. Describe how you have has the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements.

15. Budget/Cost Effectiveness (up to 10 points possible) *(Use only the space provided)*
a. All project complete except HMIS and CES:

HUD Project Budget (6.a above)*	Person Served Per Day (6 a above)*	Average Cost Per Person Day
$		$
HUD Funds Requested (8.a above)	**Persons Served Per Day (6.a above)**	**Average HUD Cost Per Person Day**
$		$

b. Please briefly explain how your costs per person served are all necessary and reasonable (no more than 50 words).

c. Please provide the following information, if applicable, about funds actually drawn down from HUD in the past two years.

Grant received in 2015 competition (May 1, 2016-2016):	Grant received in 2016 competition (Jan. 1, 2017):	Grant received in 2017 competition (Jan. 1, 2018):
Total amount actually drawn down: $	Total amount actually drawn down: $	Total amount actually drawn down to date: $
Total, if any, unspent (award – drawdown): $	Total, if any, unspent (award – drawdown): $	List dates and amounts of drawdowns:

16. Addresses Chronic Homeless Population (10 points possible)

What percentage of clients served will be chronically homeless as defined by HUD (must match response to 6.a above)?
☐ 100%, 10 pts ☐ 70-99%, 7.5 pts ☐ 50-69%, 5 pts ☐ 25-49%, 2.5 pts ☐ 1-24%, 1 pt ☐ 0%, 0 pts

17. Mainstream Resources (10 points possible)

Please check each activity your project implements to help clients access mainstream benefits, including Medicaid; State Children's Health Insurance Program; TANF (CalWORKS); Food Stamps; SSI; Workforce Investment Act; *Employment Income*; Welfare to Work Grant Programs; and, Veterans Health Care.

☐	1. Project case managers systematically assist clients in completing applications for mainstream benefit programs.
☐	2. Agency systematically analyzes its projects' APR and other data to assess and improve access to mainstream programs.
☐	3. Agency leadership meets at least three times a year to discuss and improve clients' participation in mainstream programs.
☐	4. Project staff are trained at least once per year on how to identify eligibility and mainstream program changes.
☐	5. Project has specialized staff whose primary responsibility is to identify, enroll, and follow-up with homeless persons on participation in mainstream programs.
☐	6. Agency supplies transportation to clients to attend mainstream benefit appointments, employment training, or jobs.
☐	7. Project staff systematically follow-up to ensure that mainstream benefits are received.
☐	8. Agency coordinates with the local departments administering mainstream programs (e.g, Human Services and Health Services) to reduce or remove barriers to accessing mainstream services.

7-8 = 10 pts, 5-6 = 8 pts, 3-4 = 6 pts, 2 = 4 pts, 1 = 2 pts, 0 = 0 pts

Please note that an additional 5 points is possible for Community Collaboration and Participation. There is no need to submit a narrative response. Scores will be tabulated by HAP staff. Please see the Evaluation Criteria for details.

Attachment:
Worksheet for Completing Question 12 Renewal HMIS Performance Metrics using Latest APR

==Worksheet== **for Completing Question 12 Renewal HMIS (or Comparable Database for DV)** ==Performance Metrics - Latest APR==

Please answer the following using your most recently due program year APR. If you have been unable to submit the APR in e-snaps due to HUD problems, you may use the HMIS (or comparable database for DV) generated version of the APR for *the same program period.* Transfer your answers (the last line of the formula for each response) to Question 12 of the application. If you have any questions, please contact Tony Gardner at 415.458.2460 or tonygardnerconsulting@yahoo.com.

APR Due Date: _____

APR Program Year: _____ to _____

Did you use the Sage version of the APR ___ Yes ___ No

==Housing Stability==

1. ==For PSH project only,== what percentage of your leavers and stayers (combined) remained in permanent housing for at least 7 months?

> ==Data Source: APR Q22a1==

> Formula:
> a. Enter total number of program participants (APR Q22a1, Total column, row 12):
> _____ Participants

> b. Enter total numbers of leavers and stayers combined who stayed 181 days or longer (APR Q22a1, Total column, rows 5 – 10):
> _____ > 181 Days

> **c. Percentage participants stayed 7 mos. (b/a x 100=%):** _____ %

2. ==For TH and RRH projects only,== what percentage of your program leavers (those who have stayed more than 90 days and those who have stayed less than 90 days combined) exited to permanent destinations?

> ==Data Source: APR Q23a & Q23b==

> Formula:
> a. Total number of leavers combined (APR Q23a & 23b, Total column, Total row):
> _____ Leavers

> b. Total number of leavers who exited to permanent destinations (APR Q23a & 23b, Total column, Total Persons Exiting to a Positive Destination row):
> _____ Perm Destin.

> **c. Percentage leavers to permanent destinations (b/a x 100=%):** _____%

==Income==

3. ==For all projects except HMIS,== what percentage of adult program leavers and stayers combined had earned income, other income, or both earned income and other income at the time of assessment or exit?

==Data Source: APR Q18==

Formula:
> a. Total number of adult program participants who were required to have an annual assessment or exited (APR Q18, Adults at Annual Assessment and Adults at Exit columns, "Total Adults " row):
> _____ Adults

> b. Total adults had earned income, other income, or both earned income and other income (APR Q18, Adults at Annual Assessment and Adults at Exit columns, "1 or More Source of Income" row):
> _____ Had Income

> **c. Percentage adults with income (b/a x 100=%):** _____%

4. For all projects except HMIS, what percentage of adult program leavers and stayers combined had earned income?

Data Source: APR Q18

Formula:
   a. Total number of adult program participants who were required to have an annual assessment or exited (APR Q18, Adults at Annual Assessment and Adults at Exit columns, "Total Adults " row)

   _____ Adults

   b. Total adults with earned income (APR Q18, Adults at Annual Assessment and Adults at Exit columns, "Adults with Only Earned Income" and "Adults with Both Earned and Other Income" rows combined):

   _____ Had Earned Income

   c. **Percentage adults participants with earned income (b/a x 100=%):**   _____ %

Non-Cash Mainstream Benefits

5. For all projects except HMIS, what percentage of program leavers (at exit) and stayers (at follow-up) combined had at least one non-cash benefit source?

Data Source: APR Q20b

Formula:
   a. Total number of program participants who were required to have an annual assessment or exited (APR Q20b, Benefit at Annual Assessment and Benefit at Exit columns, "Total" row):

   _____ Participants

   b. Total program participants with at least 1 non-cash benefit source (APR Q20b, Benefit at Annual Assessment and Benefit at Exit columns, "1+ Source(s)" row):

   _____ 1 or more Non-Cash Benefit

   c. **Percentage participants one or more non-cash (b/a x 100=%):**   _____ %

Program Occupancy

6. For all projects except HMIS, what was the average bed utilization rate for the operating year?

Data Source: APR Q2
Formula:
   a. **Average bed utilization rate during operating year** (Q2 PIT Actual Bed and Unit Utilization chart, bed utilization rate subsection) Add the 4 quarterly rates and then divide by 4 to reach the average bed utilization rate [e.g., 85.50 + 90.5 + 90.5 + 100 = 366.6/4 = 91.63% average bed utilization rate]:

   _____ %

Returns to Homelessness

7. For all projects except HMIS, what percentage of program leavers (those who have stayed more than 90 days and those who have stayed less than 90 days combined) exited to non-permanent housing destinations (e.g., Emergency Shelter, Place Not Meant for Human Habitation, Don't Know/Refused, Information Missing, etc.?

Data Source: APR Q23a & Q23b

Formula:
   a. Total number of leavers combined (APR Q23a & 23b, Total column, Total row):

   _____ Total Leavers

b. Total number of leavers who exited to non-permanent destinations (APR Q23a & 23b, Total column, Total Persons Exiting to a Positive Destination row subtracted from Total row = total leavers who exited to non-permanent destinations):

_____ Leaver Non-Perm. Destin.

c. **Percentage leavers existed to non-permanent destinations** (e.g., emergency shelter, place not meant for human habitation, don't know/refused, information missing, etc.)

(b/a x 100=%): _____%

Length of Stay

8. For PSH only, what was the average length of stay in the permanent housing measured in days for leavers? Was this figure higher than the previous program year?

Data Source: APR Q22b

Formula:

a. Average length of stay in days for program leavers (Leavers column, *Average* Length row):

Average length of stay: _____ days

b. **Was this figure higher than the previous operating year** _____ Yes _____ No

9. For TH and RRH only, what was the average length of stay in TH or RRH leavers? Was this figure lower than the previous program year?

Data Source: APR Q22b

Formula:

a. Average length of stay in days for program leavers (Leavers column, *Average* Length row):

Average length of stay: _____ days

a. **Was this figure lower than the previous operating year** _____ Yes _____ No

1. Applicant Organization & Mission (25 words maximum):

2. Project Name and Service Site Address (if known):

3. Housing/Project Type (up to 5 points possible)

☐ PSH serving 100% CH with longest histories of homelessness and most severe barriers or DedicatedPLUS, 5 pts
☐ RRH, 5 pts, ☐ Joint TH-RRH, 5 pts ☐ CE expansion, 5 pts, ☐ HMIS expansion, 5 pts,
☐ PSH serving 100% CH but not with longest histories of homelessness & most severe barriers, 2.5 pts, ☐ Other, 0 pts

Which 1 of the following best describes your application: New project bonus application? _____ **Yes**
New reallocation application? _____ **Yes**, Combined bonus and reallocation application? _____ **Yes**, DV bonus application? _____ **Yes**

4. Brief Project Description, Including Housing and Services, Population Served, Clients Needs, Service Approach, Service Partnerships, Innovations, and Outcomes and Success *(Use only the space provided)*

5. Estimated Total New Beds Provided and Homeless Persons Served Per Day (point-in-time):

a. Units/Bedrooms/Beds	Total Number New Units, Bedrooms and Beds Provided
Number of Units	
Number of Bedrooms	
Number of Beds	
b. Homeless Participants	Total Number Homeless Participants Per Day (point-in-time)
1. Number of Households with Children	
i. Number of adults	
ii. Number of children	
iii. Number of disabled persons	
2. Number of Homeless Individuals	
i. Number of disabled persons	
ii. (Of disabled) Number of chronically homeless	
3. Total Homeless (1.i + 1.ii + 2)	

6. Estimated Percentage Homeless Subpopulation(s) Served:

Homeless Subpopulation	Approximate Percentages (%) (can be more than 100%)
a. Chronically Homeless (as defined by HUD inc. families)	
b. Severely Mentally Ill	
c. Chronic Substance Abusers	
d. Veterans	
e. Persons with HIV/AIDS	
f. Victims of Domestic Violence	
g. Unaccompanied Youth (Under 18 years of age)	

7. Total HUD Dollar Request: $ _____ Please Complete the Summary Project Budget Below:

Grant Term (check only 1 box): ☐ 1 yr. ☐ 2 yrs. ☐ 3 yrs. ☐ 5 yrs.			
a. Project Activity	b. HUD Dollar Request	c. Cash Match	d. Total Project Budget (HUD + Match)
1. Acquisition, rehab, construction			
2. Real Property Leasing			
3. Rental Assistance			
3. Supportive Services			
4. Operations			
5. HMIS			
6. Admin (Up to 10% of 1-5)			
7. TOTAL			

8. Written Leverage Commitments (not required to complete this year – no points)

Written Leverage Commitments	Total Amount	Percentage of Total HUD Dollar Request (see 4 above)
Cash and In-Kind Commitments	$	

9. Consistency with the Strategic Priorities & Action Strategies of *All In* (up to 15 points possible) *(Use only the space provided)*
How does your proposed project help meet the strategic priorities and action strategies of *All In: Toward a Home for Every Santa Cruz County Resident*? Please identify all strategic priorities and action strategies (and any other plan goals) the project will address.

10. Project Quality, Readiness & Appropriateness (up to 5 points possible) *(Use only the space provided)*
Please explain how your project's design and mix of services and/or housing are appropriate for serving the population it intends to serve. Explain how (title, lease, etc.) and when you will have site control. When will housing occupancy begin?

11. Program Goals and Program Design (up to 20 points possible) *(Use only the space provided)*

PSH and RRH Projects Only
a. Program Goals to be Measured Annually
HUD requires all CoC projects to help homeless people participants (a) obtain and remain in permanent housing, (b) increase their skills and/or income, and (c) achieve greater self-determination. Please set forth below your annual measurable goals:

---

1. Obtain/remain in permanent housing:

2. Increase skills and income:

3. Achieve greater self-determination:

4. Victim Service Providers only - Safety: (not scored this year): In the space below, Please propose at least one relevant measure of the degree of participant safety that you will commit to using in the future.

---

b. Project Design (how the program goals will be met)
    1. Enter the percentage of homeless participants(s) that will come from the following places (should equal 100%):
        ____% Persons who came from the street or other locations not meant for human habitation.
        ____% Persons who came from Emergency Shelters.
        ____% Persons in TH who came directly from the street or Emergency Shelters.
        ____% Persons who came from other place fitting HUD homeless definition. List places: _____
    2. Briefly describe the **outreach plan** to bring homeless people into the project:

    3. Types of Services Participants Will Receive With Frequency: daily, weekly, bi-weekly monthly, bi-monthly, or semi-annually:

Service Type	Frequency	Service Type	Frequency
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

    4. How will participants be assisted both to **obtain and also remain in permanent housing**?

    5. How will participants be assisted to increase their **employment** and income **and** maximize their ability to **live independently**?

    6. Victim service providers only: How will the project increase the **safety** of project participants?

Coordinated Entry Expansion Projects Only

1. Describe how the proposed project will increase the geographic accessibility of Coordinated Entry for all persons within the CoC's geographic area who are seeking information regarding homeless assistance.

2. Describe how the proposed project will add to the strategy for advertising the project that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.

3. Describe the extent to which the proposed project costs are 100% justified by currently unmet operational costs for Coordinated Entry.

4. Address whether/how how the proposed project will increase Coordinated Entry's ability to ensure that program participants are directed to the appropriate housing and services to fit their needs.

Coordinated Entry DV Bonus Projects Only
1. Describe how the proposed project will better equip Coordinated Entry to meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

2. Describe how the proposed project will support advertising the project and help it to better reach of all survivors of domestic violence, dating violence, sexual assault, or stalking within the CoC's geographic area.

3. Address whether/how how the proposed project will increase Coordinated Entry's ability to ensure that survivors of domestic violence, dating violence, sexual assault, or stalking are directed to the most appropriate and safe housing and services to fit their needs.

For HMIS Projects Only:
1. Describe how the project collects all universal data elements and how the project conducts trainings and otherwise prepares all projects for the new HUD data standards.

2. Describe how the project provides data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services.

3. Indicate whether the HMIS un-duplicates client records.

4. Indicate whether the HMIS produces all HUD-required reports and provides data needed for HUD reporting (e.g., APRs, quarterly reports, data for CAPER/ESG, AHAR, system performance measures, etc.).

12. Housing First Emphasis and Severity of Needs (up to 10 points possible)

Serving People with the Highest Barriers to Housing
Housing First criteria that are used by the project. Check all that apply:
a. Does the project prioritize client selection based on duration of homelessness and vulnerability?
☐ Yes ☐ No

b. Does the project accept all clients regardless of substance use history, or current use?
☐ Yes ☐ No

c. Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness?
☐ Yes ☐ No

d. Does the project accept clients regardless of criminal history?
☐ Yes ☐ No

e. Does the project accept clients regardless of income or financial resources?
☐ Yes ☐ No

f. Does the project use a harm-reduction model for drugs and/or alcohol use?
☐ Yes ☐ No

Total number of the Housing First criteria used ("yes" responses): _____ # Yes

Removing Barriers to Housing
Please indicate which of the following criteria/barriers is required for clients to be accepted into this project. Check all that apply:

☐ Must Have Minimum Income
☐ Must Have Current Employment
☐ Must Have State Issued Photo ID
☐ Must Show Sobriety (drugs or alcohol)
☐ No Presenting of Symptoms of Mental Illness
☐ Must Have Transportation
☐ Must Have Specific Disabling Condition (e.g., MH, SA, HIV/AIDS)
☐ Must Show Use Medication

Total number of the criteria/barriers (checked responses): _____ # Checked

13. Agency/Collaborative Capacity (up to 10 points possible) *(Use only the space provided)*
List the specific type and length of experience of all organizations involved in implementing the proposed project, including the project sponsor, housing and supportive service providers, and any key subcontractors. Describe experience directly related to their role in the proposed project as well as their overall experience working with homeless people. For projects contracting for and overseeing the construction or rehabilitation of housing, leasing, or administering rental assistance, describe experience, as applicable.

14. Budget and Cost Effectiveness (up to 10 points possible) *(Use only the space provided)*
a. Provide budget information only for term activities (leasing, services, operations, and/or admin), not construction or rehab costs.

Total Term Budget (13a. above)	Persons Served Per Day (5a. above)	Average Cost Per Person Day
$		$
HUD Funds Requested (6b. above)	Persons Served Per Day (5a. above)	Average HUD Cost Per Person Day
$		$

c. Please complete the following detailed line item budget for CoC costs (not match dollars) for Year 1 (add lines as needed):

Budget Item	1-Year Cost	Brief justification of cost (why needed)
SUPPORTIVE SERVICES BUDGET if any		
Supportive services staff: list positions and FTE (add lines as needed)		
1.	$	
2.	$	
Total	$	
Non-staff supportive services costs: list items and quantities (add lines as needed)		
1.	$	
2.	$	
Total	$	
OPERATIONS BUDGET if any		
Operations staff: list positions and FTE (add lines as needed)		
1.	$	
2.	$	
Total	$	
Non-staff operations costs: list items and quantities (add lines as needed)		
1.	$	
2.	$	
Total	$	
HMIS BUDGET if any		
HMIS staff: list positions and FTE (add lines as needed)		
1.	$	
2.	$	
Total	$	
Non-staff HMIS costs: list items and quantities (add lines as needed)		
1.	$	
2.	$	
Total	$	
RENTAL ASSISTANCE OR LEASING BUDGET if any		
Leasing: list number of units by cost per unit (add lines as needed)		

Size/no. units	FMR rent	12 mos.	1-year total
No. 0-bed units:	$	x 12 mos. =	$
No. 1-bed units:	$	x 12 mos. =	$
No. 2-bed units:	$	x 12 mos. =	$
No. 3-bed units:	$	x 12 mos. =	$
Total			$
Admin 7% max.			
Total HUD CoC Dollars in Year 1			$

15. Addresses Chronic Homeless Population (10 points possible)

What percentage of clients served will be chronically homeless as defined by HUD (must match response to 6 above)?
☐ 100%, 10 pts ☐ 70-99%, 7.5 pts ☐ 50-69%, 5 pts ☐ 25-49%, 2.5 pts ☐ 1-24%, 1 pt ☐ 0%, 0 pts

16. Mainstream Resources (10 points possible)

Please check each activity your project implements to help clients access mainstream benefits, including Medicaid; State Children's Health Insurance Program; TANF; Food Stamps; SSI; Workforce Investment Act; *Employment*; Welfare to Work Grant Programs; and, Veterans Healthcare.

☐	1. Project case managers systematically assist clients in completing applications for mainstream benefit programs.
☐	2. Agency systematically analyzes its projects' APR and other data to assess and improve access to mainstream programs.
☐	3. Agency leadership meets at least three times a year to discuss and improve clients' participation in mainstream programs.
☐	4. Project staff are trained at least once per year on how to identify eligibility and mainstream program changes.
☐	5. Project has specialized staff whose primary responsibility is to identify, enroll, and follow-up with homeless persons on participation in mainstream programs.
☐	6. Agency supplies transportation to clients to attend mainstream benefit appointments, employment training, or jobs.
☐	7. Project staff systematically follow-up to ensure that mainstream benefits are received.
☐	8. Agency coordinates with the local departments administering mainstream programs (e.g., Human Services and Health Services) to reduce or remove barriers to accessing mainstream services.

7-8 = 10 pts, 5-6 = 8 pts, 3-4 = 6 pts, 2 = 4 pts, 1 = 2 pts, 0 = 0 pts

Please note that an additional 5 points is possible for Community Collaboration and Participation. There is no need to submit a narrative response. HAP staff will tabulate scores. 5 points will be added automatically added for Permanent Housing. Please see the Ranking Criteria for details.

