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: CA-518 - Vallejo/Solano County CoC

1A-2. Collaborative Applicant Name: Community Action Partnership of Solano - JPA

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Community Action Partnership of Solano - JPA

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)	Yes	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	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Faith based representative	Yes	Yes
Business representative	Yes	Yes

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)

Housing First Solano CoC (HFS) SOLICITS STAKEHOLDER INPUT thru monthly public, Brown Act-noticed mtgs, email solicitations thru a wide variety of listserves, & task & pop specific cmttes, incl HMIS, Youth/PIT Count, Perf. & Eval, Governance, Veterans Outreach (by-name list), CE Wrkgrp, & Regional Strat. Plan. New members are encouraged to join thru regular invites & all members can vote at mtgs. HFS Bd/staff also collaborate w/ jurisdictional policy councils, homeless roundtable/coalition, policymakers, business, faith-based, & community leaders to solicit feedback HFS TAKES INFO GATHERED TO IMPROVE APPROACHES: McKinney-Vento Liaison serves on HFS Bd & PIT Comm & provided CoC w/ expert advice on develop of Educ/Family policies & annual trng & informed PIT methodology for youth/families. Caminar (CoC grantee) rep is CoC Bd Chair & provides expertise re: mentally ill/dual diagnosed homeless indivs & took over CE Wrkgrp helping make P&P/intake trauma-informed w/ cultural competence

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

INVITE PROCESS: HFS solicits new members thru annual email solicitation process & monthly Brown Act postings/distribution process. Also solicit thru regular outreach to basic needs listserve, low income provider groups, municipal websites/listserves, & local homeless coalitions. Members can join thru email, web, at mtgs, or contact w/ staff OTHER SOLICITATION: Signif outreach conducted to diverse stakeholders thru regional strategic planning, incl 2 city wide townhalls, 10 subpopulation specific focus group meetings w/ consumers & providers & signif advertising/surveying SPECIAL OUTREACH TO HOMELESS PERSONS: HFS staff visited shelters & service providers to directly speak w/ & inform persons experiencing hn about the work conducted by HFS. This incl at park food distrib & centralized food distrib sites & at Stand Down for veterans & joining homeless outreach teams in encampments. HFS added a formerly homeless indiv to the CoC Bd thru this outreach & others attended CoC events

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)

PUBLIC NOTICE: HFS is OPEN TO ALL ELIGIBLE PROPOSALS & DOESN'T REQUIRE PREVIOUS COC FUNDING EXPER. Proposals were solicited online (HFS & local juris' websites) & via email (multiple listservs, 150+, mostly non-CoC funded entities from across County) & solicitation stated new applicants were encouraged to apply. HFS held TA wrkshp on 7/14 for all applicants to cover the funding avail, elig. partic & activities, & submission process. TA wrkshp incl new applicant primer on NOFA/local process, incl live esnaps demo. 5 new agencies attended. HFS approved scoring tools & funding priorities on 4/26 at open, publicly-noticed mtg & posted on website. PROJECT SELECTION: HFS used CoC- approved neutral competition process to eval projects where new & renewal projects eval w/ 100-point objective scoring tools. New projects not penalized for lack of exper w/ HUD grants; renewal projects didn't get bonus points for HUD exper. Projects eval by a R&R Panel of 4 non-conflicted community providers

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)	Not Applicable
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)	
CSBG: hsg/svc for CH, vets, fams w/ kids	Yes

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)

ESG RECIPIENT: State of CA. ESG INPUT: HFS staff/ldrship provided written/mtg input to State when it redesigned ESG allocation. HFS partners w/ Sacramento Housing & Redevelopment Agency to receive noncompetitive ESG

RRH funds. HFS/SHRA held local R&R to prioritize local allocation & use of funds. HFS monitors ESG recip thru APR data collected in HMIS & reports on program outcomes CON PLAN JURISDICTIONS (CP): HFS works with all 4 CP: State of CA, Fairfield, Vacaville, Vallejo. Local CP reps sit on HFS & Collab App Board & Strategic Plan Comm. HFS regularly reports HIC/PIT, SPM, Ex 1, HMIS data to CP thru mtgs & regular corresp. ESG recipient/HFS staff report perf. outcomes to State CoC leadership/CP reps meet regularly and collab on 5-year regional strategic plan to address hn/affordable hsg w/in CP, including req'ts to build deeply affordable hsg, 5 yr goals for PSH for hn indiv/fams & commitments to accept referrals from CE System. HFS partic in State webinars, attend conferences

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)

HFS has written standards for serving DV survivors to ensure PRIVACY, SAFETY & CHOICE IN HOUSING, SERVICES, & LOCATION. CE helps HFS assess DV SURVIVORS & SURVIVOR FAMILIES & refer them to VSPs and/or develop aprop hsg & CRISIS-INFORMED SERVICES to prevent further trauma. CoC, ESG, CSBG, & HHS-funded VSPs, faith-based orgs, & private orgs provide SECURE, NON-SITE ID'd HSG & SERVICES (incl health/beh health, child care, food, clothing, transport, jobs, etc). They use CONNECTIONS to collab w/ providers w/in & BEYOND THE COUNTY. HFS's Collab App Bd member serves on survivors'-focused, DOJ-funded FAMILY JUSTICE CENTER's Bd. Accding to CE/HFS P&P's: location kept confidential; no DV victim is denied hsg or services due to DV status; providers rcving DV referral will know client is a survivor & utilize trauma-informed care/safety protocols; no data put into HMIS but private, comparable database & no release w/o client consent; DV survivors asked if they prefer VSP or non-VSP hsg program

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)

Primary VSP provider & VSP shelter are both HFS members & vote in regular mtgs. TRAINING is provided ANNUALLY to entire HFS on best practices regarding DV, most recently on 8/23/17. Incl trauma informed care, motivational interviewing, & needs of DV victims. CE wrkgrp/entry pts receive regular trng for intake specific concerns like client safety & confidentiality to protect DV clients. HFS utilizes self-reported DV data in HMIS (VI-SPDAT) to determine prevalence of past DV experience & collects DV info during annual HIC/PIT. DV data collected thru outreach for year-long strategic plan creation & bi-annual community needs assessment in order to ID gaps & inform planning for DV/hn

needs/services. HFS also receives annual data from SafeQuest for PIT/HIC. DV incl in SPM reporting & tracking. HFS CE P&P incl provisions to protect DV survivor privacy, confidentiality, & safety, incl protocols for emergy transfers, collection of PII, & eligibility & prioritization for homelessness services

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
City of Suisun City Public Housing Authority	1.00%	No
City of Fairfield Public Housing Authority	8.00%	Yes-HCV
City of Vacaville Public Housing Authority	4.40%	No
City of Vallejo Public Housing Authority	15.00%	No
City of Benicia Public Housing Authority	0.00%	No

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

1C-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)

HFS Board has thee of the heads of the PHAs as CoC Bd & Collab Applicant Bd members (Vallejo, Vacaville, & Suisun City) and other PHAs (Fairfield & Benicia) have jurisdictional reps on both Bds. All 5 are represented on the Regional Strategic Planning Committee. HFS works closely w/ these PHA's on homeless & housing issues & has encouraged the adoption of a homeless pref. Over the past year, HFS has collaborated with the PHAs on the development of a 5-year Regional Strategic Plan to respond to homelessness in Solano. Through this work, all have made a commitment to develop a homeless preference and increase the percentage of new admissions incr over the 5-year period. Future steps in implementing the adoption of a preference incl continued outreach to PHAs re: affordable housing strategies, sourcing of afford hsg stock, incr wrap around services for funding for persons in PHAs. Outreach already in progress as Fairfield has allocated funding for afford hsg develop & adopted HCV pref

**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 effecctively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Idenity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)**

2017 PIT Count showed 8% of the adult population and 14% of the youth population currently identify as LGBT+. HFS seeks the guidance of LGBT+ advocates for program design, including First Place for Youth and Seneca. Consideration of LGBT+ needs, including for the protections of the Equal Access Rule, are codified in the CoC's Written Standards & CE P&Ps. PPF is supporting the CE Work Group in addressing LGBT+ subpopulation needs.

HFS Solano holds annual trng on equal access/nondiscrimination (last on 6/22/16) at General membership mtgs & materials are available. Equal Access issues are also incorporated into other trngs on related issues such as Housing First (2/22/17; 4/26/17) and Fair Housing ordinances (6/22/16; 10/25/17). Equal Access was also discussed during VI-SPDAT trainings (6/29/17).

POLICY: Equal Access Rule codified in CoC's Written Standards & P&P & HFS adopted expanded non-discrim/Equal Access policy on 9/20/17. Policy is enforced through trng, TA, & monitoring.

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:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders	X
Implemented communitywide plans:	X
No strategies have been implemented	
Other:(limit 50 characters)	
Community education sessions through strat plan	X
HOT team with service providers	X

When "No Strategies have been implemented" is selected no other checkbox may be selected.

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

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)

N/A

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:	X
Health Care:	X

Mental Health Care:	X
Correctional Facilities:	X
None:	

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

Instructions

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

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)

1) In R&R process, HFS takes into account the needs & vulnerabilities of a diverse range of the hardest-to-serve pops, incl: LOW/NO INCOME; SUBSTANCE ABUSE; CRIM RECORDS; CH; DV HISTORY; LGBTQ STATUS; BEH HEALTH/HEALTH/DISABILITY; HIGH USE OF ER; VULNERABILITY TO ILLNESS/DEATH; & VULNERABILITY TO VICTIMIZATION.

2) Although projects are initially scored primarily on objective, perf-based criteria from the scoring tools, HFS recognizes that pops w/ highest needs & vulnerabilities can be more difficult to serve, thus impacting perf outcomes. R&R panelists are trained to recognize & understand the impact that serving these pops may have on project perf & given 2 point discretion when scoring. Special consideration is specifically given during R&R by awarding pts to projects DEDICATED TO CH (5 pts renewal, 5 pts new), committed to HOUSING FIRST

(5 pts renewal, 10 pts new), & to projects serving PEOPLE W/ THE HIGHEST NEED, per #1 above (5 pts renewal, 5 pts new).

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	X
Email	X
Mail	
Advertising in Local Newspaper(s)	
Advertising on Radio or Television	
Social Media (Twitter, Facebook, etc.)	X

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 2

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

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. **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.**	09/13/2017
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. **Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.**	09/13/2017

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? **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.**	Yes
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.	GC Pg. 1-4/ MOU
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?	Meidware Service Point
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	152	0	136	89.47%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	214	0	140	65.42%
Rapid Re-Housing (RRH) beds	102	0	89	87.25%
Permanent Supportive Housing (PSH) beds	217	0	115	53.00%
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)

Incr HMIS partic is a key priority for recently adopted 5-yr regional strategic plan to respond to hn
STEPS PLANNED TO INCR BED COVERAGE OVER 12 MOS for TH & PSH: 1) Collab App set aside $5000 for 2017 (addt'l 2018) for subsidized licenses as an incentive, 2) will provide free HMIS trng & TA 3) providing outreach to show the benefits of HMIS reporting tools & shared data, 4) engaging non-partic providers thru the CE implementation effort, which has much broader public campaign re: the benes of data to improve homeless system of care
STEPS WILL BE IMPLEMENTED BY:
HMIS Cmte will award the subsidies for new providers & HMIS Lead will provide trng/TA; Outreach is underway from CoC Committees/CE/CA. Targeted efforts to 2 TH providers is planned, 1 youth & 1 faith based. PSH coverage is already up 22% since 2016 & efforts will now be targeted to HUD-VASH by: 1) CoC staff regularly attend VA meetings to encourage partic in HMIS. 2) Work w/ VA & VA providers to identify barriers for CE/HMIS

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 8

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/01/2017

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.	01/24/2017
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)

NOT APPLICABLE. HFS DID NOT CHANGE the sheltered PIT count methodology. Methodology included a PIT Count Committee that met for months prior to the PIT Count and had significant stakeholder/subpopulation involvement; thorough outreach and training prior to the PIT count date; and contacting each provider and providing them with the agreed upon survey on the date of the PIT count. This survey asked for the number of individuals in their program on the night of the count and included subpopulation demographic information. The providers then returned the surveys to HFS. This methodology has proven to be effective given the engagement and outreach and because HFS is a smaller CoC with providers who are responsive.

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:	47
Beds Removed:	38
Total:	9

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?
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.

Yes

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)

DATA QUALITY IMPROVED BY:
Wrkg w/homeless outreach teams to ID ENCAMPMENTS/HARD TO REACH AREAS PRIOR TO PIT COUNT. HOT teams then enumerated id'd places, many unsafe for volunteers, & reported count to PIT staff to prevent duplication
HFS wrkd w/ expert PIT count provider Applied Survey Research to IMPROVE TRAINING by: a) increasing availability/frequency of onsite trng, b) creating online trng c) expanding trng for volunteers & homeless/formerly homeless guides on PIT count day to improve accuracy
HFS IMPROVED DATA COLLECTION BY INCL A SEPARATE YOUTH COUNT. HFS wrkd w/ youth servce providers/DOE/School Districts/McK-Vento Liaisons/youth to plan the count. Homeless youth navigators paired w/ enumerators to properly ID homeless youth at hotspots & to ID other youth-specific locations. Enumerators for the count deployed from Youth provider location. HFS also worked w/ school district to identify homeless youth & families
EFFECTIVE DATA QUALITY IMPROVEMENTS INCREASED UNSHELTERED COUNT

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)

METHODOLOGY: HFS worked w/expert Applied Survey Research to create the

plan for counting homeless youth. PIT Workgroup collab w/homeless youth providers, educators, youth to ID areas youth congregate prior to count. Homeless youth navigators paired w/volunteers to visit those places & properly ID homeless youth. The count was done in the afternoon based on provider/youth advice.
ENGAGEMENT: Local youth providers, DOE, School Districts, & McK-V Liaisons attended PIT Workgroup mtgs, partic in interviews, & provided input on PIT survey questions. PIT Wrkgrp met monthly as of 6/16. ASR & CoC staff also held 2 youth-focused stakeholder mtgs to ID hotspots for count & develop a plan for recruiting & organizing youth navigators. Once identified, youth helped in the planning & attended mtgs
YOUTH INVOLVEMENT: Seval homeless youth partic in the PIT planning process thru attendance at Wrkgrp & interviews & helping ID locations for count. Youth navigators were utilized on the day of the count

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)

HFS IMPROVED ABILITY TO COUNT thru improved year-round outreach & expanded PIT count planning. After 2015, held debrief, 6 mos prior to ‘17 count, PIT Wrkgrp began
CH: Yearlong strategic planning process incl signif outreach to CH indiv & fams thru focus groups, surveys, & issue summits & incorp that feedback. Greater integration of homeless outreach teams in PIT planning & count thru ID of encampments/hotspots
VETERANS: VA, VA-service providers & CoC staff who do VA by-name list(new since ‘15)utilized expanded outreach(incl use of list, Stand Down, encampment wrk)to increase veteran partic as navigators & in count
FAMILIES: PIT Wkrgrp incl family providers who provided outreach to fams w/ children to ensure partic as they are often reticient. McK-V Liaison helped organize mtg w/ all Liaisons & County Education leaders to discuss improved strategies for counting youth & fams. This year Liaisons called homeless fams on night of count to identify their location & family composition

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)

From FY15 to FY16 there was 188 person incr in FTH as reported by SPM (21%). Incr impacted by addit'l ES beds at Christian Help Center & increased CoC focus on id'ing & serving homeless fams impacted by 1-time crisis. HFS identifies the FTH RISK FACTORS thru the PIT Count surveys, a bi-annual CSBG needs assessment, the Regional Strat. Plan community engagement process & VI-SPDAT assessments. RF include loss of income, eviction/foreclosure, personal/familial medical crisis or instability, lack of discharge plan. HFS uses the data above & HMIS data to inform STRATEGIES TO PREVENT FTH, incl using a diversion & prev assessment for CE, providing trng on & a forum for sharing best practices, utilizing PARTNERSHIPS w/ local juris, PHAs, the VA, health providers, & jails to: improve discharge plan, improve employability & bolster prev services w/ special outreach, emerg assistance, eviction prev. & hsg location services RESPONSIBLE: HFS Bd & Strat Plan Implementation Wrkgrp

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)

HFS REDUCED average LOTH from FY15-16 by 39 nights in ES/SH and 71 nights in ES/SH/TH. Median in ES/SH reduced by 7 and ES/SH/TH reduced by 71, reflecting our changes in TH policies re length of stay. REDUCTION ACHIEVED by implementing CE & utilizing VI-SPDAT assessment to begin to

identify & prioritize for hsg referrals. Data used to prioritize those w/ longer time spent on the street or in ES/SH/TH for hsg. CoC adopted CPD-16-11 prioritizing CH w/ longer length of hn into written standards & CE. HFS also added new RRH thru ESG & PSH dedicated for CH (+54) to incr hsg options. Outreach & VI-SPDAT assessment thru CE IDENTIFIES clients w/ long LOTH & HMIS TRACKS those indiv to MATCH W/ AVAIL HSG. CE Staff wrk to get them hsg ready. HMIS & CE data used to ID which pops have longer LOTH. Housing First policies incr successful program entry by removing barriers. The data also guides planning/allocation decisions w/ respect to reducing LOTH. RESPONSIBLE: CAP Solano JPA (Collab App)

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)

HFS had 64 more homeless indiv exit to or retain PH b/w FY15 & FY16. HFS ensured positive exits/retention thru focused incr in implementation of Housing First & related supportive services. Strategies incl regular HF TA for providers to help provide stable environment for consumers; trngs & wrkshps w/ focus on implementation struggles. HFS monitored HF compliance thru mid-year perf eval, which incld review of program policies re: program exit. HFS eval projects based on retention of PH & reallocated projects w/ repeated low retention rates. HFS will continue to ensure successful PH exits by trng providers on mainstream benefits options & hsg models to incr client independence. HFS also is wrkg w/ WDB thru WIOA implementation to integrate CoC partic w/ job trng & stabilization services. HFS will implement new hsg locator services & landlord support services thru the regional strategic planning effort, incl new LL support Pilot & hsg navigator. RESPONSIBLE: Perf & Eval Committee

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)

RTH REDUCED by 6% on avg across ES/TH/PH from FY15 to FY16, with reductions in EVERY PROJECT TYPE.

PAST STRATEGIES: HFS reduced RTH through Housing First implementation to decrease evictions for rules violations; improving data sharing & collab w/ mainstream & employ orgs (e.g. Solano One-Stop Career Ctr) to gauge client ability to become independent using perf outcomes; supporting & growing RRH stock; & prioritizing stabilization services like job trng assistance, fin lit counseling to ensure long-term client economic stability. Also use open HMIS to

track client outcomes and increased HMIS training for better data quality to better track RTH. CoC also monitors recidivism thru a biannual ranking process.

Future HFS STRATEGIES incl. monitoring CE for RTH patterns, open HMIS to allow providers to see RTH in clients' history & adjust service plans, P&P incl looking for prior episodes of Hn at intake, CE assessment looks for RTH.

RESPONSIBLE: Performance Review Cmte/HMIS Lead

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)

HFS increased stayer income from all sources by 17%. HFS incr CASH income by linking partic & providers to existing resources. Solano Workforce Develop Bd provides HFS partic job readiness and trng. HFS ALSO WORKED W/ WDB TO CREATE THE ONE-STOP LOW-INCOME JOB CENTER UNDER THE WIOA. HFS also works w/ Solano County program designed to coordinate employment services. (HIRRE). Dept. of Rehab Ticket to Work program helps SSI/SSDI recipients retain their benes while being employed. HFS increases MAINSTREAM BENEFITS thru County partnership to connect clients w/ GA & TANF & refer clients to CalWORKs benes which serves fams. HFS Bd member/provider is SOAR trained & provides assistance to all CoC partic. All CoC providers are evaluated on ability to incr income/connect partic w/ mainstream resources. RESOURCES: HFS Bd/staff provide regular trng & outreach, incl peer sharing, website w/ links, shared listserve, & TA for assistance w/ benefit enrollment. RESPONSIBLE: Perf and Eval Cmte & CoC Bd

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)

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. (mm/dd/yyyy)	06/05/2017

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.	78	140	62

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	4
Total number of beds dedicated to individuals and families experiencing chronic homelessness	70
Total	74

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	X
Number of previous homeless episodes	X

Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history (including not having been a leaseholder)	X
Head of Household with Mental/Physical Disability	X

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)

HFS has increased RRH units & improved CE to effectively ensure families are housed quickly. HFS assesses fams using VISPDAT to ID those that are appropriate for RRH, PSH, or light-touch services. HFS also works w/ McKinney-Vento Liaisons to ID homeless fams who do not access tradt'l homeless services & rapidly connect them w/ all eligible hsg & services.

HFS QUICKLY HOUSES FAMILIES thru RRH & a strong relat w/ a CalWORKs RRH grantee (mainstream agency that quickly IDs & houses fams). HFS also utilizes ESG & CSBG funding to provide RRH for families thru CoC & non-CoC-funded providers.

TIMEFRAME: HFS is working to house every HH of fams w/ children w/in 30 days by no later than 2020 given current hsg avail. STRATEGIES to reach that incl: expanding CE to addt'l non-CoC funded providers; monitoring fam LOTH thru CE data; 5Y Strategic Plan focus on fams/incr'd resources for fam hsg & services; creating deeply affordable hsg units for fams.

