

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

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

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

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: MO-501 - St. Louis CoC

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

1A-3. CoC Designation: CA

1A-4. HMIS Lead: ICA

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	No	No
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

Discussions from a broad range of opinions regarding preventing and ending homelessness within the St. Louis CoC is encouraged. Time is set aside in general and board meetings to discuss situational issues and specifically seek opinions & feedback. The Membership Committee and CoC board members are tasked with recruiting members that will benefit and contribute to homeless services. Recruitment for new members may happen in person at a presentation, fair, meeting, or by email or social media. This year, the CoC secured 16 new members from sectors in housing development, employment, public school, housing authority, neighborhood associations, small businesses, and community response network. The CoC membership committee meets once a month to review gaps in membership. These gaps include reviewing service providers that our homeless population uses or needs and works to recruit specific individuals/organizations as CoC members.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

CoC Membership is open to all who are interested in preventing and ending homelessness. The CoC membership committee has created various avenues to recruit members. The following are recruitment outreach strategies currently being utilized:

- 1.Orientation Packet – includes brochure, member duties and a new member application
- 2.Annual Meet and Greet between current and potential members (Each CoC member brings a potential member. Examples agency, business, politician, etc.)
- 3.Annual CoC Resource Fair/Display agencies resources to community
- 4.Presentations to inform the general public/community about the CoC
- 5.Public membership requested posted in newspaper and on City of St. Louis website.

If a request is made for a short presentation, the membership committee chair will present on the benefits of CoC membership. The benefits include collaboration of other resources, and potential funding options providing an additional homelessness service resource to an active network.

1B-3. Describe how the CoC notified the public that it will accept and

**consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals.
(limit 1000 characters)**

Request for Proposals are open to any nonprofit both in and outside the Continuum of Care and are advertised on the St. Louis City CoC listserve, Department of Human Service's and City of St. Louis (List of Active City of St. Louis procurement opportunities) websites, City Journal and by word of mouth. Requirements of what the CoC was seeking for project applications were noted in the RFP and responses to the RFP were asked to be submitted to City Department of Human Services/Homeless Division. If a nonprofit is not a member of the CoC upon submitting an application for CoC funds, the nonprofit will be required to join prior to awarding any CoC funds. Additionally, the nonprofit will have to maintain active membership within the CoC in accordance to the governance charter to receive ongoing CoC funding support.

The RFP for 2017 CoC new projects was released and open to proposals on August 4, 2017.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

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
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient’s in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

The City of St. Louis is both ESG recipient and collaborative applicant for the CoC. Homeless Services Division Chief Program Manager is an ex-officio member on the CoC Board. This arrangement facilitates alignment of ESG and

CoC funds to support homeless service delivery and ensure local homelessness information is communicated in Consolidated Plan updates. CoC and ESG subrecipients are required to participate in CoC activities including PIT and HIC. CoC members are involved in priority setting activities and assistance seeking from the Consolidated Plan jurisdiction, including CDBG, HOPWA and HOME. As the CoC makes progress towards higher functioning compliance with HEARTH Act amendments, focus has shifted from funding programs that individually meet ESG eligibility criteria to more sophisticated discussions and considerations on not only how programs meet community needs but how they support the CoC mission, coordination of services, performance goals and outcomes.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

DV service providers participate in the CoC Service Delivery Committee to assure that victims, or those fleeing, are prioritized for housing. The CoC prioritization list is generated weekly and includes households served in DV shelters to be matched with available RRH and PSH opportunities. Safety and confidentiality are the highest priorities when determining emergency, support and housing services and these are based on the individual/household needs. DV providers participate in the MO Coalition Against Domestic and Sexual Violence and the St. Louis Ending Violence Against Women Network which addresses the needs of DV survivors and set priorities and policies to protect victims. DV residential services (i.e. shelters, transitional housing, etc.) receive funds through a state statute that collects a portion of municipal court fees. The State of Missouri passed an ordinance increasing the fee and the DV providers are working to update the ordinance in the City of St. Louis.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

The CoC Service Delivery Committee is responsible for identifying training opportunities for the CoC regarding the coordinated entry process. The Coordinated Entry (CE) Subcommittee & Dept. of Homeless Services (DHS) schedules general and specific trainings and works with DV service providers to include best practices. While DV service providers do not participate in HMIS, data from DV providers is used to help inform the CoC of specific community needs or gaps related to DV and homelessness. Safety and planning protocols and process is detailed in the CoC's coordinated entry manual and screening is included in the VI-SPDAT assessment.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
St. Louis Housing Authority	16.38%	Yes-Both

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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

Not Applicable

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular 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, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)

LGBTQ service providers and advocates participate in the CoC and in the development of the CoC's Coordinated Entry System. The CoC has partnered with the Metropolitan St. Louis Equal Housing and Opportunity Council and the City of St. Louis Civil Rights Enforcement Agency on annual training opportunities that not only have covered Equal Access, but also on Affirmatively Further Fair Housing. In the most recent (2017) monitoring completed by the City of St. Louis DHS office, policies and procedures of both CoC and ESG subrecipients were reviewed to ensure that the subrecipient had an anti-discrimination policy in place to remain complaint with HUD regulations. If a subrecipient did not have a policy in place or one that was not congruent with

HUD regulations, the subrecipient was required to take corrective action.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

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

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

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

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

All boxes are checked

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

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

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

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	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
 (limit 1000 characters)**

The CoC ranking and selection was based on the total points scored by each project applicant with a scoring emphasis on service to priority populations such as chronic, disabled, veterans, youth, families, etc. These populations have specific vulnerabilities such as abuse, DV, & criminal histories. Points were awarded to projects at a scaled rate based on they are operated as permanent supportive housing (disability households), % of units dedicated for chronically homeless, % of units occupied by persons among one or more of the vulnerable priority populations and the extent the project is housing first. Higher ranking projects achieve their rank through demonstration of their contractual program commitments and HMIS data. Ex: a project that currently serves one or more of the CoC prioritized vulnerable populations was awarded points in a scaled manner; the higher the percentages served among each prioritized population, the higher the score.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking 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. Attachments must clearly show the date the documents were publicly posted.

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

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	Reallocation Supp...	09/22/2017

Attachment Details

Document Description: Reallocation Supporting Documentation

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the 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? Yes

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. 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. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. Page 3-4

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Mediware Information Systems

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

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	658	74	436	74.66%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	680	105	535	93.04%
Rapid Re-Housing (RRH) beds	65	0	51	78.46%
Permanent Supportive Housing (PSH) beds	1,764	0	1,417	80.33%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.
 (limit 1000 characters)**

Since the time of the HIC submission, HMIS participation rate for ES has increased to over 85%. Two shelters that did not utilize HMIS with 122 and 16 beds have closed. The temporary shelters that opened in response to the larger shelters closing utilized HMIS. The temporary shelters have since closed and HMIS participation rate for emergency shelters remains above 85%. RRH HMIS participation rate increased to over 85% due to the growth of 2 new projects. On the 2017 HIC the HMIS participation rate for RRH was below 85% due to a SSVF project not fully participating in HMIS. This project will begin entering all of their beds into the HMIS on 10/1/17 bringing the rate to 100%. All but two of the 22 PSH projects enter their beds into HMIS. One was non-HUD funded project with 25 beds and CoC will engage the other, a HUD VASH program with 322 beds, to participate. The VA is working with the HMIS lead to get its programs set up for full data entry and plans to be online by early next year.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 6

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/02/2017

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/25/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/01/2017

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

The method for the CoC’s shelter count did not change from 2016 to 2017; however, there were some slight data quality changes that resulted in a more accurate count. In 2017, the HMIS lead agency, ICA, took lead on the shelter count. They utilized a combination of Provider Level Surveys and HMIS data and conducted a final quality assurance review. Extensive training was provided. All PIT surveys submitted were compared to the PIT report available in HMIS to ensure consistency and accuracy. One off-grid shelter refused to complete provider level survey so volunteers surveyed clients as they exited on the day of the PIT Count. An increase in the number of volunteers at this location led to an increase in the number of clients counted, accounting for approximately 4% increase in the ES PIT count. After all data was validated by agencies, the HMIS lead compiled all PIT and HIC data into a single data base. Final sheltered PIT data was aggregated from the single database.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	203
Beds Removed:	235
Total:	-32

2C-3. 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 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? Yes

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

The CoC made slight changes to the methodology to improve data quality. First, changes were made to the survey to shorten the length and focused on the required HUD data elements to increase likelihood that participants would answer survey in its entirety. Secondly, even though the PIT count broadly canvasses the city limits, hot spot areas were identified ahead of the count to increase canvassing and volunteer activity. These changes resulted in the unsheltered count jumping from 98 in 2016 to 142 in 2017.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

Youth services providers met to develop the youth-specific PIT Count. The count operated separately from the count that took place on January 25, 2017. The street portion of the count was managed by youth street outreach teams and volunteers were recruited and trained for this specific count. Because youth tend not to sleep in the hot spot areas of adults, the method used was to survey youth between 1/26 to 1/29 and to ask where they slept the night of 1/25. Youth outreach teams worked with homeless youth to identify hot spot areas and

those were the areas focused on for the count. Additionally, school districts from St. Louis City (including charter schools) were engaged this year. Both street outreach and school homeless liaison were asked to submit completed surveys by close of business 1/30. Data collected from the youth count were submitted to the CoC PIT Committee to be integrated into the 2017 data submitted to HUD.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

To ensure that the CoC could better count individuals and families experiencing chronic homelessness, families with children and Veterans experiencing homelessness, the PIT committee built partnerships with outreach teams, organizations and schools geared towards these populations. They participated in development of the survey, trainings and in the PIT Count itself.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

First-time homeless increased by 139 persons between FY 2015 and 2016 (FY 15 Revised: 2186 and FY 2016: 2325). HMIS generates the system performance report and first-time homeless is identified as "those who did not have entries in ES, SH, TH or PH in the previous 24 months." The CoC opted to re-submit performance measure due to data quality greatly improving after a migration and data entry improving due to better training. The CoC launched Coordinated Entry System (CES) 1/3/17 and diversion and prevention all take place at the coordinated entry access points (St. Louis Housing Helpline, Front Doors and Mobile Outreach). Additionally, prevention (supported through ESG funds) have been integrated into CES to help prevent at-risk individuals from becoming homeless. The CoC Planning Committee monitors strategy and this performance through data and will inform & coordinate with the CoC Service Delivery Committee, who oversees system operations, as changes need to be made.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

There was virtually no change in LOT homeless performance. Average LOT Homeless for FY 2015 Rev: 131 versus 2016: 124 (Difference: -7) and Median LOT Homeless for FY 2015 Rev: 66 versus 2016: 62 (Difference: -4). As part of the COC's Strategic Initiatives and SPM, local benchmarks were approved that

included decreasing length of stays in ES and TH. The CoC launched CES 1/3/17 and implemented a prioritization list that aims to efficiently and effectively connect individuals and household to housing. These strategies provide access to available housing throughout the system quicker and decreasing the length of time waiting on placements. Implementation of the prioritization of chronic through PSH turnover and move outs allows the system to move long stayers through quickly. The CoC Planning Committee monitors strategy and this performance through data and will inform & coordinate with the CoC Service Delivery Committee, who oversees system operations, as changes need to be made.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing. (limit 1000 characters)

The % success exits/retention increased by 2% up to a total of 96% between FY 2015 and 2016. The goal of the CoC is to efficiently and effectively connect individuals and household experiencing homelessness to housing. To increase the rate in which households move to permanent housing, the CoC launched CES and utilizes chronic homeless status, combined with the VI-SPDAT to help assess the best housing option for the household experiencing homelessness. The CoC generates a prioritization list based on the VI-SPDAT assessment and priority areas approved by the CoC. All households on the prioritization list are provided with housing navigation. Those assessed with highest needs are matched to RRH or PSH when housing options become available. The CoC Planning Committee monitors strategy and this performance through data and will inform & coordinate with the CoC Service Delivery Committee, who oversees system operations, as changes need to be made.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness. (limit 1000 characters)

The % of returns to homelessness within 2 years decreased by 4% down to a total of 16% between FY15 & FY16. The CoC utilizes HMIS data to track returns to homelessness. The COC implemented CES to quickly identify appropriate housing to meet the clients level of need. CES utilizes diversion/prevention to prevent homelessness. Use the VI-SPDAT helps to determine appropriate housing solutions. This assists CoC providers to refer the most fitting housing and support intervention for each household screened. CoC providers work with assisting households to increase income and improve housing stability. CoC providers are providing intentional housing case

management. Community-based referrals focused on strengthening financial and housing stability will decrease returns to homelessness. The CoC Planning Committee monitors strategy and this performance through data and will inform & coordinate with the CoC Service Delivery Committee, who oversees system operations, as changes need to be made.

3A-5. Performance Measures: Job and Income Growth

**Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)**

Stable income that meets basic human needs and maintains housing is a critical component in ending homelessness. The CoC works with mainstream partners (CoC and non-CoC funded) to meet this need which include nonprofit, for-profit and government resources. CoC members make referrals to employment programs through in the community such as Connections for Success, Construction Training School of St. Louis, Employment Connections MERS/Goodwill, Missouri Division of Workforce Development, St. Louis Area Training and Employment (SLATE), St. Louis Job Corps and Urban League. For individuals who are unable to work, access to benefits is the best source of income, the CoC requires that CoC funded agencies have SSI/SSDI Outreach, Access and Recovery (SOAR) trained professionals. The CoC Planning Committee monitors strategy and this performance through data and will inform & coordinate with the CoC Service Delivery Committee, who oversees system operations, as changes need to be made.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

**3A.6a. If the response to 3A-6 was “Yes”, what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)**

Not Applicable

3A-7. Enter the date the CoC submitted the 06/03/2017

**System Performance Measures data in HDX,
which included the data quality section for FY
2016.
(mm/dd/yyyy)**

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	119	513	394

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	74
Total number of beds dedicated to individuals and families experiencing chronic homelessness	789
Total	863

3B-1.2. Did the CoC adopt the Orders of Priority into their 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. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

The CoC launched CES January 2017 to improve the delivery of housing and shelter services. CES institutes a consistent and uniform assessment process to determine the most appropriate and quickest response to a family’s immediate housing needs. All households who enter through a CE access point (i.e. St. Louis Housing Helpline, front door assessment providers or mobile outreach) utilize the common assessment tool, VI-SPDAT, to households who are homeless. Families who enter shelter will be provided housing navigation to assist with housing search, identification and lease signing within 30 days of entrance, including those referred for RRH. The Service Delivery Committee is responsible for overseeing the CoC’s strategy to rapidly rehouse families. The CoC has Weekly Housing Matching meetings to help ensure households are quickly connected to housing and the RRH Subcommittee monitors progress and makes adjustments with CES as needed.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	0	21	21

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination 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. (limit 1000 characters)

In the most recent monitoring completed by the City of St. Louis DHS office, policies and procedures of both CoC and ESG subrecipients were reviewed to ensure that the subrecipient had an anti-discrimination policy in place to remain complaint with HUD regulations. If a subrecipient did not have a policy in place or one that was not congruent with HUD regulations, the subrecipient was

required to take corrective action. DHS reviews the adherence requirement in CoC subrecipient trainings. Additionally, if an agency declines to serve an individual or household for emergency services or housing, they are required to provide an explanation in HMIS. The explanation will be reviewed at the Weekly Housing Match Meetings and if an agency is not practicing Housing First, this will be addressed at the weekly meeting. Rank and Review Committee will consider these issues when it comes time to review performance as it relates to our CoC Program Competition application.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	No
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-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

The Homeless Adolescent Task Force (HATF) seeks to prevent and end youth homelessness through networking, advocacy and intervention across multiple disciplines. HATF has existed since the mid-1980s and recently became more integrated into St. Louis City & County CoCs. Covenant House, City CoC RHY-funded agency along with other agencies in the region such as Epworth, Youth In Need & many other youth and outreach providers participate and have

developed and implemented CES strategies to connect homeless youth to housing & support services. The CoC’s coordinated entry system has a separate front door for youth to better engage the population. Youth outreach providers assess an HATF reports to CoC Service Delivery Committee & effectiveness is monitored by the Planning Committee. St. Louis County CoC, on behalf of HATF & St. Louis City CoC, applied for the Youth Homeless Demonstration Project. Unfortunately, this project was not awarded. There are plans to apply again when the RFP is released and for other funding. The CoC measures effectiveness by utilizing HUD SPM for length of homeless, extent to which persons who exit homelessness return to homelessness, number of homeless persons & successful placement from street outreach & successful placement in retention of PH for youth only. The CoC will also monitor length of time between the date the youth is assessed & placed on Prioritization list to housing entry date to ensure we are quickly connecting youth to appropriate PH.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

The CoC collaborates with educational coordinators and liaisons with St. Louis Public Schools (SLPS) and related programs (Head Start, contract and charter schools) to identify homeless students and through their policies & procedures to inform families of eligibility for McKinney-Vento education services. A formal partnership is the program KKIDS (Keeping Kids in District Schools), which is an extension of the St. Louis City and County CoCs and provides training, networking and local policy setting for addressing the educational needs of students who are homeless. It includes participation of SLPS, 30+ school districts, 35+ social service agencies. Via KKIDS homeless liaisons were trained and schools participated in the 2017 PIT Count. Through its 2017-launched CES, the CoC is working more closely with youth education providers to apply improvements to the system.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	Yes
Head Start	Yes	Yes
Early Head Start	Yes	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	Yes	Yes
Birth to 3	Yes	Yes
Tribal Home Visiting Program	No	No

Other: (limit 50 characters)		

3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 1000 characters)

Over the course of the last six months, the Veterans Leadership Committee which is now under the CoC Service Delivery Committee has worked to build stronger partnerships and develop processes for better coordination among CoC, VA and housing resources such as HUD-VASH, SSVF and GPD. VA and SSVF outreach workers work closely with the CoC CES and also provide services at the Biddle Housing Opportunities Center, a CoC coordinated entry access point. If a veteran is identified via the CoC CES, the VI-SPDAT is administered and a referral is made to either a VA or SSVF project to be placed on the byname list. The byname list is reviewed and updated weekly to ensure that Veterans are quickly linked to appropriate housing and support services. The Veterans Leadership Committee is continuing to further develop CES processes and is receiving TA through Vets@Home and SSVF. A VA representative also sits on the CoC Board.

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

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

Public and private partnerships are essential in the CoC’s ability to fully serve individuals and families at-risk and experiencing homelessness in the St. Louis community. Case managers for our HUD funded agencies are trained in SOAR and assist clients on accessing mainstream resources such as SSI/SSDI, TANF and Food Stamps. The CoC strives to build upon community partnerships through its membership. Time is set aside in CoC meetings to network and share information amongst members. Trainings or presentations by other agencies and organizations that provide mainstream resources are also shared among members. Additionally, the CoC introduced agency spotlights in CoC general meetings and via social media to better share information. The responsibility for overseeing the CoC strategy for mainstream benefits lies jointly with the Planning and Service Delivery Committees of the CoC.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	27.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	27.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	27.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	27.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

Street Outreach serves as an access point into the CoC's coordinated entry system. Street outreach covers 100% of the CoC's geographic area. Outreach is conducted daily and current outreach activities operated by area nonprofits are largely focused on specific special needs populations such as youth, Veterans and serious mental illness (SMI), who are also least likely to request assistance. Street outreach was instrumental in providing intake and case management to clients when a large independent shelter closed in April 2017. On-going improvements to street outreach includes working closely with three dedicated local police department Officers to provide immediate assistance to individuals and families who are unable or unwilling to utilize shelter services.

4A-5. Affirmative Outreach
Specific strategies the CoC has 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; who are least likely to apply in the absence of special outreach.
Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to

**persons with disabilities and those with limited English proficiency.
(limit 1000 characters)**

DHS monitors HUD housing programs to ensure they are following fair housing regulations. Specific strategies include CoC-provider participation in equal access and fair housing trainings by the Metropolitan St. Louis Equal Housing and Opportunity Council and the City of St. Louis Civil Rights Enforcement Agency. These trainings are open to CoC members/ partners such as the International Institute, Paraquad and Horizon Housing that work with persons with disabilities and those with limited English proficiency and they include content in their program materials. DHS monitors CoC subrecipients to ensure adherence to Affirmative Outreach and Housing First. Via implementation of 2017-launched CES, the CoC has more deeply identified barriers to access safe, decent and affordable housing and in turn is working to develop practical solutions such as landlord engagement, recruitment and education to ensure non-discrimination of clients based on the factors outlined in 24 CFR 578.93(c).

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	0	65	65

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Evidence of CoC's...	09/20/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	CoC Consolidated ...	09/25/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/20/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Public Posting Ev...	09/21/2017
05. CoCs Process for Reallocating	Yes	Process for Reall...	09/20/2017
06. CoC's Governance Charter	Yes	CoC Governance Ch...	09/21/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/20/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/20/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX System Perform...	09/20/2017
14. Other	No	Written Notificat...	09/22/2017
15. Other	No		

Attachment Details

Document Description: Evidence of CoC's Communication to rejected participants

Attachment Details

Document Description: CoC Consolidated Application: Public Posting Evidence

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: Public Posting Evidence of CoC's Rating & Review Procedure

Attachment Details

Document Description: Process for Reallocating

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HDX System Performance Measures

Attachment Details

Document Description: Written Notification to Project Applicants

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/19/2017
1B. Engagement	09/22/2017
1C. Coordination	09/22/2017
1D. Discharge Planning	09/17/2017
1E. Project Review	09/25/2017
1F. Reallocation Supporting Documentation	09/22/2017
2A. HMIS Implementation	09/25/2017
2B. PIT Count	09/22/2017
2C. Sheltered Data - Methods	09/18/2017
3A. System Performance	09/22/2017
3B. Performance and Strategic Planning	09/22/2017

4A. Mainstream Benefits and Additional Policies	09/25/2017
4B. Attachments	09/25/2017
Submission Summary	No Input Required



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

Greetings CoC Partners! As a part of the CoC funding competition, all projects are reviewed and ranked by our CoC's Rank & Review Committee members. In order to streamline the review process and effectively compare several points of data, we ask each Agency to complete a Cover Sheet for each of your Projects seeking renewal and submit it with all required supportive documentation no later than **August 11, 2017 at 5pm**.

All required Project information must be submitted to Rank and Review **NO LATER THAN** Friday, August 11, 2017 at 5pm via email. Please email all required documents listed above to cynthia@gatewayhousingfirst.org. In the subject line of your transmittal email, please type '**NOFA:< insert Project Name>**'.

If you have questions, please contact the Rank and Review Committee by calling or emailing:

- Craig Westbay: craigwestbay@gmail.com or 314-718-9864 or
- Greg Vogelweid: gregvogelweid@gmail.com or 314-581-8667

Before you begin, please **READ THESE INSTRUCTIONS COMPLETELY** and make sure you have all required R&R Committee materials, including:

- ✓ St. Louis City APR Data Worksheets for 2017 R&R (2 tab excel worksheet)
- ✓ APR Example for St Louis City APR Data Worksheet for 2017 R&R. This example was prepared by ICA to assist applicants in locating the particular APR data points within the APR report needed to complete the APR Data Worksheets
- ✓ 2017 Housing First Checklist Scoring Tool
- ✓ 2017 Assessment of Community Involvement
- ✓ 2017 Cover Sheet for CoC Renewal Projects with Contracts
- ✓ 2017 Scoring Tool for CoC Renewal Projects with Contracts (each Agency is required to self-score its renewal Project on the R&R scoring tool)

In addition, to complete the cover sheet you will need the following items:

- access to ESNAPS,
- your Agency's Annual Performance Reports (APR) for Program date range July 1, 2016 to June 30, 2017 (or from contract start to June 30, 2017 for first year contracts); and APR for prior completed contract year.
- Project's HUD budget for past 2 years (or current year for first year contracts)
- Your proposed Project Budget for the upcoming grant year
- Project HMIS data through June 30, 2017

For ease of completing all required Project information, we strongly recommend you approach this work in the following order:

1. READ these instructions, beginning to end.
2. Run your Project's APR for "Program Date Range" July, 1 2016 through June 30, 2017 (or for first year projects, from your actual start date through June 30, 2017).
3. Locate your Project's APR for your Project's prior completed contract year.
4. Complete the St. Louis City APR Data Worksheets for 2017 R&R. **This is a 2 tab workbook.** Use tab 1 to summarize your Project data for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017, if a first year Project. Use tab 2 to summarize your Project data as submitted to HUD for your Project's prior completed contract year (if applicable).
** NOTE: APR Example for St Louis City APR Data Worksheet for 2017 R&R has been provided. This example was prepared by ICA to assist applicants in locating the particular APR data points within the APR report needed to complete the APR Data Worksheets.
5. Complete the 2017 Housing First Checklist Scoring Tool
6. Complete the 2017 Assessment of Community Involvement
7. Use the information completed above to complete your 2017 Project's Cover Sheet for CoC Renewal Projects with Contracts.
8. Self-score your project using the 2017 Scoring Tool for CoC Renewal Projects with Contracts. **When scoring, use your project data for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017, if a first year Project.** Insert your projected score for each category in the "Self-Score" column.



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

9. Review your work against the checklist at the end of these instructions and ensure your transmittal email includes all required documents.

Instructions for Completing

2017 Cover Sheet for CoC Renewal Projects with Contracts

A. General Project Information:

Project Name: Please use the Project name as it is listed on the 2017 GIW.

Contract Start Dates (current year and prior year, if applicable): Refer to your Project contract(s) or ESNAPS.

Name / Title and Contact Information: Provide contact information for the person who can answer questions about the project application.

1. Did you complete and provide the **Application Checklist and properly complete and attach all required Exhibits?** Indicate “yes” or “no” in the blank provided.
2. Check the appropriate box for the Project Type.

B. Alignment with Opening Doors

3. Provide percent of agency’s beds dedicated for persons experiencing chronic homelessness: If any beds are dedicated to those experiencing chronic homelessness, enter the percentage of dedicated beds here. If no beds are dedicated, enter zero.