1E-3. Public Posting CoC-Approved Consolidated Application

Subject:	Public Posting: 2018 CoC Application and Project Priorities
From:	'tony gardner' via Santa Cruz Homeless Action Partnership (SantaCruzHAP@ctagroup.org)
To:	santacruzhap@ctagroup.org;
Cc:	nora.krantzler@santacruzcounty.us; nora.boothby@gmail.com; julie.conway@santacruzcounty.us; kathy.molloy@santacruzcounty.us;
Date:	Friday, September 14, 2018 4:17 PM

Dear Community Stakeholders,

Thank you to everyone who participated in this year's CoC Program competition! We are very close to final submission. The **FY 2018 CoC Program NOFA - Consolidated Application**, which includes the **CoC Application with Attachments** and the **Project Priority Listing** (with reallocation forms and all project applications that were accepted and ranked, or rejected, new and renewal) is available for your review on the HAP's webpage at https://ctagroup.org/santa-cruz-hmis/hap-2018/. Please submit any comments by 5pm on Sunday, Sept. 16, 2018, to tonygardnerconsulting@yahoo.com.

Thank you, and if you have any questions, please do not hesitate to let us know.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

--
You received this message because you are subscribed to the Google Groups "Santa Cruz Homeless Action Partnership" group.
To unsubscribe from this group and stop receiving emails from it, send an email to
SantaCruzHAP+unsubscribe@ctagroup.org.

Subject: Public Posting: 2018 CoC Application and Project Priorities

From: tony gardner (tonygardnerconsulting@yahoo.com)

To: santacruzhap@ctagroup.org;

Cc: nora.krantzler@santacruzcounty.us; nora.boothby@gmail.com; julie.conway@santacruzcounty.us; kathy.molloy@santacruzcounty.us;

Bcc: jharuyama@scottsvalley.org; Rayne.Marr@santacruzcounty.us; sle4you@yahoo.com; equezada@cccil.org; kathy.previsich@santacruzcounty.us; crossovernetwork@sbcglobal.net; jennyp@hacosantacruz.org; joallen@santacruzcoe.org; laura@pvshelter.org; homes4everyone@yahoo.com; Nmacias@santacruzcoe.org; paul.gendreau@santacruzcounty.us; rayc@cbridges.org; susan.paradise@encompasscs.org; wolfgang@cruzio.com; sstone@abovetheline.org; darrieg@homelessgardenproject.org; christina@cfscc.org; abutler@frontst.com; rmendoza@frontst.com; kfrost@unitedwaysc.org; mshippen@yahoo.com; Lizet@EnergyServices.org; amccabe@frontst.com; Doxns@earthlink.net; ranell@durgan.com; blipscomb@cityofsantacruz.com; gregenhardt@crla.org; opsmoran@msn.com; cberg@cityofsantacruz.com; Alan.lamb@santacruzcounty.us; dlane@cityofsantacruz.com; connery@appliedsurveyresearch.org; samantha@appliedsurveyresearch.org; james@appliedsurveyresearch.org; drpalee@aol.com; dlane@cruzio.com; bob@ctagroup.org; laurah@monarchscc.org; michele@teenchallengemb.org; tomr@teenchallengemb.org; scveteranadvocate@gmail.com; patsgorman@hotmail.com; kimberly@pvshelter.org; inbal.yassur@encompasscs.org; jwhite@abodeservices.org; ewilson@midpen-housing.org; ian.winters@encompasscs.org; tracey.heggum@encompasscs.org; melisa@fitsantacruz.org; equezada@cccil.org; shebreh.kalantarijohnson@encompasscs.org; helen@cabinc.org; doug.mattos@cityofwatsonville.org; itrejo@vetsresource.org; Kristie.Brenda@EncompassCS.org; christine.sippl@EncompassCS.org; jim.straubinger@santacruzcounty.us; kelly.conway@va.gov; mariaelena@cabinc.org; monica.martinez@encompasscs.org; ed@hrcmc.org; stacy.studebaker@va.gov; meg@siennahouse.org; shannon.healer@va.gov; amy.peeler@santacruzcounty.us; LourdesA@cabinc.org; james@crossoversoundwaves.com; AngieM@cabinc.org; jessica.scheiner@santacruzcounty.us; kristina.riera@santacruzcounty.us; erik.riera@santacruzcounty.us; mbernal@cityofsantacruz.com; gmerrill@emergentsystems.com; jdrosen9@gmail.com; Jeanette.Garcia@santacruzcounty.us; pkramer@santacruzhsc.org; LConner@schealthcenters.org; Jennifer.mikkelson@santacruzcounty.us; Joan.miller@santacruzcounty.us; director@diversitycenter.org;

Date: Friday, September 14, 2018 4:17 PM

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Thank you, and if you have any questions, please do not hesitate to let us know.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
415.458.2460 land

Subject: Fw: <mark>Public Posting: 2018 CoC Application and Project Priorities</mark>

From: tony gardner (tonygardnerconsulting@yahoo.com)

To: santacruzhap@ctagroup.org;

Claudia@fitsantacruz.org; kcorneille@santacruzcoe.org; Andy.Stone@santacruzcounty.us; martinewatkins@santacruzcoe.org; Victoria.williams@santacruzcounty.us; sarah@casaofsantacruz.org; ksaiahicks@gmail.com; jessiecamarena@yahoo.com; kenneth.salas6@gmail.com; michaelcarballo@gmail.com; angel.m.may@gmail.com; kglass2080@gmail.com; nikkigrant777@gmail.com; abra.murphy@gmail.com; brosephsandoval@gmail.com; droseinda@splg.org; mpaynter@santacruzcoe.org; Charles.Platt@encompasscs.org; Najeeb.Kamil@santacruzcounty.us; Richard_Puente@pvusd.net; rowest@cabrillo.edu; kristie.brenda@EncompassCS.org; kareyes@cabrillo.edu; jgoldstein@ci.capitola.ca.us; rebecca.garcia@cityofwatsonville.org; tshull@cityofsantacruz.com; Carlos.Palacios@santacruzcounty.us; thereseadams@baymoon.com; Elissa.Benson@santacruzcounty.us; cfm.roy@gmail.com; gneacc@aol.com; leslie.goodfriend@santacruzcounty.us; PFurlong@bwcmail.org; AEnsign@bwcmail.org; lfoster@billwilsoncenter.org; mimi.hall@santacruzcounty.us; MArevalo@bwcmail.org; kwojnar@santacruzhsc.org; Nikshita.Patel@santacruzcounty.us; matt.huffaker@cityofwatsonville.org;

Bcc: scottg@solopublications.com; claudiabrown@yahoo.com; rowest@cabrillo.edu; gmerrill@emergentsystems.com; pastor@thecirclechurch.org; KalyneF@monarchscc.org; LauraS@monarchscc.org; Sylvia.Caras@gmail.com; droseinda@splg.org; tadams@unitedwaysc.org; Allison.Endert@santacruzcounty.us; joey.crottogini@santacruzcounty.us; krantzler@yahoo.com; emurphy@ccah-alliance.org; rmckeen@santacruzhsc.org; Raquel.Ruiz@santacruzcounty.us; tstone@santacruzhsc.org; sylvia.caras@gmail.com; Denise.Acosta@USW.salvationarmy.org; Ji.Im@DignityHealth.org; eromero@cccil.org; ariana@fitsantacruz.org; sara@fitsantacruz.org; debates44@aol.com; pseever@prodigy.net; compassionman@hotmail.com; Carlos.Palacios@santacruzcounty.us; Magaly.laubach@usw.salvationarmy.org; Harold.Laubackjr@usw.salvationarmy.org; EllenM@hacosantacruz.org; tstagg@santacruzhsc.org; athompson@santacruzhsc.org; elston13@earthlink.net; skagno@gmail.com; david.davis@santacruzcounty.us; sara@fitsantacruz.org; alubin@santacruzhsc.org; tamara.vides@cityofwatsonville.org;

Date: <mark>Friday, September 14, 2018 4:18 PM</mark>

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Thank you, and if you have any questions, please do not hesitate to let us know.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

Subject:	Public Posting: 2018 CoC Application and Project Priorities
From:	tony gardner (tonygardnerconsulting@yahoo.com)
To:	santacruzhap@ctagroup.org;
Bcc:	homes4everyone@post.com; mmagana@cccil.org; hrotter@santacruzhsc.org; m.alice.blymyer@gmail.com; jann@losd.ca; Yanetcontreras1997@gmail.com; shc.program@fsa-cc.org; Fox.m.shaun@gmail.com; isaiahlgarcia@gmail.com; jazmineg734@gmail.com; shandara@yogaforallmovement.org; ahgonzalez@splg.org; Ryon.hoffmann@gmail.com; Jamie@santacruzmah.org; codymanning123@gmail.com; kareyes@cabrillo.edu; director@diversitycenter.org;
Date:	Friday, September 14, 2018 4:19 PM

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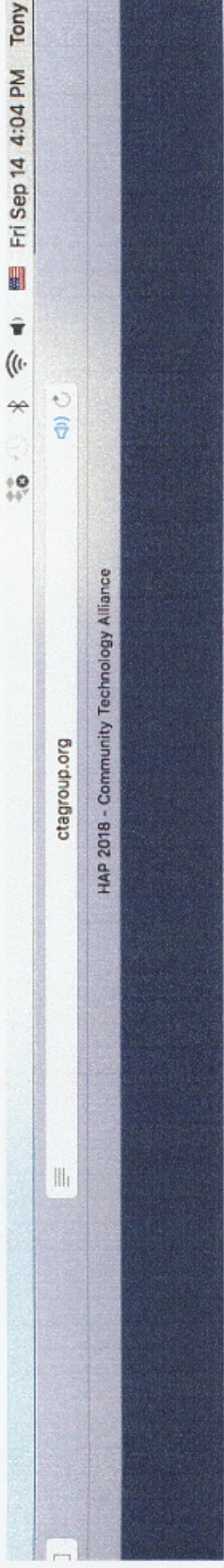Thank you, and if you have any questions, please do not hesitate to let us know.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

HAP
homeless
action
partnership

...ta Cruz County's Continuum of Care: the HAP

The Santa Cruz County's Continuum of Care is known as the Homeless Action Partnership (HAP). The HAP is a broad-

...ed. community-wide action team that implements a Continuum of Care (CoC) strategy for resolving homelessness.

HAP's vision is that all Santa Cruz County residents will have the stable housing and appropriate services they need to live in dignity and

...h their highest potential...Read more

...8 CoC NOFA Information

...3 CoC Application
...3 CoC Project Priorities

...ta Cruz County 2018 Fed ESG RFA

... 2018 Public Solicitation and CoC Competition Policies and Procedures

... 2018 Renewal Project Proposal Form

... 2018 New Project Application Form

... 2018 Santa Cruz County CoC GIW FY 2018 GIW

...ch Form

...0/18 CoC Project Ranking and Tiering Notice/Minutes

1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)

Subject: <mark>FY2018 CoC Local Competition Public Solicitation, Process Summary, Requirements, Criteria, Timeline, and Instructions</mark>

From: tony gardner (tonygardnerconsulting@yahoo.com)

To: santacruzhap@ctagroup.org;

Cc: julie.conway@santacruzcounty.us; nora.krantzler@santacruzcounty.us; nora.boothby@gmail.com; kathy.previsich@santacruzcounty.us; rayne.marr@santacruzcounty.us;

Bcc: jharuyama@scottsvalley.org; Rayne.Marr@santacruzcounty.us; sle4you@yahoo.com; equezada@cccil.org; kathy.previsich@santacruzcounty.us; crossovernetwork@sbcglobal.net; jennyp@hacosantacruz.org; joallen@santacruz.k12.ca.us; laura@pvshelter.org; homes4everyone@yahoo.com; nmacias@santacruzcoe.org; paul.gendreau@santacruzcounty.us; rayc@cbridges.org; susan.paradise@encompasscs.org; wolfgang@cruzio.com; sstone@abovetheline.org; darrieg@homelessgardenproject.org; christina@cfscc.org; abutler@frontst.com; rmendoza@frontst.com; kfrost@unitedwaysc.org; mshippen@yahoo.com; Lizet@EnergyServices.org; amccabe@frontst.com; Doxns@earthlink.net; ranell@durgan.com; blipscomb@cityofsantacruz.com; gregenhardt@crla.org; opsmoran@msn.com; cberg@cityofsantacruz.com; Alan.lamb@santacruzcounty.us; dlane@cityofsantacruz.com; connery@appliedsurveyresearch.org; samantha@appliedsurveyresearch.org; james@appliedsurveyresearch.org; Keri.Swenson@encompasscs.org; drpalee@aol.com; dlane@cruzio.com; bob@ctagroup.org; laurah@monarchscc.org; michele@teenchallengemb.org; tomr@teenchallengemb.org; allan.moltzen@santacruzcounty.us; scveteranadvocate@gmail.com; patsgorman@hotmail.com; rebecca@sienahouse.org; kimberly@pvshelter.org; inbal.yassur@encompasscs.org; jwhite@abodeservices.org; ewilson@midpen-housing.org; karen.jackson@encompasscs.org; ian.winters@encompasscs.org; tracey.heggum@encompasscs.org; melisa@fitsantacruz.org; equezada@cccil.org; shebreh.kalantarijohnson@encompasscs.org; cmurphy@santacruzhsc.org; helen@cabinc.org; doug.mattos@cityofwatsonville.org; jackie.ventura@cityofwatsonville.org; itrejo@vetsresource.org; Kristie.Brenda@EncompassCS.org; christine.sippl@EncompassCS.org; jim.straubinger@santacruzcounty.us; kelly.conway@va.gov; mariaelena@cabinc.org; monica.martinez@encompasscs.org; ed@hrcmc.org; stacy.studebaker@va.gov; allison.ulrich@va.gov; shannon.healer@va.gov; amy.peeler@santacruzcounty.us; LourdesA@cabinc.org; AngieM@cabinc.org; jessica.scheiner@santacruzcounty.us; kristina.riera@santacruzcounty.us; Giang.Nguyen@santacruzcounty.us; erik.riera@santacruzcounty.us; mbernal@cityofsantacruz.com; gmerrill@emergentsystems.com; kathryn.mintz@encompasscs.org; jjurado@ccah-alliance.org; christinas@monarchscc.org; jdrosen9@gmail.com; Jeanette.Garcia@santacruzcounty.us; pkramer@santacruzhsc.org; LConner@schealthcenters.org; Allison.Endert@santacruzcounty.us; joey.crottogini@santacruzcounty.us; krantzler@yahoo.com;

Date: <mark>Tuesday, July 3, 2018 6:02 PM</mark>

Dear Homelessness Stakeholders:

As you know, the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care (CoC) Program Competition was released on on Friday, June 20, 2018.

<mark>Please find attached the Homeless Action Partnership's (HAP), "Public Solicitation for Applications: 2018 Local Continuum of Care Project Evaluation and Application Policies and Procedures."</mark> This document includes a summary of the HUD and local 2018 CoC NOFA and process, program requirements, application review and rating criteria, application timeline, and application instructions. Also attached are local supplementary application forms for new and renewal projects, the 2018 Grant Inventory Worksheet (GIW) showing renewal project amounts, and a match documentation form.

Copies of the Public Solicitation of Applications and all related local materials are or will be posted on the HAP webpage at: https://ctagroup.org/santa-cruz-hmis/hap-2018/, and on the County Planning Department webpage at: http://www.sccoplanning.com/PlanningHome/Housing/County-WideHomelessPrograms.aspx

A CoC Applicant TA Session open to all interested parties will be held a the following date, time, and location:

CoC Applicant TA Session
United Way of Santa Cruz County, Conference Room
4450 Capitola Road
Capitola, California
Wednesday, July 11, 1:00 pm - 2:30 pm

The CoC Applicant TA Session is open to representatives of any organization that might be interested in applying for CoC funding, including nonprofit organizations, local governments, instrumentalities of local governments, and public housing agencies. Please RSVP via return e-mail if you are comfortable doing so.

The HAP encourages applications from organizations that have not previously received CoC Program funding. We ask that you and the public forward this Public Solicitation for Applications and other attachments to any interested parties, send them to relevant additional listservs, and post them on public bulletin boards.

If you have any questions, please do not hesitate to contract HAP CoC Consultant Tony Gardner at 415.458.2460 or tonygardnerconsulting@yahoo.com.

Thank you for your interest in the Santa Cruz County CoC Program.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
P.O. Box 205
Fairfax, CA 94978
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

Attachments

- HAP 2018 Public Solicitation and CoC Competition Policies and Procedures.pdf (397.19KB)
- HAP 2018 Renewal Project Proposal Form.doc (143.50KB)
- HAP 2018 New Project Application Form.doc (146.50KB)
- Final 2018 Santa Cruz County CoC GIW FY 2018 GIW.pdf (49.49KB)
- Match format.docx (69.53KB)

Subject:

From: tony gardner (tonygardnerconsulting@yahoo.com)

To: santacruzhap@ctagroup.org; tonygardnerconsulting@yahoo.com;

Bcc:
emurphy@ccah-alliance.org; rmckeen@santacruzhsc.org; Raquel.Ruiz@santacruzcounty.us;
tstone@santacruzhsc.org; sylvia.caras@gmail.com; Denise.Acosta@USW.salvationarmy.org;
Ji.Im@DignityHealth.org; Martina.OSullivan@DignityHealth.org; eromero@cccil.org;
ariana@fitsantacruz.org; sara@fitsantacruz.org; mzimina@santacruzhsc.org; debates44@aol.com;
pseever@prodigy.net; compassionman@hotmail.com; Carlos.Palacios@santacruzcounty.us;
Magaly.laubach@usw.salvationarmy.org; Harold.Laubackjr@usw.salvationarmy.org;
EllenM@hacosantacruz.org; tstagg@santacruzhsc.org; athompson@santacruzhsc.org;
elston13@earthlink.net; skagno@gmail.com; david.davis@santacruzcounty.us; sara@fitsantacruz.org;
alubin@santacruzhsc.org; tamara.vides@cityofwatsonville.org; homes4everyone@post.com;
mmagana@cccil.org; hrotter@santacruzhsc.org; m.alice.blymyer@gmail.com; jciervo@losd.ca;
Yanetcontreras1997@gmail.com; shc.program@fsa-cc.org; Fox.m.shaun@gmail.com;
isaiahlgarcia@gmail.com; jazmineg734@gmail.com; shandara@yogaforallmovement.org;
ahgonzalez@splg.org; Ryon.hoffmann@gmail.com; Jamie@santacruzmah.org;
codymanning123@gmail.com; Jennifer.mikkelson@santacruzcounty.us; Joan.miller@santacruzcounty.us;
director@diversitycenter.org; Claudia@fitsantacruz.org; kcorneille@santacruzcoe.org;
Andy.Stone@santacruzcounty.us; martinewatkins@santacruzcoe.org; Victoria.williams@santacruzcounty.us;
sarah@casaofsantacruz.org; ksaiahicks@gmail.com; jessiecamarena@yahoo.com;
kenneth.salas6@gmail.com; michaelcarballo@gmail.com; angel.m.may@gmail.com;
Jonathan.coleman@santacruz.county.us; kglass2080@gmail.com; nikkigrant777@gmail.com;
meneva.ana96@gmail.com; abra.murphy@gmail.com; brosephsandoval@gmail.com; droseinda@splg.org;
mpaynter@santacruzcoe.org; Charles.Platt@encompasscs.org; Najeeb.Kamil@santacruzcounty.us;
Richard_Puente@pvusd.net; rowest@cabrillo.edu; kristie.brenda@EncompassCS.org;
kareyes@cabrillo.edu; jgoldstein@ci.capitola.ca.us; rebecca.garcia@cityofwatsonville.org;
tshull@cityofsantacruz.com; Carlos.Palacios@santacruzcounty.us; thereseadams@baymoon.com;
Elissa.Benson@santacruzcounty.us; cfm.roy@gmail.com; gneacc@aol.com;
leslie.goodfriend@santacruzcounty.us; PFurlong@bwcmail.org; AEnsign@bwcmail.org;
lfoster@billwilsoncenter.org; mimi.hall@santacruzcounty.us;

Date: Tuesday, July 3, 2018 6:05 PM

Dear Homelessness Stakeholders:

As you know, the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care (CoC) Program Competition was released on on Friday, June 20, 2018.

Please find attached the Homeless Action Partnership's (HAP), "Public Solicitation for Applications: 2018 Local Continuum of Care Project Evaluation and Application Policies and Procedures." This document includes a summary of the HUD and local 2018 CoC NOFA and process, program requirements, application review and rating criteria, application timeline, and application instructions. Also attached are local supplementary application forms for new and renewal projects, the 2018 Grant Inventory Worksheet (GIW) showing renewal project amounts, and a match documentation form.