RESPONSIBLE: CE Committee, HMIS Lead

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.	64	40	-24

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)

Since 2014, HFS P&Ps prohibit CoC/ESG-funded providers from denying admission to, or separating family members when they enter ES or hsg based on age, sex, gender, LGBT+ status, marital status or disability. Family members must be served together & in accordance w each member's self-reported gender.

HFS Written Standards prohibit placement into ES, TH, or PH based on any factors that would result in a violation of any nondiscrim & equal opportunity req't. CE P&Ps require CoC hsg be made avail to indiv and fams w/o regard to actual or perceived sexual orientation, gender identity, or marital status.

HFS board oversees compliance w fed civil rights laws, incl Fair Housing Act, Section 504 of Rehab Act, Title VI of Civil Rights Act, & Titles II-III of Amer w/ Disabilities Act, as well as HUD's Equal Access & Gender Identity Rules. CoC Bd investigates non-discrim complaints & compliance is threshold factor for R&R.

CoC-wide non-discrim trng provided at least annually.

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

3B-2.6. 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)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	X

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)

HFS conducted the first ever youth PIT count in 2017. Count revealed an estimated 192 TAY experiencing homelessness. STRATEGIES incl (a) homeless/frmly homeless youth incl in 2017 PIT cmte; (b) active collab w/ mainstream providers incl the Cnty Ed Office, school districts for prev & early intervention of youth hn; (c) youth involvement in 5 yr strat plan

Strategies to end youth homelessness incl: Strategic Plan funding for addit'l affordable hsg & RRH for youth; incentive in CSBG scoring for applicants for youth programs; HFS trngs on DV, trafficking, & LGBTQ issues; connecting youth to employment thru WDB & Solano HIRRE effort; job trng programs; GED & remedial educ programs

HFS compares HMIS data & SPM for unaccompanied youth under-18 & 18-24 who were in an unsheltered situation prior to entry & utilize PIT data for annual comparisons

SPM & HMIS data (RTH/LOTH/VI-SPDAT) are effective tools bc together give system & program-level data on youth outcomes & allow for real-time adjustments

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)

COLLABORATE/PARTNERSHIP: HFS Board has McKinney-Vento Liaison & Family Resource Center staff as Board members. McKinney-Vento (MV) school district Liaisons & the Solano County Office of Ed (SCOE) reps/liaisons have attended HFS comm, CoC, & Bd mtgs, & vice versa, & contributed to Education P&P. Also, youth ed provider Seneca sits on Board for JPA strategic plan. Solano County has written agreements with early childhood programs; they are incl in strategic plng (5Y plng in progress).

HFS PROCEDURES for informing persons of educational rights include annual HFS trng on: MV educ req'ts, ID'ing homeless fams/children, & providing educ safeguards to protect homeless students from discrim (held on 4/27/16). HFS P&P require providers post notices & connect fams to MV & to inform fams of education rights, incl re: taking educ needs into account when placing fams, retaining school enrollment & transportation rights. HFS MONITORS through annual training and mid-year evaluation process.

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	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No
Tribal Home Visting 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)

From 2015 to 2017 unsheltered PIT veteran population increased by 16 persons. IDENTIFY: Outreach workers/ctrs collect vet status for all clients & are trained to ask if a person served in the military rather than if a vet, to identify those who don't self-id as veterans. Outreach covers entire geog & special veteran focused outreach team utilize by-name list. Outreach also at annual Stand Down event. ASSESS: Vets assessed thru VI-SDPAT as well as VA benefit eligibility determ by VA providers. REFER: CE currently refers vet clients to VA providers for full elig for VA funded programs (GPD, SSVF, etc). DVA & SSVF provider have rep on HFS Bd to provide input & ensure veterans are referred to the most approp VA-funded resources. Several providers receive both VA & CoC funding & are able to provide info on both. Providers w/o VA funds (CoC & privately funded) refer clients to SSVF, HUD-VASH, or GPD providers. HFS staff work w/ VA providers in bi-monthly case conferencing & strat plan mtg

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 No

using a Housing First approach?

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)		
WPC Pilot: CA State-funded for Medi-Cal high users	Yes	Yes

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)**

HFS SUPPLEMENTS CoC funds thru partnerships w/Collab App, incl Solano County Health & Social Services, Pub Health, & Beh Wellness. CoC-recip HSS enrolls partic in Medicaid, Medicare & CalWORKS(1 form for Medicaid, food stamps, SSI). CoC partners w/CoC Bd member Dept of VA to provide services to veterans & w/ CoC-member Health Care for the Homeless to provide medical tx & ins, incl Medicaid, Medicare, & ACA. New state-funded Whole Person Care Pilot w/ CoC-&Bd-members integrates services for Medi-Cal high utilizers w/low health outcomes
CoC ENSURES PROGRAM STAFF CURRENT W/: regulatory updates, trng, & shared best practices at bi-monthly CoC mtgs, incl program staff peer presentations; sharing on multiple listserves, incl CoC & basic needs listserves; & website postings. Addt'lly, Bd members, such as VA & PHA reps, SOAR-trnd

member, & Congressional liaison provide key updates & trng
HFS Perf & Review Cmte MONITORS measure. R&R Scoring incl factor for connection to mainstream resources

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)	16.00
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.	16.00
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).	16.00
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.	16.00
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)

HFS conducts outreach daily through HFS funded providers, partnerships w/ local Homeless Outreach Teams, County funded PATH workers, & veterans affairs partnerships. Outreach covers 100% of geographic area
HOT teams consist of specially trained law enforcement, emergency response, & social workers. HOT go to local encampments or other hot spots daily to meet w/ service resistant persons or those least able to request assistance
PATH do daily outreach to medically disabled chronically homeless persons.
Bi-weekly strategy meetings for vet outreach include by-name list review&then outreach across CoC daily by CoC/VA/County providers
CE System has 2 outreach staff who rotate thru physical locations in the County for homeless sub-pops, incl those w/o transportation
Outreach teams are diverse & multilingual, but utilize Lang. Line translation services&County sign language interpreters + other methods to reach an identified pop of hearing impaired & ESL & any others who need assistance

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)

HFS providers rcv'd trng on 24 CFR 678.93(c)req'ts on 6/22/16 & will receive annual update at 10/25 mtg. Providers are rq'd to have internal P&P to mrkt units to persons w/ disabilities. HFS works w/ local legal provider Legal Services of Nrthn CA to MONITOR project perf
Hard to reach pops are contacted thru outreach teams who are multilingual(incl sign language). CoC programs/teams have access to Language Line &County sign language interpreters
Recent Regional Strat. Plan develop incl special outreach in encampments, at vet Stand Down, client focus groups, translated surveys & avail translation for materials/mtgs to ensure feedback/effective commun to persons w/ disabilities/LEP. Final Plan inclusive of needs of these sub-pops
HFS CE Operator develop materials sensitive to/effective w/special needs groups, incl large print, Braille, multilingual, for all educ levels. CE P&P incl mrktg hsg & SS to all eligible persons & those least likely to apply in the absence of special outreach

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	94	102	8

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	Rejections-Reduct...	09/25/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting Pr...	09/25/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Ra...	09/25/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Ra...	09/25/2017
05. CoCs Process for Reallocating	Yes	CoC Process for R...	09/25/2017
06. CoC's Governance Charter	Yes	Governance Charter	09/25/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/25/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No	Applicable Sectio...	09/25/2017
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administrativ...	09/25/2017
10. CoC-HMIS MOU (if referenced in the CoC's Goverance Charter)	No	CoC-HMIS MOU	09/25/2017
11. CoC Written Standards for Order of Priority	No	CoC Written Stand...	09/25/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No	Project List to S...	09/25/2017
13. HDX-system Performance Measures	Yes	HDX-Sytem Perform...	09/25/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Rejections-Reductions

Attachment Details

Document Description: Public Posting Project Selections, Rank and CoC App

Attachment Details

Document Description: CoC Rating and Ranking Procedure- Public Posting

Attachment Details

Document Description: CoC Rating and Ranking Procedure-Public Posting

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedure Manual

Attachment Details

Document Description: Applicable Sections of Con Plan to Serving Persons Defined as Homeless under Other Federal Statutes

Attachment Details

Document Description: PHA Administrative Plan

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

Document Description: CoC Written Standards for Order of Priority

Attachment Details

Document Description: Project List to Serve Persons defined as Homeless under Other Federal Statutes

Attachment Details

Document Description: HDX-Sytem Performance Report

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/17/2017
1B. Engagement	09/18/2017
1C. Coordination	09/22/2017
1D. Discharge Planning	09/18/2017
1E. Project Review	09/18/2017
2A. HMIS Implementation	09/25/2017
2B. PIT Count	09/25/2017
2C. Sheltered Data - Methods	09/18/2017
3A. System Performance	09/25/2017
3B. Performance and Strategic Planning	09/25/2017
4A. Mainstream Benefits and Additional Policies	09/18/2017
4B. Attachments	09/25/2017

Submission Summary	No Input Required

2017 COC NOFA

ATTACHMENT 01: REJECTIONS - REDUCTIONS, QUESTIONS 1E-5, 1E-5A

Housing First Solano communicated with representatives from applying agencies throughout the local application review process. The materials attached to this attachment demonstrate communication with applicants about funding. Specifically, copies of emails are attached which discuss the CoC's preliminary priority listing that was developed through the review and rank process, the Appeals Process, and the final priority listing which the CoC approved upon conclusion of the appeals process.

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• August 23, 2017 email to Solano County Health and Social Services with Preliminary Priority List, Scoring Reports and Appeal Process	3 – 4
• August 23, 2017 email to Community Action Partnership (CAP) of Solano JPA with Preliminary Priority List, Scoring Reports and Appeal Process	5
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• September 13, 2017 email to Community Action Partnership (CAP) of Solano JPA with Final Priority Listing and discussion of Reduced Funding	8
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• August 23, 2017 email to Anka with Preliminary Priority List, Scoring Reports and Appeal Process	13 - 14
• August 23, 2017 email to Community Action North Bay (CANB) with Preliminary Priority List, Scoring Reports and Appeal Process	15 - 16
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• September 12, 2017 email to Caminar with Final Priority Listing Information	17
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Public Posting of Final Priority Listing on CoC Website	26 - 27

Email to Reynaissance with Preliminary Priority Listing, Scoring Report and Appeal Information.

---------- Forwarded message ----------
From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:36 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: bernardes@aol.com, Eva Yra Bernardes <eybernardes@gmail.com>
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Good Morning Rey and Eva,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition and a scoring document for your ranked project. Please take a moment to review these documents.

Part of the process for the CoC Program Local Competition is that there be an opportunity for Appeal. If you wish to appeal you must provide a Notice of Intent to Appeal to solano@homebaseccc.org by 11:00 am tomorrow, August 24th. As a reminder, projects are only eligible to appeal if the panel recommends full or partial reallocation for the project or the project is placed in Tier 2. The appeal may be based on either: inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score, or a failure to follow the Review and Rank process resulting in a reduced score.

The Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. A copy of the appeal policy is attached here and can be found in the local TA handbook. Formal appeals are due on Friday, August 25th by 5:00 pm.

If you have any questions or concerns, please contact us at solano@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

Sincerely,

Allison Ulrich

Allison Ulrich | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph: (415) 788-7961, Ext. 341| fax: (415) 788-7965
www.homebaseccc.org

Legal and Technical Assistance | ***Advancing Solutions to Homelessness***
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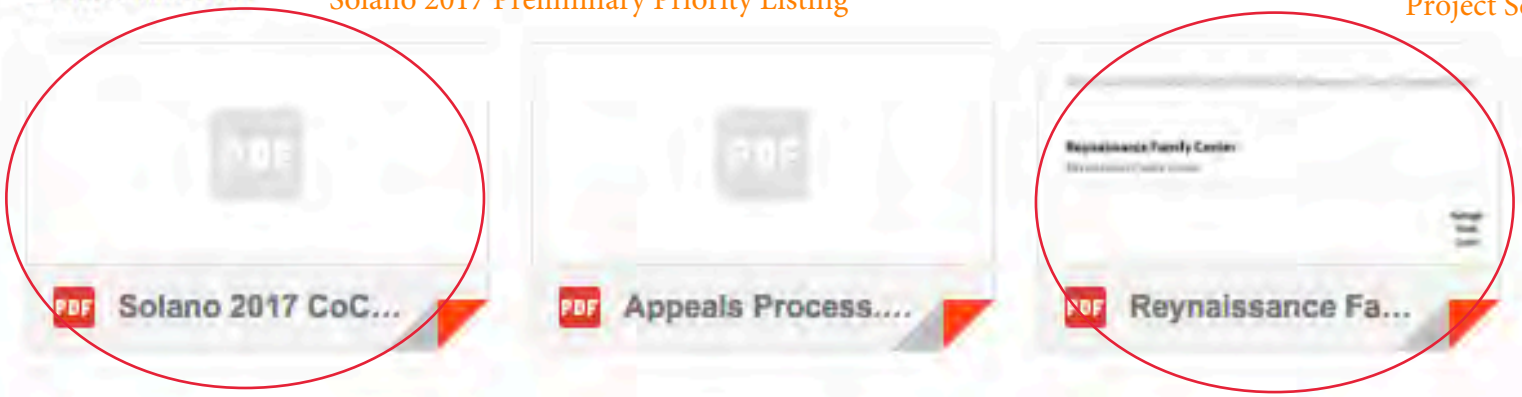
3 Attachments

Solano 2017 Preliminary Priority Listing

Project Scoring Card



Email to Solano County Health & Social Services with Preliminary Priority Listing, Scoring Reports and Appeal Information.

From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:37 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: jjdominguez@solanocounty.com, Varganc@solanocounty.com
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Good Morning Jose and Noel,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition and a scoring document for your ranked project, excluding CalWORKs PSH 2 and CalWORKs PSH 3. Please take a moment to review these documents.

...

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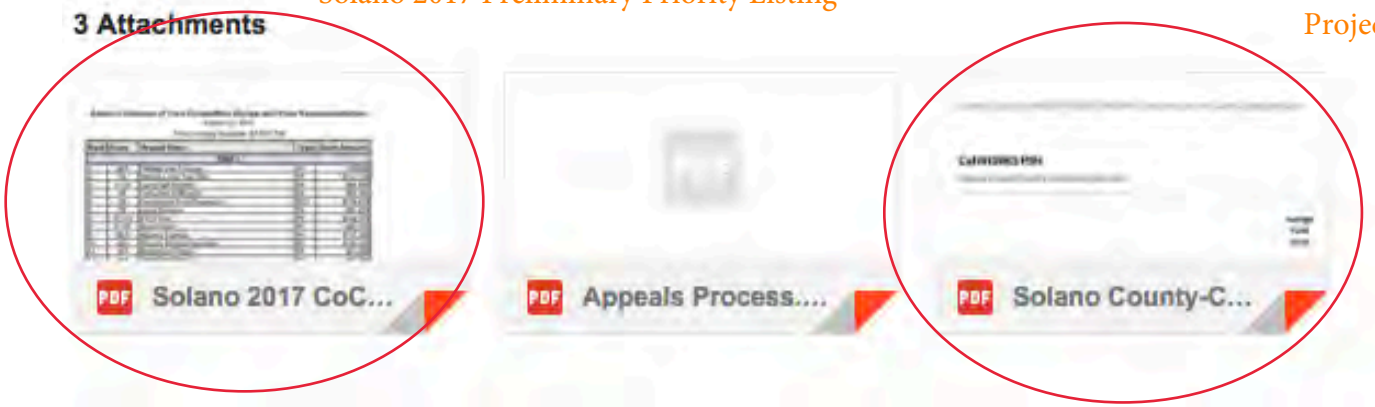
Solano 2017 Preliminary Priority Listing

Project Scoring Card

3 Attachments



---------- Forwarded message ----------
From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:39 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: Kathy Lawton <klawton@suisun.com>, Emily Cantu <emily.cantu@cityofvacaville.com>
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Email to the CAP Solano JPA with the Preliminary Priority Listing, Scoring Report and Appeal Information.

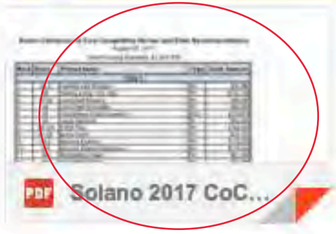
Good Morning Kathy and Emily,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

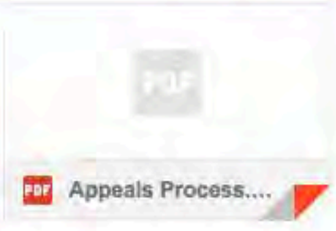
Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition and a scoring document for your ranked project. Please note that Coordinated Entry does not have a scoresheet as it was automatically placed at the bottom of Tier 1. Please take a moment to review these documents.

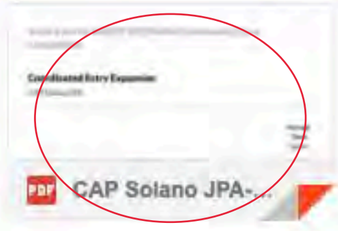
3 Attachments

HomeBase Mail virus scanners are temporarily unavailable - the attached files haven't been scanned for viruses. Please download these files at your own risk. Learn more



Solano 2017 Preliminary Priority Listing





Project Scoring Card

---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Wed, Sep 13, 2017 at 1:58 PM
Subject: Reynaissance: 2017 CoC Local Competition Notice of Final Priority Listing
To: Eva Yra Bernardes <eybernardes@gmail.com>, Rey Bernardes <bernardes@aol.com>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Rey and Eva,

Thank you very much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application. Please note that the local competition has now concluded.

Attached please find the 2017 Priority Listing as approved by the CoC Board on 9/6/17 for submission to HUD as the CoC's funding request for 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC, the Review and Rank Panel recommended Reynaissance Family Center's RFC Permanent Housing Project for partial reallocation. As it was the lowest scoring project amongst renewals, as well as in the CoC competition as a whole, the Review and Rank Panel recommended reduced funding in the amount of $20,000 for Reynaissance's RFC Permanent Housing Project. Reynaissance Family Center's original funding request was in the amount of $43,733.

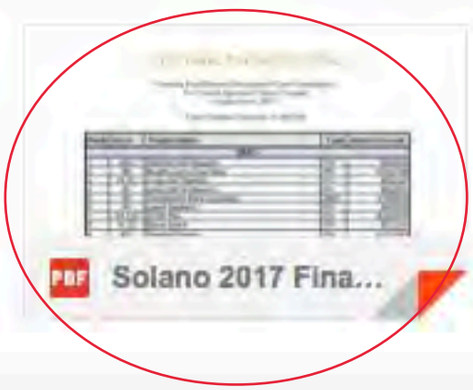
The Housing First Solano CoC Board approved this recommendation on 9/6/17. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Again, thank you for all your time and effort in preparing your project applications and for all the work that your agency does in providing housing and supportive services to those in need in the Housing First Solano Continuum of Care!

Sincerely,

Housing First Solano

Final Priority Listing



Notice to applicant of CoC Board approval of recommendation of Partial Reallocation for Reynaissance Family Center's RFC Permanent Housing Project, with reasons for the recommendation.

---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Wed, Sep 13, 2017 at 2:00 PM
Subject: Solano County: 2017 CoC Local Competition Notice of Final Priority Listing
To: "Dominguez, Jose J." <JJDominguez@solanocounty.com>, "Vargas, Noel" <varganc@solanocounty.com>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Jose and Noel,

Thank you very much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding applications. Please note that the local competition has now concluded.

Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017 for submission to HUD as the CoC's funding request for 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your CalWORKS PSH 2 and CalWORKS PSH 3 projects for full funding at the amount requested.

However, your CalWORKS PSH project was recommended for partial reallocation as it received the second lowest score in the competition overall based on the performance factors contained in the renewal project scoring tool. The Review and Rank Panel recognizes the valuable role CalWORKS PSH plays in the community, but feels that this particular project is currently underperforming when scored against other projects receiving Continuum of Care funds. As such, the project was recommended for partial reallocation this year to funding in the amount of $43,234 from your original request of $159,075.

The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contributed to a competitive CoC application that collaboratively secures HUD funding to improve the community.

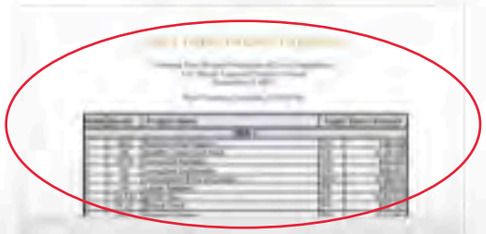
Again, thank you for all your time and effort in preparing your project applications and for all for all the work that the County does in providing housing and supportive services for individuals and families in need in the Housing First Solano Continuum of Care!

Sincerely,

Housing First Solano

Notice to applicant of CoC Board approval of recommendation for Partial Reallocation for CalWORKS PSH, with reasons for the recommendation.

Final Priority Listing



---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Wed, Sep 13, 2017 at 2:01 PM
Subject: CAP Solano JPA: 2017 CoC Local Competition Notice of Final Priority Listing
To: Kathy Lawton <klawton@suisun.com>, Emily Cantu <emily.cantu@cityofvacaville.com>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Kat and Emily,

Thank you so much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application(s). Please note that the local competition has now concluded. Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your Coordinated Entry renewal project for full funding.