4. Agency prioritizes beds for persons experiencing chronic homelessness: Answer yes only if when beds/units turn over, the agency will accept an individual/family who meets the definition of chronically homeless first, before accepting someone who does not meet the definition. Otherwise, answer no.

5. Is project dedicated to serving one of the following priority populations as stated in the project application? If one or more priority population(s) are served, enter the percent of total Project units occupied by each of our CoC’s prioritized population, consistent with data provided in the Project’s APR Data Worksheet and Project APR. Note, total percentages

2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

entered need not total 100%; a unit may be occupied by a tenant(s) who meets the criteria for one or more of the priority populations.

6. Project demonstrates commit to participation in Coordinated Entry system and compliance with CoC Coordinated Entry Policies and Procedures:

- a. Provide the number of Program vacancies since January 1, 2017
- b. Of those vacancies provided in response to 6.a., provide the percent of those vacancies reported to the Front Door within 30 days of move-out.
- c. Of those vacancies provided in response to 6.a., provide the percent of those vacancies filled between Jan 1, 2017 and June 30, 2017 with a referral received from Coordinated Entry.
- d. If less than 100% of vacancies were filled with referrals provided from a source other than Coordinated Entry, provide a brief narrative explaining why the Program filled vacancies with referrals other than those provided by Coordinated Entry (200 words or less).

7. Complete the 2017 Housing First Checklist Scoring Tool and enter Program score. To receive points in this category, the Program must submit its completed 2017 Housing First Checklist Scoring Tool. Note, PSH and TH Youth Projects can score a maximum of 22 points; RRH Projects can score up to 20 points. Projects scoring the maximum possible points will receive 2 bonus points.

C. Housing Performance Measures:

To complete questions 8 and 9, the Applicant must provide both “Most recent APR” data and “Previous year APR” data.

When providing “Most recent APR” data, the Applicant must refer to the Program’s most recent APR Report from Service Point for the Program Date Range July 1, 2016 through June 30, 2017 (or from the contract start date through June 30, 2017 for first year Projects) and use that information to complete the St. Louis City APR Data Worksheet for 2017 R&R, **in excel format**. Finally, worksheet results must be entered on the Cover Sheet.

When Providing “Previous year APR” data, the Applicant must refer to the Program’s APR Report for the Project’s prior completed contract year and use that information to complete the St. Louis City APR Data Worksheet for 2017 R&R, **in excel format**. Finally, worksheet results



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

must be entered on the Cover Sheet. **If the Project renewal is for a first year project, enter n/a for not applicable.**

Note, Income Performance Measures: Income from all sources, both earned income and other income will be considered. Only one measure will be completed depending on housing type. PSH/RR programs will report on maintaining and increasing while TH program will report only on increasing income.

10. Bed Utilization Rate: Only “Most recent APR” data required. The Applicant must refer to the Program’s most recent APR Report from Service Point for the Program Date Range July 1, 2016 through June 30, 2017 (or from the contract start date through June 30, 2017 for first year Projects) and use that information to complete the St. Louis City APR Data Worksheet for 2017 R&R, **in excel format**. Finally, worksheet results must be entered on the Cover Sheet.

D. Fiscal Practices / Program Budget

11. Enter Amount of HUD funding requested for FY2017. Project funding requests cannot exceed current contract funds awards. However, bonus point will be awarded to projects that voluntarily decrease their HUD funding request.

a. Enter the Program’s Match Commitment – CASH (must be consistent with Written Commitment(s) provided.

b. Enter the Program’s Match Commitment – IN - KIND (must be consistent with Written Commitment(s) provided.

FY2017 Program Budget for CoC Funding: Complete the Chart based on Program Application for renewal.

12. For Programs with at least TWO FULL COMPLETE CONTRACT YEARS, Enter Program award and spending information requested for the (1) MOST RECENT COMPLETED CONTRACT YEAR and (2) PREVIOUS CONTRACT YEAR.



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

For Programs with ONLY ONE COMPLETE CONTRACT YEAR, enter Program award and spending information requested for that complete contract year in the area for “Prior Completed Contract Year”. For “Most recent completed contract year” enter PRORATED Program award and spending information from the start of the current contract year through June 30, 2017. For example, if the Program’s year two contract began on Oct 1, 2016 (for 9 complete contract months), prorate all requested information by 9/12th.

For FIRST YEAR Programs, enter PRORATED Program award and spending information from the start of the contract year through June 30, 2017. For example, if the Program’s contract began on Oct 1, 2016 (for 9 complete contract months), prorate all requested information by 9/12th. Indicate “Prior completed contract year” information is not applicable by entering n/a for the requested information.

Provide requested information regarding Program budget adjustment request(s) made during the contract years reported on in your responses to provided for #12 above. Include a narrative explanation for any budget adjustment request(s) that was not approved.

E. CoC/Community Involvement:

Complete the 2017 Assessment of Community Involvement form and include an executed copy with other required R&R 2017 evaluation materials. Responses to questions 15 and 16 and 17, must be consistent with the information provided on your 2017 Assessment of Community Involvement and with CoC meeting records. Note, only participation information pertaining to your Agency’s / Program’s most **senior decision makers** should be provided (you’re your most senior executive (Executive Director / CEO) or the Program’s most senior director who has authority to make decisions regarding Contract and/or Program execution, should be included.

13. Provide the percent of General CoC Membership Meetings attended by a qualifying Program decision maker(s).

14. Provide requested Committee participation information for qualifying Program decision maker(s).

2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

15. Provide requested Executive Board leadership information for qualifying Program decision maker(s).

16. From Service Point (HMIS) provide your Program's Date Completeness Report Card as of June 30, 2017 with other required R&R 2017 evaluation materials. Insert the grade assigned for your Program's data completeness in response to question 18 of your Program's Cover Sheet.

17. Bonus Points Opportunity: Referring to your Project's FY2017 Program Budget for CoC funding Request (in section D., Fiscal Practices / Program Budget of your Program's Cover Sheet), if your Project Budget demonstrates a decrease in CoC Funding required to operate your Program upon renewal, please state the difference between the Contract funds available under your Program's current contract and the funds requested for the upcoming contract period. In addition, if you are requesting a decrease in funding, please explain in an attached narrative how your Program is able to achieve said savings without reducing the number of households served.

F. Narrative:

If you responded yes to questions 18 and / or 19, attach the required narrative explanation. Note, there is no word limit imposed on narrative responses to questions 18 and 19.

*** All narrative information will be considered as possible justification for upwardly adjusting a Project score assigned to relevant evaluation criteria above.*

Renewal Applicant Checklist

Prior to transmitting your Project's renewal materials to R&R, please complete the following checklist to ensure all required documents are included. **Note, 15 points will be awarded to Projects submitting all required COMPLETED forms and supportive documents by the submission deadline. 0 points will be awarded if ALL requirements are not complete and submitted.**

- A COMPLETE St. Louis City APR Data Worksheet for 2017 R&R, **in excel format. This is a 2 tab workbook.** Use tab 1 to summarize your Project data for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017 if a first year Project. Use tab 2 to summarize your Project data as submitted to HUD for your Project's prior completed contract year.
- The Project APR for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017 if a first year Project.
- A COMPLETE 2017 Housing First Checklist Scoring Tool
- A COMPLETE 2017 Assessment of Community Involvement
- HMIS Data Completeness Report Card issued by and printed from Service Point (HMIS) as of June 30, 2017
- A COMPLETE 2017 Cover Sheet for CoC Renewal Projects with Contracts, with attached Narrative, if applicable
- A SELF-SCORED 2017 Scoring Tool for CoC Renewal Projects with Contracts
- Letter(s) of Commitment for all Program Match Commitments (in-kind and/or cash)



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION**

2017

**REQUEST FOR PROPOSALS
(RFP)**

**New Projects
2017 Continuum of Care
Competitive Grant Program**



CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
2017 REQUEST FOR PROPOSALS

The City of St. Louis, Department of Human Services is issuing a Request for Proposals (RFP) for the U.S. Department of Housing and Urban Development (HUD) FY 2017 Continuum of Care (CoC) Program. The selection of projects is subject to the funding availability of HUD to the City of St. Louis. In keeping with HUD FY 2017 CoC Program NOFA, the City of St. Louis is soliciting proposals consistent with the proposed project priorities by both HUD and our local Continuum of Care (CoC).

Note: Current CoC funded sub-recipients are not required to complete an application for 2017 renewal funding.

All 2016 funded projects will be evaluated by the Rank and Review Committee for renewal under the process established by the City of St. Louis CoC. Projects will be scored and prioritized for renewal based on performance in reaching system targets and filling gaps identified by the CoC and the City of St. Louis Department of Human Services Homeless Services Division, subject to approval of the City of St. Louis Personal Service Agreement (PSA) Committee.

New project applications submitted in response to this RFP also will be evaluated by the Rank and Review Committee under the process established by the City of St. Louis CoC. The ranking, review and recommendations of new project proposals, and the criteria employed by the Rank and Review Committee are included among the evaluation criteria used by the PSA Committee hereunder.

CoC New Projects: The DHS Homeless Services Division, consistent with HUD's initiatives and the City of St. Louis' CoC needs, is seeking proposals for the following new programs:

- Permanent Supportive Housing (PSH) for chronically homeless households, including individuals, families and unaccompanied youth
- Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

Beginning August 4, 2017, RFP packets will be available via pick-up at the Homeless Services Division or at the following website: <http://www.stlouis-mo.gov/human-services/>

Questions may be referred **by email only** and must be submitted on or before Friday, August 11th by 4:00 pm to:

Irene Agustin
Chief Program Manager – Homeless Services
Department of Human Services
agustini@stlouis-mo.gov

Each question should begin by referencing the RFP page number and section to which it applies. DHS will record any questions and provide written responses that will be posted on the website.

Contact with Selection Committee members is strictly prohibited.

To be considered by the Selection Committee, New Projects must be returned to the above address by 4:00 p.m., August 22, 2017. All applicants should provide six (6) copies of their proposal at the time of submission. Please do not staple copies or supporting documentation. Proposals received after the aforementioned date and time may be rejected. Incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

Summary

New projects may be created through reallocation or the Permanent Housing bonus (\$728,630) and the CoC is seeking new Permanent Supportive Housing and Rapid Rehousing projects.

PERMANENT SUPPORTIVE HOUSING

PSH is permanent housing, subject to review based on need, 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 to achieve housing stability. Eligible categories for CoC funding include:

Leasing Costs

Leasing is an eligible cost category under the PSH program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, sub-recipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the sub-recipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Rental Assistance Costs

Rental assistance is an eligible cost category under the PSH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to three (3) months; medium-term for three (3) to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD. However, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **TBRA.** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or sub-recipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside of the CoC's geographic area without prior written permission by the City of St. Louis and HUD.
- **SBRA.** Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
- **PBRA.** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Supportive Services Costs

Supportive services are eligible costs under the PSH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of PSH for the full period of their residence.

Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the PSH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units. Examples of eligible operating costs include maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the Department of Human Services.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

RAPID RE-HOUSING

Rapid Re-Housing (RRH) assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services. Communities have demonstrated and research has shown that RRH is a valuable strategy for quickly transitioning individuals and families directly from shelter into permanent housing with needed supports. CoC RRH grant funds may be used to provide short- and/or medium-term rental assistance and limited supportive services to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing. Supportive services may be provided up to 6 months after rental assistance has stopped.

Supportive Services Costs

Supportive services are eligible costs under the RRH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of RRH for the full period of their residence. Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the RRH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units. Examples of eligible operating costs include:

maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the DHS.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

EVALUATION CRITERIA

- **Preference may be** given to applicants that are active members of the St. Louis City CoC. Active membership is determined by the member's attendance at general, committee, and board meetings. To be considered an active member, members must be in attendance at 50% of general meetings, 50% of at least one committee's meetings, and 50% of board meetings.
- The applicant's ability to supplement/match the proposal with funding other than CoC, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs.
- Applicant is a non-profit organization in good standing.
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, and the experience level of key staff.
- The applicant's commitment to adhere to HUD and CoC priorities and processes, including (a) CoC Approved Front Door Manual, (b) CoC Program Best Practices, and (c) CoC Performance Measures.
- The applicant's commitment to being a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address those requirements set out in the RFP.
- The applicant's commitment and participation in the Coordinated Entry System developed by the CoC.
- The applicant's ability and commitment to fully participate in the City of St. Louis HMIS in accordance to CoC policies and procedures and report program performance and outcomes.
- The extent to which the proposed project fills a gap in the community's CoC and addresses a priority issue.
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The degree to which performance measures are consistent with the CoC's annual goals.
- The extent to which applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- Past performances of programs and agencies previously funded by the DHS.
- The applicant's plans to involve and empower homeless populations to participate in decision-making and project operations.
- Availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet statutory, regulatory and ordinance requirements.
- The rank, review and recommendations of each new project proposals, under criteria employed by, the Rank and Review Committee of the St. Louis City CoC.
- M/WBE and/or DBE participation.

**City of St. Louis
2016 REQUEST FOR PROPOSALS (RFP)
Application**

1. Name of Applicant: _____

2. Name of Program: _____

3. Program Address: _____

4. Phone: _____ Fax: _____ E-mail: _____

5. Contact Person & Title: _____

6. **SELECT ONLY ONE CATEGORY.** An agency may request funds from multiple funding sources and from multiple categories. The agency **MUST** complete a separate application for each category. To select a category, double click on the box **and** under the default value select “checked”.

2016 Continuum of Care (CoC): NEW PROJECTS ONLY

Permanent Supportive Housing (PSH) for chronically homeless households, including individuals and families, and unaccompanied youth

Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

7. Target Population(s):

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Single Men | <input type="checkbox"/> Women w/ children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Battered Spouse | <input type="checkbox"/> Persons with Physical Disabilities | <input type="checkbox"/> Drug Dependent |
| <input type="checkbox"/> Families | <input type="checkbox"/> Alcohol Dependent | | <input type="checkbox"/> Persons with HIV/AIDS |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | <input type="checkbox"/> Elderly | <input type="checkbox"/> Other |

8. Housing:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Barracks | <input type="checkbox"/> Scattered Site Apartments | <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Detached House |
| <input type="checkbox"/> Group/Large House | | <input type="checkbox"/> On-site Apartments | <input type="checkbox"/> Other |

9. Requested CoC amount reflects: _____% of the program/project budget of \$ _____
 Requested amount reflects: _____% of the total agency's budget of \$ _____
 Is this program/project currently in existence? Yes How many years? _____ No
 Annual amounts of funds received from other City Department/Agencies?

Name of Department

Amount

ALL DOCUMENTS MUST BE INCLUDED TO ENSURE CONSIDERATION FOR FUNDING

All proposals submitted to the Department of Human Services must include the following items:

<p><u>Project Proposal</u></p> <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Service Plan• Participant Tracking & Reporting	<p><u>Attachments (not included in page limit):</u></p> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Copy of System for Award Management (SAM) Report• HMIS Participation Letter• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions• Detailed Project/Program Budget• Agency Budget• In the event of a new facility, a letter of support from the relevant Alderperson
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Narrative:

The narrative provides an overview of the proposed project. It provides sufficient information to understand the scope of the project, the clients to be served, the cost of the proposed activities, and the System Performance Targets and Priorities that have been adopted by the St. Louis CoC.

Client Population:

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

Organizational Capacity and Experience:

The applicant should demonstrate a history of providing services to low-income individuals who are homeless, formerly homeless, or at risk of becoming homeless. The applicant should provide outcomes data from similar programs operated by the organization that shows the impact of the services provided. The applicant should describe already established relationships with other organizations in the community to show that the agency works with a broad network of providers to provide wrap around services to meet the needs of participants. The applicant should demonstrate the fiscal capacity to manage the project within the proposed budget.

Service Plan:

The applicant should show how the project will interact with the Coordinated Entry System and serve the priority populations established by the St. Louis City CoC Planning Committee. The applicant must provide a detailed plan of service delivery for each program participant. The service plan should include services that meet the ability and needs of the participants. It should include housing focused case management that matches client’s needs, tracks client’s progress, and maintains program data for reporting. The applicant should explain how services will be identified, how individual plans will be developed and implemented, and how the case management will assist clients in accessing housing.

Participant Tracking and Reporting:

The applicant should describe how the project will fully utilize the City of St. Louis HMIS, Service Point, and will provide data to: track participants through the progression of services being provided and referrals to mainstream resources, assess individual progress toward personal goals, evaluate the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals, report data on client characteristics, use of services, and expenditures to the funding agency.

Job Descriptions/ Resume:

Job descriptions are required for positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (Executive Director, Program Director, Case Manager, etc.).

Detailed Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services provided and the number of persons to be served. The services budgeted should reflect the needs of clients. New CoC Project budgets should be 1 year budgets.

Rank & Review Committee Project Evaluation

The St. Louis City Continuum of Care's Rank & Review Committee (R&R) exists to advance our CoC's mission and to reduce the duration and impact of homelessness by evaluating the effectiveness of existing CoC funded projects and ranking them accordingly. R&R's evaluation and ranking process informs the committee's recommendations to CoC leadership as to how our limited CoC funding can best be used to reduce the impacts of homelessness on our community. R&R's work includes the evaluation, scoring and ranking of renewal project as well as new (expansion) and bonus funding project applications. R&R strives to arrive at data driven, strategic funding recommendations that are predicated on each project's impact on the households they serve as well as our system-wide performance. Though R&R's emphasis is on CoC program funded programs, R&R also participates in our Collaborative Applicant's review and ranking of new project applications seeking funding from the City of St. Louis' HUD ESG funding.

Reallocation of CoC Funding

R&R's evaluation process also must identify poor and under-performing programs, and if appropriate, recommend the reallocation of funding to new (or expansion) projects. R&R reviews all renewal projects for performance outcomes to ensure they are high performing projects, with an eye toward reallocating funding away from any projects that: are not well-performing; do not expend all their CoC grant funding; or that no longer fill a critical gap in the Continuum.

In order to ensure lower performing projects are given ample support and opportunity to implement programmatic changes prior to issuance of recommendation of recapture, for the 2017 CoC funding competition, performance was not the only consideration in determining recommendations for reallocation. It will continue be considered by R&R for the FY2018 competition.

For FY2017, R&R focused on projects that have completed at least 2 full contract years that did not expend at least 90% of its CoC funding award for at least the last 2 full contract years. Such projects were given opportunity to offer information about corrective measures taken to avoid spend down issues in the future. To the extent R&R was satisfied that maximum funding was essential to program outcomes and corrective plans provided sufficient assurances that maximum funding levels would be spent by the close of the current contract year, R&R did not recommend recapture for reallocation. When R&R concluded that spend down problems were likely to persist, recapture of unspent funding was recommended to the extent it was determined that the amount would continue to go unspent.

Project Scoring

R&R uses evaluation tools to evaluate, and score all renewal and new project applications. Our tools were designed to objectively identify our CoC's highest to lowest performing projects through data and project information to determine the project's efficiencies and effectiveness. Scoring areas focus on key systems performance measures (housing stability, income, and bed/unit utilization) as well as each Agency's demonstrated commitment to advance the priorities of our local CoC through collaboration, the extent the project is dedicated to serving our most vulnerable neighbors, adherence to best-practices such as housing first, harm reduction and tenant directed support services, fiscal management of project funding and the Agency's investment in CoC Committee work.

The evaluation and scoring tools used are attached. The score categories demonstrate our CoC's commitment to objective data-driven decisions.

Project Ranking

Using Housing Inventory Chart data, PIT findings, system performance measure reports, the priority populations established by the CoC Governing Board, Hearth Act requirements and related systems and program implementation guidance from HUD the R&R developed scoring and priority ranking criteria for renewal and new projects.

All renewal projects will be initially ranked in order based on the score awarded by R&R in accordance with evaluation tools and applicant's project data provided (including HMIS APR data).

Our CoC funded HMIS contract and Coordinated Entry contract will be placed at the bottom of Tier One, in recognition of our system-wide reliance on these contracts.

Renewal projects that continue to fill a need in the CoC will be prioritized above new (expansion) projects to be funded with recaptured, reallocated funding and bonus projects in FY2017. Lower performing projects will receive counseling and assistance from R&R following the submission of our FY2017 CoC application and will be required to set goals for performance improvements, in consultation with R&R and the CoC Executive Board and must achieve those goals and otherwise contribute positively to systems performance improvements to be prioritized over well-designed new projects in future years.

In addition to the above, R&R will consider the following for renewal, new (expansion) and bonus project rankings to arrive at final overall rankings:

1. Severity of needs and vulnerabilities experienced by project participants
2. Unique gap/target population served by project
3. Level of negative impact to Continuum if project were not funded
4. Number of households served and cost efficiency
5. Expertise and capacity of project applicant and any subrecipient

Agency Name	
Project Name	
Grant Number	
Current Contract Start Date	
Prior Contract Start Date	
Name/Title of Agency Contact for Grant Renewal	
Contact's Phone/Email	

A. General Renewal Project Information

1. _____ Application Checklist and All Project Application exhibits attached, or properly noted as not applicable.
2. **Project's Program Type (should match the project application):**
 - Permanent Supportive Housing Rapid Re-Housing
 - Transitional Housing for Youth Other _____

B. Alignment with Opening Doors

3. **Percentage of Project units/beds dedicated for persons experiencing chronic homelessness:**
_____ %
4. **Does Project seeking renewal prioritize units/ beds for persons experiencing chronic homelessness:**
___Yes ___No

5. If the Project is dedicated to serving one or more of the following populations, please state the percentage of total beds/units occupied were filled by each of the priority populations below.

- _____ % Chronic Homeless
- _____ % Youth (16-24)
- _____ % Families with Children
- _____ % Veterans
- _____ % Domestic Violence Survivors

6. Project demonstrated commitment to participation in our Coordinated Entry system, and compliance with Coordinated Entry policies and procedures:

- a. How many vacancies has your Project had since January 2017? _____
- b. What percent of Project vacancies reported to Front Door since January 2017 as prescribed by CoC Coordinated Entry Policy? _____%
- c. What percent of Project vacancies since January 2017 filled with referrals received from Coordinated Entry? _____%
- d. If you filled less than 100% of your reported vacancies with referrals from Coordinated Entry, please explain by attaching a narrative of 200 words or less.

7. Project demonstrates understanding of and active adherence to Housing First principles, as detailed on Project’s Housing First Scorecard finding of _____ (insert points here)

C. Program Performance Measures

8. Housing Performance Measures (APR data):

Outcome	APR thru June 2017	Previous year APR
PSH/RR: % of persons who remained in permanent housing or exited to permanent housing		
TH: % of persons who exited to permanent housing		

9. Income Performance Measure (APR data):

Outcome	APR thru June 2017	Previous year APR
PSH/RR: - % of persons who increased or maintained income from all sources (Earned Income and Other Income)		
TH: % of persons who increased income from all sources (Earned Income and Other Income)		

10. Unit/Bed Utilization Rate (APR data):

*For accuracy purposes, please calculate your agency's utilization rates and enter into respective fields

Outcome	10-1-16	1-1-17	4-1-17	7-1-17
1. Number of Households Served				
2. Number of Project Units/ Beds per Contract Requirement				
Unit / Bed utilization rate – percentage* *Calculate by dividing (1.) by (2.) above				
Average bed utilization rate – percentage				

D. Fiscal Practices / Program Budget

11. Amount of HUD funding requested for FY2017: \$ _____

- a. Amount of Program Match Commitment -- CASH: \$ _____
- b. Amount of Program Match Commitment – IN KIND: \$ _____

FY2017 Program Budget for CoC funding request

Expenditure Type	Total Project Budget awarded In 2016 Contract	CoC Funds Requested For 2017 Contract	% of Total <u>Project</u> Budget	Decrease In funding from Prior contract year
Construction / Rehab				
Support Services				
HMIS				
Leasing <u>OR</u> Rental Assistance (please circle one)				
TOTAL				**

**** Bonus Points Decrease Available for Project’s requesting a decrease in funding to allow for Reallocation to New CoC Projects (points award also requires response to Question 17 below).**

12. Percentage of HUD program income expended

Funding Period	Annual Award \$	Match Used	Leasing /Rental Funds Unspent	Contract Funds Unspent / Returned	Reason for Underspending / Return of Funds
Most recent completed contract year **					
Prior completed contract year					

** If Renewal Application is for a First Year Project that has a contract start date of less than a year from NOFA publication, use monthly figures and averages. For example if the contract has been active for 10 complete months as of the date of completion of this form, prorate all requested information by 10/12th.

Did your Program request a budget adjustment during the contract year? ___ yes ___ no
If yes, was the request approved? ___ yes ___ no. If your request was not approved, please explain by attaching a narrative of 300 words or less.

E. CoC/Community Involvement

13. Percent of CoC Membership Meetings attended by Agency’s Program director responsible for the subject Project Renewal and/or Chief Executive from May 2016 through May 2017:
 _____ % .

14. Which of the following CoC Committees did your Agency’s Program Director responsible for the subject Project Renewal and/or Chief Executive participate from May 2016 through May 2017?
 Check all that apply and indicate whether the participant was a Committee Chair or Co-Chair with a “C”; if the participant was a Committee Vice-Chair with a “V”; if the participant was a Member with a “M”.

- | | |
|--------------------------|--------------------------------|
| _____ Membership | _____ Consumer Counsel |
| _____ Service Delivery | _____ Rank & Review (advisory) |
| _____ HMIS | _____ Planning |
| _____ Advocacy | _____ Regional Planning |
| _____ Emergency Response | _____ PIT / Outreach |

2017 Cover Sheet for CoC Renewal Projects With Contracts

15. Did your Agency's Program Director responsible for the subject Project Renewal and/or Chief Executive participate as an Executive Committee Officer?

_____ Executive Committee Officer
(Insert Agency Representative's Name and Title)

16. HMIS Data Completeness Report Card for Renewal Program for last full grant year, or for contract period, if a first year grant: _____ (insert Grade here – must receive A or B grade to receive points).