Copies of the Public Solicitation of Applications and all related local materials are or will be posted on the HAP webpage at: https://ctagroup.org/santa-cruz-hmis/hap-2018/, and on the County Planning Department webpage at: http://www.sccoplanning.com/PlanningHome/Housing/County-WideHomelessPrograms.aspx

A CoC Applicant TA Session open to all interested parties will be held a the following date, time, and location:

CoC Applicant TA Session
United Way of Santa Cruz County, Conference Room
4450 Capitola Road
Capitola, California
Wednesday, July 11, 1:00 pm - 2:30 pm

The CoC Applicant TA Session is open to representatives of any organization that might be interested in applying for CoC funding, including nonprofit organizations, local governments, instrumentalities of local governments, and public housing agencies. Please RSVP via return e-mail if you are comfortable doing so.

The HAP encourages applications from organizations that have not previously received CoC Program funding. We ask that you and the public forward this Public Solicitation for Applications and other attachments to any interested parties, send them to relevant additional listservs, and post them on public bulletin boards.

If you have any questions, please do not hesitate to contract HAP CoC Consultant Tony Gardner at 415.458.2460 or tonygardnerconsulting@yahoo.com.

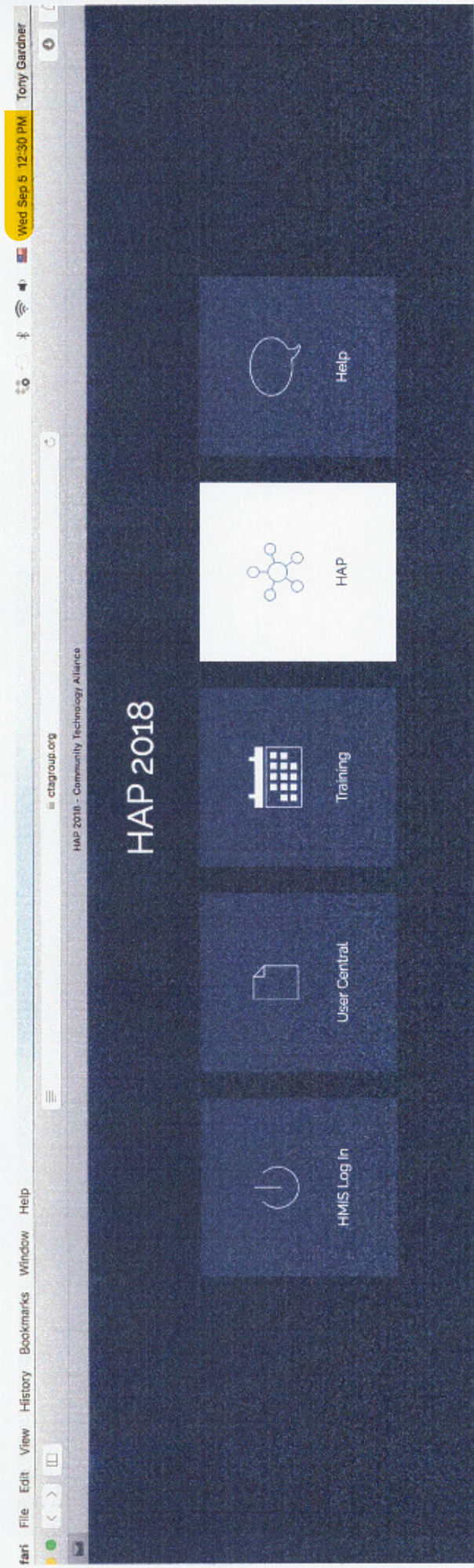Thank you for your interest in the Santa Cruz County CoC Program.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
P.O. Box 205
Fairfax, CA 94978
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

Attachments

- HAP 2018 Public Solicitation and CoC Competition Policies and Procedures.pdf (397.19KB)
- HAP 2018 Renewal Project Proposal Form.doc (143.50KB)
- HAP 2018 New Project Application Form.doc (146.50KB)
- Final 2018 Santa Cruz County CoC GIW FY 2018 GIW.pdf (49.49KB)
- Match format.docx (69.53KB)

Wed Sep 5 12:30 PM   Tony Gardner

HAP 2018 – Community Technology Alliance

ctagroup.org

HAP 2018

HMIS Log In

User Central

Training

HAP

Help

Santa Cruz County's Continuum of Care: the HAP

HAP
homeless action partnership

The Santa Cruz County's Continuum of Care is known as the Homeless Action Partnership (HAP). The HAP is a broad-based, community-wide action team that implements a Continuum of Care (CoC) strategy for resolving homelessness.

The HAP's vision is that all Santa Cruz County residents will have the stable housing and appropriate services they need to live in dignity and reach their highest potential...Read more

2018 CoC NOFA Information

Santa Cruz County 2018 Fed ESG RFA

HAP 2018 Public Solicitation and CoC Competition Policies and Procedures

HAP 2018 Renewal Project Proposal Form

HAP 2018 New Project Application Form

Final 2018 Santa Cruz County CoC GIW FY 2018 GIW

Match Form

8/30/18 CoC Project Ranking and Tiering Notice/Minutes

1E-4. CoC's Reallocation Process

SANTA CRUZ COUNTY HOMELESS ACTION PARTNERSHIP

HAP

homeless
action
partnership

PUBLIC SOLICITATION OF APPLICATIONS

2018 Local Continuum of Care
Project Evaluation & Application Policies and Procedures

Process Summary
Requirements
Rating Criteria
Timeline
Instructions

Prepared by Homeless Action Partnership Staff

Updated July 2018

Table of Contents

OVERVIEW OF THE HUD COC NOFA AND CoC INTERIM RULE REQUIREMENTS

Introduction

The purpose of the Continuum of Care (CoC) program is to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among more than 400 CoCs, the community stakeholder groups that guide local responses to homelessness. The 2018 CoC NOFA was released on June 20, 2018, opening the competition making available **approximately $2.1 billion** to serve homeless people nationally. The information in the NOFA sets forth the competition rules and processes for 2018. This document includes the highlights of the NOFA; additional information will be shared as it is made available by HUD.

Before the application is submitted to HUD, our CoC, the Homeless Action Partnership (HAP), is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative priority. The results of the local competition dictate for which projects the CoC will seek funding. Additional information about project application requirements and standards will be available at the upcoming Applicant Technical Assistance Session. For further information about the CoC Notice of Funding Available (NOFA), the CoC Interim Rule, and HUD's CoC online application system (called e-snaps) go to: https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices.

Funding Available and Tiered Funding Approach

$2,865,030 is the possible total (before FMR adjustments) for Santa Cruz County projects. This includes:

- **$2,556,056** is our Annual Renewal Demand (ARD, the amount needed for one-year *renewal* of all expiring CoC grants or reallocation to permanent supportive housing (PSH) where 100% of beds are dedicated to chronically homeless (CH), PSH where the project meets the definition of DedicatedPLUS (details below), rapid rehousing (RRH), joint transitional housing (TH) and RRH projects (details below), coordinated entry (CE), or dedicated homeless management information system (HMIS)
- **$153,363** is our total possible amount for *bonus* projects. Eligible types of bonus projects: PSH where 100% of beds are dedicated to CH, PSH where the project meets the definition of DedicatedPLUS, RRH, joint TH and RRH, CE, and dedicated HMIS
- **$78,929** is our total possible amount for nationally competitive Domestic Violence (DV) bonus projects. Eligible types of DV bonus projects: RRH following a Housing First approach, joint TH and RRH projects following a Housing First approach, and CE projects that better equip CE to meet the needs of DV survivors
- **$76,682** for one CoC planning project (not competitively ranked).

A Note About Renewal Threshold Requirement: HUD assumes renewal projects meet project eligibility and quality threshold requirements because of previously approved grant applications, unless information to the contrary is received (e.g., monitoring findings, results from investigations by the Office of Inspector General, the recipient routinely does not draw down funds from LOCCS at least once per quarter, or consistently late APRs.). Eligibility threshold is determined on a pass/fail basis, and if standards are not met, the project will be rejected from the competition. Please see the 2018 CoC NOFA for further information regarding how renewal projects are assessed.

HUD reserves the right to reduce or reject a funding from the project applicant for the following:
- Outstanding obligation that is in arrears or a payment schedule has not been agreed upon
- Audit finding(s) for which a response is overdue or unsatisfactory
- History of inadequate financial management accounting practices
- Evidence of untimely expenditures on prior award
- History of other major capacity issues that have significantly affected the operation of the project and its performance
- History of not reimbursing subrecipients for eligible costs timely, or at least quarterly
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Creating New Projects

In 2018, CoCs may submit new projects created through (1) reallocation, (2) new project bonus, (3) combination of reallocation and new project bonus, and (4) new DV Bonus projects. Because new project applications may be created through the reallocation or bonus processes, if HUD determines that a project applicant or a CoC incorrectly classified one or more new projects as reallocation or bonus, HUD may reclassify the project(s) as either reallocation or bonus if the CoC exceeded either its reallocation or bonus amount. If a project applicant uses both reallocation and bonus amounts to create a single new project but did not have sufficient amounts available from either source, HUD will reduce the project to the amount available, if any.

The following chart summarizes allowable new project types:

Eligible New Projects from Reallocation, Bonus, or Combination Funding	Eligible DV Bonus Projects
1. DedicatedPLUS projects 2. New PSH projects that will serve 100 percent chronically homeless families and individuals 3. New RRH projects that will serve individuals and families, including unaccompanied youth 4. Joint TH and RRH projects 5. New CE project 6. New HMIS project.	1. RRH projects that must follow a Housing First approach 2. Joint TH and RRH projects projects that must follow a Housing First approach 3. CE project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking

- The CoC's HMIS Lead Agency is the only agency that can apply for this funding.

- Coordinated entry is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool
- Grant funds may be used for: Supportive services and Administration.

Transitional Grants

New this year - applicants may transition renewal projects from one CoC Program component (e.g., TH to RRH, RRH to PSH) to another during the competition. To be eligible to receive a transition grant, the renewal project applicant must have the consent of its CoC. To create a transition grant, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant.

For a new project to be considered a transition grant, the applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and the applicant must provide the grant number(s) of the projects being eliminated to create the new project and attach a copy of the most recently awarded project application (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application must be attached to the project application).

New Projects Created Through Expansion of Existing Projects

HUD will allow applicants to apply for a new expansion project under the reallocation process or new project bonus to expand its current operations by adding units or beds, persons served, services provide to existing participants, or in the case of HMIS to increase HMIS activities.

There are two types of expansion projects:
- 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 for which it is the recipient by adding additional CoC Program funds. Under this type of expansion, for the new expansion project to be selected for conditional award the renewal project application must also be selected for conditional award.
- 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 that is funded from sources other than CoC Program funds. Note that project applicants are prohibited from using CoC Program funds to replace state and local funds.

If both the new expansion project and the renewal it expands are selected for funding, one grant agreement incorporating both project applications will be executed. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.

LOCAL SANTA CRUZ 2018 CoC PROJECT EVALUATION PROCESS

Role of the Santa Cruz Homeless Action Partnership (HAP)

Applicants for new and/or renewal CoC funding in 2018 must participate in the local consolidated application being coordinated by the Santa Cruz HAP. The process includes applying for funds, providing information as needed for the consolidated application, and participating in planning meetings. The key local deadlines and requirements are listed in the attached CoC Process Timeline. Please note that the dates and requirements are subject to revision and change. The best way to keep track of such changes is to attend all the meetings; however, we will make our best effort to keep everyone informed! Technical assistance is available from the CoC Consultant at 415.458.2460.

Types of Projects Encouraged

All eligible projects are encouraged to apply for CoC funds in the local competition. Based upon HUD priorities and Santa Cruz CoC priorities the following proposal types are being encouraged:

Renewal Proposals:
- Renewal of existing CoC projects (those expiring in 2019) that are high performing and are an effective use of funds for reducing homelessness.

Reallocation Proposals:
- Voluntary or transitional reallocation of TH projects to (1) new PSH exclusively targeted to CH with emphasis on the longest histories of homelessness and most severe needs,[1] (2) new DedicatedPLUS projects, (3) new Joint TH and RRH projects, (4) new RRH for homeless individuals or families, including unaccompanied youth, and (4) expansion CE or HMIS proposals to the extent justified by unmet operational costs for those programs
- Other proposals requesting reallocation of funds for new PSH exclusively targeted to CH with emphasis on the longest histories of homelessness and most severe needs, new DedicatedPLUS projects, new Joint TH and RRH projects, or new RRH for homeless individuals or families, including unaccompanied youth
- Proposals requesting reallocation of funds for expansion of coordinated entry and HMIS projects to the extent justified by unmet operational costs for those programs.

New Project Bonus Proposals
- New PSH serving exclusively CH individuals and families with emphasis on the longest histories of homelessness and most severe needs
- New PSH DedicatedPLUS projects
- New Joint TH and RRH projects
- New RRH for homeless individuals or families, including unaccompanied youth
- Proposals requesting reallocation of funds for expansion of coordinated entry and HMIS projects to the extent justified by unmet operational costs for those programs.

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[1] See CPD Notice 14-012 on prioritizing persons with experiencing chronic homelessness for more details at: https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf. The CoC has adopted this policy.

DV Bonus Proposals
- RRH projects that must follow a Housing First approach
- Joint TH and RRH projects that must follow a Housing First approach
- CE project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

The following types of projects are not eligible for CoCs like ours under HUD's rules:
- Emergency shelter
- Homelessness prevention
- New transitional housing
- New supportive services only.

Notice Regarding Potential Reallocation of Funds

Please be aware that the HAP will review all renewal grants and may reallocate funds if it finds that one or more renewal project is under performing, obsolete, or ineffective, or that reallocation would reduce homelessness. See above for the types of projects that are eligible to receive reallocated funds.

Encouragement of Voluntary or Transitional Reallocation to Better Align the CoC

In order to encourage projects to voluntarily align themselves with HUD priorities and local priorities under *All In: Toward a Home for Every Santa Cruz County Resident*, existing transitional housing projects, or other projects components that are no longer needed, that no longer match the agency's mission, or that are underperforming, wishing to convert their project to one of the eligible new reallocation project types described above, will be given priority by the HAP Governance Board in accessing the funds reallocated from their existing project. If desired, such projects may use the transitional grant procedure allowed this year under the 2018 CoC NOFA.

Any such project must complete a new project application as part of the local competition and will be scored on the basis of that application.

Specific Methods of Evaluating Proposals From Victim Service Providers

The HAP encourages applications from victim service providers and other providers for DV bonus projects and other projects that will help meet the housing, safety, and other needs of survivors of domestic violence, dating violence, and stalking. The following specific evaluation methods apply to proposals from victim service providers:

Renewal Proposals:
- Use of comparable database: Victim service providers are prohibited from entering data into HMIS, and instead must use a comparable database that meets HMIS requirements. Therefore, all relevant performance and data questions in the local supplemental application and the HUD e-snaps application must be answered using aggregate (non-identifiable) data from a comparable database.

1. Applicant Organization & Mission (25 words maximum):

2. Project Name and Service Site Address (if known):

3. Housing/Project Type (up to 5 points possible)

☐ PSH serving 100% CH with longest histories of homelessness and most severe barriers or DedicatedPLUS, 5 pts
☐ RRH, 5 pts, ☐ Joint TH-RRH, 5 pts ☐ CH expansion, 5 pts, ☐ HMIS expansion, 5 pts.
☐ PSH serving 100% CH but not with longest histories of homelessness & most severe barriers, 2.5 pts, ☐ Other, 0 pts
Which 1 of the following best describes your application: New project bonus application? _____ **Yes**
New reallocation application? _____ **Yes**, Combined bonus and reallocation application? _____ **Yes**, DV bonus application? _____ **Yes**

4. Brief Project Description, Including Housing and Services, Population Served, Clients Needs, Service Approach, Service Partnerships, Innovations, and Outcomes and Success *(Use only the space provided)*

5. Estimated Total New Beds Provided and Homeless Persons Served Per Day (point-in-time):

a. Units, Bedrooms, Beds	Total Number New Units, Bedrooms, and Beds Provided
Number of Units	
Number of Bedrooms	
Number of Beds	

b. Homeless Participants	Total Number Homeless Participants Per Day (point-in-time)
1. Number of Households with Children	
i Number of adults	
ii Number of children	
iii Number of disabled persons	
2 Number of Homeless Individuals	
i Number of disabled persons	
ii (Of disabled) Number of chronically homeless	
3. Total Homeless (1.i + 1.ii + 2)	

6. Estimated Percentage Homeless Subpopulation(s) Served:

Homeless Subpopulations	Approximate Percentages (% can be more than 100%)
a. Chronically Homeless (as defined by HUD inc. families)	
b. Severely Mentally Ill	
c. Chronic Substance Abusers	
d. Veterans	
e. Persons with HIV/AIDS	
f. Victims of Domestic Violence	
g. Unaccompanied Youth (Under 18 years of age)	

7. Total HUD Dollar Request: $ _____   Please Complete the **Summary Project Budget Below:**

Grant Term (check only 1 box): ☐ **1 yr.** ☐ **2 yrs.** ☐ **3 yrs.** ☐ **5 yrs.**

a. Project Activity	b. HUD Dollar Request	c. Cash Match	d. Total Project Budget (HUD+Match)
1. Acquisition, rehab, construction			
2. Real Property Leasing			
3. Rental Assistance			
3. Supportive Services			
4. Operations			
5. HMIS			
6. Admin (Up to 10% of 1-5)			
7. TOTAL			

1E-5. Notifications Outside esnaps–Projects Accepted

Dear 2018 CoC Project Applicants,

Per requirements of the FY2018 CoC Program NOFA that notice of funding status be confirmed, in writing and outside of e-snaps, about the final determination of the CoC Priority Listing, I am sending this email to confirm that all submissions to the FY2018 Santa Cruz County CoC Program competition have been accepted and ranked by the CoC as follows:

Project Rank Order/Tiering/Amounts:

Rank	Score	Applicant and Project	New or Renewal	Type	Amount
TIER 1					
1	95.5	HPHP - MATCH 1	Ren	PSH	$486,281.00
2	95	HPHP - MATCH 3	Ren	PSH	$86,189.00
3	92.75	HPHP - MATCH 2	Ren	PSH	$41,662.00
4	92.63	Housing Auth - S+C	Ren	PSH	$542,418.00
5	89.33	County Planning - CES	Ren	SSO	$75,000.00
6	88.38	Encompass - Housing for Health 2	Ren	PSH	$44,108.00
7	87.75	H Housing Auth /HPHP - New Beginnings PSH Bonus	Ren	PSH	$156,208.00
8	87.25	Encompass - Freedom Cottages	Ren	PSH	$15,645.00
9	86.63	Encompass- Housing for Health 3	Ren	PSH	$90,429.00
10	85.75	County HSA/HSC PSH Bonus Master Leasing	Ren	PSH	$105,236.00
11	84	FIT - First Step RRH	Ren	RRH	$392,228.00
12	81	County Planning - CES Expansion	New - bonus	SSO	$153,363.00
13	78.25	CTA - HMIS	Ren	HMIS	$91,699.00
14a	79.25	HSC - Page Smith TH & RRH	Ren	TH & RRH	$122,227.00
			TOTAL TIER 1		**$2,402,693.00**
TIER 2					
14b	Same	HSC - Page Smith TH & RRH	Ren	TH & RRH	$24,616.00
15	78.13	HA - Brommer House TH to RRH Transition	Ren - transition	TH to RRH	$57,067.00
15	77.88	HSC - Page Smith TH & RRH Expansion	New - realloc	TH & RRH	$225,043.00
			TOTAL TIER 2		**$306,726.00**
			TOTAL TIERS 1 & 2		**$2,709,419.00**

Your applications will be submitted to HUD with the CoC's Consolidated Application.

The HAP Board approved the CoC Priority Listing on August 30, 2018. For further information please see the attached minutes of the August 30, 2018 HAP Board meeting.

Thank you very much for you efforts to end homelessness.

Best Wishes,

Tony Gardner
Homeless Action Partnership CoC Consultant

Tony Gardner Consulting
P.O. Box 205
Fairfax, CA 94978
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

Attachments

- Minutes 8-30-18 HAP Board.pdf (164.85KB)

MEETING MINUTES
Santa Cruz County Homeless Action Partnership Board Meeting

County of Santa Cruz CAO Conference Room
701 Ocean Street, Room 520
Santa Cruz, California

Thursday, August 30, 2018, 9:30 a.m. – 1:00 p.m.