Your new Coordinated Entry Expansion project, which requested $150,000 in funding, was recommended for reduced funding in the amount of $139,615 due to the limited availability of reallocated funds.

The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

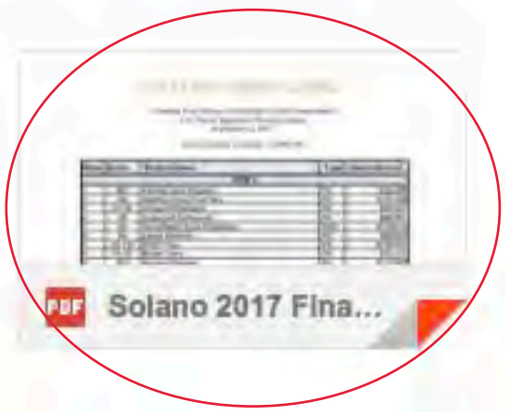
Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Housing First Solano

Notice to applicant of CoC Board approval of Partial Funding recommendation for Coordinated Entry Expansion project, with reason for the recommendation.

Final Priority Listing



---------- Forwarded message ----------
From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:38 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: Tranine Chisom <traninec@caminar.org>, ckughn@caminar.org
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Email to Caminar with Preliminary Priority Listing, Scoring Reports and Appeal Information

Good Morning Tranine & Chris,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition and a scoring document for each of your ranked projects. Please take a moment to review these documents.

...

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If you have any questions or concerns, please contact us at solano@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

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Allison Ulrich

Allison Ulrich | Staff Attorney
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ph: (415) 788-7961, Ext. 341 | fax: (415) 788-7965
www.homebaseccc.org

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Sincerely,

Allison Ulrich

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www.homebaseccc.org

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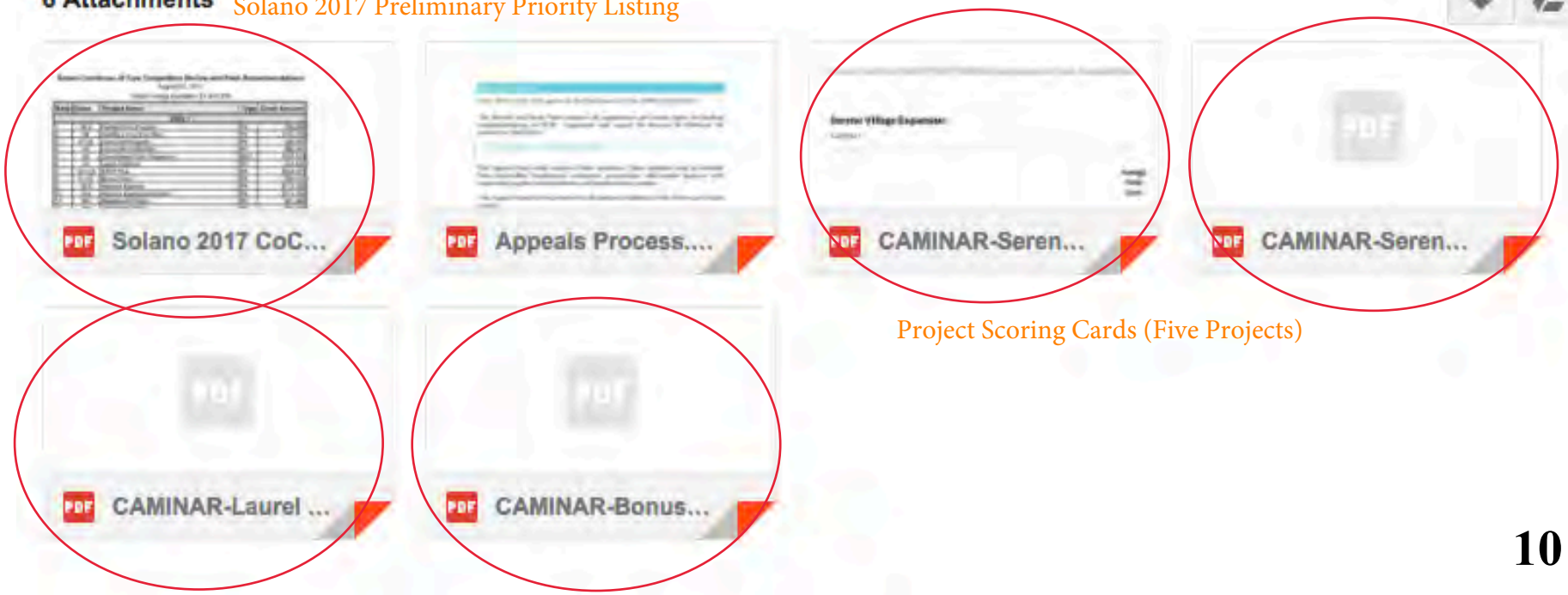
6 Attachments Solano 2017 Preliminary Priority Listing



Project Scoring Cards (Five Projects)

---------- Forwarded message ----------
From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:37 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: Germaine Luciano-Hatchell <germainel@edgecommunitychurch.org>, Michael Wurz <michaelw@edgecommunitychurch.org>
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Good Morning Germaine and Mike,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition. Please take a moment to review this document.

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Email to Edge Community Church with Preliminary Priority Listing, Scoring Report and Appeal Information.

Part of the process for the CoC Program Local Competition is that there be an opportunity for Appeal. If you wish to appeal you must provide a Notice of Intent to Appeal to solano@homebaseccc.org by 11:00 am tomorrow, August 24th. As a reminder, projects are only eligible to appeal if the panel recommends full or partial reallocation for the project or the project is placed in Tier 2. The appeal may be based on either: inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score, or a failure to follow the Review and Rank process resulting in a reduced score.

The Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. A copy of the appeal policy is attached here and can be found in the local TA handbook. Formal appeals are due on Friday, August 25th by 5:00 pm.

If you have any questions or concerns, please contact us at solano@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

Sincerely,

Allison Ulrich

Allison Ulrich | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph: (415) 788-7961, Ext. 341 | fax: (415) 788-7965
www.homebaseccc.org

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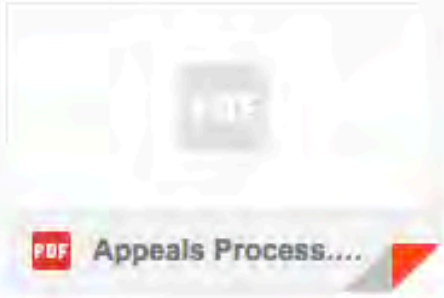
2 Attachments Solano 2017 Preliminary Priority Listing



---------- Forwarded message ----------
From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:39 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: Tamara Murphy <tmurphy@ankabhi.org>, jcoggburn@ankabhi.org
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Good Morning Tamara and Jennifer,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition and a scoring document for your ranked project. Please take a moment to review these documents.

...

Part of the process for the CoC Program Local Competition is that there be an opportunity for Appeal. If you wish to appeal you must provide a Notice of Intent to Appeal to solano@homebaseccc.org by 11:00 am tomorrow, August 24th. As a reminder, projects are only eligible to appeal if the panel recommends full or partial reallocation for the project or the project is placed in Tier 2. The appeal may be based on either: inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score, or a failure to follow the Review and Rank process resulting in a reduced score.

The Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. A copy of the appeal policy is attached here and can be found in the local TA handbook. Formal appeals are due on Friday, August 25th by 5:00 pm.

If you have any questions or concerns, please contact us at solano@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

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Email to Anka Behavioral Health with Preliminary Priority Listing, Scoring Report and Appeal Information.

...

Part of the process for the CoC Program Local Competition is that there be an opportunity for Appeal. If you wish to appeal you must provide a Notice of Intent to Appeal to solano@homebaseccc.org by 11:00 am tomorrow, August 24th. As a reminder, projects are only eligible to appeal if the panel recommends full or partial reallocation for the project or the project is placed in Tier 2. The appeal may be based on either: inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score, or a failure to follow the Review and Rank process resulting in a reduced score.

The Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. A copy of the appeal policy is attached here and can be found in the local TA handbook. Formal appeals are due on Friday, August 25th by 5:00 pm.

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Sincerely,

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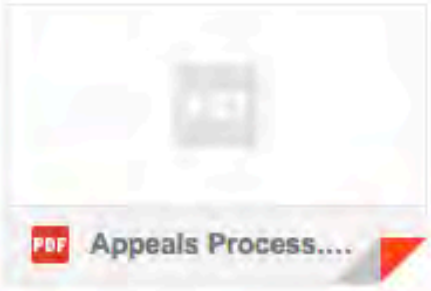
3 Attachments Solano 2017 Preliminary Priority Listing



Project Scoring Card

---------- Forwarded message ----------
From: **Allison Ulrich** <allison@homebaseccc.org>
Date: Wed, Aug 23, 2017 at 10:37 AM
Subject: CoC Competition: Preliminary Priority Listing and Appeals
To: Keetra Welling <keetra@canbinc.org>, Ruth Matz <ruth@canbinc.org>
Cc: John Melis <john@homebaseccc.org>, Carolyn Wylie <carolyn@homebaseccc.org>

Good Morning Keetra and Ruth,

Thank you for your participation in the Continuum of Care (CoC) Program Local Competition!

Yesterday, the Review and Rank Panel met and ranked the projects submitted in this year's competition. Attached to this email is a scoring document showing the scores for each project in the competition and a scoring document for each of your ranked projects, excluding Housing Express Expansion. Please take a moment to review these documents.

...

Part of the process for the CoC Program Local Competition is that there be an opportunity for Appeal. If you wish to appeal you must provide a Notice of Intent to Appeal to solano@homebaseccc.org by 11:00 am tomorrow, August 24th. As a reminder, projects are only eligible to appeal if the panel recommends full or partial reallocation for the project or the project is placed in Tier 2. The appeal may be based on either: inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score, or a failure to follow the Review and Rank process resulting in a reduced score.

The Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. A copy of the appeal policy is attached here and can be found in the local TA handbook. Formal appeals are due on Friday, August 25th by 5:00 pm.

If you have any questions or concerns, please contact us at solano@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

Sincerely,

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Allison Ulrich | Staff Attorney
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www.homebaseccc.org

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Email to Community Action North Bay (CANB) with Preliminary Priority Listing, Scoring Reports and Appeal Information.

The Notice of Intent to Appeal must provide: a statement as to why the project is eligible to appeal, the basis for the appeal, and a brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal. A copy of the appeal policy is attached here and can be found in the local TA handbook. Formal appeals are due on Friday, August 25th by 5:00 pm.

If you have any questions or concerns, please contact us at solano@homebaseccc.org. Again, thank you very much for the time and energy that you invested in applying for CoC Program funding this year.

Sincerely,

Allison Ulrich

Allison Ulrich | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
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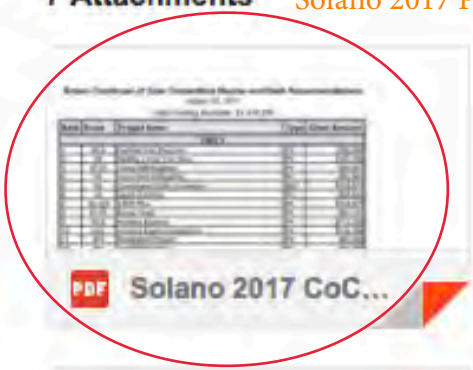
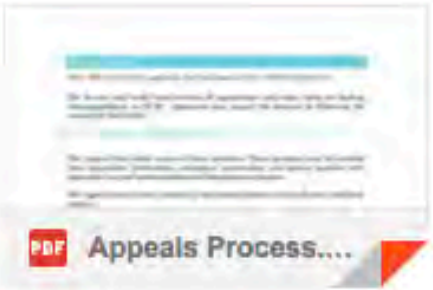
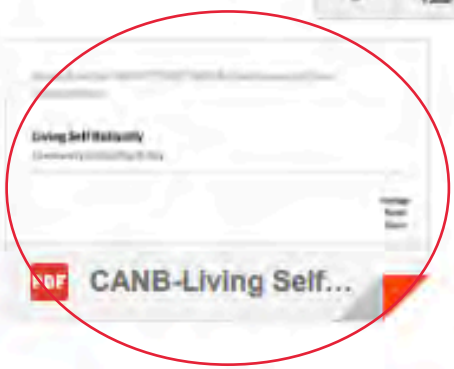
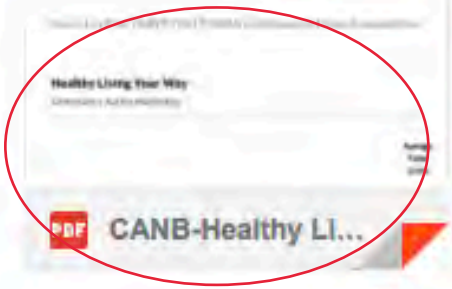
7 Attachments Solano 2017 Preliminary Priority Listing

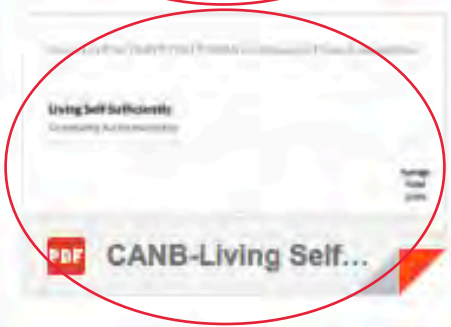






Project Scoring Cards (Five Projects)





---------- Forwarded message ---------
From: **John Melis** <john@homebaseccc.org>
Date: Tue, Sep 12, 2017 at 5:34 PM
Subject: Caminar: 2017 CoC Local Competition Notice of Final Priority Listing
To: Tranine Chisom <traninec@caminar.org>, Christopher Kughn <ckughn@caminar.org>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Tranine and Chris,

Thank you so much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application(s). Please note that the local competition has now concluded. Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your Bonus Grant project, Laurel Gardens, Sereno Village, and Sereno Village Expansion projects for full funding based upon their ranking. The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Attached is the 2017 Priority Listing which was approved by the Housing First Solano CoC Board for submission to HUD as the CoC's funding request for 2017.

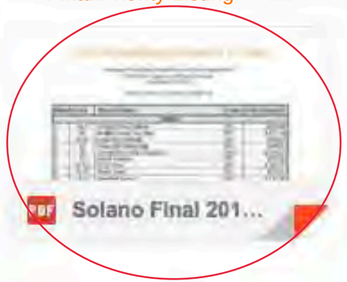
Again, thank you for all your time and effort in preparing your project applications!

Best,

Housing First Solano

Notice to applicant of CoC Board's approval of recommendation to fully fund Bonus Grant, Laurel Gardens, Sereno Village, and Sereno Village Expansion projects.

Final Priority Listing



---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Tue, Sep 12, 2017 at 5:35 PM
Subject: Edge Community Church: 2017 CoC Local Competition Notice of Final Priority Listing
To: Germaine Luciano-Hatchel <germainel@edgecommunitychurch.org>, Michael Wurz <michaelw@edgecommunitychurch.org>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Germaine and Michael,

Thank you so much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application(s). Please note that the local competition has now concluded. Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your Restoration Project for full funding as requested based upon its ranking. The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Attached is the 2017 Priority Listing which was approved by the Housing First Solano CoC Board for submission to HUD as the CoC's funding request for 2017.

Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Housing First Solano

Notice to applicant of CoC Board approval of recommendation to fully fund Restoration Project.

--

John A. Melis | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph 415.788.7961 x331 | fax 415.788.7965
www.homebaseccc.org

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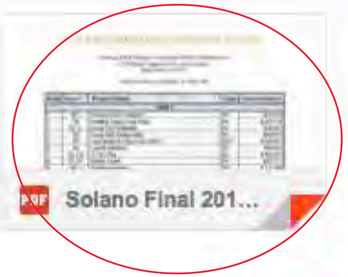


Final Priority Listing

--------- Forwarded message ---------
From: **John Melis** <john@homebaseccc.org>
Date: Tue, Sep 12, 2017 at 5:34 PM
Subject: Anka: 2017 CoC Local Competition Notice of Final Priority Listing
To: Tamara Murphy <tmurphy@ankabhi.org>, Jennifer Coggburn <jcoggburn@ankabhi.org>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Tamara and Jennifer,

Thank you so much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application(s). Please note that the local competition has now concluded. Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your STOP Plus project for full funding based upon its ranking. The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Attached is the 2017 Priority Listing which was approved by the Housing First Solano CoC Board for submission to HUD as the CoC's funding request for 2017.

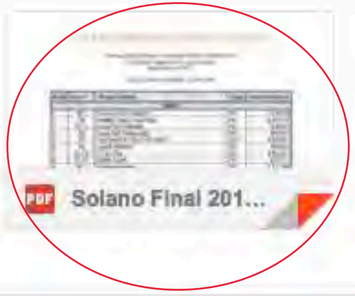
Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Housing First Solano

Notice to applicant of CoC Board's approval of recommendation for full funding of STOP Plus project.

Final Priority Listing



---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Tue, Sep 12, 2017 at 5:35 PM
Subject: CANB: 2017 CoC Local Competition Notice of Final Priority Listing
To: Keetra Welling <keetra@canbinc.org>, Ruth Matz <ruth@canbinc.org>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Keetra and Ruth,

Thank you so much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application(s). Please note that the local competition has now concluded. Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended CAN-B's following projects for full funding based upon their ranking:

- Healthy Living Your Way
- Living Self Reliantly
- Living Self Sufficiently
- Fairfield VETS
- Housing Express
- Housing Express Expansion

Notice to applicant of CoC Board's approval of recommendation to fully fund Healthy Living Your Way, Living Self Reliantly, Living Self Sufficiently, Fairfield VETS, Housing Express and Housing Express Expansion.

The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

Attached is the 2017 Priority Listing which was approved by the Housing First Solano CoC Board for submission to HUD as the CoC's funding request for 2017.

Again, thank you for all your time and effort in preparing your project applications!

Best,

Housing First Solano

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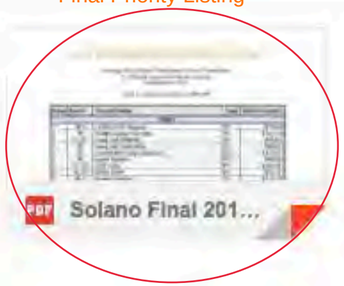
Final Priority Listing



---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Wed, Sep 13, 2017 at 2:00 PM
Subject: Solano County: 2017 CoC Local Competition Notice of Final Priority Listing
To: "Dominguez, Jose J." <JJDominguez@solanocounty.com>, "Vargas, Noel" <varganc@solanocounty.com>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Jose and Noel,

Thank you very much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding applications. Please note that the local competition has now concluded.

Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017 for submission to HUD as the CoC's funding request for 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your CalWORKS PSH 2 and CalWORKS PSH 3 projects for full funding at the amount requested.

However, your CalWORKS PSH project was recommended for partial reallocation as it received the second lowest score in the competition overall based on the performance factors contained in the renewal project scoring tool. The Review and Rank Panel recognizes the valuable role CalWORKS PSH plays in the community, but feels that this particular project is currently underperforming when scored against other projects receiving Continuum of Care funds. As such, the project was recommended for partial reallocation this year to funding in the amount of $43,234 from your original request of $159,075.

The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contributed to a competitive CoC application that collaboratively secures HUD funding to improve the community.

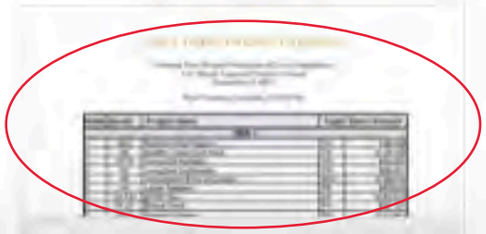
Again, thank you for all your time and effort in preparing your project applications and for all for all the work that the County does in providing housing and supportive services for individuals and families in need in the Housing First Solano Continuum of Care!

Sincerely,

Housing First Solano

Notice to applicant of CoC Board approval of Full Funding recommendation for CalWORKS PSH 2 and CalWORKS PSH 3.

Final Priority Listing



---------- Forwarded message ----------
From: **John Melis** <john@homebaseccc.org>
Date: Wed, Sep 13, 2017 at 2:01 PM
Subject: CAP Solano JPA: 2017 CoC Local Competition Notice of Final Priority Listing
To: Kathy Lawton <klawton@suisun.com>, Emily Cantu <emily.cantu@cityofvacaville.com>
Cc: Carolyn Wylie <carolyn@homebaseccc.org>, Allison Ulrich <allison@homebaseccc.org>

Dear Kat and Emily,

Thank you so much for participating in the 2017 Housing First Solano CoC Local Competition! We appreciate all the hard work you and your staff devoted to preparing and submitting your funding application(s). Please note that the local competition has now concluded. Attached please find the 2017 Priority Listing as approved by the CoC Board on September 6, 2017.

As you know, this year's Continuum of Care Program Competition was focused on housing and policy goals locally and nationally, and included the two-tier system by which projects are prioritized and ranked according to performance data captured through the CoC approved scoring tools. As there is a limited amount of total funding available each year, difficult ranking decisions had to be made.

Pursuant to the approved scoring policies of the Housing First Solano CoC Board, the Review and Rank Panel recommended your Coordinated Entry renewal project for full funding.