17. Bonus Points: IF in your response to question 12 above (as set out in the FY2017 Program Budget for CoC funding request chart), your Project FY2017 Program Budget for CoC funds requested demonstrates a decrease in CoC Funding required to operate the Renewal Program, OR:

\$ _____ *for reallocation to CoC New Projects.*

Please explain how CoC funds savings is achieved without reducing the numbers of households served or the quality of housing and support services provided under the program.

Attach explanation here. No character limit.

F. NARRATIVE

18. Does your AGENCY currently have any HUD Finding(s) and/or Corrective Action Plan(s) with DHS Homeless Services Division's Programmatic Monitoring that have been open for a period of 3 months?

____ yes ____ no

If yes, please explain why the HUD finding(s) Corrective Action Plan remains unresolved, including details of action steps undertaken and/or to be undertaken in response to the Corrective Action Plan.

Attach narrative explanation here. No character limit.

19. If your project did not meet a HUD Performance Measure in your last Annual Performance Report, describe the steps your agency has taken to ensure achievement of the Performance Measure(s) for the current application.

This refers to the performance measures in questions 8, 9 and 10, above. *Attach narrative explanation here. No character limit.*



Saint Louis City
**Continuum
of Care**

Making moves that #endhomelessness
makingmovesSTL.org

2017 Cover Sheet for CoC Renewal Projects With Contracts

Project Name:	Agency:	
Grant #:	Reviewer:	
Housing Component: <input type="checkbox"/> Permanent Supportive Housing <input type="checkbox"/> Rapid Re-housing <input type="checkbox"/> Transitional Housing for Youth	Project Self Score:	R&R Initial Score:
	R&R Final Score:	

Refer to your Program's APR data for July 1, 2017 through June 30, 2017 (or your Project's start date through June 30, 2017 for first year contracts) and your completed Project Cover Sheet when self-scoring.

A. General Information	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
1. All required documents submitted <u>and</u> submitted on time (Cover Sheet, Self-Scored Scoring Tool, APR Data worksheet, APR, Housing First Form, Community Involvement form, HMIS Data Report Card, Match Letter(s), 15 points available <i>Source: R&R renewal packets; Project Applicant Spreadsheet from Collaborative Applicant</i>	Yes = 15 points No = 0 points			
2. Priority of Permanent Housing Strategies. 5 points available <i>Source: Cover Sheet; Project Applicant Spreadsheet from Collaborative Applicant; GIW</i>	Permanent Housing (PSH/RRH) = 5 points Youth Transitional Housing = 5 points Supportive Service Only = 0 points			

B. Alignment with Opening Doors	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>3. Project <u>dedicates</u> beds for persons experiencing chronic homelessness. 1 to 3 points available</p> <p><i>Source: APR, Cover Sheet; Project Applicant Spreadsheet from</i></p>	<p>100% = 5 points</p> <p>1-99% = 1 point</p> <p>0% = 0</p>			
<p>4. Project <u>prioritizes</u> beds for persons experiencing chronic homelessness</p> <p><i>Source: APR, Cover Sheet; Project Applicant Spreadsheet from Collaborative Applicant; HIC</i></p>	<p>Yes = 1</p> <p>No = 0</p>			
<p>5. Project serves a priority population (Chronic, Vets, Youth 16-24, Families with Children, Victims of DV). Up to 15 points possible</p> <p><i>Source: Cover Sheet; APR; ARP Worksheet</i></p>	<p>For each of the 5 priority populations, if 50% to 74% were filled = 1 point each (up to 5 points)</p> <p>For each of the 5 priority populations, if 75% or more were filled = 3 point each (up to 15 points)</p>			
<p>6. Project demonstrated commitment to participate in Coordinated Entry system, use standardized assessment tool selected by CoC, and comply with Coordinated Entry policies and procedures. 4 point available</p> <p><i>Source: Cover Sheet, APR, APR worksheet, Service Point Report</i></p>	<p>b. 75 - 100% of program vacancies since January 2017 filled by referral from Coordinated Entry = 2 points.</p> <p>c. Agency reported 100% of program vacancies to Front Door within 30 days of move out date for PSH/TH units = 2 points.</p>			
<p>7. Commitment to Housing First practices. 22 points + 2 Bonus Points available</p> <p><i>Source: Housing First Form; Monitoring Agent input</i></p>	<p>See Housing First form for total score.</p> <p>For PSH/TH: 22 points + 2 Bonus Points available (up to 24 points)</p> <p>For RRH: 20 points + 4 Bonus Points available (up to 24 points)</p>			

C. Performance Measures	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>8. Housing Performance Measure (specific to type of housing component- TH, PH-RRH or PH-PSH). 20 Points available</p> <p><i>Source: Cover Sheet & APR and APR Worksheet(s)</i></p>	<p>Transitional Housing for Youth</p> <p>90-100% = 20 points 80-89.9% = 10 points 60-79.9.9% = 5 points 59.9% or below = 0 points</p> <p>Permanent Supportive Housing & Rapid Re- housing</p> <p>90-100% = 20 points 80-89.9% = 10 points 60-79.9.9% = 5 points 59.9% or below = 0 points</p>			
<p>9. Income Performance Measure (specific to type of housing): Transitional Housing (TH), Permanent Supported Housing / Rapid Rehousing (PH-RRH) or Permanent Housing. 20 points available</p> <p><i>Source: Source: Cover Sheet & APR and APR Worksheet(s).</i></p>	<p>Transitional Housing for Youth: <u>Increase</u> Income All Sources</p> <p>54- 100% = 20 points 50-53.9% = 15 points 45- 49.9% = 10 points 40-44.9% = 5 points 39.9% or below = 0 points</p> <p>Permanent Housing (PSH & RRH): <u>Increase or Maintain</u> Income All Sources</p> <p>65- 100% = 20 points 50-64.9% = 15 points 40- 49.9% = 10 points 35-39.9% = 5 points 34.9%or below = 0 points</p>			
<p>10. Bed Rate Utilization. Up to 8 points available</p> <p><i>Source: Source: Cover Sheet & APR and APR Worksheet; HIC</i></p>	<p>More than 100% = 8 points 85% to 100% = 6 points 75% to 84.9% = 4 Points 74.9% or less = 0 Points</p>			

D. Fiscal Practices	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>11. Budget accurate- Project Budgets Mirror throughout</p> <p><i>Source: Cover Sheet, Project Applicant Spreadsheet from Collaborative Applicant, Grant Inventory Worksheet</i></p>	<p>Yes = 5 No = 0</p>			
<p>12. Reasonable expenditure of HUD funds. 5 points available</p> <p><i>Source: Cover Sheet, APR, Project Applicant Spreadsheet from Collaborative Applicant</i></p>	<p>2% or less unspent funds = 5 points 2.1 to 5% unspent funds = 3 points 5.1% or more funds returned = 0 points</p>			
E. Community Involvement	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>13. Decision maker attendance at CoC Membership Mtgs. 5 points available</p> <p><i>Source: Cover Sheet, Applicant Assessment of Community Involvement; CoC meeting Records</i></p>	<p>75-100%= 5 points 50-74.9% = 2 points 0-49.9% = 0 points</p>			
<p>14. Decision maker(s) participation in CoC Committees</p> <p><i>Source: Cover Sheet, Applicant Assessment of Community Involvement; Committee Records</i></p>	<p>At least 75% participation in at least one committee = 1 point</p> <p>If Committee participation includes acting as Chair, Co-Chair or Vice-Chair = 3 point per Committee leadership role.</p>			
<p>15. Decision maker(s) participation in the Executive Board, as an Officer.</p> <p><i>Source: Cover Sheet, Applicant Assessment of Community Involvement; Exec Board Records</i></p>	<p>Yes = 1 points No = 0 points</p>			

<p>16. Use of CoC's designated HMIS system (ICA) and Data Completeness maintained for Program</p> <p><i>Source: ICA Data Quality Report Card for July 16 to June 17 Program activity (or the number of active contract months if a first year project).</i></p>	<p>A = 10 points</p> <p>B = 5 points</p> <p>C or below = 0 points</p>			
---	---	--	--	--

Bonus Participation Points	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>17. Identification of CoC Funding Available for Reallocation to New Projects</p> <p><i>Source: Cover Sheet, APR, Collaborative Applicant Summary, Grant Inventory Worksheet</i></p>	<p>FY2017 CoC Funding total is at least 5% less than FY2016 award = 5 points</p> <p>FY2017 CoC Funding total is at least 10% less than FY2016 award = 10 points</p>			
<p>18. Chief Executive's Participation in Rank and Review FY2017 Evaluation Process</p> <p><i>Source: Signed certification on scoring tool</i></p>	<p>Agency's Chief Executive reviewed all Project information and used said information to self-score this Project =5 points</p>			

I, _____ (print name), in my capacity as the most senior executive for the Agency administering the subject CoC Program contract, hereby certify that I have review all final documents prepared for submission to Rank and Review and used those documents to complete the above self-scoring exercise.

By: _____

Title

Date

**2017 St. Louis City CoC Rank and Review
APR Worksheet - Prevoius Year**

Instructions:

Fill in all yellow cells of the worksheet using the data from the CoC APR for your previous grant year. Each yellow cell has a red number that corresponds to a red number on the *APR Example for R&R*, demonstrating the number on the APR that needs to be recorded on this worksheet. Fill in the blue cells with your contracted bed inventory. Submit the completed form to the Rank & Review Committee with your renewal application. Contact your ICA System Administrator with any questions.

Agency Name:	
Project Name:	
Project Type: (PSH, RRH, Youth TH)	
Submission Date:	

Alignment with Opening Doors

Project serves a priority population (Chronic, Vets, Youth 16-24, Families with Children, Victims of DV, Unsheltered with mortality risk).

#	Description	APR Table	Table Row	Table Column (if applicable)	Data
1	Total Served	5a - Report Validation Table	1. Total Number of Persons Served		
2	Chronic	5a - Report Validation Table	11. Number of Chronically Homeless Persons		
3	Vets	5a - Report Validation Table	10. Number of Veterans		
4	Total Adults	7a - Number of Persons Served	Adults	Total	
5	Families with Children	7a - Number of Persons Served	Total	With Children and Adults	
6	Youth	11 - Age	18 - 24	Total	
7	Victims of DV	14a - Domestic Violence History	Yes	Total	

% of clients served in each priority population

Chronic	#DIV/0!
Vets	#DIV/0!
Youth	#DIV/0!
Families with Children	#DIV/0!
Victims of DV	#DIV/0!

Performance Measures

Housing Performance Measure

#	APR Table	Table Row	Table Column (if applicable)	Data
8	23a - Exit Destination - More than 90 days	Permanent Destinations Subtotal	Total	
9	23b - Exit Destination - 90 Days or Less	Permanent Destinations Subtotal	Total	

**2017 St. Louis City CoC Rank and Review
APR Worksheet - Prevoius Year**

10	5a - Report Validation Table	8. Number of Stayers		
----	------------------------------	----------------------	--	--

**2017 St. Louis City CoC Rank and Review
APR Worksheet - Prevoius Year**

PSH/RR: % of persons who remained in permanent housing or exited to permanent housing.	#DIV/0!
TH: % of persons who exited to permanent housing	#DIV/0!

Income Performance Measure

#	Description	APR Table	Table Row	Table Column (if applicable)	Data
11	Total Adults Who Increased Income	19a3 - Client Cash Income Change - Income Source - by Entry and Latest Status/Exit	Number of Adults with Any Income (i.e., Total Income)	Performance Measure: Adults who Gained or Increased Income from Entry to Annual Assessment/Exit, Average Gain	
12	Total Adults Who Maintained Income	19a3 - Client Cash Income Change - Income Source - by Entry and Latest Status/Exit	Number of Adults with Any Income (i.e., Total Income)	Retained Income Category and Same \$ at Annual Assessment/Exit as at Entry	
13	Total Adults	19a3 - Client Cash Income Change - Income Source - by Entry and Latest Status/Exit	Number of Adults with Any Income (i.e., Total Income)	Total Adults (including those with No Income)	

PSH/RR: - % of persons who <u>increased or maintained</u> income from all sources (Earned Income and Other Income)	#DIV/0!
TH: % of persons who <u>increased</u> income from all sources (Earned Income and Other Income)	#DIV/0!

Unit/Bed Utilization Rate (APR data):

	October 22, 2015 (# 17)	January 26, 2016 (# 14)	April 27, 2016 (#15)	July 27, 2016 (#16)
Table 8b - Point-in-Time Count of Households on the Last Wednesday: Total				
Number of Project Units/Beds per Contrat Requirement				
Unit/Bed Utilization Rate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Average Bed utilization rate	#DIV/0!
------------------------------	---------

Housing First Checklist Scoring Tool

FY2017 Continuum of Care Competition St. Louis City CoC

Use a separate form for EACH project.				
To determine the Housing First section of your Project Score, please mark yes/no & enter the points for each of the following questions based on your FY2016 Continuum of Care project application (see Section 3B. Project Description, #4: Housing First from your FY15 application). If you are submitting a new/reallocated project, answer based on your FY16 application.				
Agency Name:		Project Name:		
Person Completing Form:		Project Type (PSH, TH, RRH)		
Phone:		Email:		
		Points Available		Yes or No
		Yes	No	Your Score
1	Are applicants required to have income prior to admission to housing?	0 Pts	2 Pts	
2	Are applicants required to be "clean & sober", ceasing current alcohol/drug abuse, or be "treatment compliant" prior to admission to housing?	0 Pts	2 Pts	
3	Are applicants/participants required to participate in services? *RRH may require case management, per regulations	0 Pts	2 Pts	
4	Are applicants rejected on the basis of poor credit or financial history, poor or lack of rental history, behaviors that indicate a lack of "housing readiness", or criminal convictions**? **restrictions on serving people who are listed on sex offender registries shall not apply for the purposed of earning points for this category	0 Pts	2 Pts	
5	Can the participant be terminated for failing to make progress on a service or treatment plan?	0 Pts	2 Pts	
6	Can the participant be terminated for drug/alcohol use after program entry?	0 Pts	2 Pts	
7	Can the participant be terminated for a loss of income or failure to improve income?	0 Pts	2 Pts	
8	If a participant experiences domestic violence prior to entry or while participating in the project, are they required to file a protective order, file criminal charges, or sustain a period of separation from their abuser?	0 Pts	2 Pts	
9	Can the participant be terminated for being a victim of domestic violence?	0 Pts	2 Pts	
10	Does the project prioritize rapid placement & stabilization of participant into permanent housing?	2 Pts	0 Pts	
11	Does the project identify & recruit landlords of housing units in the CoC geographic area, so that when an individual or family needs housing, potential units have been identified, accelerating the process?	2 Pts	0 Pts	
Bonus Points (Renewal projects only)				
1	PSH/TH: Award 2 bonus pointed if your Project score for 1-11 totals 22 points. RRH: Award 4 bonus pointed if your Project score for 1-11 totals 20 points.	2 Pts	0 Pts	
Total Points (sum of points in each column)				

Any housing project application that indicates utilization of the Housing First model that is subsequently reviewed, ranked and approved for funding by the CoC was awarded **FY15 or FY16 or 2017** CoC grant funds will be required to operate as a low barrier, Housing First project in all future funded years.

Name of Agency/Name HUD CoC funded Project(s)

1. Decision maker attendance at CoC general membership meetings -- For each of the dates noted below in which general membership meetings were held, please note the name and title of the person from your agency that attended, if any, and note with a yes or no whether they have decision making power related to the HUD funded project they represent.

Meeting Date	Name	Title	Decision Maker Y/N
August 18, 2016			
October 20, 2016			
December 15, 2016			
February 15, 2017			
April 20, 2017			
June 15, 2017			

CoC 2017 Rank and Review Assessment of Community Involvement July 2016 - June 2017

2. Decision maker(s) attendance participation in CoC Committees -- Please tell us which CoC Committees that your agency serves on and note the # of meetings (between July 2016 and June 2017) the person attended, name and title of the person from your agency that attended, if any, and note with a yes or no whether they have decision making power related to the HUD funded project they represent. Please add an asterisk to the name if the person is the Chair, Co-Chair or Vice Chair of this committee.

Planning Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Service Delivery Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Membership Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Advocacy Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Rank and Review Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

**CoC 2017 Rank and Review
Assessment of Community Involvement
July 2016 - June 2017**

HMIS Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

PIT Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Consumer Council

# of Meetings Attended	Name	Title	Decision Maker Y/N

3. Decision maker(s) participation in the Executive Board, as an Officer -- please note the name(s) of any decision makers at your agency that were members of the Executive Board during the period 7/1/16 to 6/30/17.

Name(s) & Title(s):

Signature of the Executive Director or President of the Agency:

Date

Print Name

September 13, 2017

Sent via email to ojones@doorwayshousing.org and via USPS

Opal Jones
Executive Director
Doorways
4285 Maryland Ave
St. Louis MO 63108

RE: DOORWAYS FY2017 CoC Funding Applications (renewals and new projects)

Dear Opal,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations with your staff about R&R's evaluation of DOORWAYS renewal and new projects applications. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

DOORWAYS renewal projects included (1) Delmar PSH, (2) Cooper House, (3) Jumpstart.

All DOORWAYS' renewal project applications were accepted and scored high enough to be ranked in Tier One. All projects were recommended for 100% funding renewals.

All DOORWAYS' new project applications were accepted and scored well. That said, neither application was recommended for Tier 2 recaptured funding or bonus project funding. Though your new project applications were well presented, we ultimately selected other strong projects that we believed will best advance our CoC competitive scoring in the future by filling existing systems gaps.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded projects in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If DOORWAYS wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment



September 13, 2017

Sent via email to tharvey@archcitydefenders.org and via USPS

Thomas Harvey
Executive Director
Arch City Defenders
1210 Locust Street
Saint Louis MO 63103

RE: Arch City's FY2017 CoC Funding Applications (new projects)

Dear Thomas,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous conversations about R&R's evaluation of Arch City's application for new project funding. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Arch City submitted 2 applications for new project funding. The application for your Sustainable Legal Solutions (SLS) Program was accepted. It was also recommended for bonus project funding. That said, it was recommended that the three applicants requesting new RRH projects (your agency, Gateway 180 and Employment Connections) submit a single collaborative application under which Arch City would administer \$65,000 of the total \$728,630 available for bonus projects. The recommendation that Arch City administer \$65,000 of the bonus project funding is equal to 100% of the funding requested in your application.

The application for the proposed Housing Empowerment Law Project (HELP) was received but rejected (not considered for funding). Though the proposal was well developed and sought funding for support services that are badly needed by the households our CoC service, the FY2017 HUD CoC NOFA does not allow for support services only funding requests, unless the support services only funding request is directly tied to the expansion of services needed to advance our local Coordinated Entry System.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Arch City wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,

Cynthia Duffe, Chair
Rank & Review Committee

Attachment

Homeless Services

- Continuum of Care (Coc) Plan
- Biddle Housing Opportunities Center
- News and Announcements
- Documents

2017 CoC Application

FY 2017 CoC Application

Publication Date: 09/25/2017
Document Type: Informational Pages
Sponsor: Homeless Services

Summary
FY 2017 CoC new and renewal projects for review until 10am Wednesday, September 27, 2017.

Download

1.  [CoC Project Priority List FY 2017 PDF](#) (435.69 KB)
2.  [FY 2017 COC Application Narrative PDF](#) (11.46 MB)
3.  [FY 2017 COC Project Applications PDF](#) (15.38 MB)
4.  [MO-501 CoC Planning Application FY 2017 PDF](#) (291.97 KB)

Need Help Viewing?

From: Agustin, Irene <agustini@stlouis-mo.gov>
To: stlouiscitycoc@yahoo.com
Cc: Todd Waelterman; Russell, Valerie; Patterson, Tina; Elder, Trudy; Edwin Muhammad
Subject: 2017 CoC Application Posted

Sent: Mon 9/25/2017 2:53 PM

Dear CoC Members:

First of all, thank you for your dedication to working with the most vulnerable men, women and children and your commitment to preventing and ending homelessness in the City of St. Louis.

I'm excited to report, that we are in the homestretch! We are nearly finished with our 2017 CoC application.

Below are the link to the entire application, please take time to review the documents.

<https://www.stlouis-mo.gov/government/departments/human-services/homeless-services/documents/2017-coc-application-draft.cfm>

If you have any comments regarding the application, please submit those to me at agustini@stlouis-mo.gov by 10:00 am on Wednesday, September 27th. Our plan is to stay within our timeline and hit submit on September 27th.

NOFA time is always a race to the end, but we are nearly done. Again, thank you for all your hard work.

Best Regards,

--
Irene Agustin
Chief Program Manager
City of St. Louis
Department of Human Services -- Division of Homeless Services
O: (314) 657-1702
E: agustini@stlouis-mo.gov



Continuum of Care STL

@CoCSTL

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Create an offer



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+ Add a Button

- Easily Manage Your Page From Anywhere
Get the Pages Manager app to post and respond to Page visitors on the go.
- Help People Take Action
Add a Button to the top of your Page.

See All Page Tips 3



Continuum of Care STL

Published by Kelcy Siddall [?] · Just now ·

CoC Members: The 2017 CoC application submission is now available for viewing. Please see the link below. The City of St. Louis will officially submit the application to HUD on Wednesday September 27. Thank you for your dedication to working with the most vulnerable men, women and children and your commitment to preventing and ending homelessness in the City of St. Louis.

<https://www.stlouis-mo.gov/.../documents/2017-coc-application...>

2017 Continuum of Care (CoC) Application

FY 2017 Continuum of Care (CoC) Application

STLOUIS-MO.GOV



325 likes +1 this week
Joanne Davis



332 follows



See Pages Feed
Posts from Pages you've liked as your Page



75 post reach this week



325 people like this and 332 people follow this
Joanne Davis




St. Louis City CoC
@stlouiscitycoc

279 Followers 25 Following

- Timeline 366
- Mentions 1
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- Retweets

- All Tweets
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- Links


Filter Timeline

 **St. Louis City CoC** @stlouiscitycoc 13s


The 2017 @stlouiscitycoc CoC application submission is available viewing. stlouis-mo.gov/government/dep... TY to all who help put this app together.

via TweetCaster for iOS

Reply Retweet Favorite Share ZipIt Delete More

 **St. Patrick Center** @stpatrickcenter 13m

Celebrate veterans with Louie from the @StLouisBlues at our Veterans Day 5K on Nov. 11! More event details at... twitter.com/i/web/status/9...

 **Qinthe Lou** @QintheLouSTL 2h

Can't it be all three? We've got the Pregame BBQ Bash for Cards games and Blues ticket giveaways on Saturday 2pm-5p... twitter.com/i/web/status/9...

↗ by Maggie Crane



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

Greetings CoC Partners! As a part of the CoC funding competition, all projects are reviewed and ranked by our CoC's Rank & Review Committee members. In order to streamline the review process and effectively compare several points of data, we ask each Agency to complete a Cover Sheet for each of your Projects seeking renewal and submit it with all required supportive documentation no later than **August 11, 2017 at 5pm**.

All required Project information must be submitted to Rank and Review **NO LATER THAN** Friday, August 11, 2017 at 5pm via email. Please email all required documents listed above to cynthia@gatewayhousingfirst.org. In the subject line of your transmittal email, please type '**NOFA:< insert Project Name>**'.

If you have questions, please contact the Rank and Review Committee by calling or emailing:

- Craig Westbay: craigwestbay@gmail.com or 314-718-9864 or
- Greg Vogelweid: gregvogelweid@gmail.com or 314-581-8667

Before you begin, please **READ THESE INSTRUCTIONS COMPLETELY** and make sure you have all required R&R Committee materials, including:

- ✓ St. Louis City APR Data Worksheets for 2017 R&R (2 tab excel worksheet)
- ✓ APR Example for St Louis City APR Data Worksheet for 2017 R&R. This example was prepared by ICA to assist applicants in locating the particular APR data points within the APR report needed to complete the APR Data Worksheets
- ✓ 2017 Housing First Checklist Scoring Tool
- ✓ 2017 Assessment of Community Involvement
- ✓ 2017 Cover Sheet for CoC Renewal Projects with Contracts
- ✓ 2017 Scoring Tool for CoC Renewal Projects with Contracts (each Agency is required to self-score its renewal Project on the R&R scoring tool)

In addition, to complete the cover sheet you will need the following items:

- access to ESNAPS,
- your Agency's Annual Performance Reports (APR) for Program date range July 1, 2016 to June 30, 2017 (or from contract start to June 30, 2017 for first year contracts); and APR for prior completed contract year.
- Project's HUD budget for past 2 years (or current year for first year contracts)
- Your proposed Project Budget for the upcoming grant year
- Project HMIS data through June 30, 2017

For ease of completing all required Project information, we strongly recommend you approach this work in the following order:

1. READ these instructions, beginning to end.
2. Run your Project's APR for "Program Date Range" July, 1 2016 through June 30, 2017 (or for first year projects, from your actual start date through June 30, 2017).
3. Locate your Project's APR for your Project's prior completed contract year.
4. Complete the St. Louis City APR Data Worksheets for 2017 R&R. **This is a 2 tab workbook.** Use tab 1 to summarize your Project data for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017, if a first year Project. Use tab 2 to summarize your Project data as submitted to HUD for your Project's prior completed contract year (if applicable).
** NOTE: APR Example for St Louis City APR Data Worksheet for 2017 R&R has been provided. This example was prepared by ICA to assist applicants in locating the particular APR data points within the APR report needed to complete the APR Data Worksheets.
5. Complete the 2017 Housing First Checklist Scoring Tool
6. Complete the 2017 Assessment of Community Involvement
7. Use the information completed above to complete your 2017 Project's Cover Sheet for CoC Renewal Projects with Contracts.
8. Self-score your project using the 2017 Scoring Tool for CoC Renewal Projects with Contracts. **When scoring, use your project data for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017, if a first year Project.** Insert your projected score for each category in the "Self-Score" column.