HAP Board Members Present: Rayne Marr (Chair), Jim Straubinger, Carol Berg, Kelly Conway (by phone), Don Lane, Taylor Bateman,

HAP Board Members Absent: Tamara Vides, Linda Lemaster, Keisha Frost, Debbie Bates

HAP Staff Present: Nora Krantzler, Tony Gardner

1. Overview of the HAP Board Role & Process

The HAP Board heard and discussed a presentation by HAP staff regarding the HAP Board role and function in rating, ranking, and tiering project proposals, reallocating funds, and selecting a bonus and DV bonus projects, for HUD CoC funds; CoC strategic considerations and options; and the conflict of interest requirements pertaining to HAP Board Members.

Each HAP Board Member present signed and submitted a Certification relating to conflict of interest. Rayne Marr, Carol Berg, Jim Straubinger disclosed potential conflicts relating to specific project proposals, and thus recused themselves from any discussion, consideration, and voting in connection with those project proposals.

2. New Project Presentations/Q&A

The HAP Board then received brief presentations from and engaged in questions and answers (Q&A) with all of the following applicants/projects requesting new project funding in 2017:

1. County HSA – CES Expansion
2. HSC – Page Smith TH and RRH Expansion Request
3. Housing Auth. – Brommer TH to RRH Transition Request

The presentations/Q&A included information on the project proposals, *All In* priorities and HUD priorities, anticipated CoC NOFA requirements, and challenge relating to reallocation of funds from renewal projects to new projects.

3. Project Ranking/Tiering Decisions & Bonus Project Selection

The HAP Board then engaged in a discussion and decision process including consideration of the following:

a. HAP Board Members' review of the applications using previously publicly announced objective scoring criteria that included HMIS-generated performance measures.
b. The above-referenced new proposal presentations/Q&A with applicants.
c. HAP Board discussion of application ranking scenarios in the context of *All In* strategic plan and HUD priorities, performance metrics, tiering considerations, etc.

After careful consideration, the HAP Board made the following CoC application rank order and amount, bonus project, reallocation, and tiering decisions:

Project Rank Order/Tiering/Amounts:

Rank	Score	Applicant and Project	New or Renewal	Type	Amount
TIER 1					
1	95.5	HPHP - MATCH 1	Ren	PSH	$486,281.00
2	95	HPHP - MATCH 3	Ren	PSH	$86,189.00
3	92.75	HPHP - MATCH 2	Ren	PSH	$41,662.00
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9	86.63	Encompass- Housing for Health 3	Ren	PSH	$90,429.00
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11	84	FIT - First Step RRH	Ren	RRH	$392,228.00
12	81	County Planning - CES Expansion	New - bonus	SSO	$153,363.00
13	78.25	CTA - HMIS	Ren	HMIS	$91,699.00
14a	79.25	HSC - Page Smith TH & RRH	Ren	TH & RRH	$122,227.00
			TOTAL TIER 1		**$2,402,693.00**
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14b	Same	HSC - Page Smith TH & RRH	Ren	TH & RRH	$24,616.00
15	78.13	HA - Brommer House TH to RRH Transition	Ren - transition	TH to RRH	$57,067.00
15	77.88	HSC - Page Smith TH & RRH Expansion	New - realloc	TH & RRH	$225,043.00
			TOTAL TIER 2		**$306,726.00**
			TOTAL TIERS 1 & 2		**$2,709,419.00**

Reallocation

After very careful consideration, the HAP Board reallocated $225,043 from the County Health Services Agency's (HSA) PSH Bonus Master Leasing Project to Homeless Service Center's (HSC) Page Smith TH and RRH new expansion project. The PSH Bonus Master Leasing Project is being transferred from HSC to HSA. However, HSA has indicated that it would use only a portion of the funds for a smaller scale project and requested that the balance be made available for reallocation. HUD encourages CoC's to reallocate funds when they are no longer needed by a project. Thus, the HAP Board reallocated the unneeded amount – $225,043 – to HSC's Page Smith TH and RRH new expansion project request.

Bonus Project

This year, Santa Cruz County agencies were eligible to competitively apply for $153,363 as a bonus for a new CH-dedicated PSH project, new DedicatedPlus PSH project, new joint TH and RRH project, new RRH project, new Coordinated Entry project, or new HMIS project. Two qualified proposals for bonus funds were submitted: (1) HSC's Page Smith TH and RRH new expansion project, and (2) the County Planning Department's Coordinated Entry new expansion project, requesting the entire bonus of $153,363. After hearing presentations from both applicants and carefully considering the merits of both projects, the HAP Board selected the County Planning Department's Coordinated Entry new expansion project for the entire bonus, while it selected HSC's Page Smith TH and RRH new expansion project for the reallocated funds (see above).

DV Bonus

This year, HUD made available $50 million nationally for a competitive Domestic Violence (DV) Bonus, to provide housing and services to survivors of domestic violence, dating violence, and stalking. CoC could apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), which is $78,929 in our case. Applicants could apply for DV Bonus funding for:

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) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of DV survivors.

Unfortunately, despite efforts to encourage applications, no local DV bonus applications were received, and thus no DV Bonus projects were selected.

Tiering

Once again, this year HUD required all CoCs to rank all projects in two tiers. Tier 1 is 94% of the Annual Renewal Demand (ARD) of $2,556,056. 94% of that amount is $2,402,693. Tier 2 is the remaining 6% of ARD ($153,363) plus the bonus amount ($153,363), equaling $306,726. The purpose of tiering is to allow CoCs to clearly indicate to HUD which projects are of highest priority for limited 2018 CoC funds. HUD will select Tier 1 projects before it selects Tier 2 projects. Tier 1 projects are almost certain to be funded (as long as they meet eligibility and threshold requirements), while Tier 2 projects are subject to national competition and are less likely to be funded.

3

Projects can straddle the Tier 1 and Tier 2 line; HUD will fund the Tier 1 amount even if it does not fund the Tier 2 amount, as long as the project is still viable at the lower amount.

After very careful consideration, the HAP Board placed three projects into Tier 2:

First, it placed the HSC's Page Smith TH and RRH *renewal* project across the Tier 1 and Tier 2 line with $122,227 in Tier 1 and $24,616 in Tier 2. Second, it placed the Housing Authority's Brommer Street TH to RRH transitional grant project in the middle of Tier 2. Finally it placed HSC's Page Smith TH and RRH new expansion project at the bottom of Tier 2. In making these difficult tiering decisions, the HAP Board was mindful to that to put additional renewal projects in Tier 2 would have posed too much risk to existing housing and tenants. They also elevated the HMIS project into Tier 1 due to the critical need to sustain HMIS not only to meet HUD HMIS requirements, but also to help ensure the success of the CoC's new Coordinated System, which relies on HMIS data.

These decisions in no way reflect badly on the projects placed into Tier 2, nor the submitting agencies. The projects were well designed to be effective, and each applicant agency plays a highly effective and critical role for the persons experiencing homelessness they serve. Rather, these were simply difficult choices among limited alternatives.

CoC Planning Grant
The HAP Board approved submission of a CoC planning grant application for the maximum allowable amount - $76,682. HUD does not requiring ranking of the project this year.

***

Respectfully submitted by HAP Staff: *Nora Krantzler and Tony Gardner*

Submission Date: *August 31, 2018*

1E-5. Notifications Outside esnaps--Projects Rejected or Reduced

Subject:	Final Ranked and Tiered List of Projects for 2018 CoC NOFA Funding Competition		
From:	tony gardner (tonygardnerconsulting@yahoo.com)		
To:	ellenm@hacosantacruz.org; joey.crottogini@santacruzcounty.us; kristina.riera@santacruzcounty.us; christine.sippl@encompasscs.org; kristie.brenda@encompasscs.org; julie.conway@santacruzcounty.us; rmckeen@santacruzhsc.org; leslie.goodfriend@santacruzcounty.us; ian.winters@encompasscs.org; bob@ctagroup.org; javier@ctagroup.org; pkramer@santacruzhsc.org; tstagg@santacruzhsc.org; melisa@fitsantacruz.org; sara@fitsantacruz.org; erik.riera@santacruzcounty.us;		
Cc:	nora.krantzler@santacruzcounty.us; nora.boothby@gmail.com; rayne.marr@santacruzcounty.us;		
Date:	Friday, August 31, 2018 6:58 PM		

Dear 2018 CoC Project Applicants,

Per requirements of the FY2018 CoC Program NOFA that notice of funding status be confirmed, in writing and outside of e-snaps, about the final determination of the CoC Priority Listing, I am sending this email to confirm that all submissions to the FY2018 Santa Cruz County CoC Program competition have been accepted and ranked by the CoC as follows:

Project Rank Order/Tiering/Amounts:

Rank	Score	Applicant and Project	New or Renewal	Type	Amount
TIER 1					
1	95.5	HPHP - MATCH 1	Ren	PSH	$486,281.00
2	95	HPHP - MATCH 3	Ren	PSH	$86,189.00
3	92.75	HPHP - MATCH 2	Ren	PSH	$41,662.00
4	92.63	Housing Auth - S+C	Ren	PSH	$542,418.00
5	89.33	County Planning - CES	Ren	SSO	$75,000.00
6	88.38	Encompass - Housing for Health 2	Ren	PSH	$44,108.00
7	87.75	H Housing Auth /HPHP - New Beginnings PSH Bonus	Ren	PSH	$156,208.00
8	87.25	Encompass - Freedom Cottages	Ren	PSH	$15,645.00
9	86.63	Encompass- Housing for Health 3	Ren	PSH	$90,429.00
10	85.75	County HSA/HSC PSH Bonus Master Leasing	Ren	PSH	$105,236.00
11	84	FIT - First Step RRH	Ren	RRH	$392,228.00
12	81	County Planning - CES Expansion	New - bonus	SSO	$153,363.00
13	78.25	CTA - HMIS	Ren	HMIS	$91,699.00
14a	79.25	HSC - Page Smith TH & RRH	Ren	TH & RRH	$122,227.00
			TOTAL TIER 1		**$2,402,693.00**
TIER 2					
14b	Same	HSC - Page Smith TH & RRH	Ren	TH & RRH	$24,616.00
15	78.13	HA - Brommer House TH to RRH Transition	Ren - transition	TH to RRH	$57,067.00
15	77.88	HSC - Page Smith TH & RRH Expansion	New - realloc	TH & RRH	$225,043.00
			TOTAL TIER 2		**$306,726.00**
			TOTAL TIERS 1 & 2		**$2,709,419.00**

Your applications will be submitted to HUD with the CoC's Consolidated Application.

The HAP Board approved the CoC Priority Listing on August 30, 2018. For further information please see the attached minutes of the August 30, 2018 HAP Board meeting.

Thank you very much for you efforts to end homelessness.

Best Wishes,

Tony Gardner
Homeless Action Partnership CoC Consultant

Tony Gardner Consulting
P.O. Box 205
Fairfax, CA 94978
415.458.2460 land
415.717.9336 mobile tonygardnerconsulting@yahoo.com

Attachments

- Minutes 8-30-18 HAP Board.pdf (164.85KB)

SANTA CRUZ COUNTY HOMELESS ACTION PARTNERSHIP

MEETING MINUTES
Santa Cruz County Homeless Action Partnership Board Meeting

County of Santa Cruz CAO Conference Room
701 Ocean Street, Room 520
Santa Cruz, California

Thursday, August 30, 2018, 9:30 a.m. – 1:00 p.m.

HAP Board Members Present: Rayne Marr (Chair), Jim Straubinger, Carol Berg, Kelly Conway (by phone), Don Lane, Taylor Bateman,

HAP Board Members Absent: Tamara Vides, Linda Lemaster, Keisha Frost, Debbie Bates

HAP Staff Present: Nora Krantzler, Tony Gardner

1. Overview of the HAP Board Role & Process

The HAP Board heard and discussed a presentation by HAP staff regarding the HAP Board role and function in rating, ranking, and tiering project proposals, reallocating funds, and selecting a bonus and DV bonus projects, for HUD CoC funds; CoC strategic considerations and options; and the conflict of interest requirements pertaining to HAP Board Members.

Each HAP Board Member present signed and submitted a Certification relating to conflict of interest. Rayne Marr, Carol Berg, Jim Straubinger disclosed potential conflicts relating to specific project proposals, and thus recused themselves from any discussion, consideration, and voting in connection with those project proposals.

2. New Project Presentations/Q&A

The HAP Board then received brief presentations from and engaged in questions and answers (Q&A) with all of the following applicants/projects requesting new project funding in 2017:

1. County HSA – CES Expansion
2. HSC – Page Smith TH and RRH Expansion Request
3. Housing Auth. – Brommer TH to RRH Transition Request

The presentations/Q&A included information on the project proposals, *All In* priorities and HUD priorities, anticipated CoC NOFA requirements, and challenge relating to reallocation of funds from renewal projects to new projects.

ABOUT THE HAP:
The Homeless Action Partnership is a countywide action team that meets regularly to implement plans to prevent and end homelessness. Membership is open to all and includes:
♦ County agencies
♦ Cities
♦ Nonprofit agencies
♦ Advocates
♦ Health providers
♦ Educators
♦ Faith groups
♦ Funders
♦ Community members
♦ Homeless persons

HAP VISION:
Our vision is that the diverse residents of Santa Cruz County will have access to safe, stable housing, will have incomes to support their well-being, and will have access to culturally competent services empowering them to meet their basic needs and lead dignified lives.

HAP MISSION:
Our mission is to prevent, dramatically reduce, and eventually end homelessness and its impact on communities throughout Santa Cruz County by implementing effective programs and strategies, by working collaboratively to increase key resources and change systems to better meet the needs of diverse homeless sub-populations, and by engaging all persons and organizations needed to work together for these purposes.

HAP CONTACT:
Tony Gardner
415.458.2460
Julie Conway
831.454.5162

1

3. Project Ranking/Tiering Decisions & Bonus Project Selection

The HAP Board then engaged in a discussion and decision process including consideration of the following:

a. HAP Board Members' review of the applications using previously publicly announced objective scoring criteria that included HMIS-generated performance measures.
b. The above-referenced new proposal presentations/Q&A with applicants.
c. HAP Board discussion of application ranking scenarios in the context of *All In* strategic plan and HUD priorities, performance metrics, tiering considerations, etc.

After careful consideration, the HAP Board made the following CoC application rank order and amount, bonus project, reallocation, and tiering decisions:

Project Rank Order/Tiering/Amounts:

Rank	Score	Applicant and Project	New or Renewal	Type	Amount
TIER 1					
1	95.5	HPHP - MATCH 1	Ren	PSH	$486,281.00
2	95	HPHP - MATCH 3	Ren	PSH	$86,189.00
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			TOTAL TIER 2		**$306,726.00**
			TOTAL TIERS 1 & 2		**$2,709,419.00**

Reallocation

After very careful consideration, the HAP Board reallocated $225,043 from the County Health Services Agency's (HSA) PSH Bonus Master Leasing Project to Homeless Service Center's (HSC) Page Smith TH and RRH new expansion project. The PSH Bonus Master Leasing Project is being transferred from HSC to HSA. However, HSA has indicated that it would use only a portion of the funds for a smaller scale project and requested that the balance be made available for reallocation. HUD encourages CoC's to reallocate funds when they are no longer needed by a project. Thus, the HAP Board reallocated the unneeded amount – $225,043 – to HSC's Page Smith TH and RRH new expansion project request.

Bonus Project

This year, Santa Cruz County agencies were eligible to competitively apply for $153,363 as a bonus for a new CH-dedicated PSH project, new DedicatedPlus PSH project, new joint TH and RRH project, new RRH project, new Coordinated Entry project, or new HMIS project. Two qualified proposals for bonus funds were submitted: (1) HSC's Page Smith TH and RRH new expansion project, and (2) the County Planning Department's Coordinated Entry new expansion project, requesting the entire bonus of $153,363. After hearing presentations from both applicants and carefully considering the merits of both projects, the HAP Board selected the County Planning Department's Coordinated Entry new expansion project for the entire bonus, while it selected HSC's Page Smith TH and RRH new expansion project for the reallocated funds (see above).

DV Bonus

This year, HUD made available $50 million nationally for a competitive Domestic Violence (DV) Bonus, to provide housing and services to survivors of domestic violence, dating violence, and stalking. CoC could apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), which is $78,929 in our case. Applicants could apply for DV Bonus funding for:

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) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of DV survivors.

Unfortunately, despite efforts to encourage applications, no local DV bonus applications were received, and thus no DV Bonus projects were selected.

Tiering

Once again, this year HUD required all CoCs to rank all projects in two tiers. Tier 1 is 94% of the Annual Renewal Demand (ARD) of $2,556,056. 94% of that amount is $2,402,693. Tier 2 is the remaining 6% of ARD ($153,363) plus the bonus amount ($153,363), equaling $306,726. The purpose of tiering is to allow CoCs to clearly indicate to HUD which projects are of highest priority for limited 2018 CoC funds. HUD will select Tier 1 projects before it selects Tier 2 projects. Tier 1 projects are almost certain to be funded (as long as they meet eligibility and threshold requirements), while Tier 2 projects are subject to national competition and are less likely to be funded.

Projects can straddle the Tier 1 and Tier 2 line; HUD will fund the Tier 1 amount even if it does not fund the Tier 2 amount, as long as the project is still viable at the lower amount.

After very careful consideration, the HAP Board placed three projects into Tier 2:

First, it placed the HSC's Page Smith TH and RRH *renewal* project across the Tier 1 and Tier 2 line with $122,227 in Tier 1 and $24,616 in Tier 2. Second, it placed the Housing Authority's Brommer Street TH to RRH transitional grant project in the middle of Tier 2. Finally it placed HSC's Page Smith TH and RRH new expansion project at the bottom of Tier 2. In making these difficult tiering decisions, the HAP Board was mindful to that to put additional renewal projects in Tier 2 would have posed too much risk to existing housing and tenants. They also elevated the HMIS project into Tier 1 due to the critical need to sustain HMIS not only to meet HUD HMIS requirements, but also to help ensure the success of the CoC's new Coordinated System, which relies on HMIS data.

These decisions in no way reflect badly on the projects placed into Tier 2, nor the submitting agencies. The projects were well designed to be effective, and each applicant agency plays a highly effective and critical role for the persons experiencing homelessness they serve. Rather, these were simply difficult choices among limited alternatives.

CoC Planning Grant
The HAP Board approved submission of a CoC planning grant application for the maximum allowable amount - $76,682. HUD does not requiring ranking of the project this year.

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Respectfully submitted by HAP Staff: *Nora Krantzler and Tony Gardner*

Submission Date: *August 31, 2018*

1E-5. Public Posting–Local Competition Deadline

Subject: <mark>FY2018 CoC Local Competition</mark> Public Solicitation, Process Summary, Requirements, Criteria, <mark>Timeline</mark>, and Instructions

From: tony gardner (tonygardnerconsulting@yahoo.com)

To: santacruzhap@ctagroup.org;

Cc: julie.conway@santacruzcounty.us; nora.krantzler@santacruzcounty.us; nora.boothby@gmail.com; kathy.previsich@santacruzcounty.us; rayne.marr@santacruzcounty.us;

Bcc: jharuyama@scottsvalley.org; Rayne.Marr@santacruzcounty.us; sle4you@yahoo.com; equezada@cccil.org; kathy.previsich@santacruzcounty.us; crossovernetwork@sbcglobal.net; jennyp@hacosantacruz.org; joallen@santacruz.k12.ca.us; laura@pvshelter.org; homes4everyone@yahoo.com; nmacias@santacruzcoe.org; paul.gendreau@santacruzcounty.us; rayc@cbridges.org; susan.paradise@encompasscs.org; wolfgang@cruzio.com; sstone@abovetheline.org; darrieg@homelessgardenproject.org; christina@cfscc.org; abutler@frontst.com; rmendoza@frontst.com; kfrost@unitedwaysc.org; mshippen@yahoo.com; Lizet@EnergyServices.org; amccabe@frontst.com; Doxns@earthlink.net; ranell@durgan.com; blipscomb@cityofsantacruz.com; gregenhardt@crla.org; opsmoran@msn.com; cberg@cityofsantacruz.com; Alan.lamb@santacruzcounty.us; dlane@cityofsantacruz.com; connery@appliedsurveyresearch.org; samantha@appliedsurveyresearch.org; james@appliedsurveyresearch.org; Keri.Swenson@encompasscs.org; drpalee@aol.com; dlane@cruzio.com; bob@ctagroup.org; laurah@monarchscc.org; michele@teenchallengemb.org; tomr@teenchallengemb.org; allan.moltzen@santacruzcounty.us; scveteranadvocate@gmail.com; patsgorman@hotmail.com; rebecca@sienahouse.org; kimberly@pvshelter.org; inbal.yassur@encompasscs.org; jwhite@abodeservices.org; ewilson@midpen-housing.org; karen.jackson@encompasscs.org; ian.winters@encompasscs.org; tracey.heggum@encompasscs.org; melisa@fitsantacruz.org; equezada@cccil.org; shebreh.kalantarijohnson@encompasscs.org; cmurphy@santacruzhsc.org; helen@cabinc.org; doug.mattos@cityofwatsonville.org; jackie.ventura@cityofwatsonville.org; itrejo@vetsresource.org; Kristie.Brenda@EncompassCS.org; christine.sippl@EncompassCS.org; jim.straubinger@santacruzcounty.us; kelly.conway@va.gov; mariaelena@cabinc.org; monica.martinez@encompasscs.org; ed@hrcmc.org; stacy.studebaker@va.gov; allison.ulrich@va.gov; shannon.healer@va.gov; amy.peeler@santacruzcounty.us; LourdesA@cabinc.org; AngieM@cabinc.org; jessica.scheiner@santacruzcounty.us; kristina.riera@santacruzcounty.us; Giang.Nguyen@santacruzcounty.us; erik.riera@santacruzcounty.us; mbernal@cityofsantacruz.com; gmerrill@emergentsystems.com; kathryn.mintz@encompasscs.org; jjurado@ccah-alliance.org; christinas@monarchscc.org; jdrosen9@gmail.com; Jeanette.Garcia@santacruzcounty.us; pkramer@santacruzhsc.org; LConner@schealthcenters.org; Allison.Endert@santacruzcounty.us; joey.crottogini@santacruzcounty.us; krantzler@yahoo.com;

Date: Tuesday, July 3, 2018 6:02 PM

Dear Homelessness Stakeholders:

As you know, the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care (CoC) Program Competition was released on on Friday, June 20, 2018.