Your new Coordinated Entry Expansion project, which requested $150,000 in funding, was recommended for reduced funding in the amount of $139,615 due to the limited availability of reallocated funds.

The Housing First Solano CoC Board approved this recommendation on September 6, 2017. Both the Review and Rank Panel and the CoC Board sought to ensure that the approved 2017 Priority Listing contribute to a competitive CoC application that collaboratively secures HUD funding to improve the community.

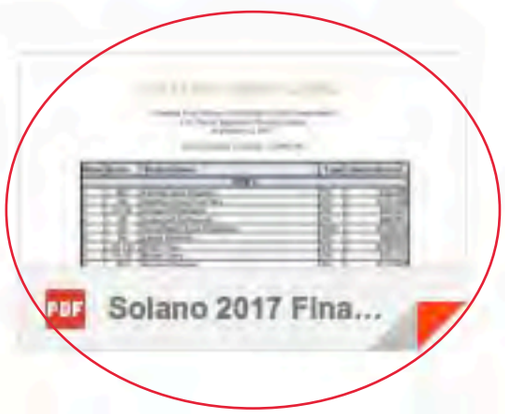
Again, thank you for all your time and effort in preparing your project applications!

Sincerely,

Housing First Solano

Notice to applicant of CoC Board approval of Full Funding recommendation for Coordinated Entry renewal project.

Final Priority Listing



Solano Continuun of Care Competition Review and Rank Recommendations

Approved by Housing First Solano on September 6, 2017

Total Funding Available: $1,305,795

Rank	Score	Project Name	Type	Grant Amount
TIER 1				
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
4	95	Living Self Sufficiently	PH	$68,951
5	95	Coordinated Entry Expansion	SSO	$139,615
6	94	Laurel Gardens	PH	$48,824
7	93.125	STOP Plus	PH	$164,977
8	91.25	Bonus Grant	PH	$32,121
9	90.5	Housing Express	PH	$112,383
10	N/A	Housing Express Expansion	PH	$110,304
11	N/A	Restoration Project	PH	$61,055
12	N/A	CalWORKS PSH 2	PH	$55,478
13	N/A	CalWORKS PSH 3	PH	$59,848
14	N/A	Coordinated Entry	SSO	$80,000
15	90	Sereno Village (Tier 1)	PH	$28,344
		TOTAL:		**$1,157,969**
TIER 2				
16	90	Sereno Village (Tier 2)	PH	$51,818
17	89	Sereno Village Expansion	PH	$32,774
18	75.75	CalWORKS PSH*	PH	$43,234
19	74.5	Reynaissance Family Center*^	PH	$20,000
		TOTAL:		**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows:

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual Renewal Demand is $73,913. The bonus funding available this year is $73,913. Adding those numbers together creates the final Tier 2 amount of $147,826.

* Indicates a project was partially reallocated by the Review and Rank Committee

^ Indicates a project received a 5 point late penalty for turning in materials past the project submission deadline

N/A Indicates the project has less than one year of operating data and is ranked at the bottom of Tier 1 automatically.

Symbol key that addresses reallocation in the Final Priority Listing.

2017 Continuum of Care Competition: Final Priority Listing

3 messages

Housing First Solano <Solano@homebaseccc.org> Wed, Sep 13, 2017 at 4:21 PM
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: genevieve@homebaseccc.org

Housing First Solano Announcements

Email sent to Housing First Solano CoC listserv on September 13, 2017 advising recipients of the availability of the final priority listing.

Good afternoon Housing First Solano Members,

Each year when applying for Continuum of Care funding, the Department of Housing and Urban Development asks communities to review and rank projects seeking funding in order to generate a ranked list called the "priority listing."

Housing First Solano has completed its review and rank process and the Housing First Solano Board approved the final priority listing on September 6, 2017.

To view the list please click here.

https://gallery.mailchimp.com/1c900828917f626dfb0e9f961/files/57ede927-3d5f-447c-9185-492c9ecc9390/Solano_Final_2017_Priority
hloe@h... All files and folders... Overview - Chloe N...

2017 RECOMMENDED PRIORITY LISTING

Housing First Solano Continuum of Care Competition
CoC Board Approved Priority Listing
September 6, 2017

Total Funding Available: $1,305,795

Clicking on link in previous Housing First Solano CoC listserv email directs here.

Rank	Score	Project Name	Type	Grant Amount
TIER 1				
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
4	95	Living Self Sufficiently	PH	$68,951
5	95	Coordinated Entry Expansion	SSO	$139,615
6	94	Laurel Gardens	PH	$48,824
7	93.125	STOP Plus	PH	$164,977
8	91.25	Bonus Grant	PH	$32,121
9	90.5	Housing Express	PH	$112,383
10	N/A	Housing Express Expansion	PH	$110,304
11	N/A	Restoration Project	PH	$61,055
12	N/A	CalWORKS PSH 2	PH	$55,478
13	N/A	CalWORKS PSH 3	PH	$59,848
14	N/A	Coordinated Entry	SSO	$80,000
15	90	Sereno Village (Tier 1)	PH	$28,344
TOTAL:				**$1,157,969**
TIER 2				
16	90	Sereno Village (Tier 2)	PH	$51,818
17	89	Sereno Village Expansion	PH	$32,774
18	75.75	CalWORKS PSH*	PH	$43,234
19	74.5	Reynaissance Family Center*^	PH	$20,000
TOTAL:				**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows:

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual

www.housingfirstsolano.org

Inbox (2) - chloe@h... | All files and folders... | Overview - Chloe N...

Community Announcements

2017 Point-in-Time Count Released

The results of the 2017 Point-in-Time (PIT) count are now available. The PIT Count is an enumeration of persons experiencing homelessness, whether sheltered or unsheltered, on a single night in January. The PIT count is conducted at least biannually in Solano and is a requirement to receive homeless assistance funding from the U.S. Department of Housing and Urban Development (HUD). The PIT Count uses HUD's definition of homelessness, which includes persons living in shelters and places not meant for human habitation, but excludes persons who are living doubled up with others due to economic hardship or those living in RV or trailer parks.

For more information, please visit capsolanojpa.org or visit the HIC/PIT Count page by clicking here.

Notice of the availability of the Final Priority Listing was posted to the Housing First Solano website.

Continuum of Care Competition

"NEW"

2017 Final Priority Listing

On September 6, 2017 the Housing First Solano Board met and approved the Priority Listing for project applications recommended by the Review and Rank Panel. To view the approved list, click here.

2017 Application Materials

The application materials for New and Renewal projects in the 2017 Continuum of Care Competition can be accessed on the Continuum of Care Competition page.

Technical Assistance Workshop

A mandatory technical assistance workshop for all new and renewal project applicants will be held on:

Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585.

In this year's competition, Housing First Solano expects to have approximately $70,000 available for new permanent supportive housing, rapid re-housing, and transitional housing/rapid rehousing hybrid projects.

The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects, including new project applicants who have not received HUD funding the past, are strongly encouraged to attend the workshop and apply for grant funding.

2017 Continuum of Care Competition NOFA Summary Now Available

A summary of the 2017 Continuum of Care Competition NOFA is now

nebula.wsimg.com/d39a950f4165d035737cbde66cb1a81d?AccessKeyId=B6ADA8353DCF8737BDC0&disposition=0&alloworigin=1

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Solano Continuun of Care Competition Review and Rank Recommendations

Approved by Housing First Solano on September 6, 2017

Total Funding Available: $1,305,795

Rank	Score	Project Name	Type	Grant Amount
		TIER 1		
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
4	95	Living Self Sufficiently	PH	$68,951
5	95	Coordinated Entry Expansion	SSO	$139,615
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15	90	Sereno Village (Tier 1)	PH	$28,344
		TOTAL:		**$1,157,969**
		TIER 2		
16	90	Sereno Village (Tier 2)	PH	$51,818
17	89	Sereno Village Expansion	PH	$32,774
18	75.75	CalWORKS PSH*	PH	$43,234
19	74.5	Reynaissance Family Center*^	PH	$20,000
		TOTAL:		**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows:

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual Renewal Demand is $73,913. The bonus funding available this year is $73,913. Adding those numbers together creates the final Tier 2 amount of $147,826.

Clicking on the Final Priority Listing link on the Housing First Solano website directs here.

2017 COC NOFA

ATTACHMENT 02: PUBLIC POSTING PROJECT SELECTIONS, RANKING AND COC APPLICATION, QUESTION 1E-3

The following documents demonstrate that Housing First Solano made the Review and Rank Process, Project Selections and Ranking (Final Priority List) and CoC Application publicly available.

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Housing First Solano Continuum of Care

HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition

Technical Assistance Workshop
REVISED
LOCAL COMPETITION HANDBOOK

August 7, 2017

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HOUSING FIRST SOLANO
VALLEJO/SOLANO CONTINUMM OF CARE
2017 COC REVIEW AND RANK POLICIES

THE MID-YEAR REVIEW AND RANK PROCESS

Housing First Solano shall conduct a Mid-Year Review and Rank. The purpose of this Review and Rank is for the Continuum of Care to monitor project performance and provide Continuum of Care grant recipients with interim feedback. The projects may utilize this feedback to improve program outcomes and performance prior to the annual Continuum of Care Competition.

Housing First Solano shall endeavor to hold the Mid-Year Review and Rank no later than six months after the completion of the previous year's Continuum of Care Competition.

Note that only renewal projects are subject to the Mid-Year Review and Rank.

1. PRIOR TO THE MID-YEAR COMPETITION

A. After the conclusion of the previous year's Continuum of Care competition, the CoC Review and Rank committee will evaluate the Review and Rank policies utilized during the competition. The Committee shall make recommendations regarding improvements to the Review and Rank process. The Committee shall also make recommendations regarding improvements to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

B. When the CoC receives its score and debriefing document from HUD, the Review and Rank Committee shall review the policies again in light of that new information. The Review and Rank committee shall make recommendations to revise the Review and Rank policies in alignment with HUD policies and priorities as evidenced by the CoC scoring document and debrief. The Committee shall also make recommendations regarding changes to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

2. PROJECT APPLICATION SUBMISSION PROCESS FOR THE MID-YEAR REVIEW AND RANK

A. All renewal projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be

compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the Mid-Year Review and Rank. For example, if the Mid-Year Competition begins on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application at the announcement of the Mid-Year Review and Rank. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects operating for more than one year will receive their APR data and a draft PRESTO report the day the Mid-Year Review and

Rank is announced. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.
    1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
    2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is finally submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will be accepted for purposes of the Mid-Year Competition.

G. All materials shall be ready for review by the Review and Rank panel no later than five weeks after the announcement of the Mid-Year Review and Rank.

3. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall meet no later than six weeks after the announcement of the Mid-Year Review and Rank.

C. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

D. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

E. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

F. All projects submitted as Renewal Projects will be required to be on call on the day of the Mid-Year Review and Rank Meeting to answer questions from the Panel as required.

G. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The ranked list will not be subject to tiering requirements. Projects with less than one year of operating data or that have not begun operating will receive a score of "N/A" and be placed at the bottom of the ranked list.

H. In addition to creating a ranked list, the Review and Rank Panel will provide detailed comments for project applicants about areas of improvement for the projects.

4. PROJECT REPORTS

A. After the conclusion of the Mid-Year Review and Rank, HomeBase will compile the comments of the Mid-Year Review and Rank Panel along with the scores received by the project in each category. This report will be sent to the project for review within one month after the Mid-Year Review and Rank.

B. HomeBase will also compile a report for the Housing First Solano Board. This report will contain the complete listing with the total score for each project displayed. This report will also contain generalized comments based on overall project performance. Finally, this Board Report will contain information on specific projects if those projects are likely to lose funding due to lack of spend downs or other serious compliance issues.

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Housing First Solano Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA.

1. PRIOR TO THE NOFA RELEASE

A. After the conclusion of the Mid-Year Review and Rank, the Review and Rank Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC Board.

B. If for any reason Housing First Solano does not conduct a Mid-Year Review and Rank, then the procedures listed under Section 1 of the Mid-Year Review and Rank shall be followed.

2. NOFA RELEASE AND TECHNICAL ASSISTANCE WORKSHOP

A. Upon publication of the 2017 CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Board with input from the Review and Rank Committee members and project applicants encouraged.

B. Upon publication of the 2017 CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

C. All applicants/potential applicants are required to participate in the **NOFA Overview Technical Assistance Workshop**.

   i. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.

iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

iv. A portion of the Workshop will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

D. **Any Applicant who fails to attend the Technical Assistance Workshop will be unable to participate in the CoC Competition absent special circumstances**.

i. Projects may be excused from the TA Workshop for emergencies which prevent the program from sending a representative staff member to the TA Workshop. However, HomeBase must be notified of the emergency as soon as possible.

ii. If the absent project is a renewal project, the funds will be reallocated for eligible new projects.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the NOFA. For example, if the NOFA is released on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

iii. **eSNAPS materials**: This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application during the Technical Assistance Workshop. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Technical Assistance Workshop. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.

1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Technical Assistance Workshop. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Technical Assistance Workshop.

G. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will not be accepted.

iv. **Incomplete applications which are not completed by the 72 hour deadline will be considered incomplete and excluded from the CoC Competition.**

v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

C. The Panel shall meet no later than six weeks after the Technical Assistance Workshop.

D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

F. The Panel shall meet no later than six weeks after the Technical Assistance Workshop to evaluate and score the projects submitted as part of the Continuum of Care Competition.

G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

H. All projects submitted as Renewal Projects will be required to be on call on the day of the Review and Rank Meeting in order to answer questions from the Panel as required.

I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.

J. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding due to substandard performance in

outcomes or utilization of funds. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.

d. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1.

K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

L. After the Review and Rank Meeting, a priority listing with scores will be compiled.

M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

5. APPEALS AND FINAL LISTING

A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled "Appeals Process." All appeals shall be concluded within one week of the Review and Rank Panel Meeting.

B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

REVIEW AND RANK PANEL MEMBERSHIP

1. REVIEW AND RANK PANEL MEMBER QUALIFICATIONS

Review and Rank Panel members shall be:

- Knowledgeable about homelessness and housing in the community and are broadly representative of the relevant sectors, subpopulations, and geographic areas
- "Neutral," meaning that they are not employees, staff, or otherwise have a business/financial or specific personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the CoC; and
- Willing to review projects with the best interest of homeless persons in mind.

Review and Rank Panel members agree to:

- Dedicate time for application review and Review and Rank Panel meetings
- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement.

2. REVIEW AND RANK PANEL SELECTION

Review and Rank Panel members for the Mid-Year and Continuum of Care Competition Review and Rank shall be chosen by Housing First Solano staff subject to the membership qualifications above.

The Review and Rank Panel shall consist of three to five members.

For purposes of the Continuum of Care Competition Review and Rank, Housing First Solano shall make every effort to ensure continuity between the Mid-Year Review and Rank panel membership and the Review and Rank Panel Membership for the Continuum of Care Competition.

3. CONFLICTS OF INTEREST

Note: This section only applies to the Continuum of Care NOFA Competition.

If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation.

APPROVED by the Housing First Solano General Membership on April 26, 2017

REALLOCATION OF FUNDS

Note: This section only applies to the Continuum of Care NOFA Competition.

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

Housing First Solano has identified the need for permanent housing options within Solano County. Lowest performing projects may be reallocated to support new permanent supportive housing or rapid re-housing projects that emphasize serving the Chronically Homeless or Transition Aged Youth. Housing First Solano also recognizes the need for an efficient Coordinated Entry system and recommends reallocation of poorly performing projects to support Coordinated Entry. However, reallocation to Coordinated Entry should be avoided if it will result in the elimination of permanent housing beds.

Reallocation is the only source of funding for HMIS and Coordinated Entry projects. Bonus funding cannot be used for these projects.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. Housing First Solano will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

1. MEMBERS OF THE APPEAL PANEL

The Appeal Panel shall consist of three members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with experience in grant administration and homelessness projects.

The Appeal Panel will be selected by the neutral facilitator of the Review and Rank process.

Appeal Panel members must not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure to follow the Review and Rank process resulting in a reduced score

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:
   i. A statement as to why the project is eligible to appeal.
   ii. The basis for the appeal
   iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
   i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.
   ii. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.

E. The Appeal Hearing shall be conducted according to the following procedure:
   i. The Appeal Hearing will be conducted telephonically.
   ii. The Appeal Panel will join the call with the neutral facilitator and a representative of the Review and Rank Panel.
   iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
   iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
   v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.

vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

HOUSING FIRST SOLANO NOFA TIMELINE

DATE	DATE
FY2017 CoC Program Competition Opens	July 14, 2017
Draft APRs and PRESTO reports Distributed to Projects	July 21, 2017
Technical Assistance Workshop	**July 26, 2017 from 1:30 PM to 3:30 PM**
Final approval of Renewal Project APR data due by 5 PM	**August 4, 2016**
New/Renewal Project Applications Due to the CoC along with eSNAPs PDF	**August 11, 2017, 5 pm**
Final approval of PRESTO reports by projects	**August 16, 2017, 5 PM**
Review and Rank Panel training and preliminary scoring	**August 16-21, 2017**
Review & Rank Panel Meets, Renewal Project Applicants on-call by phone, New Project Applicants Attend In-Person Interviews	August 22, 2017 (all day)
Review & Rank Decisions Announced	August 23, 2017 – by 9 a.m.
Notice of Intent to Appeal a Review and Rank Decisions Due	August 23, 2017 – by 5 p.m.
Formal Appeals of Review & Rank Decisions Due	August 25, 2017, 5 pm
Appeals Considered	Week of August 28, 2017
Appeals Decisions Announced	August 30, 2017
Board Approval of Priority Listing	September 6 or 7, 2017
CoC's Priority Listings Finalized and Notice Posted Formal Written Notice Provided to All Projects	By Sept. 13, 2017
Project Application Review by HomeBase	August 7-Sept. 20, 2017
Project Applications Finalized in e-snaps	**September 20, 2017, 5 pm**
CoC Board Review and Approve Consolidated Application	**Week of Sept 18, 2017**
CoC Posts Consolidated Application for Community Review	**By September 22, 2017**
CoC's Consolidated Application Submitted to HUD	**By September 27, 2017 5 pm**

HOUSING FIRST SOLANO CONTINUUM OF CARE

ELIGIBLE RENEWAL PROJECTS

Agency	Project	Project Type	Total Amount Requested
Anka Behavioral Health, Inc.	STOP Plus	PH	$164,977
Caminar	Sereno Village Expansion	PH	$32,774
Caminar	Laurel Gardens	PH	$48,824
Caminar	Sereno Village	PH	$80,163
Caminar	Bonus Grant	PH	$32,121
City of Fairfield, CA	Restoration Project	PH	$61,055
Community Action North Bay	Living Self Sufficiently	PH	$68,951
Community Action North Bay	Housing Express	PH	$112,383
Community Action North Bay	Healthy Living Your Way	PH	$122,156
Community Action North Bay	Housing Express Expansion	PH	$110,304
Community Action Partnership	Coordinated Entry System	SSO	$80,000
Reynaissance Family Center	Reynaissance Family Center	PH	$43,773
Solano County Health & Social Services	CalWORKS PSH	PH	$159,075
Solano County Health & Social Services	CalWORKS PSH 2	PH	$55,478
Solano County Health & Social Services	CalWORKS PSH 3	TH	$59,848

GRAND TOTAL ANNUAL RENEWAL DEMAND: $1,231,882

Housing First Solano Continuum of Care

McKinney-Vento Continuum of Care Program Grants

RENEWAL PROJECT SCORING FACTORS

2017 Continuum of Care Competition

APPROVED by the Housing First Solano General Membership on April 26, 2017

Letter	THRESHOLD CRITERIA	Met or Not Met?
A	**HMIS Implementation:** The project ensures it will participate in HMIS implementation, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	
B	**Coordinated Entry:** The project ensures it will participate in coordinated entry, when it is available for the project type, unless the project is a victim-service agency or serving survivors of domestic violence.	
C	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
D	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
E	**Participant Eligibility:** All program participants meet the category of homelessness applicable to the program component type and all program participants are eligible in conformity with particular grant requirements.	
F	**Eligibility Documentation:** Program complies with all HUD requirements regarding documentation of disability and homeless status.	
G	**Agency and Program Budget:** Budgets are clearly defined and adequately describe where Continuum of Care funds are spent.	

Project's Work is Consistent with Community Needs
(10 points possible)

	Possible Points	Points Earned
1) Projects will receive points based on their project type: Permanent supportive housing for Chronically Homeless = 10 Permanent supportive housing = 8 Rapid Rehousing = 8	10 points	

Outcomes **(35 points possible)**

Has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed?

Reviewers may make up to a two point adjustment within the scale to account for the fact that outcomes will naturally be lower in more difficult to serve populations, which includes, but is not limited to: low or no income, current or past substance abuse, criminal record–with the exception of restrictions imposed by federal, state, or local law or ordinance–and chronic homelessness.