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9. Review your work against the checklist at the end of these instructions and ensure your transmittal email includes all required documents.

Instructions for Completing

2017 Cover Sheet for CoC Renewal Projects with Contracts

A. General Project Information:

Project Name: Please use the Project name as it is listed on the 2017 GIW.

Contract Start Dates (current year and prior year, if applicable): Refer to your Project contract(s) or ESNAPS.

Name / Title and Contact Information: Provide contact information for the person who can answer questions about the project application.

1. Did you complete and provide the **Application Checklist and properly complete and attach all required Exhibits?** Indicate “yes” or “no” in the blank provided.
2. Check the appropriate box for the Project Type.

B. Alignment with Opening Doors

3. Provide percent of agency’s beds dedicated for persons experiencing chronic homelessness: If any beds are dedicated to those experiencing chronic homelessness, enter the percentage of dedicated beds here. If no beds are dedicated, enter zero.

4. Agency prioritizes beds for persons experiencing chronic homelessness: Answer yes only if when beds/units turn over, the agency will accept an individual/family who meets the definition of chronically homeless first, before accepting someone who does not meet the definition. Otherwise, answer no.

5. Is project dedicated to serving one of the following priority populations as stated in the project application? If one or more priority population(s) are served, enter the percent of total Project units occupied by each of our CoC’s prioritized population, consistent with data provided in the Project’s APR Data Worksheet and Project APR. Note, total percentages

2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

entered need not total 100%; a unit may be occupied by a tenant(s) who meets the criteria for one or more of the priority populations.

6. Project demonstrates commit to participation in Coordinated Entry system and compliance with CoC Coordinated Entry Policies and Procedures:

- a. Provide the number of Program vacancies since January 1, 2017
- b. Of those vacancies provided in response to 6.a., provide the percent of those vacancies reported to the Front Door within 30 days of move-out.
- c. Of those vacancies provided in response to 6.a., provide the percent of those vacancies filled between Jan 1, 2017 and June 30, 2017 with a referral received from Coordinated Entry.
- d. If less than 100% of vacancies were filled with referrals provided from a source other than Coordinated Entry, provide a brief narrative explaining why the Program filled vacancies with referrals other than those provided by Coordinated Entry (200 words or less).

7. Complete the 2017 Housing First Checklist Scoring Tool and enter Program score. To receive points in this category, the Program must submit its completed 2017 Housing First Checklist Scoring Tool. Note, PSH and TH Youth Projects can score a maximum of 22 points; RRH Projects can score up to 20 points. Projects scoring the maximum possible points will receive 2 bonus points.

C. Housing Performance Measures:

To complete questions 8 and 9, the Applicant must provide both “Most recent APR” data and “Previous year APR” data.

When providing “Most recent APR” data, the Applicant must refer to the Program’s most recent APR Report from Service Point for the Program Date Range July 1, 2016 through June 30, 2017 (or from the contract start date through June 30, 2017 for first year Projects) and use that information to complete the St. Louis City APR Data Worksheet for 2017 R&R, **in excel format**. Finally, worksheet results must be entered on the Cover Sheet.

When Providing “Previous year APR” data, the Applicant must refer to the Program’s APR Report for the Project’s prior completed contract year and use that information to complete the St. Louis City APR Data Worksheet for 2017 R&R, **in excel format**. Finally, worksheet results



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

must be entered on the Cover Sheet. **If the Project renewal is for a first year project, enter n/a for not applicable.**

Note, Income Performance Measures: Income from all sources, both earned income and other income will be considered. Only one measure will be completed depending on housing type. PSH/RR programs will report on maintaining and increasing while TH program will report only on increasing income.

10. Bed Utilization Rate: Only “Most recent APR” data required. The Applicant must refer to the Program’s most recent APR Report from Service Point for the Program Date Range July 1, 2016 through June 30, 2017 (or from the contract start date through June 30, 2017 for first year Projects) and use that information to complete the St. Louis City APR Data Worksheet for 2017 R&R, **in excel format**. Finally, worksheet results must be entered on the Cover Sheet.

D. Fiscal Practices / Program Budget

11. Enter Amount of HUD funding requested for FY2017. Project funding requests cannot exceed current contract funds awards. However, bonus point will be awarded to projects that voluntarily decrease their HUD funding request.

a. Enter the Program’s Match Commitment – CASH (must be consistent with Written Commitment(s) provided.

b. Enter the Program’s Match Commitment – IN - KIND (must be consistent with Written Commitment(s) provided.

FY2017 Program Budget for CoC Funding: Complete the Chart based on Program Application for renewal.

12. For Programs with at least TWO FULL COMPLETE CONTRACT YEARS, Enter Program award and spending information requested for the (1) MOST RECENT COMPLETED CONTRACT YEAR and (2) PREVIOUS CONTRACT YEAR.



2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

For Programs with ONLY ONE COMPLETE CONTRACT YEAR, enter Program award and spending information requested for that complete contract year in the area for “Prior Completed Contract Year”. For “Most recent completed contract year” enter PRORATED Program award and spending information from the start of the current contract year through June 30, 2017. For example, if the Program’s year two contract began on Oct 1, 2016 (for 9 complete contract months), prorate all requested information by 9/12th.

For FIRST YEAR Programs, enter PRORATED Program award and spending information from the start of the contract year through June 30, 2017. For example, if the Program’s contract began on Oct 1, 2016 (for 9 complete contract months), prorate all requested information by 9/12th. Indicate “Prior completed contract year” information is not applicable by entering n/a for the requested information.

Provide requested information regarding Program budget adjustment request(s) made during the contract years reported on in your responses to provided for #12 above. Include a narrative explanation for any budget adjustment request(s) that was not approved.

E. CoC/Community Involvement:

Complete the 2017 Assessment of Community Involvement form and include an executed copy with other required R&R 2017 evaluation materials. Responses to questions 15 and 16 and 17, must be consistent with the information provided on your 2017 Assessment of Community Involvement and with CoC meeting records. Note, only participation information pertaining to your Agency’s / Program’s most **senior decision makers** should be provided (you’re your most senior executive (Executive Director / CEO) or the Program’s most senior director who has authority to make decisions regarding Contract and/or Program execution, should be included.

13. Provide the percent of General CoC Membership Meetings attended by a qualifying Program decision maker(s).

14. Provide requested Committee participation information for qualifying Program decision maker(s).

2017 Instructions for Completion of Rank & Review Requirements for CoC Renewal Projects With Contracts

15. Provide requested Executive Board leadership information for qualifying Program decision maker(s).

16. From Service Point (HMIS) provide your Program's Date Completeness Report Card as of June 30, 2017 with other required R&R 2017 evaluation materials. Insert the grade assigned for your Program's data completeness in response to question 18 of your Program's Cover Sheet.

17. Bonus Points Opportunity: Referring to your Project's FY2017 Program Budget for CoC funding Request (in section D., Fiscal Practices / Program Budget of your Program's Cover Sheet), if your Project Budget demonstrates a decrease in CoC Funding required to operate your Program upon renewal, please state the difference between the Contract funds available under your Program's current contract and the funds requested for the upcoming contract period. In addition, if you are requesting a decrease in funding, please explain in an attached narrative how your Program is able to achieve said savings without reducing the number of households served.

F. Narrative:

If you responded yes to questions 18 and / or 19, attach the required narrative explanation. Note, there is no word limit imposed on narrative responses to questions 18 and 19.

*** All narrative information will be considered as possible justification for upwardly adjusting a Project score assigned to relevant evaluation criteria above.*

Renewal Applicant Checklist

Prior to transmitting your Project's renewal materials to R&R, please complete the following checklist to ensure all required documents are included. **Note, 15 points will be awarded to Projects submitting all required COMPLETED forms and supportive documents by the submission deadline. 0 points will be awarded if ALL requirements are not complete and submitted.**

- A COMPLETE St. Louis City APR Data Worksheet for 2017 R&R, **in excel format. This is a 2 tab workbook.** Use tab 1 to summarize your Project data for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017 if a first year Project. Use tab 2 to summarize your Project data as submitted to HUD for your Project's prior completed contract year.
- The Project APR for date range July 1, 2016 through June 30, 2017 or from the Project start to June 30, 2017 if a first year Project.
- A COMPLETE 2017 Housing First Checklist Scoring Tool
- A COMPLETE 2017 Assessment of Community Involvement
- HMIS Data Completeness Report Card issued by and printed from Service Point (HMIS) as of June 30, 2017
- A COMPLETE 2017 Cover Sheet for CoC Renewal Projects with Contracts, with attached Narrative, if applicable
- A SELF-SCORED 2017 Scoring Tool for CoC Renewal Projects with Contracts
- Letter(s) of Commitment for all Program Match Commitments (in-kind and/or cash)



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION**

2017

**REQUEST FOR PROPOSALS
(RFP)**

**New Projects
2017 Continuum of Care
Competitive Grant Program**



CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
2017 REQUEST FOR PROPOSALS

The City of St. Louis, Department of Human Services is issuing a Request for Proposals (RFP) for the U.S. Department of Housing and Urban Development (HUD) FY 2017 Continuum of Care (CoC) Program. The selection of projects is subject to the funding availability of HUD to the City of St. Louis. In keeping with HUD FY 2017 CoC Program NOFA, the City of St. Louis is soliciting proposals consistent with the proposed project priorities by both HUD and our local Continuum of Care (CoC).

Note: Current CoC funded sub-recipients are not required to complete an application for 2017 renewal funding.

All 2016 funded projects will be evaluated by the Rank and Review Committee for renewal under the process established by the City of St. Louis CoC. Projects will be scored and prioritized for renewal based on performance in reaching system targets and filling gaps identified by the CoC and the City of St. Louis Department of Human Services Homeless Services Division, subject to approval of the City of St. Louis Personal Service Agreement (PSA) Committee.

New project applications submitted in response to this RFP also will be evaluated by the Rank and Review Committee under the process established by the City of St. Louis CoC. The ranking, review and recommendations of new project proposals, and the criteria employed by the Rank and Review Committee are included among the evaluation criteria used by the PSA Committee hereunder.

CoC New Projects: The DHS Homeless Services Division, consistent with HUD's initiatives and the City of St. Louis' CoC needs, is seeking proposals for the following new programs:

- Permanent Supportive Housing (PSH) for chronically homeless households, including individuals, families and unaccompanied youth
- Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

Beginning August 4, 2017, RFP packets will be available via pick-up at the Homeless Services Division or at the following website: <http://www.stlouis-mo.gov/human-services/>

Questions may be referred **by email only** and must be submitted on or before Friday, August 11th by 4:00 pm to:

Irene Agustin
Chief Program Manager – Homeless Services
Department of Human Services
agustini@stlouis-mo.gov

Each question should begin by referencing the RFP page number and section to which it applies. DHS will record any questions and provide written responses that will be posted on the website.

Contact with Selection Committee members is strictly prohibited.

To be considered by the Selection Committee, New Projects must be returned to the above address by 4:00 p.m., August 22, 2017. All applicants should provide six (6) copies of their proposal at the time of submission. Please do not staple copies or supporting documentation. Proposals received after the aforementioned date and time may be rejected. Incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

Summary

New projects may be created through reallocation or the Permanent Housing bonus (\$728,630) and the CoC is seeking new Permanent Supportive Housing and Rapid Rehousing projects.

PERMANENT SUPPORTIVE HOUSING

PSH is permanent housing, subject to review based on need, 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 to achieve housing stability. Eligible categories for CoC funding include:

Leasing Costs

Leasing is an eligible cost category under the PSH program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, sub-recipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the sub-recipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Rental Assistance Costs

Rental assistance is an eligible cost category under the PSH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to three (3) months; medium-term for three (3) to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD. However, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **TBRA.** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or sub-recipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside of the CoC's geographic area without prior written permission by the City of St. Louis and HUD.
- **SBRA.** Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
- **PBRA.** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Supportive Services Costs

Supportive services are eligible costs under the PSH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of PSH for the full period of their residence.

Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the PSH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units. Examples of eligible operating costs include maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the Department of Human Services.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

RAPID RE-HOUSING

Rapid Re-Housing (RRH) assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services. Communities have demonstrated and research has shown that RRH is a valuable strategy for quickly transitioning individuals and families directly from shelter into permanent housing with needed supports. CoC RRH grant funds may be used to provide short- and/or medium-term rental assistance and limited supportive services to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing. Supportive services may be provided up to 6 months after rental assistance has stopped.

Supportive Services Costs

Supportive services are eligible costs under the RRH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of RRH for the full period of their residence. Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the RRH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units. Examples of eligible operating costs include:

maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the DHS.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

EVALUATION CRITERIA

- **Preference may be** given to applicants that are active members of the St. Louis City CoC. Active membership is determined by the member's attendance at general, committee, and board meetings. To be considered an active member, members must be in attendance at 50% of general meetings, 50% of at least one committee's meetings, and 50% of board meetings.
- The applicant's ability to supplement/match the proposal with funding other than CoC, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs.
- Applicant is a non-profit organization in good standing.
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, and the experience level of key staff.
- The applicant's commitment to adhere to HUD and CoC priorities and processes, including (a) CoC Approved Front Door Manual, (b) CoC Program Best Practices, and (c) CoC Performance Measures.
- The applicant's commitment to being a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address those requirements set out in the RFP.
- The applicant's commitment and participation in the Coordinated Entry System developed by the CoC.
- The applicant's ability and commitment to fully participate in the City of St. Louis HMIS in accordance to CoC policies and procedures and report program performance and outcomes.
- The extent to which the proposed project fills a gap in the community's CoC and addresses a priority issue.
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The degree to which performance measures are consistent with the CoC's annual goals.
- The extent to which applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- Past performances of programs and agencies previously funded by the DHS.
- The applicant's plans to involve and empower homeless populations to participate in decision-making and project operations.
- Availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet statutory, regulatory and ordinance requirements.
- The rank, review and recommendations of each new project proposals, under criteria employed by, the Rank and Review Committee of the St. Louis City CoC.
- M/WBE and/or DBE participation.

City of St. Louis
2016 REQUEST FOR PROPOSALS (RFP)
Application

1. Name of Applicant: _____

2. Name of Program: _____

3. Program Address: _____

4. Phone: _____ Fax: _____ E-mail: _____

5. Contact Person & Title: _____

6. **SELECT ONLY ONE CATEGORY.** An agency may request funds from multiple funding sources and from multiple categories. The agency **MUST** complete a separate application for each category. To select a category, double click on the box **and** under the default value select "checked".

2016 Continuum of Care (CoC): NEW PROJECTS ONLY

Permanent Supportive Housing (PSH) for chronically homeless households, including individuals and families, and unaccompanied youth

Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

7. Target Population(s):

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Single Men | <input type="checkbox"/> Women w/ children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Battered Spouse | <input type="checkbox"/> Persons with Physical Disabilities | <input type="checkbox"/> Drug Dependent |
| <input type="checkbox"/> Families | <input type="checkbox"/> Alcohol Dependent | | <input type="checkbox"/> Persons with HIV/AIDS |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | <input type="checkbox"/> Elderly | <input type="checkbox"/> Other |

8. Housing:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Barracks | <input type="checkbox"/> Scattered Site Apartments | <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Detached House |
| <input type="checkbox"/> Group/Large House | | <input type="checkbox"/> On-site Apartments | <input type="checkbox"/> Other |

9. Requested CoC amount reflects: _____% of the program/project budget of \$ _____
Requested amount reflects: _____% of the total agency's budget of \$ _____
Is this program/project currently in existence? Yes How many years? _____ No
Annual amounts of funds received from other City Department/Agencies?

Name of Department

Amount

ALL DOCUMENTS MUST BE INCLUDED TO ENSURE CONSIDERATION FOR FUNDING

All proposals submitted to the Department of Human Services must include the following items:

<p><u>Project Proposal</u></p> <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Service Plan• Participant Tracking & Reporting	<p><u>Attachments (not included in page limit):</u></p> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Copy of System for Award Management (SAM) Report• HMIS Participation Letter• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions• Detailed Project/Program Budget• Agency Budget• In the event of a new facility, a letter of support from the relevant Alderperson
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Narrative:

The narrative provides an overview of the proposed project. It provides sufficient information to understand the scope of the project, the clients to be served, the cost of the proposed activities, and the System Performance Targets and Priorities that have been adopted by the St. Louis CoC.

Client Population:

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

Organizational Capacity and Experience:

The applicant should demonstrate a history of providing services to low-income individuals who are homeless, formerly homeless, or at risk of becoming homeless. The applicant should provide outcomes data from similar programs operated by the organization that shows the impact of the services provided. The applicant should describe already established relationships with other organizations in the community to show that the agency works with a broad network of providers to provide wrap around services to meet the needs of participants. The applicant should demonstrate the fiscal capacity to manage the project within the proposed budget.

Service Plan:

The applicant should show how the project will interact with the Coordinated Entry System and serve the priority populations established by the St. Louis City CoC Planning Committee. The applicant must provide a detailed plan of service delivery for each program participant. The service plan should include services that meet the ability and needs of the participants. It should include housing focused case management that matches client’s needs, tracks client’s progress, and maintains program data for reporting. The applicant should explain how services will be identified, how individual plans will be developed and implemented, and how the case management will assist clients in accessing housing.

Participant Tracking and Reporting:

The applicant should describe how the project will fully utilize the City of St. Louis HMIS, Service Point, and will provide data to: track participants through the progression of services being provided and referrals to mainstream resources, assess individual progress toward personal goals, evaluate the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals, report data on client characteristics, use of services, and expenditures to the funding agency.

Job Descriptions/ Resume:

Job descriptions are required for positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (Executive Director, Program Director, Case Manager, etc.).

Detailed Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services provided and the number of persons to be served. The services budgeted should reflect the needs of clients. New CoC Project budgets should be 1 year budgets.

Rank & Review Committee Project Evaluation

The St. Louis City Continuum of Care's Rank & Review Committee (R&R) exists to advance our CoC's mission and to reduce the duration and impact of homelessness by evaluating the effectiveness of existing CoC funded projects and ranking them accordingly. R&R's evaluation and ranking process informs the committee's recommendations to CoC leadership as to how our limited CoC funding can best be used to reduce the impacts of homelessness on our community. R&R's work includes the evaluation, scoring and ranking of renewal project as well as new (expansion) and bonus funding project applications. R&R strives to arrive at data driven, strategic funding recommendations that are predicated on each project's impact on the households they serve as well as our system-wide performance. Though R&R's emphasis is on CoC program funded programs, R&R also participates in our Collaborative Applicant's review and ranking of new project applications seeking funding from the City of St. Louis' HUD ESG funding.

Reallocation of CoC Funding

R&R's evaluation process also must identify poor and under-performing programs, and if appropriate, recommend the reallocation of funding to new (or expansion) projects. R&R reviews all renewal projects for performance outcomes to ensure they are high performing projects, with an eye toward reallocating funding away from any projects that: are not well-performing; do not expend all their CoC grant funding; or that no longer fill a critical gap in the Continuum.

In order to ensure lower performing projects are given ample support and opportunity to implement programmatic changes prior to issuance of recommendation of recapture, for the 2017 CoC funding competition, performance was not the only consideration in determining recommendations for reallocation. It will continue be considered by R&R for the FY2018 competition.

For FY2017, R&R focused on projects that have completed at least 2 full contract years that did not expend at least 90% of its CoC funding award for at least the last 2 full contract years. Such projects were given opportunity to offer information about corrective measures taken to avoid spend down issues in the future. To the extent R&R was satisfied that maximum funding was essential to program outcomes and corrective plans provided sufficient assurances that maximum funding levels would be spent by the close of the current contract year, R&R did not recommend recapture for reallocation. When R&R concluded that spend down problems were likely to persist, recapture of unspent funding was recommended to the extent it was determined that the amount would continue to go unspent.

Project Scoring

R&R uses evaluation tools to evaluate, and score all renewal and new project applications. Our tools were designed to objectively identify our CoC's highest to lowest performing projects through data and project information to determine the project's efficiencies and effectiveness. Scoring areas focus on key systems performance measures (housing stability, income, and bed/unit utilization) as well as each Agency's demonstrated commitment to advance the priorities of our local CoC through collaboration, the extent the project is dedicated to serving our most vulnerable neighbors, adherence to best-practices such as housing first, harm reduction and tenant directed support services, fiscal management of project funding and the Agency's investment in CoC Committee work.

The evaluation and scoring tools used are attached. The score categories demonstrate our CoC's commitment to objective data-driven decisions.

Project Ranking

Using Housing Inventory Chart data, PIT findings, system performance measure reports, the priority populations established by the CoC Governing Board, Hearth Act requirements and related systems and program implementation guidance from HUD the R&R developed scoring and priority ranking criteria for renewal and new projects.

All renewal projects will be initially ranked in order based on the score awarded by R&R in accordance with evaluation tools and applicant's project data provided (including HMIS APR data).

Our CoC funded HMIS contract and Coordinated Entry contract will be placed at the bottom of Tier One, in recognition of our system-wide reliance on these contracts.

Renewal projects that continue to fill a need in the CoC will be prioritized above new (expansion) projects to be funded with recaptured, reallocated funding and bonus projects in FY2017. Lower performing projects will receive counseling and assistance from R&R following the submission of our FY2017 CoC application and will be required to set goals for performance improvements, in consultation with R&R and the CoC Executive Board and must achieve those goals and otherwise contribute positively to systems performance improvements to be prioritized over well-designed new projects in future years.

In addition to the above, R&R will consider the following for renewal, new (expansion) and bonus project rankings to arrive at final overall rankings:

1. Severity of needs and vulnerabilities experienced by project participants
2. Unique gap/target population served by project
3. Level of negative impact to Continuum if project were not funded
4. Number of households served and cost efficiency
5. Expertise and capacity of project applicant and any subrecipient

Agency Name	
Project Name	
Grant Number	
Current Contract Start Date	
Prior Contract Start Date	
Name/Title of Agency Contact for Grant Renewal	
Contact's Phone/Email	

A. General Renewal Project Information

1. _____ Application Checklist and All Project Application exhibits attached, or properly noted as not applicable.
2. **Project's Program Type (should match the project application):**
 - Permanent Supportive Housing Rapid Re-Housing
 - Transitional Housing for Youth Other _____

B. Alignment with Opening Doors

3. **Percentage of Project units/beds dedicated for persons experiencing chronic homelessness:**
_____ %
4. **Does Project seeking renewal prioritize units/ beds for persons experiencing chronic homelessness:**
___Yes ___No

5. If the Project is dedicated to serving one or more of the following populations, please state the percentage of total beds/units occupied were filled by each of the priority populations below.

- _____ % Chronic Homeless
- _____ % Youth (16-24)
- _____ % Families with Children
- _____ % Veterans
- _____ % Domestic Violence Survivors

6. Project demonstrated commitment to participation in our Coordinated Entry system, and compliance with Coordinated Entry policies and procedures:

- a. How many vacancies has your Project had since January 2017? _____
- b. What percent of Project vacancies reported to Front Door since January 2017 as prescribed by CoC Coordinated Entry Policy? _____%
- c. What percent of Project vacancies since January 2017 filled with referrals received from Coordinated Entry? _____%
- d. If you filled less than 100% of your reported vacancies with referrals from Coordinated Entry, please explain by attaching a narrative of 200 words or less.

7. Project demonstrates understanding of and active adherence to Housing First principles, as detailed on Project’s Housing First Scorecard finding of _____ (insert points here)

C. Program Performance Measures

8. Housing Performance Measures (APR data):

Outcome	APR thru June 2017	Previous year APR
PSH/RR: % of persons who remained in permanent housing or exited to permanent housing		
TH: % of persons who exited to permanent housing		

9. Income Performance Measure (APR data):

Outcome	APR thru June 2017	Previous year APR
PSH/RR: - % of persons who increased or maintained income from all sources (Earned Income and Other Income)		
TH: % of persons who increased income from all sources (Earned Income and Other Income)		

10. Unit/Bed Utilization Rate (APR data):

*For accuracy purposes, please calculate your agency's utilization rates and enter into respective fields

Outcome	10-1-16	1-1-17	4-1-17	7-1-17
1. Number of Households Served				
2. Number of Project Units/ Beds per Contract Requirement				
Unit / Bed utilization rate – percentage* *Calculate by dividing (1.) by (2.) above				
Average bed utilization rate – percentage				

D. Fiscal Practices / Program Budget

11. Amount of HUD funding requested for FY2017: \$ _____

- a. Amount of Program Match Commitment -- CASH: \$ _____
- b. Amount of Program Match Commitment – IN KIND: \$ _____

FY2017 Program Budget for CoC funding request

Expenditure Type	Total Project Budget awarded In 2016 Contract	CoC Funds Requested For 2017 Contract	% of Total <u>Project</u> Budget	Decrease In funding from Prior contract year
Construction / Rehab				
Support Services				
HMIS				
Leasing <u>OR</u> Rental Assistance (please circle one)				
TOTAL				**

**** Bonus Points Decrease Available for Project’s requesting a decrease in funding to allow for Reallocation to New CoC Projects (points award also requires response to Question 17 below).**

12. Percentage of HUD program income expended

Funding Period	Annual Award \$	Match Used	Leasing /Rental Funds Unspent	Contract Funds Unspent / Returned	Reason for Underspending / Return of Funds
Most recent completed contract year **					
Prior completed contract year					

** If Renewal Application is for a First Year Project that has a contract start date of less than a year from NOFA publication, use monthly figures and averages. For example if the contract has been active for 10 complete months as of the date of completion of this form, prorate all requested information by 10/12th.

Did your Program request a budget adjustment during the contract year? ___ yes ___ no
If yes, was the request approved? ___ yes ___ no. If your request was not approved, please explain by attaching a narrative of 300 words or less.

E. CoC/Community Involvement

13. Percent of CoC Membership Meetings attended by Agency’s Program director responsible for the subject Project Renewal and/or Chief Executive from May 2016 through May 2017:
 _____ % .