Please find attached the Homeless Action Partnership's (HAP), <mark>"Public Solicitation for Applications: 2018 Local Continuum of Care Project Evaluation and Application Policies and Procedures."</mark> This document includes a summary of the HUD and local 2018 CoC NOFA and process, program requirements, application review and rating criteria, <mark>application timeline,</mark> and application instructions. Also attached are local supplementary application forms for new and renewal projects, the 2018 Grant Inventory Worksheet (GIW) showing renewal project amounts, and a match documentation form.

Copies of the Public Solicitation of Applications and all related local materials are or will be posted on the HAP webpage at: https://ctagroup.org/santa-cruz-hmis/hap-2018/, and on the County Planning Department webpage at: http://www.sccoplanning.com/PlanningHome/Housing/County-WideHomelessPrograms.aspx

A CoC Applicant TA Session open to all interested parties will be held a the following date, time, and location:

CoC Applicant TA Session
United Way of Santa Cruz County, Conference Room
4450 Capitola Road
Capitola, California
Wednesday, July 11, 1:00 pm - 2:30 pm

The CoC Applicant TA Session is open to representatives of any organization that might be interested in applying for CoC funding, including nonprofit organizations, local governments, instrumentalities of local governments, and public housing agencies. Please RSVP via return e-mail if you are comfortable doing so.

The HAP encourages applications from organizations that have not previously received CoC Program funding. We ask that you and the public forward this Public Solicitation for Applications and other attachments to any interested parties, send them to relevant additional listservs, and post them on public bulletin boards.

If you have any questions, please do not hesitate to contract HAP CoC Consultant Tony Gardner at 415.458.2460 or tonygardnerconsulting@yahoo.com.

Thank you for your interest in the Santa Cruz County CoC Program.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
P.O. Box 205
Fairfax, CA 94978
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Attachments

- HAP 2018 Public Solicitation and CoC Competition Policies and Procedures.pdf (397.19KB)
- HAP 2018 Renewal Project Proposal Form.doc (143.50KB)
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- Match format.docx (69.53KB)

Subject: Fw: <mark>FY2018 CoC Local Competition Public Solicitation</mark>, Process Summary, Requirements, Criteria, <mark>Timeline</mark>, and Instructions

From: tony gardner (tonygardnerconsulting@yahoo.com)

To: santacruzhap@ctagroup.org; tonygardnerconsulting@yahoo.com;

Bcc:
emurphy@ccah-alliance.org; rmckeen@santacruzhsc.org; Raquel.Ruiz@santacruzcounty.us; tstone@santacruzhsc.org; sylvia.caras@gmail.com; Denise.Acosta@USW.salvationarmy.org; Ji.Im@DignityHealth.org; Martina.OSullivan@DignityHealth.org; eromero@cccil.org; ariana@fitsantacruz.org; sara@fitsantacruz.org; mzimina@santacruzhsc.org; debates44@aol.com; pseever@prodigy.net; compassionman@hotmail.com; Carlos.Palacios@santacruzcounty.us; Magaly.laubach@usw.salvationarmy.org; Harold.Laubackjr@usw.salvationarmy.org; EllenM@hacosantacruz.org; tstagg@santacruzhsc.org; athompson@santacruzhsc.org; elston13@earthlink.net; skagno@gmail.com; david.davis@santacruzcounty.us; sara@fitsantacruz.org; alubin@santacruzhsc.org; tamara.vides@cityofwatsonville.org; homes4everyone@post.com; mmagana@cccil.org; hrotter@santacruzhsc.org; m.alice.blymyer@gmail.com; jciervo@losd.ca; Yanetcontreras1997@gmail.com; shc.program@fsa-cc.org; Fox.m.shaun@gmail.com; isaiahlgarcia@gmail.com; jazmineg734@gmail.com; shandara@yogaforallmovement.org; ahgonzalez@splg.org; Ryon.hoffmann@gmail.com; Jamie@santacruzmah.org; codymanning123@gmail.com; Jennifer.mikkelson@santacruzcounty.us; Joan.miller@santacruzcounty.us; director@diversitycenter.org; Claudia@fitsantacruz.org; kcorneille@santacruzcoe.org; Andy.Stone@santacruzcounty.us; martinewatkins@santacruzcoe.org; Victoria.williams@santacruzcounty.us; sarah@casaofsantacruz.org; ksaiahicks@gmail.com; jessiecamarena@yahoo.com; kenneth.salas6@gmail.com; michaelcarballo@gmail.com; angel.m.may@gmail.com; Jonathan.coleman@santacruz.county.us; kglass2080@gmail.com; nikkigrant777@gmail.com; meneva.ana96@gmail.com; abra.murphy@gmail.com; brosephsandoval@gmail.com; droseinda@splg.org; mpaynter@santacruzcoe.org; Charles.Platt@encompasscs.org; Najeeb.Kamil@santacruzcounty.us; Richard_Puente@pvusd.net; rowest@cabrillo.edu; kristie.brenda@EncompassCS.org; kareyes@cabrillo.edu; jgoldstein@ci.capitola.ca.us; rebecca.garcia@cityofwatsonville.org; tshull@cityofsantacruz.com; Carlos.Palacios@santacruzcounty.us; thereseadams@baymoon.com; Elissa.Benson@santacruzcounty.us; cfm.roy@gmail.com; gneacc@aol.com; leslie.goodfriend@santacruzcounty.us; PFurlong@bwcmail.org; AEnsign@bwcmail.org; lfoster@billwilsoncenter.org; mimi.hall@santacruzcounty.us;

Date: Tuesday, July 3, 2018 6:05 PM

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If you have any questions, please do not hesitate to contract HAP CoC Consultant Tony Gardner at 415.458.2460 or tonygardnerconsulting@yahoo.com.

Thank you for your interest in the Santa Cruz County CoC Program.

Very truly yours,

Tony Gardner
HAP CoC Consultant

Tony Gardner Consulting
P.O. Box 205
Fairfax, CA 94978
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- Match format.docx (69.53KB)

HAP 2018

HMIS Log In

User Central

Training

HAP

Help

Santa Cruz County's Continuum of Care: the HAP

HAP
homeless
action
partnership

The Santa Cruz County's Continuum of Care is known as the Homeless Action Partnership (HAP). The HAP is a broad-

based, community-wide action team that implements a Continuum of Care (CoC) strategy for resolving homelessness.

The HAP's vision is that all Santa Cruz County residents will have the stable housing and appropriate services they need to live in dignity and reach their highest potential. Read more

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2018 CoC NOFA Information

Santa Cruz County 2018 Fed ESG RFA

HAP 2018 Public Solicitation and CoC Competition Policies and Procedures

HAP 2018 Renewal Project Proposal Form

HAP 2018 New Project Application Form

Final 2018 Santa Cruz County CoC GIW FY 2018 GIW

Match Form

8/30/18 CoC Project Ranking and Tiering Notice/Minutes

SANTA CRUZ COUNTY HOMELESS ACTION PARTNERSHIP

HAP
homeless
action
partnership

PUBLIC SOLICITATION OF APPLICATIONS

2018 Local Continuum of Care
Project Evaluation & Application Policies and Procedures

Process Summary
Requirements
Rating Criteria
Timeline
Instructions

Prepared by Homeless Action Partnership Staff

Updated July 2018

Table of Contents

ATTACHMENTS

Local CoC Process Timeline

Each year, the Homeless Action Partnership (HAP) administers the Continuum of Care (CoC) Program Competition for HUD funds. This calendar serves as a guide for CoC applicants who are considering applying for new or renewal funds from HUD. Please note that the dates are tentative and may change. Please contact Nora Krantzler at 831.454.3197 or the HAP CoC Consultant at 415.458.2460 with any questions.

Step	Date
HUD releases 2018 CoC NOFA & E-snaps Applications	**June 20**
HAP issues initial local notice of HUD funding available	June 20
Technical assistance available from Tony Gardner	Ongoing
HAP meeting (includes work on CoC Application issues)	**June 27, 10:00-12:00**, Location: United Way, 4450 Capitola Rd., Capitola
HAP releases public notice of local CoC review/application process and materials	**July 3**
Applicant TA Session to review HUD and local requirements & Santa Cruz local application	**July 11, 1:00-2:30**, Location: United Way, 4450 Capitola Rd., Capitola
HAP meeting (includes work on CoC Application issues)	**August 15, 10:30-12:00**, Location: United Way, 4450 Capitola Rd., Capitola
Deadline for applicants to submit local supplemental application materials (via e-mail) and HUD applications (via e-snaps) (at least 30 days before HUD deadline)	**August 16, 5 pm** submit local supplemental applications to nora.krantzler@santacruzcounty.us and tonygardnerconsulting@yahoo.com. Submit HUD e-snaps application at https://www.hudexchange.info
CoC Board meeting to evaluate, approve or reject, and rank/tier CoC projects	**August 29, 10:30-12:30**, Location: TBD
Written approvals/denials/reductions with explanation sent to applicants (at least 15 days before HUD deadline)	August 31
Applicant appeals period	August 31 - September 5 submit written appeals to applications to nora.krantzler@santacruzcounty.us and tonygardnerconsulting@yahoo.com.
Deadline for HAP to send appeals decisions	September 7 (appellants to receive written e-mailed decision with explanation)
Project Priorities List finalized	September 7
Deadline for HAP to post CoC Application on website and to notify community members it is a available	September 16 (2 days before HUD deadline)
BOS approval of CoC application	September 18
HUD deadline for submission of consolidated CoC Application in e-snaps	**September 18 4:59 PST**

Local Evaluation/Application Instructions and Checklist

1. LOCAL PROJECT PROPOSAL

Deadline: **Thursday, August 16, 5 pm**
Submit via e-mail (no paper copies) to: (**tonygardnerconsulting@yahoo.com**) &
(**nora.krantzler@santacruzcounty.us**)

☐ Completed Local Evaluation/Application for your type of project: (1) renewal project, or (2) new project.
> ***Local Attachments:***
> ☐ Most recently completed CoC Annual Progress Report (APR) *(renewal projects only)*
> ☐ Any HUD Letters with HUD Monitoring Findings, dated 1/1/16 or later, relating to your project including follow correspondence *(renewal projects only)*
> ☐ Latest Independent Audit, only if available *(all projects)*
> ☐ Summary of any agency client surveys or focus groups conducted in the previous two program years, only if available *(all projects)*
> ☐ Match letters, need not be submitted but must available for HUD review.

2. HUD ELECTRONIC APPLICATION (E-SNAPS)
Deadline: **Thursday, August 16, 5 pm**
Submit via e-snaps: https://esnaps.hud.gov/grantium/frontOffice.jsf **(No need to submit paper or e-mail to Tony & Nora)**

☐ Project Application, including all required charts, narratives, certifications, and attachments.

*****
Please contact the HAP CoC Consultant at 415.458.2460 if you have any questions.

2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)

Overview

A Continuum of Care (CoC) is the group organized to coordinate homeless housing, service, and prevention activities within a defined geographic area. A CoC Charter is required by the federal Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) to define the structure and responsibilities of the CoC. Key areas of CoC responsibility defined under the HEARTH Act include:
- Operating the CoC
- Designating and operating an HMIS
- CoC planning.

Within the geographic area encompassing all of Santa Cruz County, the CoC role and responsibilities is fulfilled by a community-wide action team called the Homeless Action Partnership (HAP). This document, developed by the HAP in consultation with the Collaborative Applicant and Homeless Management Information System (HMIS) Lead, sets forth the HAP's structure and policies for operating a CoC in Santa Cruz County.

Homeless Action Partnership

Membership:
The HAP membership consists of the following categories and seats. There is no fixed number of seats and members may represent more than one category. HAP staff will maintain a current HAP member list.

Category	Category
Nonprofit homeless service providers	Social service providers
Victim service providers	Mental health agencies
Faith-based organizations	Hospitals
Government (staff representatives): City of Watsonville City of Santa Cruz City of Scotts Valley City of Capitola County of Santa Cruz Human Services Department County of Santa Cruz Health Services Agency County of Santa Cruz Planning Department	Universities/Research
Businesses	Affordable housing developers
Advocates	Law enforcement
Public housing agencies	Organizations that serve homeless or formerly veterans
School districts	Homeless and formerly homeless persons/Interested citizens

Annual Invitation:
The HAP (through staff) will issue an invitation/application for new members at least once per year. The goal of the invitation will be to ensure that any gaps in the above categories are filled, and to engage other categories and groups the HAP from time to time determines should be included. The HAP will review and approve new membership candidates as often as needed, but at least once per year.

Meetings/Decision Process:
The HAP meets at least 6 times per year. A meeting notice and agenda are provided at least one week before the meeting.

HAP decisions are made through consensus. However, in cases where consensus cannot be reached, the decision will be subject to a simple majority vote. For a vote to take place, there must be a quorum. A quorum is defined as a majority the current HAP members. There are two alternative ways to achieve a quorum: (1) quorum of current members, or (2) quorum of member categories. A quorum may also be achieved through remote technology, including but not limited to phone calls, conference calls, e-mail, and web conferencing.

In the case of a vote, organizational members will get only one vote (although multiple people from any given organization may attend).

Officers:
The HAP will appointed two co-chairs, one from the public (government) sector and one from the private (nonprofit or for profit) sector. The responsibilities of the co-chairs should be to help staff develop meeting agendas and to chair HAP meetings (though staff will facilitate the meetings and present agenda items).

The co-chair terms will be two years. A co-chair may be appointed for a subsequent term if the HAP desires. Nominees for vacancies will be approved by the full HAP. The co-chair terms will be staggered so that both don't change in the same year. To provide for staggering, the first government co-chair term under this Charter will be a special tree-year term; thereafter, the government co-chair term will revert to two years.

HAP Board

A HAP Board is established to act on behalf of the HAP. HAP Board members must be non-conflicted and the HAP Board membership must representative of the relevant organizations and projects serving homeless people in Santa Cruz County. By August 30, 2014, the HAP will adopt and follow a separate written process for selection and operation of the HAP Board.

HAP Board Membership:
The HAP Board will have 9 members, including 4 local governments seats, 4 nonprofit/private/other seats, and 1 homeless or formerly homeless seat. The following lists the HAP Board member categories and subpopulation sectors/geographic areas represented. HAP staff will maintain a current HAP Board member list.

Category	Subpopulation Sector/Geographic Area
Local Government Representatives	
1. County of Santa Cruz	Health Mental Health/ Social Services/Countywide
2. City of Santa Cruz	General Population/North County
3. City of Watsonville	General Population/South County
4. Additional City	General Population/North County
Nonprofit/Private/Other Representatives	
5. United Way	General Population/Countywide
6. Mountain Community Resources	Families/San Lorenzo Valley
7. VA Medical Center – Santa Cruz Office	Veterans/Countywide
8. Watsonville Law Center	Immigrants/South County
Homeless or Formerly Homeless Person	
9. Individual	Homeless people/Countywide

HAP Board Member Selection:
Each year, the HAP will fill vacancies in the above based upon the separate written process to be developed referenced above. Each year, staff will identify a balanced list of candidates for HAP approval.

Conflict of Interest:
No HAP Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. All HAP Board members must sign a code of conduct/conflict of interest and recusal statement prior to taking part in HAP Board activities.

HAP Board Responsibilities:
The HAP Board will be empowered to act for the HAP. Key HAP Board responsibilities will include:
- Review, approve, and oversee CoC applications
- Review, rate, certify, and oversee ESG projects
- Approve the CoC Charter
- Approve any changes to the charter and HAP structure
- Approve annual changes to HAP membership
- Approve any changes to the CoC Collaborative Applicant
- Approve any changes to the HMIS Lead or HMIS software
- Decide any significant issues or problems that arise in the HAP.

Other CoC roles (see below) will be retained by the full HAP, although in all respects the HAP Board can act on behalf of the HAP.

Meetings:
The HAP Board will meet at least twice per year, or as often needed to carry out its responsibilities.

Jurisdictional Executive Committee

The Executive Committee coordinates inter-jurisdictional (City and County) activity on homelessness.

Composition:
- Cities (Capitola, Santa Cruz, Scotts Valley, Watsonville)
- County Departments (County Executive, Health Services, Human Services, Planning).

Meetings:
The Executive Committee will meet twice a year, in the Spring and Fall.

Responsibilities:
- Coordinates inter-jurisdictional activity and communication on homelessness
- Reviews and approves the local budget, including jurisdictional sharing, for homelessness activities, including HAP staffing, Homeless Census, Winter Shelter, and other activities as needed
- Receives reports and updates on CoC and legislative issues impacting the jurisdictions.

HAP Roles and Responsibilities

As mentioned above, the HAP will be responsible for operating the CoC, designating and operating an HMIS, and CoC planning. Within these areas, HAP roles and responsibilities will include all of the following:
- Appointing working committees
- Appointing the Collaborative Applicant (currently the County Planning Department)
- Developing and approving CoC policies and procedures

- Establishing and tracking CoC and project performance measures
- Coordinating with the Emergency Solutions Grant projects and Consolidated Planning
- Coordinating with mainstream programs serving homeless people
- Coordinating with schools and educational programs that serve homeless children
- Developing centralized or coordinated assessment
- Approving any HMIS Charters, agreements, and/or memoranda of understandings with the HMIS Lead Agency
- Approving any other significant changes to the HMIS project or scope of work
- Approving privacy, security, and data quality plans for HMIS
- Approving HMIS policies and procedures
- Developing and approving written standards for CoC and ESG funded programs
- Strategic planning for coordinating the housing and service system and ending homelessness
- Conducting the biennial Point-in-Time Count
- Preparing the annual consolidated CoC application
- Choosing a Unified Funding Agency (if desired)
- All other roles and responsibilities granted to CoCs by the HEARTH Act or other relevant federal law.

Updates to This Charter

This Charter will be updated at least once per year as required by the HEARTH Act. Updates will be tracked version number and date of approval.

Approval

This Charter was approved by the HAP (effective January 1, 2014) at its regular meeting held October 16, 2013.

Santa Cruz County Homeless Management Information System

A.   Purpose and Scope

The purpose of this Memorandum Of Understanding is to confirm agreements between the Santa Cruz County Homeless Action Partnership, the Community Technology Alliance, the County of Santa Cruz Planning Department, and the County of Santa Cruz Human Services Department in connection with the Homeless Management Information System. As such, the Memorandum of Understanding sets forth the general understandings, and specific responsibilities of each party relating to key aspects of the governance and operation of the Santa Cruz County Homeless Management Information System. This agreement is effective on ___13___ (date) of ___May___ (month), 2009.