	Possible Points	Scale	Points Earned
2) Utilization Rate (System Performance Measures 1, 3, 7): The project is at capacity in serving the number of homeless people it is designed to serve.	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	

3) Performance Measures: Has the project set and met additional performance measures for itself? Are program goals realistic but sufficiently challenging given the scale of the project?	5 points	Award 2 points for having set and met additional measures Award up to 3 additional points if the measures met are realistic and challenging	
4) Housing Retention (System Performance Measures 2, 7): The percentage of formerly homeless individuals who remain housed in the HUD permanent housing or exited to a permanent destination is at least **85%.**	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	
5) Mainstream Services (System Performance Measure 4): Program demonstrates success in connecting clients with mainstream resources based the percentage of adult clients who are receiving one or more cash or non-cash benefits	5 points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 40-59.9% 1 pt. 0-39.9% 0 pts.	
6) Increase in Income: (System Performance Measure 4): Percentage of adults that maintained or increased income from any source, excluding those who maintained an income of $0.	5 Points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 50-59.9% 1 pt. 0-49.9% 0 pts.	

Budget **(12 points possible)**

	Possible Points	Points Earned
7) Documentation: • Is agency and project budget clearly articulated, with no unnecessary or unexplained items? • Is the agency and project budget sufficient but cost-effective related to the population it is serving and the outcomes it is projecting? • Is the budget itself sufficiently detailed to provide an understanding of the full scope of activities for the project?	4 points	
8) What percentage of the project's grant funds were drawn down in the past year?	4 points	
9) Were the grant funds drawn down at least once per quarter the past operating grant year as required by HUD?	4 points	

Agency Capacity **(18 points possible)**

	Possible Points	Points Earned
10) Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	
11) Has HUD de-obligated any of the agency's/program's grant funds in the past operating year? Consider: • The magnitude of the deobligation • Has the agency provided an explanation? • Is the agency taking action to prevent this problem in the future? Award full points for agencies who have not had any funding deobligated by HUD. Deduct points based on the severity of the deobligation.	5 points	
12) Does the agency/each agency actively participate in the Continuum of Care? Consider: • The agency's attendance and participation at CoC meetings • The agency's attendance and participation with CoC committees • Any activities the agency has participated in with or on behalf of the CoC • The agencies participation in/commitment to Coordinated Entry • Special initiatives that agency has participated in, including Healthcare and Housing, SOAR, special trainings, CSBG workshops, etc. • Any Leadership positions (i.e. serving on the Board or Committee leadership held by the agency)	5 points	

13) CoC Competition Participation: Has the agency met all deadlines during the CoC Competition? • Note: The information for this question is created by the staff report. • Full points awarded for projects which have never missed a deadline. • No points for projects who have missed any CoC Competition deadline.	3 Points	

HMIS **(10 points possible)**

	Possible Points	Scale	Points Earned
14) HMIS: % of null of missing values	5 points	0-4.9% 5 pts. 5-9.9% 4 pts. 10-14.9% 3 pts. 15-100% 0 pts.	
15) HMIS: % of exiters who exit to a known destination	5 points	95-100% 5 pts. 90-94.9% 4 pts. 85-89.9% 3 pts. 0-84.9% 0 pts.	

HUD Policy Priorities **(15 points possible)**

	Possible Points	Points Earned
16) Housing First Has the project committed to and are they practicing a Housing First approach? Is that demonstrated by their policies and procedures and with verification through their APRs (reasons for exiting clients)?	5 points	
17) Chronically Homeless If a PSH project, has it dedicated its beds to serving 100% chronically homeless individuals and is that dedication reflected in its clientele? Award full points for complete dedication. Award two points for prioritization.	5 Points	
18) Serving Vulnerable Populations Award up to 5 points for agencies that serve hard-to-serve populations. Possible needs and vulnerabilities include: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work.	5 points	

Total Points Earned: _____/100

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017 at 5:00 pm**

This Request for Information (RFI) must be completed for **each** renewal project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 6/1/16 to 5/31/17) to create a PRESTO-generated report to be used by the Review and Rank Committee.

For each renewal project application, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer the renewal questions #1 through #36**. You should ignore all other questions.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their project application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or about the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL INFORMATION

1. **What are your most recently completed operating year dates?** This is based on your most recently completed GRANT year, as defined by HUD.

2. **Please provide a summary description of your project.** Include the populations your project serves (e.g. homeless emancipated foster youth, chronically homeless families, etc.). Include descriptions of service delivery and linkages with other organizations. If your population is high-needs, please explain. (Please note that this summary is what will appear in the PRESTO database as the narrative for the Review and Rank Panel to see on your project's page. Please ensure that it is up to date, accurate and consistent with the other data provided in this Local Application and in your e-snaps application and APR).

3. **If your project has not yet started**, please describe your progress and timeline toward serving clients. **If your project has less than a year of data**, please describe how your operations have gone so far.

OUTCOMES

4. How many **beds** are you contracted with HUD to serve at a single point in time?

5. How many **units** are you contracted with HUD to serve at a single point in time?

6. As of the time you are filling out this questionnaire, how many **beds** are you currently serving?

7. As of the time you are filling out this questionnaire, how many **units** are you currently serving?

8. **If you are not currently operating at your contracted bed/unit inventory** please explain why. Please also explain your plan for getting to full occupancy and an anticipated timeline for getting to full occupancy. If you are currently serving more than the contracted amount, please explain how you are able to do that (i.e. overflow/seasonal beds, over-leasing, etc.)

9. For the **Mainstream Services** (Scoring Factor 5) and **Increase in Income** (Scoring Factor 6) metrics, **if not all of your clients are receiving income or mainstream benefits**, please describe your program's efforts to connect the remaining individuals with income and mainstream services. Please be specific as to the case plan for each individual without using any identifying information.

10. **Please list any additional performance measures you have and the outcomes achieved.** Please describe how you selected the performance measure, how you determined the appropriate goal, how you encourage clients to meet that goal, and how many clients have achieved that goal. Please provide raw numbers for clients, not percentages (e.g. "30 of 40 clients pay their utilities on time for the past twelve months). ***Note****: These performance measures should be any you have in addition to the performance measures listed on the scoring tool (Housing Stability, Increasing or Maintaining Income, Connection to Mainstream Resources).*

BUDGET

11. What is your **CoC Project Grant Amount** for the current grant operating year?

12. How much of your CoC Project Grant Amount have you **already expended** for the current grant operating year?

13. **Do you anticipate spending all of your funds for this grant?** If not, please provide a narrative explaining why you will not spend down all of your funds.

14. Please list all of the **dates on which you drew down funds from HUD's e-LOCCs system** during the last grant year. Please list all dates as MM/DD/YY, and please separate all dates with commas. For example, if you drew down funds on December 10th, 2016 and April 2nd, 2017, you would type: "12/10/16, 4/2/17."

15. **If your drawdowns were not consistent**, please describe why there are inconsistent drawdowns.

16. Please describe your agency's **internal accounting procedures** that track eligible costs for CoC grants.

AGENCY CAPACITY

17. Has the agency or the project had any **HUD monitoring or audit findings** since January 2015? Also, does the agency or project have any outstanding HUD monitoring findings, no matter when the occurred? If so, please list them here. *(Please attach copies of correspondence about HUD findings to your submission; see the last page of this document for details.)*

18. Have any CoC funds been **formally de-obligated** for this project? If yes, please briefly indicate the amount, date, and reason.

19. Please indicate your agency's **level of participation in the Housing First Solano CoC meetings from January 2016 to the present**. Include detailed information regarding your agency's participation in the CoC (attendance/participation at CoC and committee meetings; contributions to CoC policies, decisions, documents; presentations to or on behalf of the CoC; participation in any special initiatives such as SOAR, Healthcare and Housing, CSBG workshops, etc., participation in/commitment to Coordinated Entry).

20. Please describe your agency's **policies for ensuring accurate HMIS data**.

HUD PRIORITIES

21. **Does your project practice a Housing First approach?** Please describe. Describe your intake policies and procedures. What is required to enter your program? What is required to stay in your program? What kinds of activities can result in a resident being asked to exit your program? If anyone exited your program for a destination other than PH, what was the reason?

22. **If your project is a permanent supportive housing project**, please also state whether you have committed to serving **100% chronically homeless persons**. If you have and that commitment is not reflected in your clientele, please explain why not (e.g. clients have been in the project since before the commitment to CH). Also, please indicate how many of your current program participants are chronically homeless. (If your project is not a PSH project, please just type "Pass.")

23. Please provide the number of individuals in your project who are part of one of the following categories. You may include persons in more than one category. If your project does not serve someone in one of the following categories, please indicate "0" for that category. For this question, please state how many people in your project have **low or no income.**

24. How many people in your project are current s**ubstance abusers** or have a history of substance abuse?

25. How many people in your project have a **criminal record**?

26. How many people in your project have been or currently are a **victim of domestic violence**?

27. How many people in your project are **Lesbian, Gay, Bisexual, Transgender, or Questioning** (LGBTQ)?

28. How many people in your project are **resistant to receiving services**?

29. How many people in your project have **significant health or behavioral health challenges** or functional impairments which require a significant level of support in order to maintain permanent housing?

30. How many people in your project are **high utilizers of crisis or emergency services, including emergency rooms, jails, and psychiatric services**, to meet basic needs?

31. How many people in your project are **coming from the streets or other unsheltered situations**, particularly youth and children?

32. How many people in your project are **particularly vulnerable to illness or death**?

33. How many people in your project are **particularly vulnerable to victimization, including physical assault, trafficking, or sex work?**

34. For the measures immediately above, please describe the total number of persons counted overall, and the **methodology for determining vulnerability**.

35. For the measures immediately above, please describe the **policies or procedures your agency uses to track this information** (regarding vulnerability).

36. If you wish, you may use this space to **comment on any factors** relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please continue to the next page to see the list of required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed.	Please initial confirming that the full budget is included:
d) Your **FULL AGENCY AND PROGRAM policies** which govern program operation including, but not limited to: i) Participant entry and exit policies, ii) HMIS policies and procedures, iii) Documenting client eligibility, and iv) Budgeting and accounting policies.	Please initial confirming the full program and agency policies are included:
e) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
f) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge. I understand that providing inaccurate data can result in consequences up to and including the loss of grant funds.

Executive Director:_____ Date: _____

NEW PROJECT SCORING FACTORS
2017 Continuum of Care Competition
APPROVED by the Housing First Solano General Membership on April 26, 2017

Threshold Criteria

If a project fails to meet the following criteria it will not be considered in the Continuum of Care Competition.

		Did Project meet threshold?
A	**Project Type:** The project is for permanent supportive housing, rapid rehousing, transitional housing/rapid rehousing partnership or for a coordinated entry system.	
B	**Eligibility of Participants:** The project will serve eligible persons who are homeless using HUD's definition. This may include homeless youth and persons fleeing domestic violence or trafficking.	
	If the project will be <u>permanent supportive housing</u>, it will serve chronically homeless people. *(Definition: individuals from streets, emergency shelters, safe havens, or an institution for less than 90 days and was chronically homeless at entry into the institution that has been homeless in such places for at least one year or at least 4 times in 3 years and that has a diagnosed disability, or families with a head of household that meets the definition of chronically homeless)*	
	If the project will be <u>rapid rehousing</u>, it will serve homeless households living on the streets or in emergency shelter.	
	If the project will be <u>coordinated entry</u>, it will provide referrals and facilitate access to services for all groups covered under the HUD definition of homelessness.	
C	**Eligible Applicant:** Applicant and subrecipient (if any) are eligible. Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments.	

		Did Project meet threshold?
D	**Project can meet HUD Timeliness Standards:** Project has secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.	
E	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
F	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
G	**HMIS Participation:** The application clearly indicates that the agency intends to participate in HMIS in the event that the project is funded.	
H	**Renewable Activities:** The project utilizes the grant funds for renewable activities (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)	
I	**Coordinated Entry:** The project will participate in Coordinated Entry unless it is a victim-service agency or serving survivors of domestic violence.	

Project Elements (40 points possible)

Factor	Possible Points	Points Earned
1) PROGRAM DESIGN **For Permanent Supportive Housing and Rapid Rehousing Projects:** Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services. • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? **For Coordinated Entry:** Program design is in alignment with coordinated entry system design envisioned by CoC. • Is the system easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area? • Is there a standardized assessment process? Does the program ensure that program participants are directed to appropriate housing and services?	15 points	
Factor	**Possible Points**	**Points Earned**

2) Site control The program has either secured the housing for the project, or if not secured, adequately describes how the program will acquire the necessary housing for the project type. Consider: • **For PSH:** Is the program single site or scattered site? Has the agency secured a lease for the site location? Is there adequate property available in the geographic region for this proposed program? • **For RRH:** Does the agency describe how it will locate housing for project participants? Does the agency already have relationships with existing landlords to expedite housing placements? What experience does the agency have in housing low or no-income individual in a scattered-site model? **For Coordinated Entry:** Does the agency describe where the coordinated entry points will be located? Has it secured those locations? Are there alternative access points (phone system, mobile outreach, etc) which negate the need for multiple-points of access. If a "no wrong door" approach is envisioned, how will the agency ensure all participates are adequately trained?	5 Points	
3) Community Coordination Program will have adequate connections to the broader homeless Continuum of Care. Consider: • The extent to which the agency has existing relationships with other services or agencies. • The detail to which service linkages are described. Award less points for general statements, more points for concrete descriptions of service linkages and delivery. The program's ability to accept referrals from the Coordinated Entry system and any barriers which would prevent full participation (e.g. funding limitations, geographic constraints, etc.)	10 points	
Factor	**Possible Points**	**Points Earned**

4) Housing First/Low Barrier Approach Program states it is Housing First meaning it is no- or low-barrier in terms of project entry and project participation requirements. Consider the extent to which the project requires the following: • The project does not require detox treatment and/or days of sobriety to enter • The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter • The project does not bar clients based on past (non-violent) rule infractions • The project accepts all clients regardless of sexual orientation or gender identification and follows all fair housing laws • The project does not exclude persons with zero income and/ or limited to no work history • The project does not terminate program participants for any of the above listed issues. The project also does not terminate participants for: ❖ low or no income, ❖ current or past substance use, ❖ history of domestic violence, ❖ failure to participate in supportive services, ❖ failure to make progress on a service plan, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance. **4) Housing First/Low Barrier Approach Continued**	10 points	

For Coordinated Entry: Does the project proposal describe a plan to prevent screening people out of the coordinated entry process due to perceived barriers related to housing or services and ensuring that all participants have fair and equal access to the Coordinated Entry System, including people with disabilities or Limited English Proficiency? Do they have a plan for marketing the system, in concert with the CoC to ensure equal access? Will the staff administering assessments use culturally and linguistically competent practices and incorporate cultural and linguistic competency training into the required annual training protocols for participating projects and staff members?		

Increasing Participant Income (5 Points)

Factor	Possible Points	Points Earned
5) Participant Evaluation and Support: Consider the extent to which the program description has considered connecting clients to mainstream resources: • Does the program's policies and procedures describe how it will evaluate client eligibility for mainstream resources? • Do the program's policies consider client needs and choice in determining what mainstream resources or job training programs are appropriate for the participant? • If the program cannot link clients to mainstream services itself, does it have strong partnerships with other organizations who can provide the necessary job training skills? **For Coordinated Entry:** Does the agency have a plan for diverting clients who might be able to self-resolve? Evaluate how the agency will connect clients to self-help resources when appropriate.	3 Points	
6) Agency resource training Program conducts or provides access to training for staff on available mainstream resources for which clients may qualify. Consider: • Agency plans for staff training on benefits eligibility • Agency linkages with mainstream benefits providers Agency capacity to provide mainstream benefits, such as SOAR training	2 points	

Agency Background and Capacity (35 Points)

Factor	Possible Points	Points Awarded
7) Past Experience Agency has successfully operated at least one program similar to the one proposed for at least two years and/or has a strong grant management, compliance and performance history. If the agency has not operated a program like this before, the agency can demonstrate that it has sufficient prior experience and success in: • Providing homeless housing or services; or • Administering rental assistance; and • Can manage complex reporting requirements with adequate financial controls. For Past CoC Recipients: If the program is a recipient of prior HUD Continuum of Care Grant, project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.1	15 points	
8) Audit Findings Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	

Factor	Possible Points	Points Awarded
9) Budget Description Is the budget adequate for the project type and proposed service delivery model. Consider: • Budgeted staff and expenses are adequate to support the proposed program and cost-effective. Budget is clearly articulated, with no unnecessary or unAZSWZexplained items, such that HUD could understand how proposed costs align with eligible expenses.	5 points	
10) Internal Program Accounting The agency demonstrates a strong ability to track and understand costs and expenses in real time. Consider: • The agency's internal financial monitoring process. • The agency's current policies for financial reporting. • Oversight by the agency's board of directors to ensure financial compliance. • The agency's strategy for documenting eligible costs and ensuring adequate grant drawdowns on a regular basis.	10 points	

HUD Priorities (20 Points)

Factor	Possible Points	Total Points
Project Types That Align with HUD Priorities: • Providing Permanent Housing (PSH, RRH, or TH-RRH partnerships) = 5 pts. • SSO For Coordinated Entry = 3 pts	5 points	
Prioritizing Chronically Homeless: • Project will dedicate all of its beds to chronically homeless individuals/families = 5 pts. • Project does not dedicate all beds for chronically homeless people, but gives the CH priority for admission = 3 pts. • Project will not dedicate, prioritize, or provide any housing for people who are or were chronically homeless = 0 pts. **For Coordinated Entry:** Analyze how the project will prioritize clients seeking services. If the project will prioritize based on chronic homeless status, award full points.	5 points	
Severity of Needs: Award up to 5 points for serving the following population types: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work. Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will	5 points	

attempt to reach out to these individuals is insufficient. Consult the program design for more information.		
The Program targets a specialized population, such as: • Youth • Victims of Domestic Violence/Trafficking • Families with Children • Persons Experiencing Chronic Homelessness • Veterans Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to reach out to these individuals is insufficient. Consult the program design for more information.	5 points	

Total Points Awarded: _____/100

HOUSING FIRST SOLANO

2017 CONTINUUM OF CARE REVIEW AND RANK
REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017, 5:00 pm**

This Request for Information (RFI) must be completed for each new housing or coordinated entry project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will used to create a PRESTO-generated report to be used by the Review and Rank Committee. **As soon as you decide that you will or may apply,** please send an initial e-mail to solano@homebaseccc.org containing:

- The subject line "**Solano CoC NOFA – New Application**"
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer questions #101 through #117**. After answering Question #117:

- If you are applying for a new housing project, please answer **questions #201 through #206**.
- Alternatively, if you are applying for a new coordinated entry project, you should instead go on to answer **questions #301 through #306**.

Also, for each new project application, please send **a second email** to solano@homebaseccc.org containing:

- A subject line that clearly describes the email's contents ("Solano CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]")
- In the body of the email, a numbered list of the attachments
- And the following attachments:
    - 1 PDF of your applicant profile from e-snaps
    - 1 PDF of your project application from e-snaps
    - Any relevant attachments as indicated in the RFI, which may include:
        - Proposed full project budget
        - Audit/monitoring documentation
        - Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL PROJECT INFORMATION

101. **What is your general project type?** Permanent Supportive Housing for chronically homeless? Rapid Re-Housing (RRH) for individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homelessness? TH-RRH hybrid programs? Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system?

102. **Please describe why your participants are eligible for your proposed project type.** Will participants be homeless under HUD's definition? What population(s) does your project serve (e.g. homeless emancipated foster youth, chronically homeless families, etc.)? If your population is high-needs, please explain. If the project will be permanent supportive housing, will it serve a majority of chronically homeless people? If the project will be rapid re-housing, will it serve homeless households living on the streets or in emergency shelter? If the project will be coordinated entry, will it provide referrals and facilitate access to service for all groups covered under the HUD definition of homelessness?

103. Does your project **intend to participate in HMIS**?

104. Does your project intend to utilize the **grant funds for renewable activities** (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?

105. Will your project participate in **Coordinated Entry**?

106. Is your organization **either a local government entity or nonprofit agency**?

107. Has your project secured or will it secure **proof of site control**, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award?

108. Will your project have policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry?

109. Will your project ensure equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy?

BUDGET & COST EFFECTIVENESS

110. Please include any comments on how the **budgeted staff and expenses are adequate** to support the proposed program. *Please also submit a copy of your project budget including both HUD and non-HUD funds.*

AGENCY CAPACITY

This section asks you to describe your agency's expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements.

111. How have you **successfully handled federal or other major grants** of this size without difficulty or problems in the past 5 years? Have you regularly draw down your HUD grant funds throughout the grant year and met the administrative and reporting requirements of your grants?

112. Has your agency had any **outstanding HUD findings or concerns** and/or financial audit findings in the past three years? How has your agency responded to the concerns?

113. Has HUD **de-obligated any of your agency's grant funds** and if so, why?

114. How has your agency **demonstrated, through past performance, the ability to successfully carry out the work proposed** and that it has successfully served homeless people as a particular group? Please describe your experience handling a like-project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).

115. Will the project be **ready to start** by HUD's statutory deadlines? Please describe how the project will overcome regulatory obstacles such as tenant displacement or relocation, or any anticipated environmental or zoning issues.

HMIS PARTICIPATION

116. **Has your agency used HMIS for its other projects?** If you have not used HMIS before, please describe your capacity to meet the training and data entry requirements of HMIS. If you have used HMIS before, *please provide your overall data quality (ART report 640).*

PERFORMANCE MEASURES

117. How are **projected performance measures realistic but sufficiently challenging** given the scale of the project, and how are outcomes measurable and appropriate to the population being served?