14. Which of the following CoC Committees did your Agency’s Program Director responsible for the subject Project Renewal and/or Chief Executive participate from May 2016 through May 2017?
 Check all that apply and indicate whether the participant was a Committee Chair or Co-Chair with a “C”; if the participant was a Committee Vice-Chair with a “V”; if the participant was a Member with a “M”.

- | | |
|--------------------------|--------------------------------|
| _____ Membership | _____ Consumer Counsel |
| _____ Service Delivery | _____ Rank & Review (advisory) |
| _____ HMIS | _____ Planning |
| _____ Advocacy | _____ Regional Planning |
| _____ Emergency Response | _____ PIT / Outreach |

15. Did your Agency's Program Director responsible for the subject Project Renewal and/or Chief Executive participate as an Executive Committee Officer?

_____ Executive Committee Officer
(Insert Agency Representative's Name and Title)

16. HMIS Data Completeness Report Card for Renewal Program for last full grant year, or for contract period, if a first year grant: _____ (insert Grade here – must receive A or B grade to receive points).

17. Bonus Points: IF in your response to question 12 above (as set out in the FY2017 Program Budget for CoC funding request chart), your Project FY2017 Program Budget for CoC funds requested demonstrates a decrease in CoC Funding required to operate the Renewal Program, OR:

\$ _____ *for reallocation to CoC New Projects.*

Please explain how CoC funds savings is achieved without reducing the numbers of households served or the quality of housing and support services provided under the program.

Attach explanation here. No character limit.

F. NARRATIVE

18. Does your AGENCY currently have any HUD Finding(s) and/or Corrective Action Plan(s) with DHS Homeless Services Division's Programmatic Monitoring that have been open for a period of 3 months?

_____ yes _____ no

If yes, please explain why the HUD finding(s) Corrective Action Plan remains unresolved, including details of action steps undertaken and/or to be undertaken in response to the Corrective Action Plan.

Attach narrative explanation here. No character limit.

19. If your project did not meet a HUD Performance Measure in your last Annual Performance Report, describe the steps your agency has taken to ensure achievement of the Performance Measure(s) for the current application.

This refers to the performance measures in questions 8, 9 and 10, above. *Attach narrative explanation here. No character limit.*



Saint Louis City
**Continuum
of Care**

Making moves that #endhomelessness
makingmovesSTL.org

2017 Cover Sheet for CoC Renewal Projects With Contracts

Project Name:	Agency:	
Grant #:	Reviewer:	
Housing Component: <input type="checkbox"/> Permanent Supportive Housing <input type="checkbox"/> Rapid Re-housing <input type="checkbox"/> Transitional Housing for Youth	Project Self Score:	R&R Initial Score:
	R&R Final Score:	

Refer to your Program's APR data for July 1, 2017 through June 30, 2017 (or your Project's start date through June 30, 2017 for first year contracts) and your completed Project Cover Sheet when self-scoring.

A. General Information	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>1. All required documents submitted <u>and</u> submitted on time (Cover Sheet, Self-Scored Scoring Tool, APR Data worksheet, APR, Housing First Form, Community Involvement form, HMIS Data Report Card, Match Letter(s), 15 points available</p> <p><i>Source: R&R renewal packets; Project Applicant Spreadsheet from Collaborative Applicant</i></p>	<p>Yes = 15 points</p> <p>No = 0 points</p>			
<p>2. Priority of Permanent Housing Strategies. 5 points available</p> <p><i>Source: Cover Sheet; Project Applicant Spreadsheet from Collaborative Applicant; GIW</i></p>	<p>Permanent Housing (PSH/RRH) = 5 points</p> <p>Youth Transitional Housing = 5 points</p> <p>Supportive Service Only = 0 points</p>			

B. Alignment with Opening Doors	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>3. Project <u>dedicates</u> beds for persons experiencing chronic homelessness. 1 to 3 points available</p> <p><i>Source: APR, Cover Sheet; Project Applicant Spreadsheet from</i></p>	<p>100% = 5 points</p> <p>1-99% = 1 point</p> <p>0% = 0</p>			
<p>4. Project <u>prioritizes</u> beds for persons experiencing chronic homelessness</p> <p><i>Source: APR, Cover Sheet; Project Applicant Spreadsheet from Collaborative Applicant; HIC</i></p>	<p>Yes = 1</p> <p>No = 0</p>			
<p>5. Project serves a priority population (Chronic, Vets, Youth 16-24, Families with Children, Victims of DV). Up to 15 points possible</p> <p><i>Source: Cover Sheet; APR; ARP Worksheet</i></p>	<p>For each of the 5 priority populations, if 50% to 74% were filled = 1 point each (up to 5 points)</p> <p>For each of the 5 priority populations, if 75% or more were filled = 3 point each (up to 15 points)</p>			
<p>6. Project demonstrated commitment to participate in Coordinated Entry system, use standardized assessment tool selected by CoC, and comply with Coordinated Entry policies and procedures. 4 point available</p> <p><i>Source: Cover Sheet, APR, APR worksheet, Service Point Report</i></p>	<p>b. 75 - 100% of program vacancies since January 2017 filled by referral from Coordinated Entry = 2 points.</p> <p>c. Agency reported 100% of program vacancies to Front Door within 30 days of move out date for PSH/TH units = 2 points.</p>			
<p>7. Commitment to Housing First practices. 22 points + 2 Bonus Points available</p> <p><i>Source: Housing First Form; Monitoring Agent input</i></p>	<p>See Housing First form for total score.</p> <p>For PSH/TH: 22 points + 2 Bonus Points available (up to 24 points)</p> <p>For RRH: 20 points + 4 Bonus Points available (up to 24 points)</p>			

C. Performance Measures	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>8. Housing Performance Measure (specific to type of housing component- TH, PH-RRH or PH-PSH). 20 Points available</p> <p><i>Source: Cover Sheet & APR and APR Worksheet(s)</i></p>	<p>Transitional Housing for Youth</p> <p>90-100% = 20 points 80-89.9% = 10 points 60-79.9.9% = 5 points 59.9% or below = 0 points</p> <p>Permanent Supportive Housing & Rapid Re- housing</p> <p>90-100% = 20 points 80-89.9% = 10 points 60-79.9.9% = 5 points 59.9% or below = 0 points</p>			
<p>9. Income Performance Measure (specific to type of housing): Transitional Housing (TH), Permanent Supported Housing / Rapid Rehousing (PH-RRH) or Permanent Housing. 20 points available</p> <p><i>Source: Source: Cover Sheet & APR and APR Worksheet(s).</i></p>	<p>Transitional Housing for Youth: <u>Increase</u> Income All Sources</p> <p>54- 100% = 20 points 50-53.9% = 15 points 45- 49.9% = 10 points 40-44.9% = 5 points 39.9% or below = 0 points</p> <p>Permanent Housing (PSH & RRH): <u>Increase or Maintain</u> Income All Sources</p> <p>65- 100% = 20 points 50-64.9% = 15 points 40- 49.9% = 10 points 35-39.9% = 5 points 34.9%or below = 0 points</p>			
<p>10. Bed Rate Utilization. Up to 8 points available</p> <p><i>Source: Source: Cover Sheet & APR and APR Worksheet; HIC</i></p>	<p>More than 100% = 8 points 85% to 100% = 6 points 75% to 84.9% = 4 Points 74.9% or less = 0 Points</p>			

D. Fiscal Practices	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>11. Budget accurate- Project Budgets Mirror throughout</p> <p><i>Source: Cover Sheet, Project Applicant Spreadsheet from Collaborative Applicant, Grant Inventory Worksheet</i></p>	<p>Yes = 5 No = 0</p>			
<p>12. Reasonable expenditure of HUD funds. 5 points available</p> <p><i>Source: Cover Sheet, APR, Project Applicant Spreadsheet from Collaborative Applicant</i></p>	<p>2% or less unspent funds = 5 points 2.1 to 5% unspent funds = 3 points 5.1% or more funds returned = 0 points</p>			
E. Community Involvement	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>13. Decision maker attendance at CoC Membership Mtgs. 5 points available</p> <p><i>Source: Cover Sheet, Applicant Assessment of Community Involvement; CoC meeting Records</i></p>	<p>75-100%= 5 points 50-74.9% = 2 points 0-49.9% = 0 points</p>			
<p>14. Decision maker(s) participation in CoC Committees</p> <p><i>Source: Cover Sheet, Applicant Assessment of Community Involvement; Committee Records</i></p>	<p>At least 75% participation in at least one committee = 1 point</p> <p>If Committee participation includes acting as Chair, Co-Chair or Vice-Chair = 3 point per Committee leadership role.</p>			
<p>15. Decision maker(s) participation in the Executive Board, as an Officer.</p> <p><i>Source: Cover Sheet, Applicant Assessment of Community Involvement; Exec Board Records</i></p>	<p>Yes = 1 points No = 0 points</p>			

<p>16. Use of CoC's designated HMIS system (ICA) and Data Completeness maintained for Program</p> <p><i>Source: ICA Data Quality Report Card for July 16 to June 17 Program activity (or the number of active contract months if a first year project).</i></p>	<p>A = 10 points</p> <p>B = 5 points</p> <p>C or below = 0 points</p>			
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Bonus Participation Points	Points Available/Method of Measurement	Self Score	R&R Initial Score	R&R Final Score
<p>17. Identification of CoC Funding Available for Reallocation to New Projects</p> <p><i>Source: Cover Sheet, APR, Collaborative Applicant Summary, Grant Inventory Worksheet</i></p>	<p>FY2017 CoC Funding total is at least 5% less than FY2016 award = 5 points</p> <p>FY2017 CoC Funding total is at least 10% less than FY2016 award = 10 points</p>			
<p>18. Chief Executive's Participation in Rank and Review FY2017 Evaluation Process</p> <p><i>Source: Signed certification on scoring tool</i></p>	<p>Agency's Chief Executive reviewed all Project information and used said information to self-score this Project =5 points</p>			

I, _____ (print name), in my capacity as the most senior executive for the Agency administering the subject CoC Program contract, hereby certify that I have review all final documents prepared for submission to Rank and Review and used those documents to complete the above self-scoring exercise.

By: _____

Title

Date

**2017 St. Louis City CoC Rank and Review
APR Worksheet - Prevoius Year**

Instructions:

Fill in all yellow cells of the worksheet using the data from the CoC APR for your previous grant year. Each yellow cell has a red number that corresponds to a red number on the *APR Example for R&R*, demonstrating the number on the APR that needs to be recorded on this worksheet. Fill in the blue cells with your contracted bed inventory. Submit the completed form to the Rank & Review Committee with your renewal application. Contact your ICA System Administrator with any questions.

Agency Name:	
Project Name:	
Project Type: (PSH, RRH, Youth TH)	
Submission Date:	

Alignment with Opening Doors

Project serves a priority population (Chronic, Vets, Youth 16-24, Families with Children, Victims of DV, Unsheltered with mortality risk).

#	Description	APR Table	Table Row	Table Column (if applicable)	Data
1	Total Served	5a - Report Validation Table	1. Total Number of Persons Served		
2	Chronic	5a - Report Validation Table	11. Number of Chronically Homeless Persons		
3	Vets	5a - Report Validation Table	10. Number of Veterans		
4	Total Adults	7a - Number of Persons Served	Adults	Total	
5	Families with Children	7a - Number of Persons Served	Total	With Children and Adults	
6	Youth	11 - Age	18 - 24	Total	
7	Victims of DV	14a - Domestic Violence History	Yes	Total	

% of clients served in each priority population

Chronic	#DIV/0!
Vets	#DIV/0!
Youth	#DIV/0!
Families with Children	#DIV/0!
Victims of DV	#DIV/0!

Performance Measures

Housing Performance Measure

#	APR Table	Table Row	Table Column (if applicable)	Data
8	23a - Exit Destination - More than 90 days	Permanent Destinations Subtotal	Total	
9	23b - Exit Destination - 90 Days or Less	Permanent Destinations Subtotal	Total	

**2017 St. Louis City CoC Rank and Review
APR Worksheet - Prevoius Year**

10	5a - Report Validation Table	8. Number of Stayers		
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**2017 St. Louis City CoC Rank and Review
APR Worksheet - Prevoius Year**

PSH/RR: % of persons who remained in permanent housing or exited to permanent housing.	#DIV/0!
TH: % of persons who exited to permanent housing	#DIV/0!

Income Performance Measure

#	Description	APR Table	Table Row	Table Column (if applicable)	Data
11	Total Adults Who Increased Income	19a3 - Client Cash Income Change - Income Source - by Entry and Latest Status/Exit	Number of Adults with Any Income (i.e., Total Income)	Performance Measure: Adults who Gained or Increased Income from Entry to Annual Assessment/Exit, Average Gain	
12	Total Adults Who Maintained Income	19a3 - Client Cash Income Change - Income Source - by Entry and Latest Status/Exit	Number of Adults with Any Income (i.e., Total Income)	Retained Income Category and Same \$ at Annual Assessment/Exit as at Entry	
13	Total Adults	19a3 - Client Cash Income Change - Income Source - by Entry and Latest Status/Exit	Number of Adults with Any Income (i.e., Total Income)	Total Adults (including those with No Income)	

PSH/RR: - % of persons who <u>increased or maintained</u> income from all sources (Earned Income and Other Income)	#DIV/0!
TH: % of persons who <u>increased</u> income from all sources (Earned Income and Other Income)	#DIV/0!

Unit/Bed Utilization Rate (APR data):

	October 22, 2015 (# 17)	January 26, 2016 (# 14)	April 27, 2016 (#15)	July 27, 2016 (#16)
Table 8b - Point-in-Time Count of Households on the Last Wednesday: Total				
Number of Project Units/Beds per Contrat Requirement				
Unit/Bed Utilization Rate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Average Bed utilization rate	#DIV/0!
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Housing First Checklist Scoring Tool

FY2017 Continuum of Care Competition St. Louis City CoC

Use a separate form for EACH project.				
To determine the Housing First section of your Project Score, please mark yes/no & enter the points for each of the following questions based on your FY2016 Continuum of Care project application (see Section 3B. Project Description, #4: Housing First from your FY15 application). If you are submitting a new/reallocated project, answer based on your FY16 application.				
Agency Name:		Project Name:		
Person Completing Form:		Project Type (PSH, TH, RRH)		
Phone:		Email:		
		Points Available		Yes or No
		Yes	No	Your Score
1	Are applicants required to have income prior to admission to housing?	0 Pts	2 Pts	
2	Are applicants required to be "clean & sober", ceasing current alcohol/drug abuse, or be "treatment compliant" prior to admission to housing?	0 Pts	2 Pts	
3	Are applicants/participants required to participate in services? *RRH may require case management, per regulations	0 Pts	2 Pts	
4	Are applicants rejected on the basis of poor credit or financial history, poor or lack of rental history, behaviors that indicate a lack of "housing readiness", or criminal convictions**? **restrictions on serving people who are listed on sex offender registries shall not apply for the purposed of earning points for this category	0 Pts	2 Pts	
5	Can the participant be terminated for failing to make progress on a service or treatment plan?	0 Pts	2 Pts	
6	Can the participant be terminated for drug/alcohol use after program entry?	0 Pts	2 Pts	
7	Can the participant be terminated for a loss of income or failure to improve income?	0 Pts	2 Pts	
8	If a participant experiences domestic violence prior to entry or while participating in the project, are they required to file a protective order, file criminal charges, or sustain a period of separation from their abuser?	0 Pts	2 Pts	
9	Can the participant be terminated for being a victim of domestic violence?	0 Pts	2 Pts	
10	Does the project prioritize rapid placement & stabilization of participant into permanent housing?	2 Pts	0 Pts	
11	Does the project identify & recruit landlords of housing units in the CoC geographic area, so that when an individual or family needs housing, potential units have been identified, accelerating the process?	2 Pts	0 Pts	
Bonus Points (Renewal projects only)				
1	PSH/TH: Award 2 bonus pointed if your Project score for 1-11 totals 22 points. RRH: Award 4 bonus pointed if your Project score for 1-11 totals 20 points.	2 Pts	0 Pts	
Total Points (sum of points in each column)				

Any housing project application that indicates utilization of the Housing First model that is subsequently reviewed, ranked and approved for funding by the CoC was awarded **FY15 or FY16 or 2017** CoC grant funds will be required to operate as a low barrier, Housing First project in all future funded years.

Name of Agency/Name HUD CoC funded Project(s)

1. Decision maker attendance at CoC general membership meetings -- For each of the dates noted below in which general membership meetings were held, please note the name and title of the person from your agency that attended, if any, and note with a yes or no whether they have decision making power related to the HUD funded project they represent.

Meeting Date	Name	Title	Decision Maker Y/N
August 18, 2016			
October 20, 2016			
December 15, 2016			
February 15, 2017			
April 20, 2017			
June 15, 2017			

CoC 2017 Rank and Review Assessment of Community Involvement July 2016 - June 2017

2. Decision maker(s) attendance participation in CoC Committees -- Please tell us which CoC Committees that your agency serves on and note the # of meetings (between July 2016 and June 2017) the person attended, name and title of the person from your agency that attended, if any, and note with a yes or no whether they have decision making power related to the HUD funded project they represent. Please add an asterisk to the name if the person is the Chair, Co-Chair or Vice Chair of this committee.

Planning Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Service Delivery Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Membership Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Advocacy Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Rank and Review Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

CoC 2017 Rank and Review Assessment of Community Involvement July 2016 - June 2017

HMIS Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

PIT Committee

# of Meetings Attended	Name	Title	Decision Maker Y/N

Consumer Council

# of Meetings Attended	Name	Title	Decision Maker Y/N

3. Decision maker(s) participation in the Executive Board, as an Officer -- please note the name(s) of any decision makers at your agency that were members of the Executive Board during the period 7/1/16 to 6/30/17.

Name(s) & Title(s):

Signature of the Executive Director or President of the Agency:

Date

Print Name

Rank & Review Committee Project Evaluation

The St. Louis City Continuum of Care's (CoC) Rank & Review Committee (R&R) exists to advance our CoC's mission and to reduce the duration and impact of homelessness by evaluating the effectiveness of existing CoC funded projects and ranking them accordingly. R&R's evaluation and ranking process informs the committee's recommendations to CoC leadership as to how our limited CoC funding can best be used to reduce the impacts of homelessness on our community. R&R's work includes the evaluation, scoring and ranking of renewal project as well as new (expansion) and bonus funding project applications. R&R strives to arrive at data driven, strategic funding recommendations that are predicated on each project's impact on the households they serve as well as our system-wide performance. Though R&R's emphasis is on CoC program funded programs, R&R also participates in our Collaborative Applicant's review and ranking of new project applications seeking funding from the City of St. Louis' HUD ESG funding.

Reallocation of CoC Funding

R&R's evaluation process must also identify poor and under-performing programs, and if appropriate, recommend the reallocation of funding to new (or expansion) projects. R&R reviews all renewal projects for performance outcomes to ensure they are high performing projects, with an eye toward reallocating funding away from any projects that are not well performing; do not expend their entire CoC grant funding; or no longer fill a critical gap in the Continuum.

In order to ensure lower performing projects are given ample support and opportunity to implement programmatic changes prior to issuance of recommendation of recapture, for the 2017 CoC funding competition, performance was not the only consideration in determining recommendations for reallocation. It will continue to be considered by R&R for the FY2018 competition.

For FY2017, R&R focused on projects that have completed at least two (2) full contract years that did not expend at least 90% of its CoC funding award for at least the last two (2) full contract years. An opportunity was given to these projects to offer information about corrective measures taken to avoid spend down issues in the future. To the extent, R&R was satisfied that maximum funding was essential to program outcomes and corrective plans provided sufficient assurances that maximum funding levels would be spent by the close of the current contract year; R&R did not recommend recapture for reallocation. When R&R concluded that spend down problems were likely to persist, recapture of unspent funding was recommended to the extent it was determined that the amount would continue to go unspent.

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Our CoC funded HMIS contract and Coordinated Entry contract will be placed at the bottom of Tier One, in recognition of our system-wide reliance on these contracts.

Renewal projects that continue to fill a need in the CoC will be prioritized above new (expansion) projects to be funded with recaptured, reallocated funding and bonus projects in FY2017. Lower performing projects will receive counseling and assistance from R&R following the submission of our FY2017 CoC application and will be required to set goals for performance improvements. In consultation with R&R and the CoC Executive Board, these projects must achieve those goals and otherwise contribute positively to systems performance improvements to be prioritized over well-designed new projects in future years.

In addition to the above, R&R will consider the following for renewal, new (expansion) and bonus project rankings to arrive at final overall rankings:

1. Severity of needs and vulnerabilities experienced by project participants
2. Unique gap/target population served by project
3. Level of negative impact to Continuum if project were not funded
4. Number of households served and cost efficiency
5. Expertise and capacity of project applicant and any sub-recipient

City of St. Louis Continuum of Care for Ending Homelessness Governance Charter

ARTICLE I: Name and Geographic Area

The name of the organization shall be the City of St. Louis Continuum of Care for Ending Homelessness, hereinafter referred to as (“STLCCOC”). It will serve the City of St. Louis, Missouri.

ARTICLE II: Mission and Responsibilities

Section 1: Mission

A Continuum of Care is a community’s plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness.

STLCCOC is a broad based partnership to prevent people within the community from becoming homeless and to find ways to end homelessness. Through interagency collaboration coordination and collaboration, STLCCOC will provide homeless people with effective services, and help them obtain affordable housing. STLCCOC shall serve in a collaborative capacity to the Division of Homeless Services of the Department of Human Services of the City of St. Louis.

Section 2: Responsibilities

STLCCOC will fulfill the responsibilities assigned to continuums of care under Title 24, Part 578 of the Code of Federal Regulations, as they may be amended or supplemented from time to time, and will satisfy all other legal requirements necessary to secure maximum funding under relevant state and federal programs to end homelessness. STLCCOC will develop, follow, and annually update a governance charter that includes all procedures and policies needed to comply with both subsection B of Title 24, Part 578 of the Code of Federal Regulations and with HUD’s HMIS requirements. [578.7(a) (5)]

ARTICLE III: Membership

Section 1: Qualifications

Membership in STLCCOC is open to any nonprofit, for profit, individual, or governmental entity that is committed to ending homelessness or assisting people who are homeless or at risk of becoming homeless. STLCCOC will conduct an annual, public invitation to new members at the beginning of each year. Membership information will be distributed broadly across the community including through various media channels. [578.7(a) (2)]

Section 2: Voting Privileges and Delegates

Each member organization shall be entitled to an unlimited number of delegates, at least one of whom shall be a person functioning at the executive or managerial level, but the organization shall have only one vote. Each individual member shall be entitled to one vote. If two member organizations are closely linked but organized as separate non-profit organizations for IRS tax purposes, then each such organization is entitled to its own vote. New members will be entitled to a vote six months after the Board of Directors approves membership. Annually each member organization shall renew its membership and submit the names of its authorized delegates to the membership committee. For the purposes of voting, the Consumer Council shall be treated as a member organization and shall have one vote. Only active member organizations will have voting privileges. Active membership is determined by the member's attendance at general, committee, and board meetings. To be considered an active member, members must be in attendance at 50% of general meetings, 50% of at least one committee's meetings. Each member must serve on at least one of the eight STLCOC committees. Members must be represented by one of its authorized delegates or STLCOC elected officers. (Amended, by general vote, the 16th of April 2016) (Amended by board vote 9/15/16)

Section 3: Approval of Members

Applications for membership shall be submitted to the membership committee and are subject to approval by a majority vote of the Board of Directors.

Section 4: Withdrawal of Members

A member may withdraw from STLCOC at any time by submitting a letter of withdrawal to the membership committee and presented to the Board of Directors.

Section 5: Removal of Members

Any member may be removed from STLCOC by a two-thirds majority of the Board of Directors. Removal is effective only if it occurs at a meeting called for that purpose. Removal request will be submitted to the membership committee then to the full membership and presented to the Board of Directors. Notice must be sent to all Board of Directors members stating that the proposed removal is a purpose of the meeting. A representative of the organization or individual recommended for removal shall have the opportunity to speak on its behalf prior to a vote of the Board of Directors. The Board of Directors may deliberate without the representative of the member recommended for removal present prior to the vote of the Board of Directors.

Section 6: Individuals

Individual persons may attend meetings, participate in discussions and serve on committees. Individuals can be members and have voting privileges as described in Article III, Sections 1-2. Individual members cannot be affiliated with an organization that is already a CoC member.

ARTICLE IV: Officers

Section 1: Titles and Duties

STLCOC shall have the following officers: Chair, Vice Chair, and Secretary. The duties of each officer shall be as follows:

Chair

The Chair shall convene and preside at all meetings of the Board of Directors. The Chair shall serve as an ex-officio member of all committees, and shall perform such duties incident to the office of Chair.

Vice Chair

The Vice Chair shall preside at meetings of STLCOC in the absence of the Chair, and shall serve in the role of the Chair in case of the resignation or dismissal of the Chair until a new Chair is elected consistent with Section 6 of this Article. The Vice chair shall perform such duties incident to the office of Vice Chair and such other duties as may be assigned by the Board of Directors.

Secretary

The Secretary shall prepare meeting agendas in consultation with the Chair, notify members of all meetings, record and maintain all votes and the minutes of the meetings of STLCOC, distribute minutes of previous meetings, maintain a current membership roster and list of authorized delegates, and maintain the records and office of STLCOC. The Secretary shall perform such duties incident to the office of Secretary and such other duties as may be assigned by the Board of Directors.

Section 2: Qualifications

Any active member may serve as Chair, Vice Chair, or Secretary.

Section 3: Terms of Office

The Chair, Vice Chair, and Secretary will have staggered 2-year terms commencing January 2007. Persons in these offices may be re-elected to the same office; however, no person may serve in the same office for more than two consecutive full terms.

Section 4: Nomination and Election

In November of each year, the Membership Committee shall present to STLCOC a slate of candidates for the offices of Chair, Vice Chair, and Secretary for the coming term. These officers shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of January immediately following their election. No persons may be nominated unless such person has agreed to serve in the office if elected.