B.   Background

The Homeless Management Information System (HMIS) is a collaborative project of the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP), Community Technology Alliance (CTA), the County Of Santa Cruz Planning Department Housing Unit (Planning Department), the County of Santa Cruz Human Services Department (Human Services), and participating Partner Agencies. HMIS is a computerized data collection application designed to capture information about homeless people and homeless programs over time. HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD Continuum of Care (CoC) homeless assistance funds. HMIS is essential to efforts to streamline client services and inform public policy. Through HMIS, homeless people benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in Santa Cruz County, which may include measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs. Such an unduplicated accounting of homelessness is necessary to service and systems planning, effective resource allocation, and advocacy. The parties to this Memorandum Of Understanding (MOU) share a common interest in collaborating to end homelessness and successfully implementing and operating HMIS in Santa Cruz County.

The HAP is a communitywide collaborative that works to provide a range of homeless housing and services. The continuum of care system components includes prevention, emergency shelter, transitional housing, permanent affordable and permanent supportive housing, supportive services at each stage, specialized programs and outreach for each homeless subpopulations, and integration with "mainstream" programs. HMIS will enable homeless service providers to collect uniform client information over time. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population; these data are necessary to service and systems planning, and advocacy.

C.   General Understandings

1.   Homeless Action Partnership Governance
The HAP is the lead-planning group for efforts to end homelessness and for implementing and operating a homeless CoC system in Santa Cruz County. As such and under HUD policy, the HAP is responsible for HMIS oversight and implementation, including planning, software selection, and setting up and managing the HMIS in compliance with HUD's national HMIS Standards. HAP's oversight and governance responsibilities are carried out by the HMIS Technology Committee (described below), which also discusses and approves all HMIS policies and procedures.

2.   Lead Agency Designation
The HAP and the HMIS Technology Committee designate Community Technology Alliance as the HMIS Lead Agency (in place of the former Lead Agency, Human Services Department) to manage HMIS operations on its behalf and to provide HMIS administrative functions at the direction of the HAP, through its HMIS Technology Committee.

3.   Homeless Management Information System Technology Committee
The HAP members and HMIS Partner Agencies actively participate with CTA through the HAP's HMIS Technology Committee in the management of the HMIS process, including establishing policies, procedures and protocols for privacy, data sharing protocols, data analysis, reporting, data integrity/quality, etc. essential to the viability and success of the HMIS.

4   Funding
4a. HUD Grant
HMIS activities are covered by a HUD CoC grant and HUD-required local match funds. Human Services is transferring the HUD CoC grant to CTA to give effect to the Lead Agency transfer (Refer to C.2. above) upon approval by HUD. The terms and uses of HUD funds are governed by the HUD CoC grant agreement and applicable rules.

4b. Local Jurisdiction and Partner Agency Cash Match
The HUD CoC grant comes with a 25% cash match requirement. As detailed below, Human Services is retaining responsibility for facilitating the commitment of the local match for HMIS from participating jurisdictions and Partner Agencies Continuing match funding is subject to and contingent upon available annual financing from local jurisdictions and Partner Agencies. In the event there is a shortfall in the cash match from Partner Agencies and/or local jurisdictions, the HAP Executive Committee, and if needed, the HMIS Technology Committee will explore funding options to CTA

5.   Software and Hosting
The HAP has selected a single software product—ServicePoint—to serve as the sole HMIS software application in Santa Cruz County All Partner Agencies agree to use ServicePoint as configured for the Santa Cruz HMIS. The Santa Cruz HMIS database, and all data therein, are being transferred from Human Services to Community Technology Alliance in San Jose.

6.   Compliance with Homeless Management Information System Standards
The HMIS is operated in compliance with HUD HMIS Data and Technical Standards and other applicable laws The parties anticipate that HUD will approve revised HMIS Standards in 2009. The parties agree to make changes to this MOU, other HMIS operational documents, and HMIS

practices and procedures to comply with the expected revisions, within the HUD-specified timeframe for such changes, expected to be one year after approval of the revised HMIS Standards in Spring 2009.

7. Local Operational Policies and Agreements

The HMIS continues to operate within the framework of agreements, policies, and procedures that have been developed and approved over time by the HAP through its HMIS Technology Committee. These agreements, policies and procedures include but are not limited to the Policies and Procedures Manual, Privacy Policies and Notices, Client Release of Information (ROI) Forms and Procedures, Standardized Information Collection Forms (Intake and Exit), Partner Agency Agreements, and User Agreements Changes to the policies and procedures made from time to time by the HAP, through its HMIS Technology Committee, to comply with the HMIS Standards or otherwise improve HMIS operations It is expected that CTA may want to make some changes to the policies and procedures to accommodate its unique approach to managing and administering HMIS During the transition, all existing HMIS policies and procedures will remain in force until such time as CTA and the HMIS Technology Committee agree to such changes

D. Specific Responsibilities of the Parties

1. Homeless Action Partnership Responsibilities

The HAP serves as the lead HMIS governance body, providing oversight, project direction, policy setting, and guidance for the HMIS project. The HAP exercises all its responsibilities for HMIS governance through its HMIS Technology Committee. These responsibilities include:

a. Responsible for ensuring and monitoring compliance with the HUD HMIS Standards.
b. Designating the HMIS Lead Agency and the software to be used for HMIS, and approving any changes to the HMIS Lead Agency or software.
c. Conducting outreach to and encouraging participation by all homeless assistance programs and other mainstream programs serving homeless people.
d. Developing and approving all HMIS operational agreements, policies, and procedures.
e. Working to inform elected officials, government agencies, the nonprofit community, and the public about the role and importance of HMIS and HMIS data.
f. Guiding data quality and reporting
g. Promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs.
h Provide all local information as necessary for compilation of the Continuum of Care Bed Inventory, and support CTA in preparing the Annual Homeless Assessment Report (AHAR)

2. Community Technology Alliance Responsibilities

Community Technology Alliance serves as the lead agency for the HMIS project, managing and administering all HMIS operations and activities. CTA exercises these responsibilities at the direction of the HAP HMIS Technology Committee. These responsibilities are contingent on receipt of the appropriate HUD grant funding and local match dollars from participating jurisdictions and Partner Agencies and include:

General Responsibilities:

    a Serving as the liaison with HUD regarding the HUD HMIS grant.

    b. Serving as the liaison with the software vendor.

    c. Attending the HMIS Technology Committee.

    d Providing overall staffing for the project.

    e. Participating in the success of HMIS.

    f Complying with HUD HMIS Standards (including anticipated changes to the HMIS Standards) and all other applicable laws.

    g. Taking over the HUD McKinney-Vento CoC Supportive Housing project grant, applying for renewal funds each year, and administering the HUD HMIS grant, and generating submitting the annual cash match request to Human Services under. (Refer to IV.3.d. below)

    h. CTA shall not be responsible for determining the match contribution amounts from jurisdictional and partner agencies. (Refer to IV.3.c.)

    i. CTA shall be responsible for billing Partner Agencies and jurisdictions for cash match in the event of non-receipt of cash match funds. (Refer to IV.3.d.)

    j. Annually prepare the HUD McKinney-Vento CoC Supportive Housing NOFA application for HMIS funding.

Project Management and System Administration:

I.   General

    a. Selecting and procuring server hardware.

    b. Arranging hosting and executing the hosting facility agreement.

    c. Providing domain registration.

    d. Procuring server software and licenses.

    e. Providing and managing end user licenses (per terms of grant agreement with HUD).

    f. Creating project forms and documentation (approved by the HMIS Technology Committee).

    g Providing and maintaining the project website.

    h. Preparing project policies and procedures (approved by the HMIS Technology Committee) and work with HAP Consultant to monitor and ensure compliance on behalf of and at the direction of the HAP HMIS Technology Committee. (Refer to IV.4.b.)

    i. Working with the HAP HMIS Technology Committee and being responsible for successful transfer/rollout of the HMIS project, including data, software vendor contract and licensing, security arrangements, Partner Agency MOUs, and contractor agreements.

    j Obtaining and maintaining signed Partner Agency MOU's.

    k. CTA will invoice partner agencies and jurisdictions. CTA will collect local match and will provide accounting of match contributions to Human Services Department and the Planning Department. CTA to follow-up with Partner Agencies, as needed, to collect funding from Partner Agencies. HSD to follow-up with jurisdictions, as needed, to collect jurisdictional funding.

II.   Administering the central server, including:

    a. Server security, configuration, and availability

    b. Setup and maintenance of hardware

    c. Installation and maintenance of software

    d Configuration of network and security layers

    e. Anti-virus protection for server configuration

    f. System backup and disaster recovery

g. Taking all steps needed to secure the system against breaches of security and system crashes.
k. Ensuring system uptime and monitoring system performance.
l. Protecting of confidential data (in compliance with HUD Standards, local privacy policies, and other applicable law), and abiding by any restrictions clients have placed on their own data.
m. Developing and implementing security and confidentiality plans if required by the revised HUD HMIS Standards.

III. Administering HMIS end users, including:
   a. Add and remove partner agency technical administrators
   b. Manage user licenses

Training:

Provide all training and user guidance needed to ensure appropriate system use, data entry, data reporting, and data security and confidentiality, including:
   a. Training documentation
   b. Confidentiality and Intake/Exit Forms training
   c. Application training for agency administrators and end users
   d. Outreach to users/end user support
   e. Training timetable
   f. Helpdesk
   g. CTA will be responsible for Partner Agency RSVP's to trainings, and cancellation of reserved training rooms, and equipment as needed. (Refer to D.IV.3 f.) CTA will provide lap top computers as needed per facility capacity. Any additional trainings and/or cancellations shall be the responsibility of CTA to make appropriate arrangements, and obtain facility and equipment for changes in scheduling.

Data Quality:

   a. Ensuring all client and homeless program data are collected in adherence to the HUD HMIS Data Standards and local additional requirements thereto.
   b. Customizing the HMIS application to meet local data requirements.
   c. Monitoring data quality, generating agency exceptions reports,
   d. Ensuring data quality.
   e. Preparing and implementing a data quality plan if required by the revised HUD HMIS Standards.
   f. Carrying out aggregate data extraction and reporting (under the guidance of the HMIS Technology Committee) including the HMIS data needed for an unduplicated accounting of homelessness, excluding the Point in Time and Street count.
   g. Assist partner agencies with agency-specific data collection and reporting needs, such as the Annual Progress Report and program reports (within reason and within constraints of budget and other duties).

IV. Satisfactory Assurances Regarding Confidentiality and Security:

It is understood that CTA will receive from Human Services client information that may be subject to the privacy and security protections and requirements of HUD HMIS Standards, HIPPA Privacy Rule, other law, and local HMIS privacy and security policies and procedures. CTA hereby agrees that it will

use protected client information only for purposes permitted by agreement with Human Services and as permitted by the applicable law and Standards. Further, CTA agrees it will make use of all safeguards required by HUD Privacy Standards, HIPPA Privacy Rule, where appropriate, other law, and local HMIS privacy and security policies and procedures in order to prevent any unauthorized disclosure of protected client information.

3. **Human Services Department Responsibilities**

    a. Work with CTA to transfer the HMIS project to CTA, including the data, software vendor contract and licensing, Partner Agency MOUs, contractor agreements, and HUD McKinney-Vento CoC Supportive Housing project grant for HMIS. Transfer of the data will comply with HUD HMIS Security Standards, including encryption of data in transmission.

    b Make former project management and systems administration staff available for consultation to CTA as needed after transfer of the project to CTA until the transition work plan task are complete and all needed knowledge has been transferred.

    c Human Services has obtained agreement from the HAP Executive Committee for the 2009-10 budget to share costs, based on the previously agreed formula used for other cost sharing and, for the HMIS Liaison position described in 4.b below for the 2009-2010 budget year. HSD shall obtain agreement based on previously agreed formula used for other cost sharing from Executive Committee for the 2010-11 budget year, and thereafter.

    d. Human Services responsible for securing the HUD required commitment of local match dollars from participating jurisdictions and Partner Agencies. Upon the request of CTA, Human Services will follow-up with participating jurisdictions and partner agencies to facilitate the collection of local match dollars. Continued local match funding support for HMIS is subject to and contingent upon available annual financing from the participating jurisdictions and Partner Agencies.

    e. Human Services agrees to assist CTA in the annual collection of the HUD CoC Notice of Funding Application requirement of written documentation from jurisdictions and partner agencies in funding support for the HUD McKinney-Vento CoC Supportive Housing project HMIS grant.

    f. Identify and reserve computer training spaces to host training by CTA for ten months. The training space must have the capability to have 10 computer workstations, Internet access, and a four-hour training slot.

4 **Planning Department Responsibilities**

    a As the convener and staff for the HAP, work to ensure that the HAP carries out its governance and oversight responsibilities for HMIS.

    b. Provide for a contract with HAP Consultant to serve as the HMIS Liaison for the HAP to oversee the HMIS project Scope of work to include, but not be limited to facilitating HMIS Technology Committee meetings; reviewing and updating any needed agreements, policies, and procedures (Refer to CTA D.2.1.h.); take a lead role in working with CTA monitoring and ensuring compliance with HUD HMIS Standards and HUD NOFA requirements; liaison with HUD on HMIS as they effect HAP as a whole, separate from CTA liaison functions with HUD; and assist in obtaining match and leverage letters from Partner Agencies.

    c. HAP Consultant will record all approvals, resolutions, and other key decisions of the HAP that may be required by the HUD HMIS Standards in the HAP's role as the HMIS governance body.
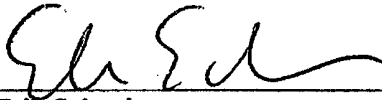
d. Upon approval by the HAP, serve as the signatory and repository for this and any other agreements and operational documents that are executed by the HAP in its role as the HMIS governance body.

e. Ensure that the HMIS budget request, received from Human Services, for jurisdictional cash match is submitted to the HAP Executive Committee on an annual basis

E. Period of Agreement and Modification/Termination

1. **Period of Operation and Termination:** This MOU will become effective upon signature of the parties and shall remain in effect until terminated by the parties. Each party shall have the right to terminate this agreement as to itself only upon 90 days prior written notice to the HAP in care of the County of Santa Cruz Planning Department Housing Unit. Violation of any component may be grounds for immediate termination of this Agreement.

2. **Amendments:** Amendments, including additions, deletions, or modifications to this MOU must be agreed to by all parties to this Agreement.

The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.
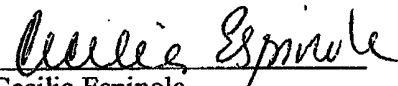
For Santa Cruz County Homeless Action
Partnership and County of Santa Cruz
Planning Department Housing Unit

By_____
      Erik Schapiro,
      Chief, Planning Department Housing Unit

For County of Santa Cruz Human Services
Department

By_____
      Cecilia Espinola,
      Director

For Community Technology Alliance

By_____
      Ray Allen,
      Executive Director

2A-2. HMIS–Policies and Procedures Manual

Santa Cruz County HOMELESS MANAGEMENT INFORMATION SYSTEM

POLICIES & PROCEDURES

REVISION HISTORY

Date	Author	Description
09/20/04	HMIS Technology Committee	Approved: Policies & Procedures in concept
Version 1 10/20/04	HMIS Technology Committee	Approved: Policies & Procedures Manual
Version 2 02/15/05	HMIS Technology Committee	Approved: HUD required privacy language for Intake Sites, 5.4, Page 14
Version 3 02/15/06	HMIS Technology Committee	Approved: Quality Assurance policy 5.3.a, and other minor revisions
Version 4 06/21/06	HMIS Technology Committee	Approved: Service Transaction Reporting 5.3.b, Page 15; Separate Records & Assessment for Children 5.3.C, Page 15; Agency Privacy Notice 5.4, Page 16
Version 5 09/13/06	HMIS Technology Committee	Approved: Program Bed Coverage 5.3.d, Page 16, and Anonymous Client Data Entry 5.3.e, Page 17
Version 6 01/17/07	HMIS Technology Committee	Approved: Release and Disclosure of Client Data 5.4, Page 18, Related Addendum: 8.1 Baseline Privacy Notice for Homeless Organization added, Page 26, and Workstation Security 5.7, Page 20
Version 7 09/16/09	HMIS Technology Committee	Approved: Changed references to HRA as the Lead Agency to CTA

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

Exhibits

Memorandum of Understanding
Partner Agency User Agreement
Standardized HMIS Data (Intake) Form
Standardized HMIS Data (Intake) Form (Spanish)
Standardized HMIS Exit Form
Standardized HMIS Exit Form (Spanish)
Client Informed Consent and Release of Information Authorization
Client Informed Consent and Release of Information Authorization (Spanish)

1. INTRODUCTION

This document provides the framework for the ongoing operations of the Santa Cruz County Homeless Management Information System (Santa Cruz County HMIS) Project. The Project Overview provides the main objectives, direction and benefits of the Santa Cruz County HMIS Project. Governing Principles establish the values that are the basis for all policy statements and subsequent decisions.

Operating Procedures will provide specific policies and steps necessary to control the operational environment and enforce compliance in the areas of:

> Project Participation
> User Authorization
> Collection of Client Data
> Release of Client Data
> Server Security and Availability
> Workstation Security
> Training
> Technical Support

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

2. PROJECT OVERVIEW

The long-term vision of the Homeless Management Information System (HMIS) is to enhance Partner Agencies' collaboration, service delivery and data collection capabilities. Accurate information will put the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) in a better position to request funding from various sources and help plan better for future needs.

The mission of the Homeless Management Information System of the HAP 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 the Santa Cruz County HMIS Project is to document the

demographics of homelessness in Santa Cruz County according to the U.S. Department of Housing and Urban Development (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 county. 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 county. Access to the central server is limited to agencies formally participating in the project and then only to authorized staff members that meet the necessary training and security requirements.

The Santa Cruz County HMIS project lead, as assigned by the HAP, is Community Technology Alliance (CTA). CTA's Director is the authorizing agent for all agreements made between Partner Agencies and CTA. The CTA System Administrator is responsible for the administration of the central server and user access. The CTA Project Manager will provide oversight for the countywide implementation of HMIS.

The HMIS Technology Committee of Santa Cruz County HAP is responsible for oversight and guidance of the Santa Cruz County HMIS Project. 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: Access to critically needed services and housing will be easier through streamlined referrals, less duplication with intakes and assessments, and coordinated case management and improved access to benefits.

Potential benefits for agencies and program managers: Better tracking of client outcomes, coordinated services (both internally among agency programs and externally with other providers), improved client information for program design decision, and easier preparation of financial programmatic reports for funders, boards and other stakeholders.

Potential benefits for community-wide Continuums of Care (CoC) and policy makers: County-wide involvement in the project provides the capacity to generate HUD Annual Progress Reports for the CoC, and allows access to aggregate information both at the local and regional level that will assist in identification of gaps in services and determination of an unduplicated count, 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 the Santa Cruz County HMIS Project 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 HMIS. These policies will ensure clients' privacy without impacting the delivery of services, which are the primary focus of agency programs participating in this project.

Policies regarding client data will be founded on the premise that a client owns his/her own personal information and will provide the necessary safeguards to protect client, agency, and policy level interests. Collection, access and disclosure of client data through HMIS will only be permitted by the procedures set forth in this document.

Data Integrity

Client data is the most valuable and sensitive asset of the Santa Cruz County HMIS Project. 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 System Administrator is responsible for ensuring the broadest deployment and availability for homeless service agencies in Santa Cruz County.

4. Roles and Responsibilities

Santa Cruz County Continuum of Care Homelessness Action Partnership

HMIS Technology Committee
- Recommendation of the Lead HMIS Agency to the HAP
- Develop a Technology Plan
- Selection of system software
- Approval of project forms and documentation
- Project direction, guidance, participation and feedback
- Advise and support funding strategies
- Review of compliance issues

Community Technology Alliance

CTA Director
- CTA signatory for Memoranda of Understanding

CTA Project Management
- Project Staffing
- Liaison with HUD
- Overall responsibility for success of the Santa Cruz County HMIS project
- Creation of project forms and documentation
- Project Policies & Procedures and compliance
- General responsibility for project rollout
- Hosting of System Software
- Selection and procurement of server hardware
- Procurement of server software and licenses
- End user licenses
- Data Monitoring
- Data Validity
- Keeper of signed Memorandums of Understanding
- Adherence to HUD Data Standards

CTA System Administration
- Domain registration
- Project Website
- Central Server Administration
  - Server Security, Configuration, and Availability
  - Setup and maintenance of hardware
  - Installation and maintenance of software
  - Configuration of network and security layers
  - Anti-virus protection for server configuration
  - System Backup and Disaster Recovery
  - User Administration
  - Add & Remove Partner Agency Super Users
  - Manage User Licenses
  - System Uptime & Performance Monitoring
  - Ongoing Protection of Confidential Data
- Application Customization
- Aggregate data reporting and extraction
- Quality Assurance Reporting
- Assist Partner Agencies Super User with agency-specific data collection and reporting needs
- Helpdesk- IT designated Staff

CTA Training Coordination
- Curriculum Development
- Training documentation
- Confidentiality Training
- Application Training for Partner Agency Super User and End Users
- Training Timetable

Partner Agency

Partner Agency Executive Director
- Authorizing agent for partner agreement (MOU)
- Designation of Super User
- Agency compliance with Policies & Procedures
- End user licenses works with CTA Project Manager
- Agency level HUD reporting

Partner Agency Super User
- Sole communicator with CTA Information Services Help Desk
- Authorizing agent for Partner Agency User Agreements
- Keeper of Partner Agency User Agreements
- Keeper of executed Client Informed Consent forms
- Authorizing agent for user ID requests
- 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 HMIS Application
- Ensure use of Standardized HMIS Intake & Exit Forms
- Authorized imports of client data

Agency Staff/End User
- Safeguard Client Privacy through compliance with confidentiality policies
- Data Collection as specified by training and other documentation.
- Data Entry

Conflict Resolution Committee
The Conflict Resolution Committee (CRC) will serve as the Ombudsperson for Santa Cruz County HMIS participants. While every participant in the system, including clients, should have access to the Ombudsperson, reasonable efforts should be made (and documented if possible) to obtain satisfaction by other means, including escalation within an agency and through CTA.