At this point, please either continue to Question #201 (for Housing Projects) or to Question #301 (for Coordinated Entry Projects).

HOUSING PROJECTS ONLY

201. For Permanent Housing Projects only, **please explain your project design**, intended population served, and program service delivery.

202. How does the program design include **provision of comprehensive/intensive case management and appropriate supportive services**? Please describe: How is your project appropriately staffed to provide the services? How are your staff trained to meet the needs of the population to be served? How does your program include involvement of clientele in designing and operating the program? How is the program design intentionally inclusive of and accessible to all eligible clients?

203. How is the housing where participants will reside appropriate to the program design proposed? Please describe: How is the project staffed appropriately to operate the housing? How are staff trained to meet the needs of the population to be served? How will the program be physically accessible to persons with disabilities? How is the project located such that basic amenities (e.g. grocery stores, pharmacies, etc.) are easily accessible?

204. How do/will the project's policies and procedures ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under mainstream health and social service programs? Consider: Does the agency demonstrate a track record of enrolling clients in all mainstream services for which they are eligible?

205. How will your project implement Housing First by minimizing barriers to entry and program participation?

206. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

COORDINATED ENTRY PROJECTS ONLY

301. For Coordinated Entry Systems, to what extent will your project be accessible by individuals and families in **all geographic areas of the CoC**?

302. Will the project **utilize the VI-SPDAT**?

303. **How will the project be well publicized countywide**? Publicizing may occur through physical notices posted in key locations (e.g. food pantries, faith communities, County offices, other service providers, and others), newspaper notices, etc.

304. How will needs assessment, resource allocation and **service coordination be improved** through the coordinated assessment project?

305. To what extent will your project **serve all populations in the CoC**, including: individuals, the chronically homeless, individuals and families fleeing domestic violence, dating violence, sexual assault, and stalking (particularly those seeking shelter or services from non-victim service providers), families with children (particularly male children) under the age of 18, transition-age youth, LGBT, Veterans, and homeless persons re-entering from public institutions (subject to eligibility)?

306. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed; and	Please initial confirming that the full budget is included:
d) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
e) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge and understand that failure to provide accurate information can result in consequences up to and including the loss of grant funds.

Signed by: _____ Date: _____
Executive Director

I hereby certify that all required attachments are included.

Signed by: _____ Date: _____
Executive Director

APPROVED by the Housing First Solano General Membership on April 26, 2017
Revised August 7, 2017

CONTINUUM OF CARE PRIMER

FOR NEW PROJECT APPLICANTS

PRE-COMPETITION CHECKLIST

Because the Continuum of Care competition timeline is often very tight, we recommend that you take the following steps immediately, *prior* to the start of the 2017 competition:

- ☐ Ensure that your organization has a DUNS number. If your organization does not have a DUNS number, please visit the Dun and Bradstreet website at www.dnb.com or call 1-866-653-1344. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Register your organization with the System for Award Management (SAM), the successor to the Central Contractor Registry (CCR). If you had an active CCR record, you do not need to do anything in SAM. Visit www.sam.gov to register or update your organization. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Create an e-snaps Applicant Profile. To submit a project application in e-snaps, an organization must establish itself in e-snaps. A representative from the organization must create an e-snaps user profile, log in, and establish the organization as an applicant. For detailed information (including screen shots), see https://onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/.
- ☐ Register any staff who will be working on your electronic application with e-snaps. Each person contributing to the e-snaps application must have their own e-snaps user profile, and must be associated with the organization in e-snaps as a Registrant. Each organization should have at least two staff persons who can access the organization's e-snaps account. For detailed information (including screen shots), see https://onecpd.info/resource/2903/adding-deleting-registrants-in-esnaps/.
- ☐ Establish match. Applicants *should* begin collecting signed match letters now. Applicants need to ensure their match is eligible under HUD's requirements. Match must be signed and secured prior to the finalization of project applications on September 20, 2017.
- ☐ Review 2016 scoring materials and application process, understanding that these materials *are subject to change for the 2017 competition*. However, the materials will provide first-time applicants with helpful context.
- ☐ If your organization would like to apply as a *subrecipient* (HUD will contract directly with the recipient, who has primary responsibility for ensuring that applications and annual reports are submitted in a timely manner and that the subrecipient complies with all relevant regulations) of another organization, begin establishing that relationship immediately.

If you need assistance with e-snaps or have questions regarding requirements for CoC projects or the 2017 application process, please contact HomeBase:

Solano@homebaseccc.org | 415.788.7961 x331

SAMPLE BUDGET

Cost	HUD Amount	Match & Leverage	Total Budget
Rental Assistance (Rent + deposit assistance for 10 units)	$100,000	$45,000	$145,000
Case Management (1 FTE case manager + benefits)	$8,600	$68,650	$77,250
Educational Services (GED classes + test fees; weekly health education classes)	$450	$9,530	$9,980
Substance Abuse Treatment (.33 FTE substance abuse counselor + benefits)	$1,540	$22,670	$24,210
Employment Assistance (leveraged employment counseling program)	$700	$2,060	$2,760
Food (weekly food bank assistance for 10 clients)	$0	$10,000	$10,000
Life Skills (life skills classes + materials)	$3,240	$4,890	$8,130
Outreach	$0	$550	$550
Transportation (bus tickets - 2/week x 10 clients)	$602	$800	$1,402
Furnishings (donated furniture for units)	$0	$1,600	$1,600
Legal Services (leverage from Legal Aid - record remedies, domestic violence support, SSI appeals)	$0	$13,450	$13,450
Utilities	$600	$2,000	$2,600
Clothing	$0	$2,650	$2,650
HMIS	$280	$3,900	$4,180
Administration	$6,605	$12,450	$19,055
TOTAL:	**$122,617**	**$200,200**	**$322,817**

JULY 2017

THE NEW JOINT TH AND PH-RRH COMPONENT: IS IT FOR YOU?

THE FY 2017 COC PROGRAM COMPETITION

In the FY 2017 Continuum of Care (CoC) Program Competition, CoCs may create new Joint TH and PH-RRH component projects to better serve homeless individuals and families. This new component project is comprised of two existing program components – transitional housing and rapid rehousing – in a single project to serve individuals and families experiencing homelessness.

When considering whether to award such a project, the Department of Housing and Urban Development (HUD) will review applications to determine if they meet at least three of the following five project quality threshold requirements with clear and convincing evidence:

(1) Whether the type of housing, number, and configuration of units will fit the needs of the program participants;
(2) Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing (this includes all supportive services, regardless of funding source);
(3) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) meets the needs of the program participants;
(4) Whether program participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., they will be provided with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing); and
(5) Whether the project adheres to a housing first model.

If funded, HUD will limit eligible costs as follows (in addition to other limitations found in 24 CFR part 578):

(1) Capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
(2) Short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
(3) Supportive services;
(4) HMIS; and
(5) Project administrative costs.

While such a program must make both types of assistance available to all participants, a participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component.

CHARACTERISTICS OF A JOINT COMPONENT PROJECT

Joint component projects are not meant to replace transitional housing programs that lost funding in recent years. Instead, this new component offers a new strategy to address challenges that communities experience. HUD has indicated that such projects provide a safe place for people to stay – **crisis housing without preconditions** – with financial assistance and wrap-around supportive services determined by participants to help them **move to permanent housing as quickly as possible**.

At a minimum, joint component projects should:

- Use a **Housing First** approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible – participants cannot be required to participate in treatment or services to receive assistance;
- Have **low barriers to entry** and accommodate people with possessions, partners, pets, and other needs;
- Incorporate **client choice** by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources – participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
- Provide or connect participants to **resources** that help them improve their safety and well-being and achieve their goals; and
- Target and prioritize people experiencing homelessness with **higher needs** and who are **most vulnerable**, especially those who are unsheltered, have experienced long or multiple episodes of homelessness, have higher barriers to exiting homelessness, and are more likely to be victims of violence or harm.

WOULD A JOINT COMPONENT PROJECT BE A GOOD FIT FOR YOUR COMMUNITY?

Joint component projects may not be a good fit for all communities. Before applying, CoCs must assess whether such a project will be the best use of resources and will meet the needs of people experiencing homelessness in the community.

Joint component projects may be a suitable option in the following situations:

- ✓ Such projects may benefit communities with **high rates of unsheltered homelessness** and where **stays in shelter and other forms of crisis housing are usually brief** by providing temporary, low-barrier housing to program participants while helping them move quickly to permanent housing.
- ✓ Joint component projects may mitigate the problem of a **lack of safe emergency shelter or crisis housing for people fleeing domestic violence** by providing survivors with

safe and supportive temporary housing and connecting them to permanent housing and continued services as soon as they are ready.

- ✓ Such projects may meet the **unique developmental needs of unsheltered youth** and help them move quickly into permanent housing with available supportive services to help them maintain that housing.

Joint component projects are likely not a suitable option in the following situations:

- ✘ In communities where shelter, crisis housing, and transitional housing stays are long (in such cases, increasing rapid re-housing and permanent supportive housing resources may be more effective ways to increase capacity);
- ✘ Communities where there are already emergency shelters or crisis housing serving survivors of domestic violence (such communities should assess whether lowering the barriers in those existing projects and adding rapid re-housing would better meet survivors' needs and be a better use of resources);
- ✘ Communities that have existing transitional housing projects which are successful in providing their participants with the financial resources necessary to obtain permanent housing.

QUESTIONS TO CONSIDER

When considering applying for TH-RRH projects, CoCs and applicants should take into consideration the needs of the populations experiencing homelessness within their communities and design proposals accordingly. Some questions to consider are:

- ➢ Is there a currently underserved population in the CoC that might benefit from a TH-RRH project?
- ➢ What length of assistance will serve the needs of the target population?
- ➢ What types of wrap around services will be needed?
- ➢ Will a mainstream resource need to be leveraged to support a joint component program?
- ➢ Will the addition of such a project improve system performance?
- ➢ Is there a transitional housing project in the CoC that is unable to provide its participants with the financial resources necessary to obtain permanent housing and whose funding might be appropriate for reallocation to a joint component project which would better meet the needs of the people the project is intended to serve?

When developing performance expectations for joint component projects, CoCs should consider the following questions:

- ➢ How quickly will participants move into permanent housing?
- ➢ How well will the project accommodate people with a variety of needs, including those with different household configurations, service needs, or pets?
- ➢ How well will the project connect people to valuable community resources, such as education, health care, and employment?

HOUSING FIRST SOLANO GENERAL MEMBERSHIP

WEDNESDAY, APRIL 26, 2017 | 10:00 A.M. – 11:30 A.M.

SUISUN CITY COUNCIL CHAMBERS 701 CIVIC CENTER BLVD., SUISUN CITY, 94585

REGULAR MEETING AGENDA

1. **Call to Order**
2. **Additions to Or Deletions from the Agenda** — **ACTION**
3. **Approval of the Agenda** — **ACTION**
4. **Consent Calendar** — **ACTION**

   4.1 Approve the HFS General Membership Minutes of Regular Meeting February 22, 2017
5. **Old Business**

   5.1 Point in Time Count Update — **DISCUSSION**
6. **New Business**

   6.1 Housing First Solano Board Elections — **ACTION**

   6.2 Mid-Year Review and Rank Report Out — **UPDATE**

   6.3 Discuss and approve Review and Rank Policies as well as the New and Renewal Scoring Tools and Local Application materials for the 2017 Continuum of Care Competition — **ACTION**

   6.4 HOUSING FIRST Part Two: Implementing Housing First at the Program Level — **DISCUSSION**
   - Presentation and Group Discussion
7. **Staff Report**

   7.1 Report out from the HMIS User Group and HMIS Updates — **UPDATE**

   7.2 Tripartite Advisory Board Representative Election Results — **UPDATE**

   7.3 Regional Strategic Plan Implementation Report — **UPDATE**

   7.4 NOFA Preparations: Governance Committee Convening — **UPDATE**
   - **May 18, 2017 from 10 AM to 11:30 AM Location TBD**
8. **CoC Member Comments**
9. **Adjourn**

Housing First Solano
Vallejo-Solano County Continuum of Care
General Membership Meeting Minutes
April 26, 2017
10:00 a.m. ~~to 11:30 a.m.~~
Suisun City Council Chambers, 701 Civic Venter Blvd., Suisun City, 94585

The Housing First Solano CoC approved these minutes on June 28, 2017.

1. Meeting **called to order** by Chair Tranine Chisom at 10:04 a.m.

2. No additions to or deletions from the Agenda were proposed.

3. Jonathan moves to **approve the agenda**; Norma Ramos seconds the motion. Unanimous approval at 10:04 a.m.

4. Kathy Lawton-Caesar moved to **approve the minutes** of the CoC General Membership meeting from February 22, 2017. John Evalle asked whether these were the minutes of the meeting when the committee discussed establishing a letter of support. Kathy indicated that John was thinking of a different meeting. John then seconded Kathy's motion. The motion passed with unanimous approval at 10:06 a.m.

5. **Old Business: Point-in-Time Count Update**. Carolyn Wylie updated the CoC on the PIT Count. Carolyn indicated that staff had received draft numbers from the subcontractor and were currently entering them into HDX, the system used by HUD for reporting data. Carolyn reported that the PIT was due to be submitted on May 1st. HomeBase was checking for errors, and making reconciliations. Staff anticipated submitting on time on the 1st, maybe even a little bit early. As part of the process, HUD will reach out to Solano after submission if they have any concerns.

   Staff reported that it appeared the count had increased due in large part to a more robust count. For example, previously Solano had counted around 7 youth, and this time quite a bit more were counted because of the separate youth-focused count in collaboration with youth providers and local schools. Similarly, having outreach teams go into the encampments resulted in a more accurate count as well.

   This back-and-forth process with HUD to check the numbers usually lasts about a month, which fits in with the expected NOFA timeline. Staff reported that they expected that the PIT-count contractor, Applied Survey Research, would have a final report completed by early June public release..

   There were no questions for Carolyn on the PIT Count.

6. **New Business: Housing First Solano Board Elections.** Tranine explained the current openings on the CoC Board of Directors: there were three positions available, and were applications for two of those positions in the white packet distributed to attendees. Carolyn explained that applicant Debbie Tavi was the Executive Director of Suisun City's Chamber of Commerce, and was applying for the business seat, which has been open since the board was formed, so the CoC Board was excited to have her.

   Carolyn explained that Ed Lowe was from North Bay Health Care, and was applying for the healthcare/hospital seat. This was added about 2 years ago and the Board has been reaching out to hospitals / health care organizations looking for someone to join that seat since. Ed has been coming to coordinated entry meetings, a board meeting, and a regional planning meeting over the past year so he has been actively involved.

   Carolyn explained that Reginald Doss has been one of two formerly homeless members of the board since its inception. He would have been able to renew his application at the February meeting, but did not submit it in time. He had submitted it in time for April, but due to an error on the part of HomeBase, the application was not included in the printed packet today. His application had not changed, so the CoC was able to refer to his previous application if needed as the reference.

   Norma added that Reginald was a real asset for the formerly homeless; that he was very verbal, good about asking questions, giving opinions.

   Carolyn noted that the other person in that slot had stepped down, so the CoC would have both openings for homeless or formerly homeless if his application was not approved.

   At 10:13 a.m., Reginald Doss entered the meeting.

   John Evalle concurred with the comments above.

   An attendee asked if he could self-nominate for the second open homeless representative position. Carolyn said that he could self-nominate per the Charter. Tranine told him to "fill out an application at the end of the meeting and we will put it on the agenda for next general meeting."

   An attendee asks whether adding the second homeless representative would fill all of our board seats. Carolyn answers that we would still have one at-large seat open.

   Tranine calls for voting *en bloc* on all three applicants (Debbie, Ed, and Reginald) at 10:15 a.m. Kat moved to accept all three applicants. Norma seconded the motion. The motion was unanimously approved at 10:15 a.m.

7. **New Business: Rank and Review Report**. Carolyn updated the membership on a CoC Board Report about the Mid-Year Review. The purpose of Mid-Year Review is to give projects a chance to see how they are doing on the revised scoring tools. It is not intended to be punitive. It is meant to allow projects to be better prepared for actual competition and to seek out appropriate technical assistance to better reduce homelessness in the community. Most of the results of the Mid-Year Review were confidential; agencies received individual scores and suggestions to allow for more candor. One of the main findings to come out of the review was that data quality is very poor. HomeBase is in the process of providing technical assistance to agencies to improve their data quality, and once data is entered, that may have significant effects on where projects would appear on the ranked list. For example, if a resident has not had a mid-year checkup but has gained income since entering the program, then your data will under-estimate your true performance at increasing income. The reason why some programs were marked "N/A" is because they do not yet have a full month of data. Typical practice is to place all such programs at the bottom of Tier I, which mostly insulates them from the risk of losing HUD funding. Carolyn reminds the meeting of the importance of solid grant management, noting that any funds lost due to failure to spend are lost not just to the individual project, but to the Solano CoC as a whole.

   2 new people entered the meeting at 10:24 a.m.

   HomeBase is proposing to offer data quality and fiscal trainings. There was a CoC program that (Mission Solano?) had, but they did not meet their deadlines for getting the grant off the ground or re-assigning it to another party, but although HomeBase contacted HUD and said that there were interested parties who could spend the $60,500, HUD said that it was too late and that the money had already been returned to the Treasury. The CoC only found out about this as a result of the mid-year review; the project did not notify CoC about HUD's interest in reclaiming the funds.

   Reginald asked whether we can we schedule these workshops immediately, because we need all of these. How many people do we need to come to the workshops?

   Reginald and Carolyn agreed that data monitoring is most important; Carolyn proposed sending a survey to the entire group (not just CoC-funded projects) to identify which topic is the second-most urgent. HomeBase will also create a schedule for trainings for the rest of the year. There was broad agreement that Solano is open to other ideas as well.

   There were no questions; Carolyn concluded this portion of presentation at 10:31 am.

8. **New Business: Summary of Changes to Review and Rank Policies.** Carolyn explained that the document on pink paper, "Summary of Changes to the 2017 Review and Rank Policies, Scoring Tools, and Local Applications" serves as a change log showing all of the changes that

HomeBase was proposing to make to the relevant documents; as such, the committee could review the pink document without going over all of the attachments page by page. Except as noted in the pink document, all of the attachments were still the same as last year.

(Carolyn then went on to review the Renewal Scoring Tool in detail).

There were no substantive questions or comments. One member said, "Good Job!" Another said "John [Melis] listened well to us."

(Carolyn then reviewed the New Scoring Tool in detail, including threshold factors, and explained how thresholds work.)

Carolyn urged the committee to look at both of the scoring tools to tell HomeBase if anything seems off. Carolyn explained that part of why new projects have to meet so many thresholds is that those thresholds are imposed by HUD; a project that was approved by CoC that did not meet threshold would be at risk of not receiving HUD funding despite being placed near the top of the ranked list.

Motion to approve Rank and Review Rolicies and Procedures, and the Scoring Tools, is unanimously approved.

Tranine asked if there were any questions or concerns. Hearing none, Tranine called for a motion to approve the rank & review policies & procedures, and the scoring tools and local applications as presented. Reginald so moved at 10:49 am. The motion was unanimously approved at 10:49 am.

9. **New Business: Housing First Training.** Jason Green-Lowe presented additional training on applying Housing First principles. Some comments from providers during this portion of the training were as follows:

- We have no metal detectors, gates, etc. (In other words, providers don't think their environments have issues with excessive security.)
- We use a series of escalating consequences leading up to removal. We only had to remove one person.
- If someone gets rude, life threatening, watch your back – you always have to watch your back. Take it to the 25th power when dealing w/ homeless people because they have MH issues, substance use issues, and they are desperate for housing and food.
- Are there ways that projects are very trauma-informed? One provider offers a table with coffee, water, granola bars, and a career board. Clients traditionally respect the table.
- Open-ended questions: Lisa uses them all the time. She gets better results if she dresses down, is friendly, and fits in with them and walks the walk and talks the talk. Use their lingo a bit. Facial gestures all help.

- Open-ended questions allow people to tell their story. Use the VI-SPDAT, but allow them to tell their story through it. Once they see that you are genuinely interested, the rapport and trust builds more quickly because you show that you care and that there is no judgment. Dress down.
- The basic elements are fear and trust. People offer help and back out. Law enforcement comes in and cites you, you go to jail for 7 hours, etc. We are all human beings and need to help each other. We need to take away the sense of fear and develop a sense of trust.
- Caminar is about to launch a training on dual-diagnosis around harm reduction/motivational interviewing.
- At NorCal services for Deaf and Hard of Hearing, Elaine makes herself available. Caminar uses Language Line. Is there a mobile app that works on the phone?
- Lack of supportive services, housing location, landlord assistance
- Long process to get services; difficult to get them to go through that long process
- Best way to reduce those barriers will be to better know our system, and to get to know clients in advance so that you have a better idea of which services / appointments you will need to arrange for them.

The Housing First training concluded at 11:22 am.