Section 5: Resignation

An officer may resign at any time by submitting a letter of resignation to the Board of Directors.

Section 6: Vacancies

Vacancies in the offices of Chair, Vice Chair or Secretary shall be filled by election from the membership.

ARTICLE V: Board of Directors

Section 1: Powers

The affairs of STLCOG shall be managed by or under the direction of its Board of Directors.

Section 2: Number and Qualifications

The Board of Directors shall be 16 in number, consisting of the Chair, Vice Chair, Secretary, a representative selected from each of the eight Standing Committees, and five at-large members. The collaborative applicant shall be an Ex officio board member of the CoC without voting rights.

Section 3: Terms of Office

At-large members will serve one-year terms and committee chairs will serve two-year terms effective 1-1-2018. Representatives of Standing Committees may represent the private or public sector. At-large members and committee chairs shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of the month immediately following their election. No person may serve on the Board more than two consecutive full terms. Voted to amend July 20, 2017

Section 4: Nomination and Election of At-Large Members

In November of each year, the Membership Committee shall present a slate of candidates for the at-large positions of the Board of Directors for the coming term. These positions shall be elected at a regularly scheduled meeting during December of the same year and take office on the first day of the month immediately following their election.

Section 5: Selection of Representatives of Standing Committees

Each Standing Committee shall elect a person to represent said Committee on the Board of Directors at the time when the position on the Board is open.

Section 6: Resignation

An officer may resign at any time by submitting a letter of resignation to the Board of Directors.

Section 7: Vacancies

Vacancies in at-large positions on the Board of Directors shall be filled by election from the membership. Vacancies in representatives of Standing Committees shall be filled by selection by the respective committee.

Section 8: Removal of Officers and Directors

The Chair, Vice Chair, Secretary or any member of the Board of Directors may be removed from office by a two-thirds majority of the remaining Board of Directors. Each Standing Committee may request removal of its representative from the Board of Directors by submitting a letter to the Chair of the Board of Directors. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all Board of Directors members stating that the proposed removal is a purpose of the meeting. The person recommended for removal shall have the opportunity to speak on his/her behalf prior to a vote of the Board of Directors. The Board of Directors may deliberate without the person recommended for removal present prior to the vote of the Board of Directors.

ARTICLE VI: Meetings

Section 1: General Meetings

The general meetings will focus on STLCOC training and technical assistance for members. STLCOC will hold meetings of the full membership at least semi-annually. [578.7(a) (1)] STLCOC shall meet at least six times per year to conduct a general meeting. At the beginning of each year the Board of Directors shall establish a schedule of dates and times for regular meetings, and the Secretary shall distribute this schedule to all members. The Board of Directors shall determine the place for each meeting at least one month prior to the meeting. STLCOC may conduct any business at a regular meeting, whether or not such business is on the agenda. A published agenda will be provided for each general meeting of the full membership. [578.7(a) (1)]

Section 2: Board of Directors Meetings

The Board of Directors shall meet at least six times per year. The Board of Directors shall determine the place for each meeting. The Board of Directors may conduct any business at a regular meeting, whether or not such business is on the agenda, except for the removal or officers or members of the Board of Directors. Board members must attend at least 50% of all board meetings. (Amended by board vote 9/15/16)

The Board of Directors meetings will focus on:

- Organizing an annual continuum of care planning process
- Collecting needs data and inventory system capacity
- Determining and prioritizing gaps in the continuum of care homeless system

- Developing short- and long-terms strategies with an action plan
- Implementing the action steps for the continuum of care plan

Section 3: Executive Session

The Board of Directors may meet in executive session to discuss confidential or sensitive matters. The Board shall report all decisions made at such meetings to the membership but shall not be required to report the discussions of factors leading to its decisions.

Section 4: Special Meetings

Special meetings of STLCOC or the Board of Directors may be called by the Chair or by one-third of the members of the Board of Directors. The person(s) calling the meeting shall the purpose(s) for which the meeting is to be called. Business at any special meeting is limited to the purpose(s) for which the meeting is called, and no other business of any nature may be conducted.

Section 5: Notification of Meetings

The Secretary shall provide notification to all authorized delegates of all meetings, regular and special. Such notification must be given at least two business days prior to the meeting. Notification may be by letter, telephone, facsimile, electronic or personal communication. The notification must clearly state the date, time and place of the meeting. In the case of special meetings, the notification must additionally state the purpose(s) for which the meeting is being called. The Secretary shall provide the published agenda to the full membership within two business days prior to the meeting. [578.7(a) (1)]

Section 6: Quorum

The presence of a simple majority of the member organizations shall be a quorum and sufficient to conduct business at any general meeting of STLCOC. The presence of two-thirds of the Board of Directors shall be a quorum and sufficient to conduct business at any meeting of the Board of Directors.

Section 7: Parliamentary Procedure

The latest revised edition of Robert's Rules of Order shall prevail at all meetings except where contrary to the governance charter or any standing rule.

ARTICLE VII: STLCOC Designations and Responsibilities

Section 1: Designation

1. STLCOC designates the City of St. Louis as its collaborative applicant to submit the annual STLCOC Consolidated Application for funding on behalf of STLCOC. The Collaborative Applicant is the only entity that can apply for a grant for Continuum of Care planning funds on behalf of STLCOC. DHS staff will assist in the operation and management of the STLCOC and its HMIS system, and will collaborate with the STLCOC and its Board in (a) the design and operation a collaborative, fair and transparent application process (b) the development of the City’s Consolidated Plan and ESG allocation and reporting processes and (c) participating in regional and State groups meeting to coordinate efforts related to the STLCOC mission and ESG and STLCOC awards and other funding, real or potential. [578.7(b)(1); 578.7(b)(2)]

Section 2: Responsibilities

1. STLCOC will be responsible for establishing committees, as well as additional subcommittees or workgroups as needed. [578.7(a)(4)]
2. STLCOC will be responsible for adopting and following a written process to select a board to act on behalf of the STLCOC. This process must be reviewed, updated, and approved by the STL COC at least once every 5 years. [578.7(a)(3)]
3. In collaboration with recipient of Emergency Solutions Grants program funds in the area, STLCOC will establish and oversee the Front Door Assessment Process, a centralized or coordinated system that will provide an initial, comprehensive assessment of individuals’ and families’ needs for housing and services. [578.7(a)(8)] [NOTE: might be advisable to rename the Front Door Assessment Process]
4. STLCOC will establish and oversee written standards for providing transitional housing assistance, rapid re-housing assistance, permanent supportive housing assistance, homelessness prevention assistance, rental assistance, and any other programs established for Continuum of Care assistance. Covering all STLCOC programs, these written standards will include policies and procedures for:
 - a. Establishing eligibility criteria for individuals and families; [578.7(a)(9)]
 - b. Prioritizing which eligible individuals and families will receive assistance; [578.7(a)(9)]
 - c. Determining which type of assistance an individual or family will receive (especially pertaining to the choice between homelessness prevention and rapid re-housing assistance); [578.7(a)(9); 24 CFR 576.400(e)(3)(vi)]
 - d. Articulating maximum amount, duration, and type of assistance as well as program participant responsibilities, such as what percentage or amount of rent each program participant must pay while receiving either homelessness prevention or rapid re-housing assistance; [578.7(a)(9); 24 CFR 576.400(e)(3)(vii); 24 CFR 576.400(e)(3)(ix); 24 CFR 576.400(e)(3)(ix)]

- e. Articulating minimum service expectations for every type of program in the homeless system, such as how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. [578.7(a)(9); 24 CFR 576.400(e)(3)(viii)]
 - f. Detailing how the system will address the needs of individuals and families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. [578.7(a)(8)]
[NOTE: All of the written standards for Article VII § 4 might need to be detailed in the governance charter itself]
5. STLCOC will establish system and program performance outcome targets for projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report the resulting evaluations of the project outcomes to HUD. [578.7(a)(6); 578.7(a)(7)]
 6. STLCOC will consult with recipients and sub recipients to establish evaluation performance targets that are appropriate to each program, whether under ESG, STLCOC, and local funding. [578.7(a)(6)]
 7. STLCOC will monitor recipient and sub recipient operations, evaluate outcomes, and take action against poor performers in consultation with recipients and sub recipients. [578.7(a)(6)]
 8. STLCOC will consult with State and local government Emergency Solutions Grants program recipients and sub recipients within the Continuum’s geographic area in order to discuss the plan for funding allocation. [578.7(c)(5)]
 9. STLCOC will ensure coordination between each level of the homeless system and with mainstream resources for the implementation of a local housing and service system that meets the needs of the homeless individuals (including unaccompanied youth) and families. This housing and service system will encompass (a) outreach, engagement, and assessment, (b) shelter, housing, and supportive services, and (c) prevention strategies. [578.7(c)(1)]
 10. STLCOC will conduct an annual gaps analysis of the homeless needs and services available within the geographic area. [578.7(c)(3)]
 11. STLCOC will conduct an annual Point-in-Time Count for homeless persons within the geographic area. Count homeless persons living somewhere not designed or ordinarily used as a sleeping accommodation for humans as “unsheltered.” Count homeless persons living in emergency shelters or transitional housing as “sheltered.” Also meet other requirements as they are established by HUD by notice. [578.7(c)(2)]
 12. STLCOC will provide input required for local Consolidated Plan(s) and consult with Emergency Solutions Grants funding recipients to discuss allocation. [578.7(c)(4)(5)]
 13. Ensure the Homeless Management Information System (HMIS) is in compliance with HUD requirements, has appropriate plans for privacy, security and data quality, and has consistent participation by all STLCOC providers. [578.7(b)(3)(4)(5)]

14. Establish annual funding priorities based on annual gaps analysis of the homeless needs and services available within the geographic area and on HUD priorities. [578.7(c)(3)]
15. Conduct collaborative funding processes to select providers for STLCOC, ESG and local funding.
16. Approve local STLCOC application.
17. Incorporate input from STLCOC into funding and program decisions.

ARTICLE VIII: Committees

Section 1: Standing Committees and Duties

STLCOC shall have eight Standing Committees:

Planning Committee

The Planning Committee shall formulate and recommend strategic goals and objectives for STLCOC and monitor progress. It shall gather data on the nature and extent of homelessness, monitor the development of the Homeless Management Information System, analyze gaps and trends, recommend priorities, monitor long-range plans, monitor housing production, and promote a regional approach to addressing homelessness.

Service Delivery Committee

The Service Delivery Committee shall promote the coordination and effectiveness of services across all components of the Continuum of Care.

Advocacy Committee

The Advocacy Committee shall conduct activities to advocate for the homeless and to educate the public about issues pertaining to homelessness. The committee shall annually recommend to STLCOC a set of positions to be adopted and issues to be studied by STLCOC.

Project Review and Ranking Committee

The Project Review and Ranking Committee shall perform threshold reviews for all new projects for the homeless seeking support from the Department of Human Services, advising whether each project meets basic criteria. This committee shall also recommend priority rankings for eligible projects, using criteria established by STLCOC.

Membership Committee

The Membership Committee shall present a slate of officers and members of the Board of Directors as provided in Article IV, Section 4, and Article V, Section 4. This committee shall also be charged with recruiting and retaining a wide range of organizations into membership and with recommending rules and procedures for STLCOC.

Consumer Council

The Consumer Council shall be composed entirely of homeless and formerly homeless persons. It shall make recommendations as appropriate to STLCOC and to providers of services and housing, and work with the Advocacy Committee. As provided in Article III, Section 2, the consumer council shall be treated as one organization and will have one vote. However, individual members that meet criteria may also vote if eligible. The Consumer Council must always be chaired by a consumer, who will sit on STLCOC Board of Directors as a voting member. The Board of Directors shall include at least one individual who is homeless or formerly homeless.

Point In Time (PIT) Committee

The PIT committee will prepare, train and operate PIT counts in January and July. HUD requires that CoC's evaluate and improve PIT counts to ensure that they meet HUD qualifications, adequately count and include all of our community homeless. The PIT committee will review HIC with the City before the report is turned into HUD and ensure that the information listed on it is correct. Compare and update as needed the HIC with the Service Delivery's inventory.

Homeless Management Information System (HMIS) Committee

The HMIS committee will set HMIS standards consistent with HUD Data Compliance requirements review and update HMIS policy and procedure manual on a yearly basis and ensure that CoC is educated and informed about the contents of the manual. Set HMIS policy and procedures for program types according to HUD guidelines. Outline data elements that must be collected and timelines for entry- so that the CoC committees and the CoC/homeless providers at large can have access to the data to be able to make educated and informed decisions about our community and program performance.

Section 2: Selection and Terms

Except for the Consumer Council, any person may be recruited to serve on any committee by the Board of Directors, or by the committee or committee members. Committee membership may be drawn from the community at large, not only from those associated with STLCOC. As stated above, the Consumer Council shall consist entirely of homeless and formerly homeless individuals.

Section 3: Subcommittees

Each committee may as it determines necessary divide into subcommittees, task forces and focus groups. However, each Standing Committee shall have only one representative on the Board of Directors.

Section 4: Ad Hoc Committees

The Board of Directors may from time to time appoint and approve the appointment of such ad hoc committees as may be needed. The Board of Directors shall determine the responsibilities, selection and terms of such committees.

ARTICLE IX: Amendments

Section 1: Amendments

This governance charter may be amended or repealed by a two-thirds majority of members present and voting at any meeting of STLCOC, provided that the amended or replacement governance charter shall have been presented in their final form and discussed at the preceding meeting of STLCOC. Notification for such meeting shall clearly state that amendment(s) to or repeal of the governance charter is being considered.

ARTICLE X: Board of Directors Code of Conduct, Conflicts of Interest and Recusal Process [578.7(a) (5)]

Section 1: Code of Conduct

STLCOC board members must exercise care when acting on behalf of STLCOC. These individuals must complete the work they have agreed to undertake in a timely manner. In addition, they must attend Board meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or repeated failure to complete work assignments will be grounds for removal from the Board. Repeated failure to participate thoughtfully and respectfully in discussions or persistent disruptive or obstructive conduct during meetings will be grounds for removal.

Section 2: Conflicts of Interest and Recusal Process

STLCOC board members must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of STLCOC and its processes. Failure to honor these rules will be grounds for removal from the board and any of its committees.

1. Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - a. Any organization that they or a member of their immediate family represents; or
 - b. Any organization from which they or a member of their immediate family derives income or anything of value.
2. Whenever STLCOC board members or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
 - a. Fully disclose the nature of the interest; and
 - b. Withdraw from discussing, lobbying and voting on the matter.

Section 3: Procedures

At the beginning of every board meeting, the facilitator must ask if there are any conflicts of interest or potential conflicts of interest that need to be disclosed before the business included in the meeting’s agenda is discussed. Any matter in which STLCOOC board members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested directors’ actual or potential conflicts of interest and their recusal from participation in the decision. STLCOOC board members must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest they face or are likely to face in fulfilling their duties as board members.

CERTIFICATION OF RATIFICATION

This is to certify that the City of St. Louis Continuum of Care for Ending Homelessness did formally ratify and adopt this governance charter on the date specified below:

Date Ratified:

Executed at St. Louis, Missouri, this 15st day of September 2016.

By:

St. Louis City Continuum of Care
Housing/Homeless Management Information System

Policies and Procedures Manual

October, 2015

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HOMELESS MANAGEMENT INFORMATION SYSTEM

POLICY AND PROCEDURES MANUAL

This policy and procedure manual is developed in collaboration between the HMIS Advisory Committee and the HMIS Lead Agency for the Saint Louis City Continuum of Care. This manual is authorized by the Executive Committee of the Saint Louis City Continuum of Care.

HMIS GOVERNANCE CHARTER

Introduction

The purpose of the Saint Louis City HMIS is to support the delivery of homeless and housing services, including homeless prevention, in the St. Louis City community. The HMIS should be used primarily to collect and track information related to serving people in housing crises, as well as planning for the elimination of homelessness. On a case-by-case basis, the HMIS Advisory Committee will consider other uses of the database.

Key Support Roles & Responsibilities

City of Saint Louis Department of Human Services

As the Collaborative Applicant for Saint Louis City Continuum of Care (CoC):

- Ensures fiscal and programmatic compliance with all HUD rules and regulations
- Encourages and facilitates participation in HMIS data collection
- Collaborates with the Saint Louis City Continuum of Care to select, approve and execute annual contract(s) with HMIS Lead and/or HMIS Vendor

HMIS Lead

As the HMIS Lead for Saint Louis City Continuum of Care (CoC):

- Ensures the operation of and consistent participation by recipients of funding requiring use of the HMIS system
- Develops written policies and procedures for all HMIS Partner Agencies, which at a minimum includes: a security plan, data quality plan, and privacy plan.
- Executes an HMIS participation agreement with each HMIS Partner Agencies
- Executes an HMIS collaborative agreement with the Saint Louis City Continuum of Care; this agreement defines performance standards for HMIS system maintenance, training, user support, report requirements, and analytical support
- Monitors compliance of all HMIS Partner Agencies
- Provides an unduplicated count of clients served and analyses of unduplicated counts to the Continuum of Care on quarterly basis, and upon request, to HUD
- Ensures that the HMIS Vendor and software is currently in compliance with HMIS standards
- Serves at the primary contact between Partner Agencies and the HMIS vendor

- Serves as the applicant to HUD for grant funds for HMIS Activities of the Continuum of Care's geographic area, as directed by the Continuum, and if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities

Saint Louis City Continuum of Care (CoC)

- Responsible for selecting one HMIS software system
- Responsible for selecting one HMIS Lead
- Responsible for reviewing, revising, and approving all policy and procedures developed by HMIS Lead; final approval of policies and procedures is the responsibility of the Executive Board of the CoC
- Responsible for implementing all approved and/or revised policies and procedures within six months of approval
- Develops a governance charter and documents all assignments and designations consistent with the governance charter.
- May choose to participate in HMIS with other local Continuum of Care so long as one HMIS vendor and Lead are agreed upon and there is a joint governance charter.
- Executes an HMIS collaborative agreement with the HMIS Lead; this agreement defines performance standards for HMIS system maintenance, training, user support, report requirements, and analytical support

HMIS Advisory Committee

- Responsible for recommending HMIS software system and HMIS Lead
- Governs the implementation of the HMIS system
- Assists in the development of HMIS policies and procedures in collaboration with the HMIS Lead
- Advises and recommends changes to HMIS policies and procedures for approval by the Planning Committee, General Membership, and Executive Committee of the Saint Louis City CoC
- Examines HMIS aggregate data as well as offers comments and suggestions on how data measurements can contribute to fulfillment of strategic goals

HMIS Partner Agencies

- Responsible for ensuring that HMIS processing capabilities remain consistent with the privacy obligations of the Partner Agencies
- Comply with applicable standards set forth by the CoC, HMIS Lead and HUD, including but not limited to issues of privacy and confidentiality
- Develop agency procedures to ensure and monitor compliance and sanctions for non-compliance
- Ensure staffing and equipment necessary to implement HMIS
- Complete an HMIS Agency Partner Agreement with the HMIS Lead
- Designate an HMIS Agency Administrator and Chief Privacy Officer

HMIS PARTICIPATION POLICY

Mandated

Agencies receiving Emergency Solution Grants, Supportive Housing Program grants, Shelter plus Care grants, Section 8 SRO programs, HOPWA grants and other funders within the Continuum of Care will be required to meet the minimum HMIS participation standards. Participating agencies must agree to execute and comply with an HMIS Agency Partner Agreement, as well as, all HMIS policies and procedures. Agencies receiving HUD CoC or Emergency Solutions Grant funding have no current fees associated with participating in the HMIS system.

Voluntary

While the Saint Louis City CoC does not require participation in HMIS by agencies that do not receive HUD CoC or Emergency Solutions Grant funding, every effort is made to encourage all homeless service providers to participate in the HMIS system in order to more thoroughly gain an understanding of those experiencing homelessness in Saint Louis City. Non-funded agencies should contact the HMIS Lead for any fees associated with participation.

Minimum Standards to Participate in HMIS

- Partner Agencies will enter into an HMIS Agency Partner Agreement and comply with all HUD regulations for HMIS participation
- Partner Agencies will designate a Chief Privacy Officer. The Chief Privacy Officer is responsible for: managing client questions and complaints about the Privacy Notice, ensuring all new users have completed a User Agreement, monitoring all users compliance with training requirements, and maintaining both user and technological requirements needed for security standards.
- Partner Agencies will designate an Agency HMIS Agency Administrator. The Agency HMIS Agency Administrator is the designated communication point with the HMIS Lead and will be expected to routinely verify data for completeness, accuracy and timeliness and work in collaboration with the HMIS Lead for correcting and managing the agency's data.
- All users are responsible for collecting data elements as defined by HUD and any additional data elements determined by the Saint Louis City CoC.
- All users must enter client-level universal data elements at minimum into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.

HMIS Partnership Termination Policy

Contract Termination Initiated by HMIS Partner Agency

Contributing HMIS Organizations may terminate the HMIS Partner Agreement with or without cause upon 30 days written notice to the HMIS Lead and according to the terms specified in the HMIS Agency Agreement. The termination of the HMIS Agency Agreement by the Partner Agency may impact other compliance regulations, such as contracts with the Department of

Human Services that specify HMIS utilization. In the event of termination of the HMIS Agency Agreement, all data entered into the HMIS system will remain an active, and records will remain open or closed according to any data sharing agreements in place at the time of termination. In all cases of termination of HMIS Partner Agreements, the HMIS Lead will inactivate all users from that agency on the date of termination of contract. The HMIS Lead will notify the HMIS Advisory Committee and the Department of Human Services.

Contract Termination Initiated by HMIS Lead

The HMIS Lead may terminate the HMIS Partner Agreement for noncompliance within the terms of that contract upon 30 days written notice to the HMIS Partner Agency. The HMIS Lead will require any violations to be rectified to avoid termination of the HMIS Partner Agreement.

The HMIS Lead may also terminate the HMIS Partner Agreement with or without cause upon 30 days written notice to the HMIS Partner Agreement and according to the terms specified in the HMIS Partner Agreement.

The termination of the HMIS Partner Agreement may impact other compliance regulations, such as contracts with the Department of Human Services that specify HMIS utilization. In the event of termination of the HMIS Agency Agreement, all data entered into the HMIS system will be maintained by the HMIS Lead until all clients are appropriately exited from the terminated agency.

Prior to any notification of termination, the HMIS Lead must first consult with the CoC Executive Board and the Department of Human Service before any termination is issued.

HMIS TECHNICAL STANDARDS

The HMIS Lead and HMIS vendor are equally responsible with any and all technical standards determined by HUD. HUD has established that all HMIS software must be able to: produce unduplicated client records, collect all data elements set forth by HUD, report outputs, produce compliance reports for Partner Agencies and the Lead to assess achievements with established benchmarks, and generate standardized audit reports.

Hardware and Computer Requirements

While the HMIS Lead and HMIS vendor maintain software for HUD standards, Partner Agencies are responsible for complying with agency-level system security standards. These system standards aid in the safety and integrity of client records. Partner Agencies must comply with the following hardware and software standards:

- 1) A secure broadband internet must be used; Wi-Fi is acceptable, if the connection is protected by a network security code.
- 2) Computers must have an operating system compatible with the current HMIS software
- 3) Computers must have an internet browser compatible with current HMIS software

- 4) All workstations must be manually locked by a user if a licensed user leaves a workstation when HMIS software is active
- 5) All workstations must have current and active security which include:
 - a. Real-time antivirus scanning
 - b. Automatic virus removal
 - c. Anti-Spyware
 - d. Firewall
 - e. Anti-phishing

The equipment used to connect to the HMIS system is the responsibility of the HMIS Partner Agency. Contributing HMIS Partner Agencies will need to provide their own internal technical support for the hardware, software and Internet connections necessary to connect to the HMIS system according to their own organizational needs.

System Availability

It is the intent of the Saint Louis City Continuum of Care, HMIS Lead and HMIS Vendor that the HMIS system server will be available 24 hours a day, 7 days a week, and 52 weeks a year to incoming connections. However, no computer system achieves 100 percent “uptime.” In the event of planned server downtime, the HMIS Lead will inform agencies as much in advance as possible in order to allow HMIS Partner Agencies to plan their access patterns accordingly.

Annual reviews for Technical Standard Compliance will be conducted by each Partner Agency Chief Privacy Officer to ensure agencies are meeting requirements. Additionally, the HMIS Lead will be conducting technical standard compliance on behalf of the entire CoC to ensure Partner Agencies and HMIS system software are in compliance.

HMIS SECURITY PLAN

The HMIS Lead is responsible for establishing a security plan, which must be approved by the Saint Louis City Continuum of Care. This security plan must address the areas of data collection, maintenance, use, disclosure, transmission, destruction of data, and a communication plan for reporting and responding to security incidents. In addition to the security plan, the HMIS Lead must develop a Disaster Recovery Plan and verify that the HMIS Vendor has a Disaster Recovery Plan as well.

HMIS User Access

All users are required to sign a HMIS User Agreement and complete HMIS User Training before receiving access to the HMIS. Credentials will not be issued without a signed User Agreement being on file with the HMIS Lead and the HMIS Agency Administrator.

All HMIS training participants will be given a copy of the HMIS User Agreement at the conclusion of User training. Potential Users will be responsible for completing the User Agreement, obtaining the required signatures and returning the form to the HMIS Lead before

User Credentials will be issued. Once all required paperwork is complete, User Credentials can be obtained by calling the HMIS Help Desk.

Establishing a New Partner Agency

Homeless service providers that are interested in obtaining access to the HMIS system will be required to first contact the HMIS Lead, who will process the request and engage the CoC as necessary.

Once the homeless service provider has been approved for access to the HMIS system, the New Partner Agency will receive a copy of an HMIS participation agreement to review and obtain the appropriate signatures. The HMIS participation agreement will be sent to the HMIS Lead. Once all agreements are finalized, the HMIS Lead will contact the new partner agency regarding obtaining access and new user training.