The current CRC members will be comprised of representatives from the County of Santa Cruz, the City of Watsonville, and the City of Santa Cruz. The CRC may be contacted through Community Technology Alliance or Continuum of Care Homeless Action Partnership Coordinator/HMIS Project Manager.

5. OPERATING PROCEDURES

5.1. Project Participation

Policies

- Agencies participating in the Santa Cruz County HMIS Project shall commit to abide by the governing principles of the Santa Cruz County HMIS Project and adhere to the terms and conditions of this partnership as detailed in the Memorandum of Understanding.

Procedures

Confirm Participation
1. The Partner Agency (PA) shall confirm their participation in the Santa Cruz County HMIS Project by submitting a signed Memorandum of Understanding to the CTA Project Manager.
2. The CTA Project Manager will obtain the co-signature of the CTA Director.
3. The CTA Project Manager will maintain a file of all signed Memorandums of Understanding.
4. The CTA System Administrator will update the list of all Partner Agencies and make it available to the project community and post this list on the Santa Cruz County HMIS portal. All participating Agencies will be listed on the HMIS portal.

Voluntary Termination of Participation
1. The Partner Agency shall inform the CTA Project Manager in writing 45 days prior of their intention to terminate their agreement to participate in Santa Cruz County HMIS Project.
2. The CTA Project Manager will inform the CTA Director and update the participating Partner Agency list.
3. The CTA System Administrator will revoke access of the Partner Agency staff to the Santa Cruz County HMIS. Note: All Partner Agency specific information contained in the HMIS system will remain in the Santa Cruz County HMIS system.
4. The CTA Project Manager will keep all Partner Agency termination records on file with the associated Memorandums of Understanding.

Assign Super User
1. The Partner Agency shall designate a primary contact, the Super User, for communications regarding Santa Cruz County HMIS, and

shall notify the CTA Project Manager of the Partner Agency Super User's name and contact information.

2. The CTA Project Manager will maintain a file of designated Partner Agency Super User information.
3. The CTA System Administrator will maintain a list of all assigned Partner Agency Super Users and make it available to the project staff.
4. Partner Agency Super User questions concerning software are to be directed to the CTA System Administrator only. At no time will the Partner Agency contact the software vendor directly.

Re-Assign Super User

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 the HMIS, the Partner Agency Super User and the CTA System Administrator will meet to review and assess the security measures in place to protect client data. This review shall in no way reduce the responsibility for agency information security, which is the full and complete responsibility of the agency, its Executive Director, and Partner Agency Super User.
2. Agencies shall have virus protection software on all computers that access HMIS.

5.2. User Authorization & Passwords

Policies

- Agency Staff participating in the Santa Cruz County HMIS Project shall commit to abide by the governing principles of the Santa Cruz County HMIS Project and adhere to the terms and conditions of the Partner Agency User Agreement.
- The Partner Agency Super User must only request user access to HMIS for those staff members that require access to perform their job duties. Only designated Partner Agency Super User may request and receive HMIS passwords and User IDs from CTA.
- All HMIS 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 be at least eight (8) characters long, use at least two (2) numbers (required by software), and one (1) letter. Do not use or include the User name, the HMIS name, or the HMIS vendor's name,

and the password may not consist entirely of any word found in the common dictionary or any of the above spelled backwards.

- CTA System Administrator will determine and notify participants if passwords need to be changed. Partner Agency Super User, passwords may only be reset by the CTA System Administrator.
- Partner Agency Users (not including Partner Agency Super User), passwords should be reset by the Partner Agency Super User, but in some cases may be reset by the CTA System Administrator.

- Three (3) consecutive unsuccessful attempts to login will disable the User ID until the account is reactivated by the Partner Agency Super User.

Procedures

Workstation Security Assessment
1. Prior to requesting user access for any staff member, the Partner Agency Super User will assess the operational security of the user's workspace.
2. Partner Agency Super User will confirm that workstation has virus protection properly installed and that a full-system scan has been performed within the last week.

Request New User ID
1. When the Partner Agency Super User identifies a staff member that requires access to Santa Cruz County HMIS, a Partner Agency User Agreement (PAUA) will be provided to the Prospective User.
2. The Prospective User must read, understand and sign the PAUA and return it to the Partner Agency Super User.
3. The Partner Agency Super User will co-sign the PAUA and keep it on file.
4. The Partner Agency Super User will create the new user ID as specified, and notify the user ID owner of the temporary password via email.
5. User IDs and passwords will be issued after the Partner Agency Super User has confirmed that the Partner Agency HMIS End User has signed the PAUA form, and has attended Confidentiality Training.

Change User Access
When the Partner Agency Super User determines that it is necessary to change a user's access level they will update the user ID as needed.

Voluntary Rescission of User Access
Use the procedure referenced under Section 5.1 Project Participation, Voluntary Termination of Participation, when any HMIS user leaves the agency or otherwise becomes inactive.

Reset Password

1. When a user forgets their password or has reason to believe that someone else has gained access to their password, they must immediately notify their Partner Agency Super User.
2. The Partner Agency Super User will reset the user's password and notify the user of their new temporary password.

5.3. Collection and Entry/Exit of Client Data

Policies

- Client Data will be gathered according to the policies, procedures and confidentiality rules of each individual program and in compliance with HUD requirements.
- Partner Agency will develop program specific interview guidelines that include the HMIS data collection process, the standardized Client Informed Consent & Release of Information Authorization form, posting of privacy policy, and any additional elements the agency wishes to collect.
- Client Data may only be entered into the HMIS with client's authorization to do so.
- 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 must be available on request.
- Client Data will be entered for purposes of Entry or Exit into the HMIS in a timely manner within three (3) business days* of accessing the data.
- Client identification (Part I of the Intake Form) should be completed within three (3) business days of the initial intake.
- Record of service should be entered on the day services began or ended, or as soon as possible within the next three (3) business days.
- Required assessments should be entered as soon as possible following the assessment process and within three (3) business days.
- All Client Data entered into the HMIS will be kept as accurate and as current as possible.
- Hardcopy or electronic files will continue to be maintained according to individual program requirements.
- Hardcopies of Potential Personal Information (PPI) will be kept in a secure location (i.e. locked file cabinet), or destroyed.
- Partner Agencies are responsible for the accuracy, integrity, and security of all data input by said Agency. Any information updates, errors, or inaccuracies that come to the attention of the Partner Agency

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*A business day is equal to a weekday, Monday through Friday, excluding holidays.

will be corrected by the Partner Agency. If necessary, CTA Systems Administrator must be notified within five (5) business days of any corrections that cannot be made by the Partner Agency Super User.
- No data may be imported without the client's authorization.
- Any authorized data imports will be the responsibility of the participating agency.

Procedures

Refer to User Manual and/or Training Materials for specific data entry/exit guidelines.

5.3.a. Quality Assurance

Policies

- Client specific data shall be entered correctly to ensure quality of data, and to provide reports to agency executive management, public policy decision makers, and all relevant homeless service providers.
- Quality Assurance shall be the responsibility of the Partner Agency Super User or the designated position within the agency as defined by the Executive Director. CTA will be informed if this person is different than the designated Partner Agency Super User.

Procedures

1. CTA will provide each agency with an Exceptions reporting format, and provide the training necessary in order for the agency to be able to download and report to the appropriate parties within the agency, and to the HMIS Project Manager.
2. Partner Agency Super User will download Exception Reports weekly on Mondays.
3. Super User will be responsible for reviewing the Exception Reports, and making corrections where they have been identified within three (3) business days.
4. Super User will share the raw data from Exception Reports with authorized personnel only (those that have HMIS authorization).
5. Super User will inform the CTA designated staff if there is a problem in correcting the data within the three (3) business days.
6. CTA designated staff will verify the first (1st) Monday of each month (Tuesday's when Monday is a holiday, or a day off) that the Super User has complied with the correction of Exception Reports.

7. If the CTA designated staff finds that the monthly review shows a lack of corrections, they will E-mail the Super User and the HMIS Project Manager advising that the corrections have not been made in a timely manner, and should be corrected within five (5) business days.
8. If the CTA designated staff finds that the corrections have not been made within five (5) business days, then the CTA designated staff will inform the HMIS Project Manager, and copy the Super User.
9. The HMIS Project Manager will communicate with the Super User and provide five (5) additional business days for the corrections to be made. If at the end of the five (5) business days, the corrections are not complete, then the Project Manager will inform the Partner Agency Executive Director.
10. CTA Project Manager will work with the Executive Director to determine an appropriate time for the corrections to be made.
11. If the CTA Project Manager is unable to resolve the Exception Reporting corrections, then the Project Manager will work with the Conflict Resolution Committee.

5.3.b. Service Transaction Reporting

Policies

- To avoid duplicated data about services provided to clients, only Partner Agencies that directly provide a service should be credited for the service transaction.

Procedures

1. Partner Agencies should record all services they provide directly to clients using the Service Transaction function of ServicePoint.
2. If a Partner Agency refers a client to receive services by another agency, the Service Transaction should record the service as "Referred to Other/Mainstream Services".

5.3.c. Separate Records For Children

Policies

- To comply with HUD HMIS standards, Partner Agencies must record all children as a separate client record.

Procedures

1. Partner Agency may use the separate child data collection addendum of the Santa Cruz County Standardized HMIS Data Form when a family includes children.
2. Partner Agencies must create a separate client record in

ServicePoint for each child under the Child Assessment sub-assessment component.

5.3.d. Program Bed Coverage

Policies

- Partner Agency must seek to attain HMIS coverage for 100% of their emergency, transitional, and permanent beds for homeless people. "Bed coverage" means that HMIS data is entered for any client who occupies a bed for any period of time.

Procedures

1. Partner Agency must enter client data on every client who occupies each of their emergency, transitional, and permanent beds for homeless people.
2. Each year, Partner Agency, as part of the annual CoC Housing Inventory, will review and certify the HMIS coverage of each of their emergency, transitional, and permanent beds for homeless people.
3. The CTA Project Manager may periodically monitor Partner Agencies, review their HMIS records, and consult with Partner Agencies to ensure they are complying with their program bed coverage requirements.

5.3.e. Anonymous Client Data Entry

Policies

Partner Agency should seek to obtain a signed Client Informed Consent & Release of Information Authorization (ROI) and all required information from every homeless client, including Personal Protected Information (PPI—e.g., name or social security number). However, if the client will not provide a signed ROI, as a last resort Partner Agency may enter the client as an "anonymous client." "Anonymous client" refers to data entered without PPI. Totally anonymous client data cannot be unduplicated and therefore harms the HAP's ability to generate an accurate count of and statistics on clients entered into HMIS.

Procedures

1. If a client initially refuses to sign the Release of Information (ROI), explain the benefits and value of HMIS participation to the client.
2. If after discussion the client still declines to sign the ROI, anonymous data must then be entered.

3. The "anonymous client" feature of ServicePoint must be used, rather than simply leaving the PPI fields within a regular client record blank.
4. The anonymous client's year of birth (enter as 01/01/Year of Birth, but not month and day of birth) must be entered in order to facilitate record de-duplication.
5. Do not include the following PPI fields as follows:
    a. First, Middle, or Last Name
    b. SSN
    c. Date of Birth (month and day)
    d. Addresses
    e. Phone Numbers
    All other fields should be entered.

5.4. Release and Disclosure of Client Data

Policies

- Client-specific data from the HMIS system 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-HMIS inter-agency agreements do not cover the sharing of HMIS 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. Please 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*, the relevant portions of these Policies & Procedures should be posted near the intake location, along with the Agency's relevant Policies & Procedures, and a list of agencies participating in Santa Cruz County HMIS.
- Per HUD standards, a sign must be posted at each intake sight (or comparable location) generally explaining the reasons for collecting this information. **All Intake Sites must visibly post the following language that was approved by HUD and is the minimum "safe harbor" in most circumstances. Please note that HIPPA-covered agencies may have different requirements for such wall postings:**

    "We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we

collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate."

- To comply with HUD HMIS Standards, each Partner Agency must adopt and maintain its own privacy notice/policy, which at a minimum includes the protections set forth in the attached Baseline Privacy Notice (with content that was a approved by HUD). *Please note that HIPAA-covered agencies may have different requirements for privacy notices/policies.*

- To comply with HUD HMIS standards, each Partner Agency that maintains a public web page must post the current version of its privacy notice/policy on that web page.
- 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.
- The ServicePoint 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.
- Personally protected information that is not in current use seven (7) years after being created or last changed must be disposed of or have the identifiers removed.
- 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 their 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 the Santa Cruz County HMIS system, which facilitates appropriate data sharing.

5.5. Server Security

Policies

- The CTA System Administrator will strive to secure and keep secure the servers, both physically and electronically.

Procedures

- All procedures for maximizing Server Security are the responsibility of the CTA System Administrator.

5.6. Server Availability

Policies

- The CTA System Administrator will strive to maintain continuous availability by design and by practice.
- Necessary and planned downtime will be scheduled when it will have least impact, for the shortest possible amount of time, and will only come after timely communication to all Partner Agency participants.The CTA System Administrator is responsible for design and implementation of a backup and recovery plan (including disaster recovery).

Procedures

1. A user should immediately report unplanned downtime to their Partner Agency Super User.
2. All other procedures for maximizing Server Availability, recovering from unplanned downtime, communicating, and avoiding future downtime are the responsibility of the CTA System Administrator.
3. CTA System Administrator will backup system, software, and database data on a weekly basis, as well as incremental backups nightly.
4. CTA System Administrator will notify Partner Agency Super User of system failures, errors, or problems as soon as possible but no later than three (3) business days.

5.7. Workstation Security

Policies

- Partner Agency Super User is responsible for preventing degradation of the whole system resulting from viruses, intrusion, or other factors under the Agency's control.
- Partner Agency Super User 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. Don't let someone read over your shoulder and lock your screen.
- Partner Agency must maintain a fixed Internet Protocol (IP) address.
- Recommended Internet Connection: DSL or Cable Modem, at least

128 kbits.
- Recommended Browser: Latest release of Internet Explorer version 5.5.
- 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 Super User.
- To help ensure the security of client data, Partner Agencies may not access or store HMIS data on a portable computer (e.g. lap top, etc.) or device (e.g. personal digital assistant, hand held computer, storage mediums, etc.). Accessing or transmitting HMIS data through a wireless network is prohibited.

Procedures

At a minimum, any workstation accessing the CTA Server shall have anti-virus software with current virus definitions (24 hours) and weekly full-system scans.

5.8. Training

Policies

- Partner Agency Executive Director shall obtain the commitment of Partner Agency Super User and designated staff persons to attend training(s) as specified in the Memorandum of Understanding (MOU) between Partner Agency and CTA.

Procedures

1. **Start-up Training**
   CTA will provide training in the following areas prior to Partner Agency using Santa Cruz County HMIS:
   a. Agency Super User Training
   b. End User Training
   c. Confidentiality Training 2. Agency Super User Training

2. **Agency Super User 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:
   d. New user set-up
   e. Assigning Partner Agency within Santa Cruz County HMIS hierarchy.
   f. End user training
   g. Running package reports
   h. Creating customized reports

3. On-going Training

CTA will provide regular training for the Partner Agency, as needed and as available. The areas covered will be:

    i.   Agency Super User Training
    j.   End User Training
    k.   Confidentiality Training

Additional training classes will be scheduled as needed. Refer to the HMIS portal for the latest schedule of classes.

5.9. Compliance

Policies

- Compliance with these Policies and Procedures is mandatory for participation in the Santa Cruz County HMIS system.
- Using the ServicePoint software, all changes to client data are recorded and will be periodically and randomly audited for compliance by CTA and the Partner Agency.

Procedures

Violation of the Policies and Procedures
Violation of the policies and procedures contained within this document may have serious consequences.

1. Any deliberate action resulting in a breach of confidentiality or loss of data integrity will result in the withdrawal of system access for the offending individual.
2. Any unintentional action resulting in a breach of confidentiality or loss of data integrity may result in the withdrawal of system access for the offending individual.
   a. The Partner Agency Super User may deactivate staff User IDs if a staff member breaches confidentiality or security.
   b. The CTA System Administrator will deactivate all other User IDs if a non-staff member breaches confidentiality or security.
3. All such actions, either intentional or unintentional, will be referred to the Technology Committee for review and resolution.

Lack of Compliance with Project Participation (Refer to Section 5.1)

1. When the CTA System Administrator determines that a Partner Agency is in violation of the terms of the partnership, Executive Director of Partner Agency and CTA will work to resolve the conflict(s).
2. If Executive Director and CTA are unable to resolve conflict(s), the

Conflict Resolution Committee (CRC) will be called upon to resolve the conflict, which may involve a range of actions, including termination. Refer to Section 4, Roles and Responsibilities for the CRC procedure.

5.10 Technical Support

General

Requests for Technical Support may include the reporting of problems with the HMIS Software, requests for enhancements, or other general Technical Support. Technical Support for the HMIS Application will be based upon a three-tier support model.

- Tier 1 Support will be provided by the Partner Agency Super User.
- Tier 2 Support will be provided by the CTA Information Services Help Desk.
- Tier 3 Support will be provided by the CTA Systems Administrator.

Policies

Technical Support issues must be resolved utilizing the three-tier support model. Only the CTA System Administrator may directly contact the Software Vendor. Technical Support will always be provided as quickly and professionally as possible. Technical Support is recognized as an important component required for the success of an HMIS system.

Procedures

Tier 1 –Partner Agency Super User
When a need arises within a Partner Agency, all requests for Technical Support shall be directed to the Partner Agency Super User. Each individual Super User will decide how they will handle these requests.

Each Super User, relying on specially provided training, will attempt to resolve local problems. Only the Super User may escalate un-resolved issues to Tier 2 Support.

Tier 2 – CTA Information Services Help Desk
Un-resolved issues should be escalated to the CTA Information Services Help Desk. Only Partner Agency Super Users may call the Help Desk. The CTA Information Services Help Desk will provide Technical Support to the Partner Agency Super Users in the same manner they provide assistance to CTA. Only the CTA Information Services Help Desk may escalate un-resolved issues to Tier 3 Support. The CTA Services Help Desk is available Monday through Friday, 8am to 5pm, except County holidays.

The Partner Agency Super User will notify the CTA System Administrator

prior to any absence, which will cause a Super User designee to be substituted, for a limited period of time. Such notification will consist of the designee's name and contact information.

Tier 3 – CTA System Administrator

Technical Support issues that were not resolved by the Partner Agency Super User or the CTA Information Services Help Desk will be escalated to the CTA System Administrator. The CTA System Administrator will work directly with the Software Vendor and the Super User to resolve all Tier 3 Technical Support issues.

5.11.Changes to this and other Documents

<u>Policies</u>

- The HMIS Technology Committee of the HAP in conjunction with CTA, will guide the compilation and amendment of these Policies and Procedures.

<u>Procedures</u>

Changes to Policies & Procedures

1. Proposed changes may originate from any participant in the Santa Cruz County HMIS.
2. 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 CTA Project Manager for review and discussion.
3. HMIS Project Manager will maintain a list of proposed changes.
4. The Technology Committee will discuss the list of proposed changes. This discussion may occur either at a meeting of the Technology Committee, or via email or conference call, according to the discretion and direction of the CTA Project Manager.
5. 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 approved by the Technology Committee.
6. 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 CTA Project Manager. Partner Agency Executive Director shall also ensure circulation of the revised document within their agency and compliance with the revised Policies and Procedures.