10. **New Business: HMIS User Group Update.** Carolyn presented the following update: At the HMIS User Group, we discussed the data issues that have been happening. We had Bowman come out and do a training with our staff, in part for coordinated entry, in part because of recent software updates. There is a new intake form, both on paper and in HMIS, and we went over that with the providers who were there. We will also send out materials to those who were not able to attend. We also discussed System Performance Measures, which must be submitted to HUD. This means looking at how we're doing on several factors, many of them captured by our scoring tool. Last year, for the first time, Solano took these measures directly from HMIS. HUD was not impressed with the data quality behind the system performance measures (in part because there was only one month's notice to prepare the measures) – so we have to decide within the next month whether to take advantage of HUD's offer to replace all of last year's performance measures with new data. We would not be able to replace only one or two; instead we must either replace all of last year's measures or none of them. We also must submit the FY17 system performance measures in about a month.

    In addition, at the HMIS User Group, we discussed SAGE, the new system that will be used to upload data instead of e-snaps. SAGE should be more functional than e-snaps, and should

allow projects to better understand their data. SAGE just came online on April 1st. We will have more info on that soon. We demonstrated some new video trainings for HMIS; we will be updating training documents and uploading some video trainings that people can use.

There were no questions; this segment concluded at 11:26 am.

11. **New Business: Tripartite Advisory Board Representative Election Results**. At the Tripartite Advisory Board, low-income representatives were elected. Paul Newman stepped down, Jill Sowards was nominated and elected to fill the vacant slot. The other three low-income representatives were re-elected. The other new member is in the private section; her name is Laura Crutsinger. The speaker commented that it is nice to have families and legal services represented as stakeholders in one of our boards now. This segment concluded at 11:28 am.

12. **New Business: Regional Strategic Plan Update.** The final draft of the regional strategic plan has been approved; thanks to members for participation in the process. We can now move forward on implementation, and the plan is posted on the website, with a few minor changes. We are trying to build a workgroup who will shepherd the implementation and broaden the planning group to ensure that all of the categories of stakeholders are represented. The grey-and-white document includes a list of these categories along with a list of proposed and/or agreed-upon representatives who can fill those categories. This is a work in progress, but we're trying to hammer it down so we can hold a meeting next month; HomeBase is open to suggestions if you have ideas for who can join the committee! If so, please get in touch with Carolyn or Gillian of HomeBase. This segment concluded at 11:30 am.

13. **New Business: NOFA Preparation.** Carolyn presented an update on NOFA Preparations. HUD still says they will release the NOFA in end of May or early June. There is still no federal budget, so HomeBase is not clear on how the NOFA could be released, but many things this year are surprising and different, so HomeBase urges everyone to prepare as if HUD is going to follow through on this plan. In Solano, we need a governance committee meeting to go over our charter and written standards, and to make some changes related to new standards for, e.g., coordinated entry. Carolyn proposed May 18th from 10 to 11:30 am, at a location TBA. At the next CoC meeting, which will be two months from now, we plan to bring the documents, with the recommendations from that committee, so the CoC's general membership was officially notified that we plan to review those recommendations.

    There were no objections to that proposed schedule; the schedule was confirmed.

14. Seeing no further business, Chair Tranine Chisom **adjourned** the meeting at 11:33 A.M.

HomeBase
Advancing Solutions to Homelessness

Genevieve Herreria <genevieve@homebaseccc.org>

2017 Continuum of Care Program Competition: Invitation to Apply

2 messages

Housing First Solano <Solano@homebaseccc.org> Fri, Jul 21, 2017 at 6:33 PM
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: genevieve@homebaseccc.org

Housing First Solano Announcements

July 21, 2017

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a **new** permanent supportive housing project, a **new** rapid re-housing project, and/or a **new** transitional housing/rapid rehousing hybrid

project. For more information, please find here a Summary of the FY 2017 CoC Program Competition NOFA.

A mandatory Technical Assistance Workshop for all interested applicants will be held on **Wednesday, July 26**, from **1:30 – 3:30 PM** at the **Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585**. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please RSVP to solano@homebaseccc.org by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.

This Public Solicitation will be posted in the following virtual and physical locations:

- Housing First Solano Continuum of Care Website
- City of Fairfield Website
- City of Vacaville Website
- Solano County Website
- Housing First Solano Continuum of Care Listserv

Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards.

Inquiries about this process may be directed to the staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at solano@homebaseccc.org.

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This list is for announcements of Housing First Solano, the Vallejo/Solano County Continuum of Care.

Our mailing address is:
Housing First Solano
c/o HomeBase
870 Market Street, Suite 1228
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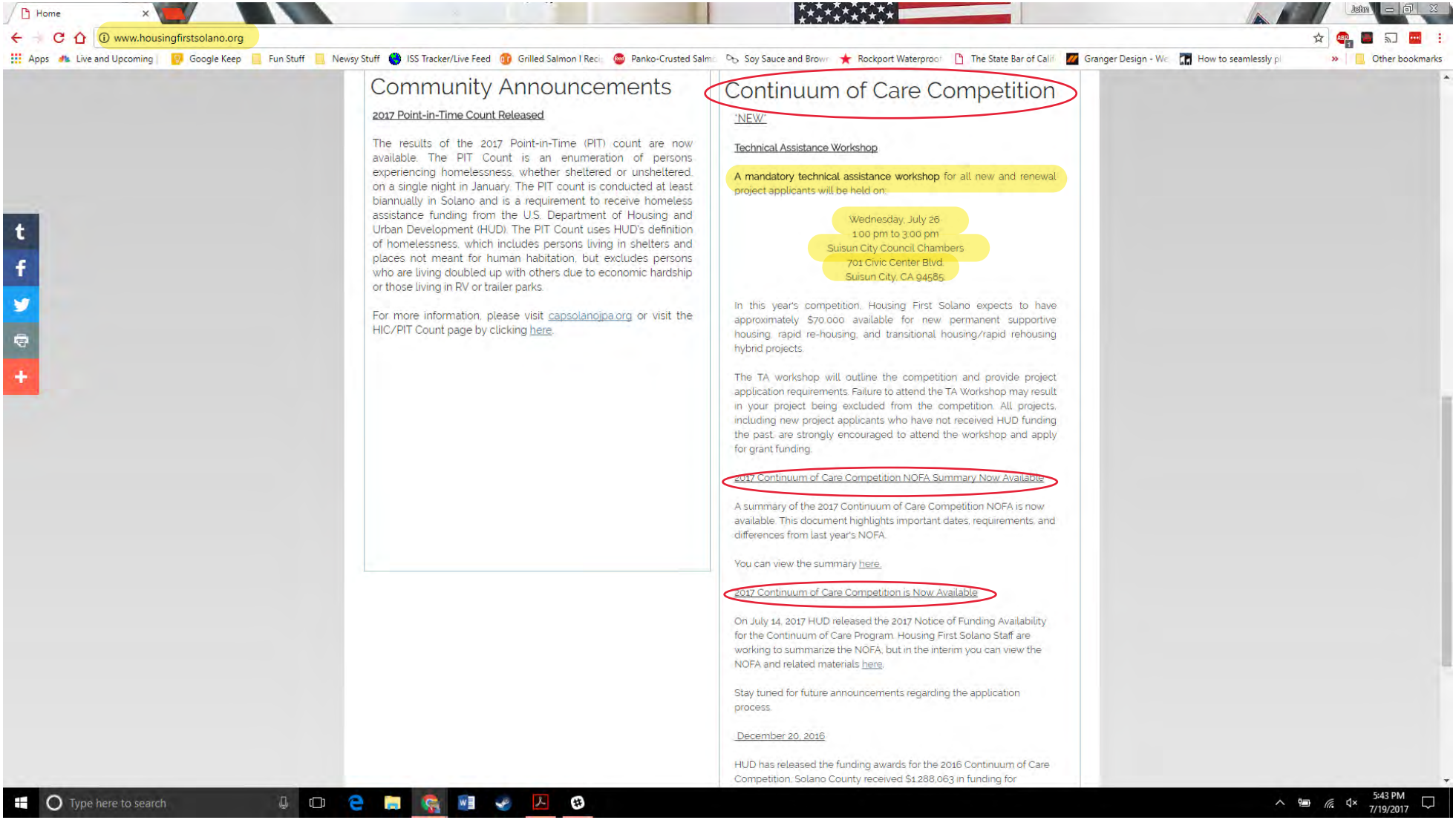
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Community Announcements
2017 Point-in-Time Count Released
The results of the 2017 Point-in-Time (PIT) count are now available. The PIT Count is an enumeration of persons experiencing homelessness, whether sheltered or unsheltered, on a single night in January. The PIT count is conducted at least biannually in Solano and is a requirement to receive homeless assistance funding from the U.S. Department of Housing and Urban Development (HUD). The PIT Count uses HUD's definition of homelessness, which includes persons living in shelters and places not meant for human habitation, but excludes persons who are living doubled up with others due to economic hardship or those living in RV or trailer parks.
For more information, please visit capsolanojpa.org or visit the HIC/PIT Count page by clicking here.
Continuum of Care Competition
"NEW"
Technical Assistance Workshop
A mandatory technical assistance workshop for all new and renewal project applicants will be held on:
Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585
In this year's competition, Housing First Solano expects to have approximately $70,000 available for new permanent supportive housing, rapid re-housing, and transitional housing/rapid rehousing hybrid projects.
The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects, including new project applicants who have not received HUD funding the past, are strongly encouraged to attend the workshop and apply for grant funding.
2017 Continuum of Care Competition NOFA Summary Now Available
A summary of the 2017 Continuum of Care Competition NOFA is now available. This document highlights important dates, requirements, and differences from last year's NOFA.
You can view the summary here.
2017 Continuum of Care Competition is Now Available
On July 14, 2017 HUD released the 2017 Notice of Funding Availability for the Continuum of Care Program. Housing First Solano Staff are working to summarize the NOFA, but in the interim you can view the NOFA and related materials here.
Stay tuned for future announcements regarding the application process.
December 20, 2016
HUD has released the funding awards for the 2016 Continuum of Care Competition. Solano County received $1,288,063 in funding for
Type here to search
5:43 PM
7/19/2017

www.housingfirstsolano.org/continuum-of-care-competition.html
Inbox (2) - chloe@h... All files and folders... Overview - Chloe N...

competition amongst projects to determine their ranking in the priority listing.

2017 Continuum of Care Competition

All eligible agencies are encouraged to apply for Continuum of Care funding. Prior experience with Continuum of Care grants is not required. This page will provide interested parties with updated information regarding key information about the application process. Information will be released when it is available, however for examples of past competitions please see the information contained below.

2017 Notice of Funding Availability for the 2017 Continuum of Care Program

On July 14, 2017 HUD issued the Notice of Funding Availability (NOFA) for the 2017 Continuum of Care Program. The NOFA outlines the requirements of the 2017 Continuum of Care grant cycle. Please review the NOFA carefully to determine whether your agency is eligible to apply for Continuum of Care funding and to determine if your proposed project type is appropriate.

A summary of the 2017 NOFA can be found here.

2017 Technical Assistance Workshop

The Technical Assistance Workshop is designed to provide applicants with a comprehensive explanation of the Continuum of Care competition in Solano County. All agencies interested in apply for CoC funding must attend this workshop.

The 2017 Continuum of Care Competition scoring tools were posted to the Housing First Solano website.

2017 Continuum of Care Competition Tools

HUD requires each Continuum of Care to utilize a formal Review and Rank process to make funding determinations. Housing First Solano utilizes a set of tools that a panel of experts uses to make funding decisions. Those tools will be posted after the Technical Assistance Workshop.

2017 Renewal Scoring Tool and Local Application
2017 New Scoring Tool and Local Application

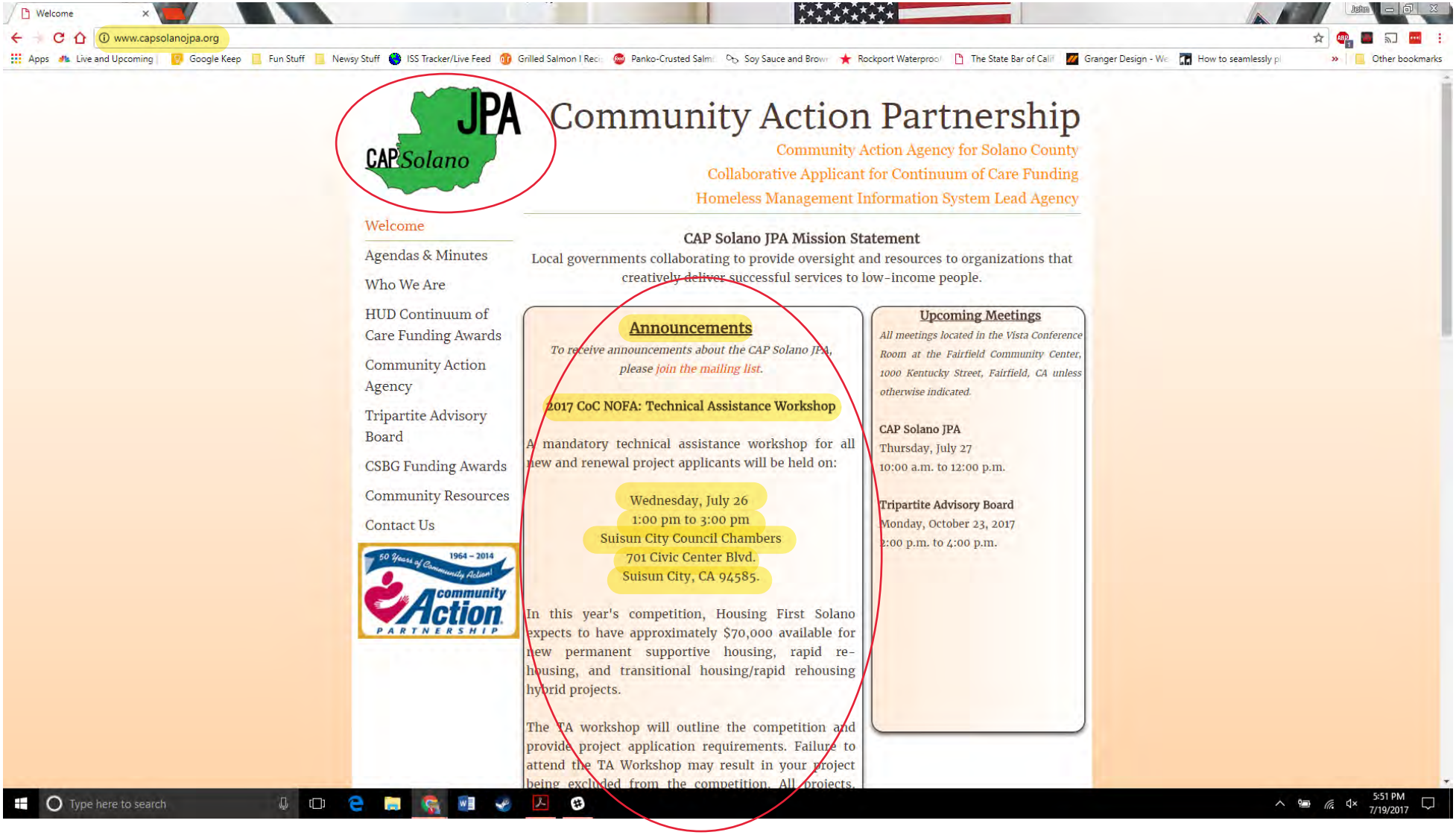
2017 Final Priority Listing

On September 6, 2017, the Housing First Solano Board approved the Final Priority Listing for project funding.

Click Here to view the Final Priority Listing.

2017 Consolidated Application for Continuum of Care Funding

The entire application for Continuum of Care funding includes an application on behalf of the Continuum as a whole as well as all of the individual project applications. This full application will be posted no later than September 26, 2017.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Local governments collaborating to provide oversight and resources to organizations that creatively deliver successful services to low-income people.
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To receive announcements about the CAP Solano JPA, please join the mailing list.
2017 CoC NOFA: Technical Assistance Workshop
A mandatory technical assistance workshop for all new and renewal project applicants will be held on:
Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
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The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects
Upcoming Meetings
All meetings located in the Vista Conference Room at the Fairfield Community Center, 1000 Kentucky Street, Fairfield, CA unless otherwise indicated.
CAP Solano JPA
Thursday, July 27
10:00 a.m. to 12:00 p.m.
Tripartite Advisory Board
Monday, October 23, 2017
2:00 p.m. to 4:00 p.m.
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Tue 2:04 PM Genevieve

Tuesday, July 25, 2017

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MEETINGS & EVENTS

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Knot Just Knitters
6:00 PM - 8:00 PM

JUL 28
CreekWalk Concert Series
6:30 PM - 9:30 PM

JUL 29
Farmers Market
8:00 AM - 12:00 PM

AUG 04
CreekWalk Concert Series
6:30 PM - 9:30 PM

AUG 05
Farmers Market
8:00 AM - 12:00 PM

MORE EVENTS

NEWS

HUD releases NOFA for FY2017 CoC

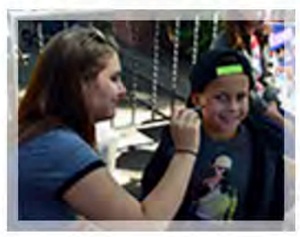
HUD's Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition has been released.

Operation Hand Up Fundraising Dinner

American Legion Post 208 and North Bay Operation Hand Up are pleased to announce a fundraising dinner to benefit the North Bay Stand Down for homeless and at-risk Veterans.

City seeks to fill vacancy on Community Services Commission

The City of Vacaville is accepting applications from citizens interested in serving on the Community Services Commission.



Vacaville Museum Guild's Annual Children's Party

The always popular Vacaville Museum Guild's Annual Children's Party is Thursday, August 10.

Sheriff's Posse at Peña Adobe

The Peña Adobe Historical Society welcomes the Solano County Sheriff's Posse.

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Tue 2:05 PM Genevieve

Tuesday, July 25, 2017

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HOUSING

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The mission of the City of Vacaville Department of Housing is to provide affordable housing in the community, work towards making Vacaville a better community by comprehensive revitalization and complete special projects in an extraordinary way. **Emily Cantu** is the Housing Director for the City of Vacaville. Emily took over the department in August 2013 on an interim basis and was named director April 2014.

Links

- About the Department
- Housing Authorities - Section 8
- Housing Assistance
- Neighborhood Centers
- Loan Programs

The Vacaville Housing Authority (VHA) and Solano County Housing Authority (SCHA) do not discriminate on the basis of race, color, sex, gender identity, religion, familial status, age, disability, national origin, sexual orientation, marital status, ancestry, source of income, and arbitrary discrimination. It is the VHA & SCHA policy to provide reasonable accommodation to persons with disabilities so that they may fully access and utilize the housing programs and related services. If you feel that you need a reasonable accommodation, or believe you have been subject to unlawful discrimination, please contact the 504 Coordinator at (707) 449-5675.

HUD Fair Housing and Equal Opportunity Website

NEWS

HUD releases NOFA for FY2017 CoC
HUD's Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition has been released.
7/25/2017 1:33:00 PM

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City seeks to fill vacancy on Community Services Commission
The City of Vacaville is accepting applications from citizens interested in serving on the Community Services Commission.
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HUD releases NOFA for FY201

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HUD releases NOFA for FY2017 CoC
Mandatory meeting on Tuesday, July 25

Post Date: 07/25/2017 1:33 PM

HOUSING FIRST SOLANO TIMELINE

SUMMARY OF THE 2017 CONTINUUM OF CARE NOTICE OF FUNDING AVAILABILITY (COC NOFA)

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

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Inquiries about this process may be directed to John Melis, staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at john@homebaseccc.org.

Tue 3:41 PM Genevieve
Tuesday, July 25, 2017
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Community Development

Fairfield Housing Authority

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TDD:707.425.8143
Hours: Monday - Thursday, 8 a.m. - noon and 1 - 5 p.m.
The office is closed the first and third Friday.

The Fairfield Housing Authority administers the Section 8 Housing Choice Voucher Program (HCV), Project Based Vouchers, HCV Homeownership, and the Family Self Sufficiency Program (FSS). Fairfield Housing Authority's mission is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.

Current Events

- Notice of Funding Availability & Technical Workshop, July 26, 2017
- Press Release: Request for Proposal for Project Based Vouchers
- Request for Proposal for Project Based Vouchers Serving Populations with Special Needs
- Public Notice of Proposal to Change Administrative Plan
- Public Notice of Utility Allowances
- Successor Agency Report for Fiscal Year 2013-2014
- Sequestration and the Housing Choice Voucher Program
- 2013 Cost Control Measures
- Annual Agency Plan 2013

Tue 3:42 PM Genevieve
Tuesday, July 25, 2017
View as Analog
✓ View as Digital
Open Date & Time Prefer

blobdload.aspx
Secure https://www.fairfield.ca.gov/civicax/filebank/blobdload.aspx?blobid=15223

HOUSING FIRST SOLANO CONTINUUM OF CARE (COC)

July 21, 2017

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a **new** permanent supportive housing project, a **new** rapid re-housing project, and/or a **new** transitional housing/rapid rehousing hybrid project. For more information, please find attached a Summary of the FY 2017 CoC Program Competition NOFA.