Data Access Policies

HMIS Users will receive a unique username and establish a password. Usernames and passwords are never to be shared, or documented in a visible or accessible location, which would compromise the integrity and security of the HMIS system. HMIS Users will automatically be prompted to change their HMIS password on a routine basis. If a password is lost or forgotten, the HMIS User should contact the HMIS helpdesk.

HMIS Users must log off the HMIS system or lock the computer any time they step away from the workstation. Automatic password protected screen savers, or network log-off, should be implemented on each computer used for HMIS. Additionally, the HMIS system is set up to auto-log off users who are inactive on the site after a maximum of 10 minutes.

Any paper documentation, such as client authorization forms, should be filed in a locked, secure area and not left unattended. All paper and electronic documentation for any client in the HMIS system must be stored and maintained for a minimum of seven years.

HMIS PRIVACY PLAN

Data Collection Limitation Policy

Partner agencies will only enter client information into the HMIS system that is deemed necessary to provide quality service. Partner agencies, in collaboration with the Saint Louis City CoC, will make a determination of what qualifies as essential for services.

Partner agencies reserve the right to decline services for clients choosing not to share the information requested by the agency as doing so could jeopardize their status as a service provider. The agency assumes that, by requesting services from the agency, the client agrees to allow them to collect information and to use or disclose it as described in the privacy notice and otherwise as allowed or required by law.

Client Notification

Partner Agencies must post notification at each intake desk of the agency advising clients of the Privacy Notice (Appendix A). Clients must also be provided with the short version of the Privacy Notice (Appendix B) which advises them that they can request a copy of the full policy.

The HMIS Privacy Notice should be posted on the agency's web page. Agency should ensure that the address does not appear in the Privacy Notice before it is posted on their website, if the address is not public knowledge.

In addition to the posted notification signs, any client who agrees to allow HMIS User access to their HMIS profile must sign a Client Authorization form. This form must be updated annually.

The agency must provide reasonable accommodations for persons with disabilities throughout the data collection process. Various versions of the Privacy Notice will be made available through the HMIS Lead.

Limitations of HMIS Use

Partner agencies will use and disclose personal information from HMIS only in the following circumstances:

- 1) To provide or coordinate services to an individual.
- 2) For functions related to payment or reimbursement for services.
- 3) To carry out administrative functions including, but not limited to legal, audit, personnel, planning, oversight or management functions.
- 4) Databases used for research, where identifying information has been removed.
- 5) Contractual research where privacy conditions are met.
- 6) Where a disclosure is required by law and disclosure complies with and is limited to the requirements of the law. Instances where this might occur are during a medical emergency, to report a crime against staff of the agency or a crime on agency premises, or to avert a serious threat to health or safety, including a person's attempt to harm himself or herself.
- 7) To comply with government reporting obligations.
- 8) In connection with a court order, warrant, subpoena or other court proceeding requiring disclosure.

Client Rights to Access and Correction of Files

Any client receiving services from a Partnering Agency has the following rights:

- 1) **Access to program records**. Clients have the right to review their records in a program in the HMIS. A written request should be made to the HMIS Agency Administrator, who should follow-up on the request within five working days.

- 2) **Access to full records.** Clients have the right to review their full record in the HMIS. They may make a written request through the HMIS Agency Administrator, who will request approval from the HMIS Lead within five working days.
- 3) **Correction of an HMIS record.** A client has the right to request that his or her HMIS record is correct so that information is accurate. This ensures fairness in its use.
- 4) **Refusal.** A client has a right to refuse to participate in HMIS or to provide personal information. The agency's ability to assist a client depends on the documentation of certain personal identifying information, and may decline to provide services to a client who refuses to provide this data.
- 5) **Agency's Right to Refuse Inspection of an Individual Record.** The agency may deny a client the right to inspect or copy his or her personal information for the following reasons:
 - i. information is compiled in reasonable anticipation of litigation or comparable proceedings;
 - ii. information about another individual other than the agency staff would be disclosed;
 - iii. information was obtained under a promise of confidentiality other than a promise from the provider and disclosure would reveal the source of the information; or
 - iv. Information reasonably likely to endanger the life or physical safety of any individual if disclosed.
- 6) **Harassment.** The agency reserves the right to reject repeated or harassing requests for access or correction. However, if the agency denies a client's request for access or correction, written documentation regarding the request and the reason for denial will be provided to the client. A copy of that documentation will also be included in the client record.

Data Sharing

At initial project intake, the client should receive verbal explanation and written documentation about utilization of the HMIS system for Saint Louis City Continuum of Care. If a client is willing to share information with HMIS, they must sign a Client Authorization form. Any information that will be shared, beyond what is covered by the Client Authorization for HMIS, will require additional written consents and release of information by the client.

The client does have the right to revoke written authorization at any time, unless this is overridden by agency policy or is a part of a conditional agreement with the provider. Once the client has revoked their authorization, no new information may be utilized in HMIS but all historical data remains accessible by the provider.

All Partner Agencies are expected to uphold federal, state, and local confidentiality regulations to protect records and privacy. If an agency is covered by the Health Insurance Portability and Accountability Act (HIPAA), the HIPAA regulations prevail.

Protected Agencies and Domestic Agencies

Protected agencies serve populations that require special security and privacy considerations. Populations include medically fragile, at-risk youth, and those served by Shelter+Care programs. Protected agencies contribute data to HMIS; however, the services provided by the agencies remain hidden beyond basic identification of clients.

Domestic violence agencies are prohibited from entering data into the HMIS. If domestic violence agencies receive CoC or ESG funding, they are required to have a comparable database, and the HMIS lead will work with agencies to ensure the databases meet standards. Agencies are required to report aggregate data for reporting purposes.

HMIS Data Release Policy and Procedures

Client-Level Data:

HMIS Users may access client-level data for their specified project only after completing appropriate client authorization. Client authorization is good for up to one year. After one year, only historical record information will be available for the project unless an updated client authorization is filed.

Client-level data may also be viewed by only the HMIS Lead and HMIS Vendor for purposes of compliance, software correction, data quality resolution, and other required tasks related to HMIS privacy, security, and data quality standards.

No identifiable client data are to be released to any person, agency or organization without written consent by the client, unless otherwise required by law.

Mandated Reporting

Mandatory reporters should comply with state guidelines for reporters. This obligation supersedes any agency policies that prohibit disclosure of identifying information.

Court-Ordered Subpoenas

There are many situations in which police or other government officials request information from shelters and other service providers. If an HMIS Partner Agency is served with a Subpoena for records, the agency must immediately contact the HMIS Lead and the Chair of the Executive Board of the Saint Louis City Continuum of Care. Once it is established the exact information requested in the subpoena, the Partner Agency and HMIS Lead will work in collaboration to gather the appropriate documentation. Due to the fact HMIS Partner Agencies have data sharing, it is vital to work with the HMIS Lead to only provide information from the listed Partner Agency requested in the subpoena.

Program-Level (aggregate) Data:

The HMIS Lead will supply HMIS Advisory Committee a report analyzing program-level data on a quarterly basis. These quarterly reports will be utilized to help inform systematic practice for the Continuum of Care. At a minimum, the HMIS Advisory Committee will report findings and offer practice suggestions to the Planning Committee twice a year.

Agencies will be able to request access to aggregate-level data. The HMIS Agency Administrator will make requests through the HMIS Lead, who will outline appropriate use and dissemination of aggregated data. Training and support will be made available through the HMIS Lead. Public release of community-wide statements based on aggregate data requests must be coordinated through DHS. No individually identifiable client data will be reported in any of these reports.

Extracted Data

The report-writer function of the HMIS system should allow client data to be downloaded to a file on the local computer. Confidentiality of clients is left vulnerable on the local computer unless additional measures are taken. For security reasons, unencrypted data may not be sent over a network that is open to the public. For example, while unencrypted data might be stored on a server and accessed by a client computer within the private local area network, the same unencrypted data may not be sent via email to a client computer not within the same local area network. HMIS users should apply the same standards of security to local files containing client data as to the HMIS database itself. Security questions will be addressed to the HMIS Lead.

Data Retrieval for Research or Comparative Purposes

While the HMIS is a useful resource, it is not always comprehensive enough to fully understand the nature and extent of homelessness, how individuals access mainstream or other federal programming resources, and the most effective prevention.

To gain a better understanding of the needs and service usage of individuals who are experiencing a housing crisis, and to assist with planning, implementation and allocation of resources, the data may be used or disclosed data for research conducted by an individual or institution with approval by the CoC Executive Board.

To identify trends and patterns of service usage to better implement homeless and prevention services, the CoC Executive Board may approve the HMIS Lead, with appropriate consent or agreements, to cross-reference HMIS client-level data with other public databases including: those relating to employment, family services, child welfare, criminal justice, prevention, and healthcare.

HMIS DATA QUALITY PLAN

It is ultimately the responsibility of the Saint Louis City Continuum of Care Executive Committee and HMIS Lead to ensure quality data is submitted to HUD. In an effort to direct service provisions in an effective and efficient manner and assist the Saint Louis City Coc in obtaining strategic goals, the HMIS Lead is responsible for setting Data Quality benchmarks and a Data

Quality Plan (as approved by the Saint Louis City CoC).

HMIS Data Quality reviews of client-level data will be used by the HMIS Agency Administrator and by the HMIS Lead to monitor data quality and indicate possible additional trainings needed for improvement. HMIS Data Quality reviews of program-level data will be used by the HMIS Lead to report continuum-wide improvement suggestions, and recommendations for integrations with other mainstream and Federal Programming data. Program-level data quality may also be used by various Saint Louis Continuum of Care committees for system analysis and evaluations.

Data Quality Standards and Monitoring

- All data entered will be accurate
- In all reports of shelter, housing or services provided for a client, the client must be eligible to receive the services from the listed provider
- Universal data elements at minimum must be entered into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.
- Per HUD data standards, blank entries in required data fields are not allowed.
- Entries of “client does not know” or “client refused” in required data fields will not exceed 10 percent required for CoC reporting.
- HMIS Agency Administrators will perform monthly data quality checks using the Data Quality Plan.
- Any patterns of errors identified by users will be reported to the HMIS Agency Administrator. When patterns of error have been discovered, users will be required to correct the data, data entry processes (if applicable) and will be monitored for compliance.
- Any pattern of error between Partner Agencies should be reported to the HMIS Lead

Data Collection Requirements

Partner Agencies are responsible for completing, at minimum, the HUD defined Universal Data Elements (UDE’s) and any HUD Program-specific Data Elements required for the agency’s project. Partner Agencies may also be required to collect data elements determined by the HMIS Advisory Committee as vital. Partner Agencies will do their due diligence to collect and verify client information upon client initial program enrollment or as soon as possible. Any information collected by the Partner Agency must be documented into HMIS within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.

Data Quality Training Requirements

In order for the HMIS system to be a benefit to clients, a tool for Partner Agencies and a guide for planners, all users must be adequately trained to collect, enter, and extract data. The HMIS Lead will be responsible for developing an annual training schedule. The annual training schedule must include various types and levels of training- for HMIS Agency Administrators, beginning users and advanced users. Trainings can be offered either directly or through HMIS

Lead approved, contracted trainers.

End-User Initial Training

All HMIS Users must complete approved training before being given access to HMIS. Users should be trained on: user of HMIS software and the confidentiality/security requirements of the Privacy Notice. As part of the training, each employee and volunteer of your agency who collects, reads, or is otherwise exposed to client information must be given a copy of the full Privacy Notice, be allowed to read it, then must sign the Acknowledgment enclosed in this manual as Appendix C to confirm they have read and understood the policy.

It is encouraged that all HMIS Users also receive agency-specific training in order to fulfill Partner Agency expectations for entering data.

Ongoing Training

In order to remain current on HUD standards and local continuum expectations, all HMIS users are required to complete annual training and training on all HMIS software updates. These ongoing trainings can be in the form of: attendance to User Group meetings, HMIS Lead approved online/in-person trainings, and individualized meeting with HMIS Lead representatives. The HMIS Lead and HMIS Agency Administrators will communicate training opportunities to users.

Documentation of training will be made available from the HMIS Lead. It is the expectation that the Agency Chief Privacy Officer will maintain a record of each HMIS User's completed training hours for year. Training record should be submitted in the annual compliance review.

Annual reviews for data quality, security and privacy standards compliance will be conducted by each Partner Agency Chief Privacy Officer and HMIS Agency Administrators to ensure agencies are meeting requirements. The HMIS Lead will work with HMIS Agency Administrators to schedule annual site-visits to ensure compliance across the Saint Louis City CoC.

HMIS GRIEVANCE POLICY

Client Grievance

Clients have the right to be heard if they feel that their confidentiality rights have been violated, if they have been denied access to their personal records, or if they have been put at personal risk or harmed. Each agency must established a formal grievance process for the client to use in such a circumstance. To file a complaint or grievance they should contact the agency's Chief Privacy Officer. HMIS Partner Agencies will report all HMIS related client grievances to the HMIS Lead. The HMIS Lead will record all grievances and will report any common trends in complaints to the HMIS Advisory Committee.

Partner Agency Grievance

It is encouraged that if any issues arise, problems should be presented and resolved at the lowest possible level. If HMIS users have an issue with HMIS software, policy or HMIS Lead representative, they should first reach out to the HMIS Agency Administrator. If an issue cannot come to a successful resolution with the HMIS Agency Administrator, the issue should be presented to the HMIS Lead.

The HMIS Lead will attempt to resolve issues between the Partner Agencies and the HMIS Vendor. The HMIS Lead will also present any CoC systematic issues or policy concerns to the HMIS Advisory Committee.

HMIS NON-COMPLIANCE SANCTIONS

The HMIS Lead is responsible for establishing appropriate sanctions for non-compliance issues. These sanctions must be approved by the Saint Louis City Continuum of Care, and may include suspension of HMIS system access. Additionally, HMIS Partner Agency must also have agency-specific sanctions for users not in compliance with HMIS policies and procedures.

APPENDIX A: FULL PRIVACY POLICY

Homeless Management Information System Privacy and Security Notice

A written copy of this policy is available by request.

I. PURPOSE

This notice describes the privacy policy of Municipal Information Systems, Inc. The policy may be amended at any time. We may use or disclose your information to provide you with services and comply with legal and other obligations. We assume that, by requesting services from our agency, you agree to allow us to collect information and to use or disclose it as described in this notice and as otherwise required by law.

The Homeless Management Information System (HMIS) was developed to meet a data collection requirement made by the United States Congress and the Department of Housing and Urban Development (HUD). Congress passed this requirement in order to get a more accurate count of individuals who are homeless and to identify the need for and use of different services by those individuals and families. We are collecting statistical information on those who use our services and report this information to a central data collection system.

In addition, many agencies in this area use HMIS to keep computerized case records. This information may be provided to other HMIS participating agencies. The information you may agree to allow us to collect and share includes: basic identifying demographic data, such as name, address, phone number and birth date; the nature of your situation and the services and referrals you receive from this agency. This information is known as your Protected Personal Information or PPI.

Generally, all personal information we maintain is covered by this policy. Generally, your personal information will only be used by this agency and other agencies to which you are referred for services.

Information shared with other HMIS agencies helps us to better serve our clients, to coordinate client services, and to better understand the number of individuals who need services from more than one agency. This may help us to meet your needs and the needs of others in our community by allowing us to develop new and more efficient programs. Sharing information can also help us to make referrals more easily and may reduce the amount of paperwork.

Maintaining the privacy and safety of those using our services is very important to us. Information gathered about you is personal and private. We collect information only when appropriate to provide services, manage our organization, or as required by law.

II. CONFIDENTIALITY RIGHTS:

This agency has a confidentiality policy that has been approved by its Board of Directors. This policy follows all HUD confidentiality regulations that are applicable to this agency, including those covering programs that receive HUD funding for homeless services. Separate rules apply for HIPPA privacy and security regulations regarding medical records.

This agency will use and disclose personal information from HMIS only in the following circumstances:

- 1) To provide or coordinate services to an individual.
- 2) For functions related to payment or reimbursement for services.
- 3) To carry out administrative functions including, but not limited to legal, audit, personnel, planning, oversight or management functions.
- 4) Databases used for research, where identifying information has been removed.
- 5) Contractual research where privacy conditions are met.
- 6) Where a disclosure is required by law and disclosure complies with and is limited to the requirements of the law. Instances where this might occur are during a medical emergency, to report a crime against staff of the agency or a crime on agency premises, or to avert a serious threat to health or safety, including a person's attempt to harm himself or herself.
- 7) To comply with government reporting obligations.
- 8) In connection with a court order, warrant, subpoena or other court proceeding requiring disclosure.

III. CLIENT RIGHTS:

Any client receiving services from your agency has the following rights:

- 1) **Access to records.** Clients have the right to review his or her record in the HMIS. They may request review of the record within five working days.
- 2) **Correction of an HMIS record.** A client has the right to request that his or her HMIS record is correct so that information is accurate. This ensures fairness in its use.
- 3) **Refusal.** Your agency's ability to assist a client depends on the documentation of certain personal identifying information. You may decline to provide services to a client who refuses to provide this data.

- 4) **Agency's Right to Refuse Inspection of an Individual Record.** You may deny a client the right to inspect or copy his or her personal information for the following reasons:
- a. information is compiled in reasonable anticipation of litigation or comparable proceedings;
 - b. information about another individual other than the agency staff would be disclosed;
 - c. information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the source of the information; or
 - d. Information reasonably likely to endanger the life or physical safety of any individual if disclosed.
- 7) **Harassment.** The agency reserves the right to reject repeated or harassing requests for access or correction. However, if the agency denies your request for access or correction, you will be provided written documentation regarding your request and the reason for denial. A copy of that documentation will also be included in your client record.
- 8) **Grievance.** You have the right to be heard if you feel that your confidentiality rights have been violated, if you have been denied access to your personal records, or if you have been put at personal risk, or harmed. Our agency has established a formal grievance process for you to use in such a circumstance. **To file a complaint or grievance you should contact our Chief Privacy Officer.**

IV. HOW YOUR INFORMATION WILL BE KEPT SECURE:

Protecting the safety and privacy of individuals receiving services and the confidentiality of their records is of paramount importance to us. Through training, policies, procedures and software, we have taken the following steps to make sure your information is kept safe and secure:

- 1) The computer program we use has the highest degree of security protection available.
- 2) Only trained and authorized individuals will enter or view your personal information.
- 3) Your name and other identifying information will not be contained in HMIS reports that are issued to local, state or national agencies.
- 4) Employees receive training in privacy protection and agree to follow strict confidentiality standards before using the system.
- 5) The server/database/software only allows individuals access to the information. Only those who should see certain information will be allowed to see that information.

- 6) The server/database will communicate using 128-bit encryption, which is an Internet technology intended to keep information private while it is transported back and forth across the Internet. Furthermore, identifying data stored on the server is also encrypted or coded so that it cannot be recognized.
- 7) The server/database exists behind a firewall, which is a program designed to keep hackers and viruses away from the server.
- 8) The main database will be kept physically secure, meaning only authorized personnel will have access to the server/database.
- 9) HMIS Agency Administrators employed by the HMIS and the agency support the operation of the database. Administration of the database is governed by agreements that limit the use of personal information to providing administrative support and generating reports using aggregated information. These agreements further insure the confidentiality of your personal information.

V. BENEFITS OF HMIS AND AGENCY INFORMATION SHARING:

Information you provide us can play an important role in our ability and the ability of other agencies to continue to provide the services that you and others in the community are requesting.

Allowing us to share your name results in a more accurate count of individuals and the services they use. Obtaining an accurate count is important because it can help us and other agencies:

- 1) Better demonstrate the need for services and the specific types of assistance needed in our area.
- 2) Obtain more money and other resources to provide services.
- 3) Plan and deliver quality services to you and your family.
- 4) Assist the agency to improve its work with families and individuals who are homeless.
- 5) Keep required statistics for state and federal funders, such as HUD.

VI. COMPLIANCE WITH OTHER LAWS:

This agency complies with all other federal, state and local laws regarding privacy rights. Consult with an attorney if you have questions regarding these rights.

VII. PRIVACY NOTICE AMENDMENTS:

The policies covered under this Privacy Notice may be amended over time and those amendments may affect information obtained by the agency before the date of the change. All amendments to the Privacy Notice must be consistent with the

requirements of the Federal Standards that protect the privacy of consumers and guide HMIS implementation and operation.

VIII. DATA QUALITY:

Data Entry Policy: Agency/HMIS users will be responsible for the accuracy of their data entry. Missing data rates are expected to be kept below 10%. **For housing programs, client entry and exit dates are expected to be recorded in a timely manner.** Universal data elements at minimum must be entered into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project.

Procedure: The Agency must maintain standards for periodically checking data for completeness, accuracy and timeliness. The CoC will also define and maintain a data quality plan to help all Agencies monitor data quality. The HMIS Agency Administrator will perform regular data quality checks using the Data Quality Plan. Any patterns of error will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct the data, data entry processes (if applicable) and will be monitored for compliance.

IX DATA QUALITY PLAN POLICY:

The Data Quality Plan is the official document pertaining to all data quality measures including but not limited to accuracy, completeness and timeliness. This should be referenced for all data quality standards. Any questions about materials in this document or items that are unclear should be addressed with the CoC Lead Agency or the HMIS Agency Administrator.

Procedure: The Data Quality Plan should be referenced and followed for all data quality procedures. Agencies must retain copies of this document and have available for all relevant staff members. If questions are left unaddressed, they should be brought to the attention of the HMIS Lead in a timely manner.

X AGENCY USER AGREEMENT:

All staff are required to sign a HMIS User Agreement and complete HMIS User Training before receiving access to the HMIS. Credentials will not be issued without a signed User Agreement being on file with the CoC Lead and the HMIS Agency Administrator.

Procedure: All HMIS training participants will be given a copy of the HMIS User Agreement at the conclusion of User training. Potential Users will be responsible for completing the User Agreement, obtaining the required signatures and returning the form to the HMIS Lead before User Credentials will be issued. Once all required paperwork is complete, User Credentials can be obtained by calling the HMIS Help Desk.

APPENDIX B: SHORT VERSION OF PRIVACY POLICY

Homeless Management Information System Summary of Privacy Notice

Introduction. HMIS is a computer system for data collection that was created to meet a requirement for the United States Congress. This requirement was passed in order to get a more accurate count for individuals and families who are homeless and to identify the need for various services. Many agencies use this system and share information.

Information in the HMIS System about you that we may share includes:

- 1) Basic identifying demographic data (name, address, phone number, date of birth).
- 2) The nature of your situation.
- 3) Services and referrals you receive from our agency.

Our ability to assist you depends on having certain personal identifying information. If you choose not to share the information we request, we reserve the right to decline services as doing so could jeopardize our status as a service provider. We assume that, by requesting services from our agency, you agree to allow us to collect information and to use or disclose it as described in this notice and otherwise as allowed or required by law.

Your personal data will be used only by this agency or others to which you are referred for services.

Confidentiality Rights: Maintaining the privacy and safety of those using our services is very important to us. This agency follows all confidentiality regulations and also has its own confidentiality policy.

Your Information Rights: As a client, you have the following rights:

- 1) Access to your record at your request.
- 2) Request a correction of your record.
- 3) File a grievance if you feel that you have been unjustly served, put at personal risk, harmed, or your personal information was not handled correctly.

When Information Is Disclosed: The full Privacy Notice sets forth situations when your personal information might be disclosed.

Benefits of HMIS and Agency Information Sharing: Allowing us to share your real name results in a more accurate count of individuals and services used. A more accurate count is important because it can help us and other agencies to meet the needs of our clients, such as:

- 1) Better identify and coordinate client need for services and to demonstrate types of assistance needed in our area.

- 2) Obtain additional funding and resources to provide services.
- 3) Plan and deliver quality services to you and your family.
- 4) Assist the agency to improve its work.
- 5) Keep required statistics for state and federal funders.
- 6) Promote coordination of services so your needs are better met.
- 7) Make referrals easier by reducing paperwork.
- 8) Avoid having to report as much information to get assistance from other agencies.

You may keep this summary of the policy. A copy of the full privacy notice is available upon request.

APPENDIX C: EMPLOYEE ACKNOWLEDGMENT

Agency Name

Employee Acknowledgment of Privacy Notice

I, _____, hereby acknowledge that I have received, read and pledge to comply with the Homeless Management Information System Privacy Notice.

Date

Name

PUBLIC HOUSING PREFERENCE

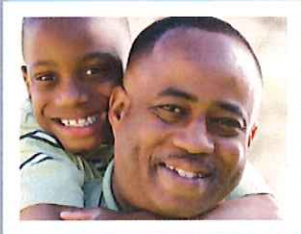
St. Louis Housing Authority

ACOP

Admissions & Continued Occupancy Policy

Revised: July 23, 2015

St. Louis Housing Authority
3520 Page Boulevard
St. Louis, Missouri 63106



ST. LOUIS
HOUSING
AUTHORITY

St. Louis Housing Authority | www.slha.org

not these developments are consistent with its local goals and annual plan. If the development is not consistent with local goals SLHA may skip a family on the waiting list to reach another family in an effort that would further the goals of deconcentration.

6.5 Waiting List Preferences

SLHA has established a preference system for admission to its public housing program. SLHA uses the following local preference system:

- Employed, elderly or disabled
- Enrolled in or recently graduated from a job training or educational program

6.5.1 Employed, Elderly, Disabled, Veteran or Homeless Preference

An applicant qualifies for this preference if the family meets the definitions below. SLHA will only apply the preference points once to each family if the applicant family meets more than one definition under this preference.

6.5.1.1 Employed

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

6.5.1.2 Elderly

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

6.5.1.3 Disabled

An applicant qualifies for this preference if the head of household, spouse, life partner or sole member is a person with disabilities; or two or more adult persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. A person who is under a disability, as defined in Section 233 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). People who are diagnosed with alcoholism or drug abuse are not part of the definition of disabled. SLHA does recognize an applicant, family, or spouse, life partner with HIV as a disabled person.