6. OTHER OBLIGATIONS AND AGREEMENTS

The current HUD grant for Santa Cruz County HMIS provides support for one (1) year starting October 1, 2004. Therefore, CTA is committed to provide services to HUD funded programs in Santa Cruz County through September 30, 2005.

The current HUD grant for Santa Cruz County HMIS 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 to CTA, the CTA Project Manager will endeavor to ensure that every Agency participating will have their minimum requirements met from the HUD grant for the first year of the project. The HMIS Technology Committee will decide funding responsibilities for additional licenses at a future date.

7. FORMS CONTROL

All forms required by these procedures will be posted on the project Santa Cruz County HMIS portal.

Filing of Completed Forms

Description	Location	Responsibility
Memorandum of Understanding	CTA Project Office	CTA Project Manager
Partner Agency Super User Agreement	CTA Project Office	CTA Project Manager
Partner Agency User Agreement	Partner Agency	Partner Agency Super User
Client Informed Consent & Release of Information Authorization	Partner Agency	Partner Agency Staff
Standardized HMIS Data (Intake) Form	Partner Agency	Partner Agency Staff
Standardized HMIS Exit Form	Partner Agency	Partner Agency Staff

Santa Cruz County Homeless Action Partnership

Baseline Privacy Notice for Homeless Organizations

[Insert: Name of Organization]

Brief Summary

Effective Date: January 17, 2007
Version Number: 1

This notice describes the privacy policy of the [*Insert: Name of Homeless Agency*]. We may amend this policy at any time. We collect personal information only when appropriate. We may use or disclose your information to provide you with services. We may also use or disclose it to comply with legal and other obligations. We assume that you agree to allow us to collect information and to use or disclose it as described in this notice. You can inspect personal information about you that we maintain. You can also ask us to correct inaccurate or incomplete information. You can ask us about our privacy policy or practices. We respond to questions and complaints. Read the full notice for more details. Anyone can have a copy of the full notice upon request.

Santa Cruz County Homeless Action Partnership
Baseline Privacy Notice for Homeless Organizations

Full Notice

Effective Date: 1/17/07
Version Number: 1

A. What This Notice Covers

1. This notice describes privacy policy and practices of [*Insert: Agency Name*].

2. The policy and practices in this notice cover the processing of protected personal information for our clients. All personal information that we maintain is covered by the policy and practices described in this privacy notice.

3. Protected Personal information (PPI) is any information we maintain about a client that:

   a. allows identification of an individual directly or indirectly

   b. can be manipulated by a reasonably foreseeable method to identify a specific individual, **or**

   c. can be linked with other available information to identify a specific client. When this notice refers to personal information, it means PPI.

4. We adopted this policy because of standards for Homeless Management Information Systems issued by the Department of Housing and Urban Development. We intend our policy and practices to be consistent with those standards. See 69 Federal Register 45888 (July 30, 2004).

5. This notice tells our clients, our staff, and others how we process personal information. We follow the policy and practices described in this notice.

6. We may amend this notice and change our policy or practices at any time. Amendments may affect personal information that we obtained before the effective date of the amendment.

7. We give a written copy of this privacy notice to any individual who asks.
8. We maintain a copy of this policy on our website at www._____.org

B. How and Why We Collect Personal Information

1. We collect personal information only when appropriate to provide services or for another specific purpose of our organization or when required by law. We may collect information for these purposes:

   a. to provide or coordinate services to clients

   b. to locate other programs that may be able to assist clients

   c. for functions related to payment or reimbursement from others for services that we provide

27

d. to operate our organization, including administrative functions such as legal, audits, personnel, oversight, and management functions

e. to comply with government reporting obligations

f. when required by law

g. for local and regional data analysis and reporting on homelessness.

2. We only use lawful and fair means to collect personal information.

3. We normally collect personal information only with the knowledge and written consent of our clients. If you seek our assistance, sign a release of information authorization, and provide us with personal information, we assume that you consent to the collection of information as described in this notice.

4. We may also get information about you from: (a) individuals who are with you, or (2) other public and private organizations that provide services and/or participate in HMIS.

5. We post a sign at our intake desk or other location explaining the reasons we ask for personal information. The sign says:

> We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate.

C. How We Use and Disclose Personal Information

1. We use or disclose personal information for activities described in this part of the notice. We may or may not make any of these uses or disclosures with your information. If you seek our assistance, sign a release of information authorization, and provide us with personal information, we assume that you consent to the use or disclosure of your personal information for the purposes described here and for other uses and disclosures that we determine to be compatible with these uses or disclosures:

a. to **provide or coordinate services** to individuals. We share client records with other organizations that may have separate privacy policies and that may allow different uses and disclosures of the information.

b. for functions related to **payment or reimbursement for services**

c. to **carry out administrative functions** such as legal, audits, personnel, oversight, and management functions

d. to **create de-identified (anonymous) information** that can be used for research and statistical purposes without identifying clients, and for local and regional data analysis and reporting

e. when required by law to the extent that use or disclosure complies with and is limited to the requirements of the law

f. to avert a serious threat to health or safety if

(1) we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public, **and**

(2) the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat

g. to report about an individual we reasonably believe to be a victim of abuse, neglect or domestic violence to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect or domestic violence

(1) under any of these circumstances:

  (a) where the disclosure **is required** by law and the disclosure complies with and is limited to the requirements of the law

  (b) if the individual agrees to the disclosure, **or**

  (c) to the extent that the disclosure is **expressly authorized** by statute or regulation, **and**

  (I) we believe the disclosure is necessary to prevent serious harm to the individual or other potential victims, **or**

  (II) if the individual is unable to agree because of incapacity, a law enforcement or other public official authorized to receive the report represents that the PPI for which disclosure is sought **is not intended to be used against the individual** and that an immediate enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until the individual is able to agree to the disclosure.

  and

(2) when we make a permitted disclosure about a victim of abuse, neglect or domestic violence, we will promptly inform the individual who is the victim that a disclosure has been or will be made, except if:

  (a) we, in the exercise of professional judgment, believe informing the individual would place the individual at risk of serious harm, **or**

  (b) we would be informing a personal representative (such as a family member or friend), and we reasonably believe the personal representative is responsible for the abuse, neglect or other injury, and that informing the personal representative would not be in the best interests of the individual as we determine in the exercise of professional judgment.

h. for academic research purposes

(1) conducted by an individual or institution that has a formal relationship with the CHO if the research is conducted either:

  (a) by an individual employed by or affiliated with the organization for use in a research project conducted under a written research agreement approved in writing by a designated CHO program administrator (other than the individual conducting the research), or

  (b) by an institution for use in a research project conducted under a written research agreement approved in writing by a designated CHO program administrator.

and

(2) any written research agreement:

    (a) must establish rules and limitations for the processing and security of PPI in the course of the research

    (b) must provide for the return or proper disposal of all PPI at the conclusion of the research

    (c) must restrict additional use or disclosure of PPI, except where required by law

    (d) must require that the recipient of data formally agree to comply with all terms and conditions of the agreement, **and**

    (e) is not a substitute for approval (if appropriate) of a research project by an Institutional Review Board, Privacy Board or other applicable human subjects protection institution.

i.   to a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under any of these circumstances:

    (1) in response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena

    (2) if the law enforcement official makes a **written request** for PPI that:

        (a) is signed by a supervisory official of the law enforcement agency seeking the PPI

        (b) states that the information is relevant and material to a legitimate law enforcement investigation

        (c) identifies the PPI sought

        (d) is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought, **and**

        (e) states that de-identified information could not be used to accomplish the purpose of the disclosure.

    (3) if we believe in good faith that the PPI constitutes **evidence of criminal conduct** that occurred on our premises

    (4) in response to an oral request for the purpose of **identifying or locating a suspect, fugitive, material witness or missing person** and the PPI disclosed consists only of name, address, date of birth, place of birth, Social Security Number, and distinguishing physical characteristics, **or**

    (5) if

        (a) the official is an authorized federal official seeking PPI for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 and 879 (threats against the President and others), and

        (b) the information requested is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought.

30

and

j. to comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.

2. Before we make any use or disclosure of your personal information that is not described here, we seek your consent first.

D. How to Inspect and Correct Personal Information

1. You may inspect and have a copy of your personal information that we maintain. We will offer to explain any information that you may not understand.

2. We will consider a request from you for correction of inaccurate or incomplete personal information that we maintain about you. If we agree that the information is inaccurate or incomplete, we may delete it or we may choose to mark it as inaccurate or incomplete and to supplement it with additional information.

To inspect, get a copy of, or ask for correction of your information, please make a written request to program staff who will then work with the Super User to pull that information.

3. We may deny your request for inspection or copying of personal information if:

    a. the information was compiled in reasonable anticipation of litigation or comparable proceedings

    b. the information is about another individual (other than a health care provider or homeless provider)

    c. the information was obtained under a promise or confidentiality (other than a promise from a health care provider or homeless provider) and if the disclosure would reveal the source of the information, or

    d. disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual.

4. If we deny a request for access or correction, we will explain the reason for the denial. We will also include, as part of the personal information that we maintain, documentation of the request and the reason for the denial

5. We may reject repeated or harassing requests for access or correction.

6. When a request is accepted, you shall be given a print out of data relating to you within 10 working days.

E. Data Quality

1. We collect only personal information that is relevant to the purposes for which we plan to use it. To the extent necessary for those purposes, we seek to maintain only personal information that is accurate, complete, and timely.

31

2. We are developing and implementing a plan to dispose of personal information not in current use seven years after the information was created or last changed. As an alternative to disposal, we may choose to remove identifiers from the information.

3. We may keep information for a longer period if required to do so by statute, regulation, contract, or other requirement.

F. Complaints and Accountability

1. We accept and consider questions or complaints about our privacy and security policies and practices. Complaints specific to HMIS will be forwarded to the Super User and Executive Director. If no resolution can be found, the complaint will then go to HMIS Project and Systems Administration staff at the County of Santa Cruz Human Resources Agency. If no resolution can still be found, final arbitration of the conflict will be handled by a Conflict Resolution Committee composed of representatives from the County of Santa Cruz, City of Santa Cruz, and City of Watsonville.

2. All members of our staff (including employees, volunteers, affiliates, contractors and associates) are required to comply with this privacy notice. Each staff member must receive and acknowledge receipt of a copy of this privacy notice.

G. Privacy Notice Change History

1. **Version 1. January 17, 2007. Initial Policy**
2. **Version 2. September 16, 2009 Change of Lead Agency Name**

3A-6. HDX–2018 Competition Report

2018 HDX Competition Report

PIT Count Data for CA-508 - Watsonville/Santa Cruz City & County CoC

Total Population PIT Count Data

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	1959	2249	2320
Emergency Shelter Total	387	271	320
Safe Haven Total	0	0	0
Transitional Housing Total	218	179	201
Total Sheltered Count	605	450	521
Total Unsheltered Count	1354	1799	1799

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	573	600	634
Sheltered Count of Chronically Homeless Persons	156	77	111
Unsheltered Count of Chronically Homeless Persons	417	523	523

2018 HDX Competition Report

PIT Count Data for CA-508 - Watsonville/Santa Cruz City & County CoC

Homeless Households with Children PIT Counts

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	147	129	134
Sheltered Count of Homeless Households with Children	96	75	80
Unsheltered Count of Homeless Households with Children	51	54	54

Homeless Veteran PIT Counts

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	276	146	236	245
Sheltered Count of Homeless Veterans	31	33	19	28
Unsheltered Count of Homeless Veterans	245	113	217	217

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	287	18	222	82.53%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	223	0	189	84.75%
Rapid Re-Housing (RRH) Beds	191	0	129	67.54%
Permanent Supportive Housing (PSH) Beds	560	0	238	42.50%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	1,261	18	778	62.59%

2018 HDX Competition Report

HIC Data for CA-508 - Watsonville/Santa Cruz City & County 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	444	622	547

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	61	63	69

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	167	185	191

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for CA-508 - Watsonville/Santa Cruz City & County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	Submitted FY 2017	Difference	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	1072	749	105	113	8	54	67	13	
1.2 Persons in ES, SH, and TH	1306	955	188	205	17	89	115	26	

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	Submitted 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")	1060	764	246	452	206	73	196	123
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1294	989	318	513	195	142	275	133

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	0	0	0%	0	0%	0	0%	0	0%
Exit was from ES	200	9	5%	20	10%	10	5%	39	20%
Exit was from TH	64	1	2%	0	0%	2	3%	3	5%
Exit was from SH	0	0		0		0		0	
Exit was from PH	75	0	0%	2	3%	4	5%	6	8%
TOTAL Returns to Homelessness	339	10	3%	22	6%	16	5%	48	14%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1959	2249	290
Emergency Shelter Total	387	271	-116
Safe Haven Total	0	0	0
Transitional Housing Total	218	179	-39
Total Sheltered Count	605	450	-155
Unsheltered Count	1354	1799	445

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	1329	958	-371
Emergency Shelter Total	1072	754	-318
Safe Haven Total	0	0	0
Transitional Housing Total	308	249	-59

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)	93	103	10
Number of adults with increased earned income	0	5	5
Percentage of adults who increased earned income	0%	5%	5%

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)	93	103	10
Number of adults with increased non-employment cash income	8	46	38
Percentage of adults who increased non-employment cash income	9%	45%	36%

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)	93	103	10
Number of adults with increased total income	8	48	40
Percentage of adults who increased total income	9%	47%	38%

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)	91	61	-30
Number of adults who exited with increased earned income	23	10	-13
Percentage of adults who increased earned income	25%	16%	-9%

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)	91	61	-30
Number of adults who exited with increased non-employment cash income	37	8	-29
Percentage of adults who increased non-employment cash income	41%	13%	-28%

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)	91	61	-30
Number of adults who exited with increased total income	50	18	-32
Percentage of adults who increased total income	55%	30%	-25%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1012	712	-300
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.	335	275	-60
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)	677	437	-240

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.	1390	999	-391
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.	421	339	-82
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.)	969	660	-309

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	104	0	-104
Of persons above, those who exited to temporary & some institutional destinations	18	0	-18
Of the persons above, those who exited to permanent housing destinations	7	0	-7
% Successful exits	24%		

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1237	774	-463
Of the persons above, those who exited to permanent housing destinations	489	337	-152
% Successful exits	40%	44%	4%

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	140	10	-130
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	129	10	-119
% Successful exits/retention	92%	100%	8%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

CA-508 - Watsonville/Santa Cruz City & County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

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	335	335	329	263	289	247	228	201	341	409	457	638	65	131	167	185				
2. Number of HMIS Beds	302	302	296	232	206	224	207	167	126	143	184	223	47	85	111	138				
3. HMIS Participation Rate from HIC (%)	90.15	90.15	89.97	88.21	71.28	90.69	90.79	83.08	36.95	34.96	40.26	34.95	72.31	64.89	66.47	74.59				
4. Unduplicated Persons Served (HMIS)	1074	1145	1070	847	293	282	308	260	132	129	148	286	63	386	636	759	0	0	0	0
5. Total Leavers (HMIS)	862	959	911	679	119	88	155	114	27	23	17	41	52	155	353	294	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	464	373	270	238	5	4	8	7	0	3	0	4	15	8	16	17	0	0	0	0
7. Destination Error Rate (%)	53.83	38.89	29.64	35.05	4.20	4.55	5.16	6.14	0.00	13.04	0.00	9.76	28.85	5.16	4.53	5.78				

2018 HDX Competition Report
Submission and Count Dates for CA-508 - Watsonville/Santa Cruz City & County 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	4/27/2018	Yes
2018 HIC Count Submittal Date	4/27/2018	Yes
2017 System PM Submittal Date	5/26/2018	Yes

3B-2. Order of Priority—Written Standards

SANTA CRUZ COUNTY HOMELESS ACTION PARTNERSHIP

Local Continuum of Care Written Standards

For CA-508 Watsonville/Santa Cruz City and County Continuum of Care

The Homeless Action Partnership (HAP) has developed the following standards for the Santa Cruz County Continuum of Care (CoC). They are intended to govern the provision of assistance for individuals and families. All programs receiving Emergency Solutions Grant (ESG) or Continuum of Care (CoC) funds are required to comply with these standards. Each project may have its own program rules or focus, but they must all align with these standards.

EVALUATING AND DOCUMENTING ELIGIBILITY FOR ASSISTANCE

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance consistent with the recording keeping requirements and definitions for "homeless" and "at-risk of homelessness."

The Santa Cruz County Continuum of Care provides funding for the following types of programs: Permanent Supportive Housing (PSH), Rapid Rehousing RRH), Transitional Housing (TH), Emergency Shelter (ES), Street Outreach (SO), Supportive Services Only (including Coordinated Entry), and Planning. As set forth in the HEARTH Act, there are four categories of participant eligibility for CoC funds: 1) Literally Homeless, 2) Imminent Risk of Homelessness, 3) Homeless Under Other Federal Statutes (subject to cap), and (4) Fleeing/Attempting to Flee Domestic Violence.

Documentation must be included in the case file, and/or scanned into the HMIS client record that demonstrates eligibility as follows:
1. Literally Homeless
    a. Eligibility should be documented in the following manner (in order of preference):
        i. Third party verification (HMIS print-out, or written referral/certification by another housing or service provider); or
        ii. Written observation by an outreach worker; or
        iii. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter.
    b. If the provider is using anything other than a Third Party Verification, the case file must include documentation of due diligence to obtain third party verification.

2. Imminent Risk of Homelessness
    a. Eligibility should be documented in the following manner (in order of preference):
        i. A court order resulting from an eviction action notifying the individual or family that they must leave within 14 days; or ii. For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
        ii. A documented and verified written or oral statement that the individual or family will be literally homeless within 14 days; and
        iii. Certification that no subsequent residence has been identified; and
        iv. Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.
3. Homeless Under Other Federal Statute (Not typically used in the Santa Cruz County CoC)
4. Fleeing/Attempting To Flee Domestic Violence (DV)
    a. Eligibility should be documented in the following manner (in order of preference):
        i. For victim service providers:
        ii. An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.
        iii. For non-victim service providers:
        iv. Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and

10. Standards regarding length of stay, supportive services, and assistance for transitional housing.

The following minimum standards will be applied to all TH programs:

- Maximum length of stay cannot exceed 24 months.
- Assistance in transitioning to permanent housing must be provided.
- Supportive services must be provided throughout the duration of stay in TH.
- Program participants in transitional housing must enter into a lease, sublease or occupancy agreement for a term of at least one month. The lease, sublease or occupancy agreement must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months.

PERMANENT SUPPORTIVE HOUSING

Permanent Supportive Housing (PSH) for persons with disabilities is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

11. Standards regarding eligibility criteria, prioritizing, and targeting for permanent supportive housing.

Households are eligible for PSH if they meet the following eligibility standards:
- Households must meet the HUD definition of homelessness.
- One adult or child member of the household must have a disability.
- Must follow any additional eligibility criteria set forth in the NOFA through which a project was funded and the grant agreement (e.g. Projects originally funded under the Samaritan Housing Initiative must continue to serve chronically homeless individuals and families; projects funded under the Permanent Supportive Housing Bonus must continue to serve the homeless population outlined in the NOFA under which the project was originally awarded).
- Programs may establish additional eligibility requirements (e.g., serving youth or families) beyond those specified here in line with applicable legal requirements.

All referrals to PSH and assessment for type and level of services must come through the coordinated entry system. Prioritization for TH referral is based upon the prioritization criteria outlined in the *Smart Path to Housing and Health: Coordinated Assessment and Referral System Policies & Procedures Manual.*

Adoption of HUD Notice CPD-16-11:
The CoC has adopted the orders of priority for CoC-funded PSH as established in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. As such, all PSH eligible households will be prioritized in the following order of priority:
1. Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.
2. Chronically Homeless Individuals and Families with the Longest History of Homelessness.
3. Chronically Homeless Individuals and Families with the Most Severe Service Needs.
4. Other Chronically Homeless Individuals and Families.

The Smart Path/CES Steering Committee will develop appropriate prioritization policies for youth-only housing projects.

12. Standards regarding length of stay, supportive services, and assistance in permanent supportive housing.

- There can be no predetermined length of stay in PSH.
- Supportive services designed to meet the needs of the project participants must be made available to the project participants throughout the duration of stay in PSH.
- Project participants in PSH must enter into a lease (or sublease) agreement for an initial term of at least one year that is renewable and is terminable only for cause. Leases (or subleases) must be renewable for a minimum term of one month.