6.5.1.4 Veteran

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

6.5.1.5 Homeless

An applicant qualifies for this preference if the head of household, spouse or life partner of the applicant presents evidence to SLHA that the family is homeless by meeting one of the following definitions:

- An individual or family who lacks a fixed, regular and adequate nighttime residence meaning:
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements

- (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals)
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
 - A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground
- Unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless under this definition, but who-
 - Have experienced a long term period, more than 60 days, without living independently in permanent housing; and
 - Have experienced persistent instability as measured by frequent moves, more than two moves in 60 days, over such period; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability or multiple barriers to employment

6.5.2 Enrolled In or Recently Graduated from a Job Training or Educational Program

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

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

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

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

6.6 Order of Selection [24 CFR 960.206(e)]

Families will be selected from the waiting list based on preference. Each preference will receive an allocation of points. If an applicant qualifies for more than one preference, the points for each preference are added together to determine the ranking on the waiting list. Among applicants with equal preference status, the waiting list ranking is determined by date and time of receipt of the

application. Applicants that do not qualify for any preferences will be placed on the waiting list based on time and date of application. Points will be assigned as follows:

Pt. Value Assigned	Criteria
20	Employed, Elderly or Disabled
15	Enrolled in or recently graduated from a job training or educational program
5	Homeless
5	A person who served in the active military and who was discharged

When selecting applicants from the waiting list SLHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. SLHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features. By matching unit and family characteristics, it is possible that families who have a lower ranking on the site based waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference points. In addition, families may be selected to satisfy deconcentration or income mixing and income targeting requirements. This may also result in families with a lower ranking on the site-based waiting list, receiving an offer of housing ahead of families with an earlier date and time of application or higher preference points.

6.7 Verification of Local Preference

An applicant's entitlement to a local preference will be accepted without verification at the initial application. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified. Applicants that cannot verify the claimed preferences will be denied the preference placed on the waiting list without the preference points and re-ranked based on the date and time of the application. If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family could not verify their eligibility for the preference as of the date of application, the family will be removed from the list. All preferences will be verified in accordance with the verification procedures outlined in Chapter 9.

6.8 Preference Denial

If SLHA denies a preference, SLHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld, as a result of the review or the applicant does not request a review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against. If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

6.9 Notification of Selection

SLHA will notify the family by first class mail when it is selected from the waiting list at least five (5) business days prior to appointment. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview

HOUSING CHOICE VOUCHER PREFERENCE



ST. LOUIS
HOUSING
AUTHORITY

HOUSING CHOICE VOUCHER PROGRAM
Administrative Plan



Approved: October 30, 2014

Revision No. 4

St. Louis Housing Authority

ACOP

Admissions & Continued Occupancy Policy

Revised: July 23, 2015

St. Louis Housing Authority
3520 Page Boulevard
St. Louis, Missouri 63106



ST. LOUIS
HOUSING
AUTHORITY

St. Louis Housing Authority | www.slha.org

6.4.3 Disability Preference [24 CFR 982.207]

This preference applies to a person or family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. A person who is under a disability, as defined in Section 233 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). People who are diagnosed with alcoholism or drug abuse are not part of the definition of disabled. SLHA does recognize an applicant or family or spouse of household with HIV as a disabled person (Adopted in Board Resolution).

6.4.4 Victims of Domestic Violence

To qualify for this preference an applicant must present evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home. Suitable evidence can be provided from law enforcement officials or social service agencies that have adequate knowledge of the family's living situation.

6.4.5 Homeless

To qualify for this preference an applicant must present evidence to SLHA that the family is homeless by meeting one of the following definitions:

- An individual or family who lacks a fixed, regular and adequate nighttime residence meaning:
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals)
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
 - A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground
- Unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless under this definition, but who-
 - Have experienced a long term period, more that 60 days, without living independently in permanent housing; and
 - Have experienced persistent instability as measured by frequent moves, more than two moves in 60 days, over such period; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability or multiple barriers to employment

application. Applicants that do not qualify for any preferences will be placed on the waiting list based on time and date of application. Points will be assigned as follows:

Pt. Value Assigned	Criteria
20	Employed, Elderly or Disabled
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FY2016 - Performance Measurement Module (Sys PM)

Summary Report for MO-501 - St.Louis City CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

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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.

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	1867	2314	2852	110	57	68	11	50	40	39	-1
1.2 Persons in ES, SH, and TH	2750	3111	3548	238	131	124	-7	90	66	62	-4

b.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	2917	-	105		-	43	
1.2 Persons in ES, SH, and TH	-	3638	-	170		-	76	

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	262	280	36	23	8%	8	14	5%	22	15	5%	52	19%
Exit was from TH	529	486	25	24	5%	33	19	4%	43	24	5%	67	14%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	143	235	7	26	11%	10	9	4%	4	7	3%	42	18%
TOTAL Returns to Homelessness	934	1001	68	73	7%	51	42	4%	69	46	5%	161	16%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2016 - 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).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1312	1248	-64
Emergency Shelter Total	554	567	13
Safe Haven Total	24	0	-24
Transitional Housing Total	622	583	-39
Total Sheltered Count	1200	1150	-50
Unsheltered Count	112	98	-14

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	3195	3196	3662	466
Emergency Shelter Total	2274	2305	2889	584
Safe Haven Total	0	0	0	0
Transitional Housing Total	1120	1097	971	-126

FY2016 - 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 FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	606	828	823	-5
Number of adults with increased earned income	94	46	36	-10
Percentage of adults who increased earned income	16%	6%	4%	-2%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	606	828	823	-5
Number of adults with increased non-employment cash income	220	140	114	-26
Percentage of adults who increased non-employment cash income	36%	17%	14%	-3%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	606	828	823	-5
Number of adults with increased total income	290	180	142	-38
Percentage of adults who increased total income	48%	22%	17%	-5%

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	260	342	351	9
Number of adults who exited with increased earned income	57	30	45	15
Percentage of adults who increased earned income	22%	9%	13%	4%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	260	342	351	9
Number of adults who exited with increased non-employment cash income	58	44	60	16
Percentage of adults who increased non-employment cash income	22%	13%	17%	4%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	260	342	351	9
Number of adults who exited with increased total income	109	73	99	26
Percentage of adults who increased total income	42%	21%	28%	7%

FY2016 - 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 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2574	2610	2920	310
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.	420	424	595	171
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)	2154	2186	2325	139

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	3098	3104	3341	237
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.	652	652	750	98
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.)	2446	2452	2591	139

FY2016 - 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 the FY2016 Resubmission 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 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	87	87
Of persons above, those who exited to temporary & some institutional destinations	0	0	1	1
Of the persons above, those who exited to permanent housing destinations	0	0	3	3
% Successful exits			5%	

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

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	2218	2989	2892	-97
Of the persons above, those who exited to permanent housing destinations	654	882	711	-171
% Successful exits	29%	30%	25%	-5%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	2657	1759	1675	-84
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2218	1651	1615	-36
% Successful exits/retention	83%	94%	96%	2%

FY2016 - SysPM Data Quality

MO-501 - St.Louis City 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.

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	521	502	533	650	654	693	667	622	1447	1619	1349	1396								
2. Number of HMIS Beds	322	0	154	460	606	0	0	533	1364	0	40	1116								
3. HMIS Participation Rate from HIC (%)	61.80	0.00	28.89	70.77	92.66	0.00	0.00	85.69	94.26	0.00	2.97	79.94								
4. Unduplicated Persons Served (HMIS)	1660	2047	1984	2354	1417	1184	1097	971	1484	1651	1788	1698	869	1084	1071	545	0	0	0	38
5. Total Leavers (HMIS)	1455	1819	1677	1993	890	697	640	575	184	180	283	305	75	155	774	25	0	0	0	3
6. Destination of Don't Know, Refused, or Missing (HMIS)	862	1094	1071	1073	102	35	56	31	52	29	6	10	19	20	430	2	0	0	0	0
7. Destination Error Rate (%)	59.24	60.14	63.86	53.84	11.46	5.02	8.75	5.39	28.26	16.11	2.12	3.28	25.33	12.90	55.56	8.00				0.00

2017 HDX Competition Report

PIT Count Data for MO-501 - St.Louis City CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	1248	1336
Emergency Shelter Total	567	650
Safe Haven Total	0	0
Transitional Housing Total	583	544
Total Sheltered Count	1150	1194
Total Unsheltered Count	98	142

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	168	151
Sheltered Count of Chronically Homeless Persons	132	81
Unsheltered Count of Chronically Homeless Persons	36	70

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	146	172
Sheltered Count of Homeless Households with Children	146	172
Unsheltered Count of Homeless Households with Children	0	0

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	124	140	169
Sheltered Count of Homeless Veterans	99	137	158
Unsheltered Count of Homeless Veterans	25	3	11

2017 HDX Competition Report

HIC Data for MO-501 - St.Louis City CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	658	74	436	74.66%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	680	105	535	93.04%
Rapid Re-Housing (RRH) Beds	65	0	51	78.46%
Permanent Supportive Housing (PSH) Beds	1764	0	1417	80.33%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	3,167	179	2439	81.63%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	119	513

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC		21

2017 HDX Competition Report

HIC Data for MO-501 - St.Louis City CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC		65

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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Measure 1: Length of Time Persons Remain Homeless

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a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

2017 HDX Competition Report FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	1867	2314	2852	110	57	68	11	50	40	39	-1
1.2 Persons in ES, SH, and TH	2750	3111	3548	238	131	124	-7	90	66	62	-4

b.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	2917	-	105		-	43	
1.2 Persons in ES, SH, and TH	-	3638	-	170		-	76	

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	262	280	36	23	8%	8	14	5%	22	15	5%	52	19%
Exit was from TH	529	486	25	24	5%	33	19	4%	43	24	5%	67	14%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	143	235	7	26	11%	10	9	4%	4	7	3%	42	18%
TOTAL Returns to Homelessness	934	1001	68	73	7%	51	42	4%	69	46	5%	161	16%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2017 HDX Competition Report

FY2016 - 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).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1312	1248	-64
Emergency Shelter Total	554	567	13
Safe Haven Total	24	0	-24
Transitional Housing Total	622	583	-39
Total Sheltered Count	1200	1150	-50
Unsheltered Count	112	98	-14

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	3195	3196	3662	466
Emergency Shelter Total	2274	2305	2889	584
Safe Haven Total	0	0	0	0
Transitional Housing Total	1120	1097	971	-126

2017 HDX Competition Report

FY2016 - 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 FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	606	828	823	-5
Number of adults with increased earned income	94	46	36	-10
Percentage of adults who increased earned income	16%	6%	4%	-2%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	606	828	823	-5
Number of adults with increased non-employment cash income	220	140	114	-26
Percentage of adults who increased non-employment cash income	36%	17%	14%	-3%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	606	828	823	-5
Number of adults with increased total income	290	180	142	-38
Percentage of adults who increased total income	48%	22%	17%	-5%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	260	342	351	9
Number of adults who exited with increased earned income	57	30	45	15
Percentage of adults who increased earned income	22%	9%	13%	4%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	260	342	351	9
Number of adults who exited with increased non-employment cash income	58	44	60	16
Percentage of adults who increased non-employment cash income	22%	13%	17%	4%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	260	342	351	9
Number of adults who exited with increased total income	109	73	99	26
Percentage of adults who increased total income	42%	21%	28%	7%

2017 HDX Competition Report

FY2016 - 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 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2574	2610	2920	310
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.	420	424	595	171
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)	2154	2186	2325	139

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	3098	3104	3341	237
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.	652	652	750	98
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.)	2446	2452	2591	139

2017 HDX Competition Report
FY2016 - 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 the FY2016 Resubmission 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 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	87	87
Of persons above, those who exited to temporary & some institutional destinations	0	0	1	1
Of the persons above, those who exited to permanent housing destinations	0	0	3	3
% Successful exits			5%	

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

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	2218	2989	2892	-97
Of the persons above, those who exited to permanent housing destinations	654	882	711	-171
% Successful exits	29%	30%	25%	-5%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	2657	1759	1675	-84
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2218	1651	1615	-36
% Successful exits/retention	83%	94%	96%	2%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

MO-501 - St.Louis City 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.

2017 HDX Competition Report

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	521	502	533	650	654	693	667	622	1447	1619	1349	1396								
2. Number of HMIS Beds	322	0	154	460	606	0	0	533	1364	0	40	1116								
3. HMIS Participation Rate from HIC (%)	61.80	0.00	28.89	70.77	92.66	0.00	0.00	85.69	94.26	0.00	2.97	79.94								
4. Unduplicated Persons Served (HMIS)	1660	2047	1984	2354	1417	1184	1097	971	1484	1651	1788	1698	869	1084	1071	545	0	0	0	38
5. Total Leavers (HMIS)	1455	1819	1677	1993	890	697	640	575	184	180	283	305	75	155	774	25	0	0	0	3
6. Destination of Don't Know, Refused, or Missing (HMIS)	862	1094	1071	1073	102	35	56	31	52	29	6	10	19	20	430	2	0	0	0	0
7. Destination Error Rate (%)	59.24	60.14	63.86	53.84	11.46	5.02	8.75	5.39	28.26	16.11	2.12	3.28	25.33	12.90	55.56	8.00				0.00

2017 HDX Competition Report

Submission and Count Dates for MO-501 - St.Louis City CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/25/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/1/2017	Yes
2017 HIC Count Submittal Date	5/2/2017	Yes
2016 System PM Submittal Date	6/3/2017	Yes

September 13, 2017

Sent via email to liz.hagar-mace@dmh.org and judy.johnson@dmh.org and via USPS

Liz Hagar Mace &
Judy Johnson
Department of Mental Health
1706 E Elm
Jefferson City, MO 65102

RE: DMH's FY2017 CoC Funding Applications (renewals)

Dear Liz and Judy,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous conversations about R&R's evaluation of DMH's eight (8) renewal application for various Shelter Plus Care PSH Programs. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

All DMH renewal applications were accepted. All renewal projects scored very well. In fact, "SZB Chronic" was our CoC's highest scoring project. All DMH projects received scores sufficient to secure placement in Tier One. All projects were recommended for a 100% funding renewal pursuant to our CoC's 2017 GIW.

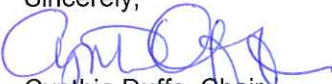
That said, R&R, based on technical assistance received from City DHS and Homefull, could not recommend funding Places at Page at an amount over \$79,659 though \$189,351 was requested. It is our understanding that per pending NOFA rules, HUD will not accept a funding request for this and other renewals over the project's "total ADR amount" stated in the GIW, unless the project applies and is selected for new project expansion funding. Fortunately, at least for the stability of Places at Page and its tenants, the project's annual amount of S+C rental assistance had been between \$75,000 and \$80,000 per annum (averaged).

Moreover, funding for "SCL TRA" was requested at a rate of \$1,486,844 though the GIW "total ADR amount" is \$1,585,523; the maximum funding available was recommended rather than the amount requested. Hopefully the added \$98,680 awarded to "SCL TRA" will mitigate any negative impact caused by the funding recommendation less than that requested for Places at Page.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If DMH wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,


Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to rich.laplume@depaulusa.org and Suzanne.kenyon@depaulusa.org and via USPS

Rich Laplume &
Suzanne Kenyon
DePaul USA
2904 Arsenal
St. Louis MO 63116

RE: Depaul USA's FY2017 CoC Funding Applications (renewals)

Dear Rich and Suzanne,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous person conversations about R&R's evaluation of DePaul USA's 3 renewal project applications for Project MORE, Project PLUS and St. Lazzare. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Depaul USA renewal project application for all three projects were accepted and scored high enough to be ranked in Tier One. All projects were also recommended for a 100% funding renewal.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If DePaul USA wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to kconnors@gatewayhomeless.org and via USPS

Kathy Connors
Executive Director
Gateway 180
1000 N 19th Street
St. Louis MO 63106

RE: Gateway 180's FY2017 CoC Funding Applications (renewal and expansion)

Dear Kathy,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations about R&R's evaluation of Gateway 180's renewal and expansion project applications for your Gateway to Home RRH project. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Gateway 180's renewal project application was accepted and scored high enough to be ranked in Tier One. The project was also recommended for a 100% funding renewal.

Gateway 180's new (expansion) project application was accepted and also recommended for bonus project funding. That said, it was our recommendation that the three applicants for new RRH projects (your agency, Employment Connections and Arch City) submit a single collaborative application under which your agency was recommended to administer \$74,000 of the total \$728,630 bonus project request.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Gateway 180 wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to lpennington@ccstl.org and via USPS

Laura Pennington
Chief Executive Officer
Queen of Peace Center
325 N Newstead
St. Louis MO 63108

RE: Queen of Peace's FY2017 CoC Funding Application (renewal)

Dear Laura,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations with your staff about R&R's evaluation of Queen of Peace's renewal application for the QoP PSH project. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

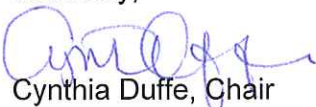
Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

QoP's renewal project application was accepted and scored high enough to be ranked in Tier One. The project was also recommended for a 100% funding renewal.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded projects in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If QoP wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to lbrandt@covenanthousemo.org and via USPS

Lori Brandt
Director, Clinical Services
Covenant House MO
2727 N Kingshighway
St. Louis MO 63113

RE: Covenant House MO's FY2017 CoC Funding Application (renewal)

Dear Lori,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations with your staff about R&R's evaluation of Covenant House's renewal application for your Transitional Living Program. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Covenant House's renewal project application was accepted and ultimately was recommended for placement in Tier One, despite its low score and rank, because it of it is the only CoC funded project serving Youth. The project was also recommended for a 100% funding renewal.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Covenant House wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to nhughes@ywcastlouis.org and via USPS

Nicole Hughes
PSH Director
YWCA Metro St. Louis
3820 West Pine Blvd.
St. Louis MO 63108

RE: YWCA's FY2017 CoC Funding Application (renewal)

Dear Nicole,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations with your staff about R&R's evaluation of YWCA's renewal application for your YWCA PSH Program. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

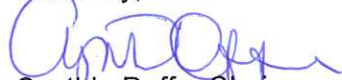
Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

YWCA's renewal project application was accepted and scored high enough to be ranked in Tier One. The project was also recommended for a 100% funding renewal.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If YWCA wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to [jyancey@placesforpeople.org](mailto: jyancey@placesforpeople.org) and via USPS

Joe Yancey
Executive Director
Places for People
4130 Lindell Blvd
St. Louis MO 63108

RE: Places for People's FY2017 CoC Funding Application (renewal)

Dear Joe,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations with your staff about R&R's evaluation of PfP's renewal application for your Hope for Families PSH Program. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

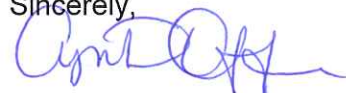
Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

PfP's renewal project application was accepted and scored high enough to be ranked in Tier One. The project was also recommended for a 100% funding renewal.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If PfP wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me ([cduffe@ndconsulting.com](mailto: cduffe@ndconsulting.com)) and Cassandra Kaufman ([ckaufman@stlmhb.com](mailto: ckaufman@stlmhb.com)) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to ojones@doorwayshousing.org and via USPS

Opal Jones
Executive Director
Doorways
4285 Maryland Ave
St. Louis MO 63108

RE: DOORWAYS FY2017 CoC Funding Applications (renewals and new projects)

Dear Opal,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous person conversations with your staff about R&R's evaluation of DOORWAYS renewal and new projects applications. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

DOORWAYS renewal projects included (1) Delmar PSH, (2) Cooper House, (3) Jumpstart.

All DOORWAYS' renewal project applications were accepted and scored high enough to be ranked in Tier One. All projects were recommended for 100% funding renewals.

All DOORWAYS' new project applications were accepted and scored well. That said, neither application was recommended for Tier 2 recaptured funding or bonus project funding. Though your new project applications were well presented, we ultimately selected other strong projects that we believed will best advance our CoC competitive scoring in the future by filling existing systems gaps.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded projects in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If DOORWAYS wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment



September 13, 2017

Sent via email to tharvey@archcitydefenders.org and via USPS

Thomas Harvey
Executive Director
Arch City Defenders
1210 Locust Street
Saint Louis MO 63103

RE: Arch City's FY2017 CoC Funding Applications (new projects)

Dear Thomas,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous conversations about R&R's evaluation of Arch City's application for new project funding. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Arch City submitted 2 applications for new project funding. The application for your Sustainable Legal Solutions (SLS) Program was accepted. It was also recommended for bonus project funding. That said, it was recommended that the three applicants requesting new RRH projects (your agency, Gateway 180 and Employment Connections) submit a single collaborative application under which Arch City would administer \$65,000 of the total \$728,630 available for bonus projects. The recommendation that Arch City administer \$65,000 of the bonus project funding is equal to 100% of the funding requested in your application.

The application for the proposed Housing Empowerment Law Project (HELP) was received but rejected (not considered for funding). Though the proposal was well developed and sought funding for support services that are badly needed by the households our CoC service, the FY2017 HUD CoC NOFA does not allow for support services only funding requests, unless the support services only funding request is directly tied to the expansion of services needed to advance our local Coordinated Entry System.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Arch City wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,

Cynthia Duffe, Chair
Rank & Review Committee

Attachment



Saint Louis City
**Continuum
of Care**

Making moves that #endhomelessness
makingmovesSTL.org

September 13, 2017

Sent via email to Kesseld@employmentstl.org and via USPS

David Kessel, COO
Employment Connections
2838 Market Street
St. Louis MO 63103

RE: Employment Connection's FY2017 CoC Funding Applications (renewal and bonus project)

Dear David,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous person conversations about R&R's evaluation of Employment Connections renewal and bonus project applications. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Employment Connections renewal project application for Project Homecoming PSH was accepted and scored high enough to be ranked in Tier One. The project also recommended for a reallocation (reduction) in its funding award for historic under-spending of CoC funds. The total funding recommended for this project is \$166,500 (a \$15,000 annual reduction).

Employment Connections new project application was accepted and also recommended for bonus project funding. That said, it was our recommendation that the three applicants for new RRH projects (your agency, Gateway 180 and Arch City) submit a single collaborative application under which your agency was recommended to administer \$589,630 of the total \$728,630 bonus project request.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Employment Connections wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,

Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to hhdc02@sbcglobal.net and via USPS

Shanna Nieweg
Executive Director
Horizon Housing Development Corp.
3001 Arsenal Street
Saint Louis MO 63118

RE: Horizon Housing's FY2017 CoC Funding Application (new project)

Dear Shanna,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous conversations about R&R's evaluation of Horizon Housing's application for new project funding. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.


Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Horizon Housing's application was accepted. It was also recommended for funding award of \$182,151. Based on your project's rank of #1 among new project applications and other R&R new project selection criteria, your funding request is the second project recommended in Tier Two. If our CoC Tier Two requests are fully funded by HUD, your new project will be funded with recaptured CoC funding previously awarded to other CoC projects.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Horizon Housing wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,


Cynthia Duffe, Chair
Rank & Review Committee

Attachment

September 13, 2017

Sent via email to breece@hopehousetl.org and via USPS

Bonnie Reese
Executive Director
St. Louis Transitional Hope House
1611 Hodiamont Ave
St. Louis MO 63112

RE: Hope House's FY2017 CoC Funding Application (renewal)

Dear Bonnie,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on our previous conversations about R&R's evaluation of Hope House's renewal application for Hope House PSH. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

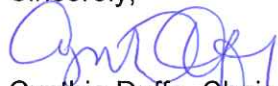
Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.

Hope House's renewal project application was accepted. Regrettably the project score coupled with other ranking criteria caused Hope House to rank last place among renewal projects and therefore falls in part in Tier One (\$91,600) and in part in Tier Two (\$474,583). The project was recommended for a 100% funding renewal.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded project in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If Hope House wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,



Cynthia Duffe, Chair
Rank & Review Committee

Attachment



September 13, 2017

Sent via email to lphillips@stpatrickcenter.org and via USPS

Laurie Phillips
Chief Executive Officer
St. Patrick Center
800 N. Tucker
St. Louis MO 63101

RE: St. Patrick Center's FY2017 CoC Funding Applications (renewals)

Dear Laurie,

I am writing on behalf of our CoC Rank & Review Committee (R&R) to follow up on previous telephone and in person conversations about R&R's evaluation of several St. Patrick's renewal projects. I also write to memorialize final committee recommendations presented to and ratified by the CoC Executive Board on August 29, 2017 and then the City of St. Louis' PSA Committee on August 30, 2017.

Attached is a summary of conclusions drawn by R&R when evaluating all renewal and new project applications, including each project's score, rank and recommended funding amount.


St. Pat's evaluated projects included (1) Rosati House, (2) Project Protect, (3) Home Again, (4) PSH, (5) Coordinated Entry (though not ranked per R&R policy).

All St. Pat's renewal project applications were accepted and scored high enough to be ranked in Tier One. As previously discussed, R&R's evaluation of Rosati concluded with a recommended recapture of \$70,184, reducing your maximum award for FY2017 to \$467,798. In addition, St. Pat's renewal applications for Home Again and PSH offered voluntary recapture amounts equaling \$88,152 and \$9,000 respectively. R&R's recommendations included reducing these project's funding requests in accordance with your Agency's suggestions.

R&R looks forward to sitting down with you and your staff to share and discuss our findings in detail, to set goals for advancing our system-wide performance through your CoC funded projects in FY2017 and to get feedback on our process for this funding round so we can improve our process moving forward. A committee member will reach out to you directly in the upcoming weeks to schedule a meeting time.

If St. Patrick's Center wishes to appeal any of the R&R recommendations ratified by the CoC Executive Board, please indicate so by sending a brief email to me (cduffe@ndconsulting.com) and Cassandra Kaufman (ckaufman@stlmhb.com) no later than 5pm on September 15, 2017.

Sincerely,


Cynthia Duffe, Chair
Rank & Review Committee

Attachment