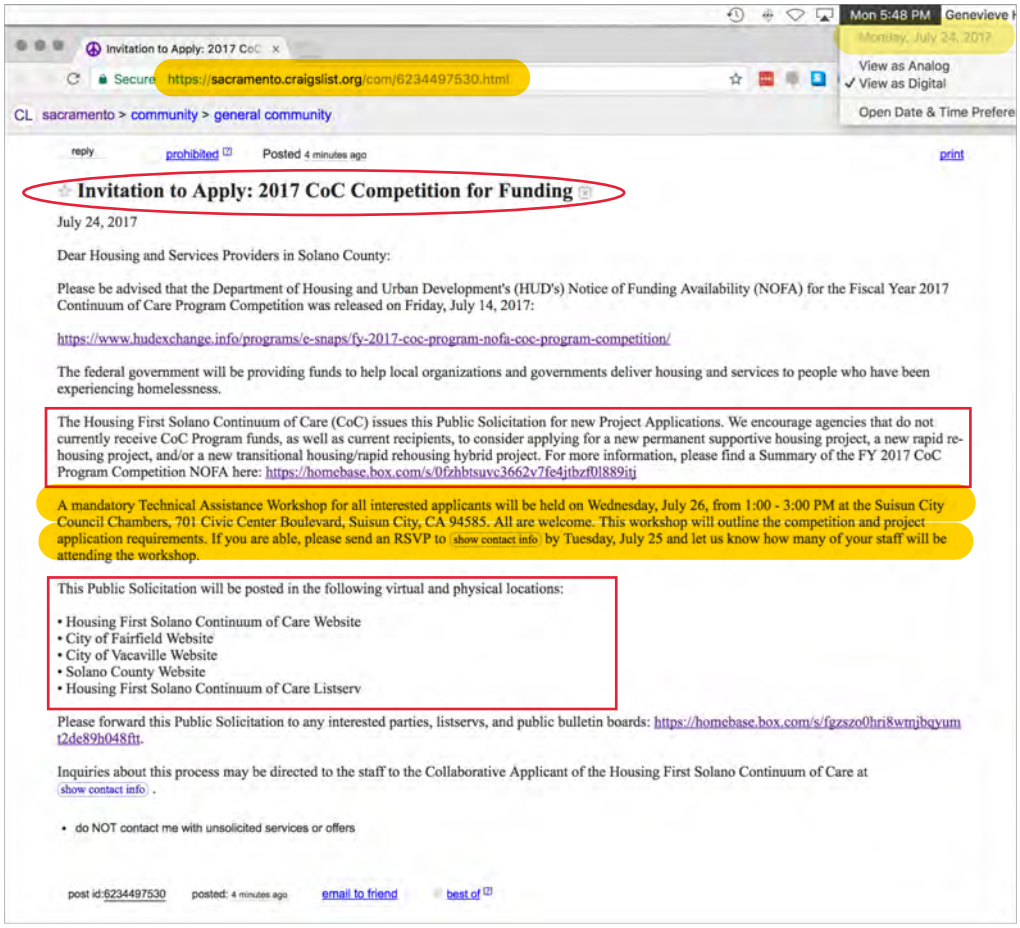
A mandatory Technical Assistance Workshop for all interested applicants will be held on **Wednesday, July 26**, from **1:30 – 3:30 PM** at the **Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585**. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please send an RSVP to solano@homebaseccc.org by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.

This Public Solicitation will be posted in the following virtual and physical locations:

- Housing First Solano Continuum of Care Website
- City of Fairfield Website
- City of Vacaville Website
- Solano County Website
- Housing First Solano Continuum of Care Listserv

Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards.

Inquiries about this process may be directed to John Melis, staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at john@homebaseccc.org.


Mon 5:48 PM
Invitation to Apply: 2017 CoC
https://sacramento.craigslist.org/com/6234497530.html
View as Analog
View as Digital
CL sacramento > community > general community
reply
prohibited
Posted 4 minutes ago
print
Invitation to Apply: 2017 CoC Competition for Funding
July 24, 2017
Dear Housing and Services Providers in Solano County:
Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017:
https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/
The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.
The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a new permanent supportive housing project, a new rapid re-housing project, and/or a new transitional housing/rapid rehousing hybrid project. For more information, please find a Summary of the FY 2017 CoC Program Competition NOFA here: https://homebase.box.com/s/0fzhbtsuvc3662v7fe4jtbzf0l889itj
A mandatory Technical Assistance Workshop for all interested applicants will be held on Wednesday, July 26, from 1:00 - 3:00 PM at the Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please send an RSVP to show contact info by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.
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• Solano County Website
• Housing First Solano Continuum of Care Listserv
Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards: https://homebase.box.com/s/fgzszo0hri8wmjbqyumt2de89h048ftt.
Inquiries about this process may be directed to the staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at show contact info .
• do NOT contact me with unsolicited services or offers
post id:6234497530
posted: 4 minutes ago
email to friend
best of

2017 HUD CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

TECHNICAL ASSISTANCE WORKSHOP

JULY 26, 2017

1:30 PM – 3:30 PM

SUISUN CITY COUNCIL CHAMBERS

701 CIVIC CENTER BOULEVARD, SUISUN CITY, CA

AGENDA

I. Welcome & Introductions
II. NOFA Competition Overview and Funding Available
III. Technical Assistance (TA) Handbook Review
IV. Local Timeline
V. List of Renewal Projects
VI. Renewal Process, Scoring Tools, and Appeals Process
VII. Renewal Project Q & A

New Projects Only (Including Bonus Projects)

I. Key CoC Program Requirements for New Projects
II. New Project Process and Scoring Tools
III. Required Documentation
IV. New Project Q &A

*HomeBase Staff Available for Additional Questions after the Workshop

HomeBase

Genevieve Herreria <genevieve@homebaseccc.org>

2017 Review and Rank Panel Announcement & Details

2 messages

Allison Ulrich <allison@homebaseccc.org>
Cc: John Melis <john@homebaseccc.org>, Solano <solano@homebaseccc.org>

Tue, Aug 15, 2017 at 4:56 PM

Good Afternoon Housing First Solano CoC Project Applicants,

We are so excited that you have decided to apply for funding in this year's CoC funding competition. The Review and Rank Panel will be meeting on **Tuesday, August 22nd** to evaluate all project applications.

Review and Rank Panel:

This year, we are lucky to have the following as our Review and Rank Panelists:

- **Natalie Siva**, Berkeley Food and Housing Project
- **Wade Askew**, Legal Services of Northern California
- **Patti Uplinger**, Sacramento Self Help Housing

A big thank you to all of the Panelists for their service on behalf of the Continuum of Care. We are grateful for the significant time they invest in this process, and we rely on their careful evaluation in making recommendations regarding prioritized of funding for homeless programs. Please note that additional panelists may be added as we move closer to the date of the Review and Rank Meeting. If you have any questions about, or believe there may be a conflict of interest with, the Review and Rank Panel please reach out to us at solano@homebaseccc.org by **Friday, August 18th.**

Renewal Projects:

For this part of the competition, Renewal Projects will need to ensure that they are available all day by phone on **Tuesday, August 22nd** in order to answer any questions the panel may have regarding your projects. While we are hoping this part of the review may be complete during the first half of the Review and Rank process, we ask that you hold the day to ensure that our panelists get all of the information they need to thoroughly evaluate your projects. We will email you to notify you as soon as you are no longer needed. Thank you so much for your flexibility!

New Projects:

For New Projects, please plan to be available **in person** for an interview with the Review and Rank Panel in the afternoon of **Tuesday, August 22nd.** You will receive a precise interview time slot very shortly!
The Panel will meet at: **Suisun City Council Chambers**, located at **701 Civic Center Boulevard in Suisun City, CA 94585.**

Should you have any questions, please let us know at solano@homebaseccc.org. Thank you!

Best,
Allison

Allison Ulrich | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph: (415) 788-7961, Ext. 341| fax: (415) 788-7965
www.homebaseccc.org

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

HomeBase

AGENDA FOR REVIEW AND RANKING PROCESS

August 22, 2017
Suisun City Council Chambers

9:00 **Welcome and Orientation**

- Overarching questions and discussion

9:30 **Scoring Process & Interviews**

There are 15 Renewal projects:

- 10 Operating Renewal Housing projects
  - 1 Rapid Rehousing project
  - 9 Permanent Supportive Housing projects
- 4 Renewal Housing Projects with Less than One Year of Operating Data
  - 1 Rapid Rehousing project
  - 3 Permanent Supportive Housing projects
- 1 Renewal Supportive Services Only Project with Less than One Year of Operating Data
  - 1 Coordinated Entry project

Renewal projects are asked to be available via phone interview to discuss project applications

12:30 **Lunch Break**
1:00 **Continue Scoring Process & Interviews**

There are 3 proposed new projects:

- **1:00 pm CAP Solano JPA:** 1 New Support Services Only Project for Coordinated Entry project
- **1:30 pm CAN-B**: 2 New Permanent Supportive Housing projects

New project applicants are asked to attend the Review and Rank session in person to discuss their projects with the panel

By 2:30 **Discuss Ranking and Reallocation; Prepare Final Recommended Ranked List**

5:00 **Conclude Process**

LIST OF APPLICANTS, PROJECTS, AND FUNDING REQUESTS

Agency	2017 Project Name	Project Type	Status	Amount Requested
Renewal Projects				
Anka	STOP Plus	PSH	Operating	$164,997
Caminar	Bonus Grant	PSH	Operating	$32,121
Caminar	Laurel Gardens	PSH	Operating	$48,824
Caminar	Sereno Village	PSH	Operating	$80,163
Caminar	Sereno Village Expansion	PSH	Operating	$32,774
Community Action North Bay	Healthy Living Your Way	PSH	Operating	$122,156
Community Action North Bay	Housing Express	RRH	Operating	$112,383
Community Action North Bay	Housing Express Expansion	RRH	New Renewal	$110,304
Community Action North Bay	Living Self Sufficiently	PSH	Operating	$68,951
CAP Solano JPA/Caminar	Coordinated Entry	SSO	New Renewal	$80,000
Edge Community Church/Fairfield	Restoration Project	PSH	New Renewal	$61,055
Reynaissance	Reynaissance	PSH	Operating	$43,773
Solano County	CalWORKS PSH	PSH	Operating	$159,075
Solano County	CalWORKS PSH 2	PSH	New Renewal	$55,478
Solano County	CalWORKS PSH 3	PSH	New Renewal	$59,848
Total Renewal Request Amount				**$1,231,882**
New Projects				
Community Action North Bay	Living Self Reliantly (LSS Expansion)	PSH	New Project	$31,764
Community Action North Bay	Fairfield VETS	PSH	New Project	$31,764
CAP Solano JPA/Caminar	Coordinated Entry Expansion*	SSO	New Project	$150,000
Total New Request Amount				**$213,528**

*Eligible for reallocated funds only

Annual Renewal Demand: **$1,231,882**
Permanent Housing Bonus Funding: **$73,913**

Tier 1 (94%): **$1,157,969**
Tier 2 (15% + PH Bonus): **$147,826**

Continuum of Care Competition: Appeal Period Closed

Inbox x

John Melis

to HomeBase

Aug 24

Good morning applicants,

Yesterday you received an email with your scores from the Review and Rank Panel for your ranked projects in the 2017 Continuum of Care Competition. The email informed you that all notices of appeal were due by today, August 24 at 11 AM. As of this email the opportunity to file a Notice of Appeal is now closed.

Per the Housing First Solano Review and Rank policies, failure to file a timely Notice of Appeal waives the applicant's right to appeal the Review and Rank Panel's scoring decisions.

Thank you again for participating in the 2017 Continuum of Care Competition. This is a complicated and onerous task, but an important one as it provides significant support for the effort to end homelessness in Solano County.

Sincerely,

John Melis

Continuum of Care Competition: Appeal Period Closed Inbox x

John Melis
to HomeBase

Aug 24

Good morning

Yesterday you
Care Competit
opportunity to f

Per the Housin
the Review an

Thank you aga
important one

Sincerely,

John Melis

from: **John Melis** <john@homebaseccc.org>
to: HomeBase Solano Team <solano@homebaseccc.org>
date: Thu, Aug 24, 2017 at 11:01 AM
subject: Continuum of Care Competition: Appeal Period Closed
mailing list: solano@homebaseccc.org Filter messages from this mailing list
signed-by: homebaseccc-org.20150623.gappssmtp.com
unsubscribe: Unsubscribe from this mailing-list

vour ranked projects in the 2017 Continuum of
August 24 at 11 AM. As of this email the

Appeal waives the applicant's right to appeal

complicated and onerous task, but an
ano County.

HOUSING FIRST SOLANO BOARD

WEDNESDAY, SEPTEMBER 6, 2017 | 11:30 A.M. – 12:30 P.M.
SUISUN CITY COUNCIL CHAMBERS, 701 CIVIC CENTER BLVD., SUISUN CITY, 94585

MEETING AGENDA

If you wish to address any item listed on the Agenda, please feel free to participate in the discussion. Housing First Solano does not discriminate against persons with disabilities and holds meetings in accessible facilities. If you wish to attend this meeting and you require assistance in order to participate, please call HomeBase (415.788.7961) at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. For items not listed on the Agenda, please see items from the public comment section below.

1. Call to Order

2. Roll Call
Quorum Consists of Representatives from at least 10 Member Entities

3. Presentations

4. Public Comments
This is your opportunity to address the members on matters not listed on the Agenda, but it must be within the subject matter jurisdiction of Housing First Solano.

Please limit your comments to two minutes.

5. Additions or Deletions to the Agenda **ACTION**

6. Approval of the Agenda **ACTION**

7. Consent Calendar

7.1 Approve HFS Board Minutes of Regular Meeting July 26, 2017 **ACTION**

8. Old Business or Standing Agenda Items

8.1 Report on Solano Regional Strategic Plan Implementation **UPDATE**

8.2 Legislative and Advocacy Updates **UPDATE**

8.3 Veterans Affairs Updates **UPDATE**

9. New Business

9.1 Continuum of Care Competition Priority Listing **ACTION**

9.2 Governance Documents Updates: CoC Written Standards & Policies and Procedures **UPDATE**

10. Comments from Board Members

11. Staff Report

11.1 Funding Opportunities **UPDATE**

11.2 Federal Updates **UPDATE**

12. Adjourn

Housing First Solano

HOME | WHO WE ARE | AGENDAS AND MINUTES | CONTINUUM OF CARE COMPETITION | HIC/PIT COUNT | HMIS SUPPORT | PROVIDER RESOURCES | COMMUNITY RESOURCES | JOIN US | CONTACT US

Who We Are

Housing First Solano is a coalition of service providers in Solano County working together to end homelessness. Housing First Solano members

What We Do

Housing First Solano works to end homelessness by:

- Facilitating multi-agency cooperation and coordination
- Connecting persons experiencing homelessness with housing, job, family, and medical resources
- Securing funds from the State of California, Department of Housing and Urban Development, and private organizations to end homelessness.

Upcoming Meetings

All meetings at Suisun City Council Chambers located at 701 Civic Center Boulevard, Suisun City, CA 94585 unless otherwise noted. For a full meeting calendar, please visit the "Who We Are" page.

CoC Board Meeting
September 6, 2017 from 10:00 AM to 11:30 AM

CoC Board Meeting
September 20, 2017 from 10:00 AM to 11:30 AM

This is the home page of the Housing First Solano Continuum of Care (CoC) website.

Chrome File Edit View History Bookmarks People Window Help
Mon Sep 11 4:49 PM John Melis
Home
John
www.housingfirstsolano.org
Apps Home - Google Pla... ServicePoint Training ServicePoint CSG - Dashboard NAEHCY Publicatio... Resources for Nonp... National Alliance to... Coordinated Entry... Lead the Way Traini... Community Assess... Zoom is an innovati... HMIS Data Standar...

Community Announcements

2017 Point-in-Time Count Released

The results of the 2017 Point-in-Time (PIT) count are now available. The PIT Count is an enumeration of persons experiencing homelessness, whether sheltered or unsheltered, on a single night in January. The PIT count is conducted at least biannually in Solano and is a requirement to receive homeless assistance funding from the U.S. Department of Housing and Urban Development (HUD). The PIT Count uses HUD's definition of homelessness, which includes persons living in shelters and places not meant for human habitation, but excludes persons who are living doubled up with others due to economic hardship or those living in RV or trailer parks.

For more information, please visit capsolanojpa.org or visit the HIC/PIT Count page by clicking here.

Continuum of Care Competition

"NEW"

2017 Final Priority Listing

On September 6, 2017 the Housing First Solano Board met and approved the Priority Listing for project applications recommended by the Review and Rank Panel. To view the approved list, click here.

2017 Application Materials

The application materials for New and Renewal projects in the 2017 Continuum of Care Competition can be accessed on the Continuum of Care Competition page.

Technical Assistance Workshop

A mandatory technical assistance workshop for all new and renewal project applicants will be held on:

Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585

In this year's competition, Housing First Solano expects to have approximately $70,000 available for new permanent supportive housing, rapid re-housing, and transitional housing/rapid rehousing hybrid projects.

The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects, including new project applicants who have not received HUD funding the past, are strongly encouraged to attend the workshop and apply for grant funding.

2017 Continuum of Care Competition NOFA Summary Now Available

A summary of the 2017 Continuum of Care Competition NOFA is now available. This document highlights important dates, requirements, and differences from last year's NOFA.

You can view the summary here.

2017 Continuum of Care Competition is Now Available

2017 Continuum of Care Competition

All eligible agencies are encouraged to apply for Continuum of Care funding. Prior experience with Continuum of Care grants is not required. This page will provide interested parties with updated information regarding key information about the application process. Information will be released when it is available, however for examples of past competitions please see the information contained below.

2017 Notice of Funding Availability for the 2017 Continuum of Care Program

On July 14, 2017 HUD issued the Notice of Funding Availability (NOFA) for the 2017 Continuum of Care Program. The NOFA outlines the requirements of the 2017 Continuum of Care grant cycle. Please review the NOFA carefully to determine whether your agency is eligible to apply for Continuum of Care funding and to determine if your proposed project type is appropriate.

A summary of the 2017 NOFA can be found here.

2017 Technical Assistance Workshop

The Technical Assistance Workshop is designed to provide applicants with a comprehensive explanation of the Continuum of Care competition in Solano County. All agencies interested in apply for CoC funding must attend this workshop.

2017 Continuum of Care Competition Tools

HUD requires each Continuum of Care to utilize a formal Review and Rank process to make funding determinations. Housing First Solano utilizes a set of tools that a panel of experts uses to make funding decisions. Those tools will be posted after the Technical Assistance Workshop.

2017 Renewal Scoring Tool and Local Application
2017 New Scoring Tool and Local Application

2017 Final Priority Listing

On September 6, 2017, the Housing First Solano Board approved the Final Priority Listing for project funding.

Click Here to view the Final Priority Listing.

2017 Consolidated Application for Continuum of Care Funding

The entire application for Continuum of Care funding includes an application on behalf of the Continuum as a whole as well as all of the individual project applications. This full application will be posted no later than September 26, 2017.

170906 FINAL Solano 2017
nebula.wsimg.com/d39a950f4165d035737cbde66cb1a81d?AccessKeyId=B6ADA8353DCF8737BDC0&disposition=0&alloworigin=1
Apps Inbox (2) - chloe@h... All files and folders... Overview - Chloe N...

Clicking link for 2017 Final Priority Listing on Housing First Solano website leads to this page.

Solano Continuun of Care Competition Review and Rank Recommendations

Approved by Housing First Solano on September 6, 2017

Total Funding Available: $1,305,795

Rank	Score	Project Name	Type	Grant Amount
		TIER 1		
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
4	95	Living Self Sufficiently	PH	$68,951
5	95	Coordinated Entry Expansion	SSO	$139,615
6	94	Laurel Gardens	PH	$48,824
7	93.125	STOP Plus	PH	$164,977
8	91.25	Bonus Grant	PH	$32,121
9	90.5	Housing Express	PH	$112,383
10	N/A	Housing Express Expansion	PH	$110,304
11	N/A	Restoration Project	PH	$61,055
12	N/A	CalWORKS PSH 2	PH	$55,478
13	N/A	CalWORKS PSH 3	PH	$59,848
14	N/A	Coordinated Entry	SSO	$80,000
15	90	Sereno Village (Tier 1)	PH	$28,344
		TOTAL:		**$1,157,969**
		TIER 2		
16	90	Sereno Village (Tier 2)	PH	$51,818
17	89	Sereno Village Expansion	PH	$32,774
18	75.75	CalWORKS PSH*	PH	$43,234
19	74.5	Reynaissance Family Center*^	PH	$20,000
		TOTAL:		**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows:

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual Renewal Demand is $73,913. The bonus funding available this year is $73,913. Adding those numbers together creates the final Tier 2 amount of $147,826.

* Indicates a project was partially reallocated by the Review and Rank Committee
^ Indicates a project received a 5 point late penalty for turning in materials past the project submission deadline

N/A Indicates the project has less than one year of operating data and is ranked at the bottom of Tier 1 automatically.

2017 Continuum of Care Competition: Final Priority Listing

Housing First Solano <Solano@homebaseccc.org>
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: solano@homebaseccc.org

Wed, Sep 13, 2017 at 4:21 PM

Housing First Solano Announcements

Good afternoon Housing First Solano Members,

Each year when applying for Continuum of Care funding, the Department of Housing and Urban Development asks communities to review and rank projects seeking funding in order to generate a ranked list called the "priority listing."

Housing First Solano has completed its review and rank process and the Housing First Solano Board approved the final priority listing on September 6, 2017.

To view the list please click here.

Housing First Solano would like to thank all of the projects who participated in

https://gallery.mailchimp.com/1c900828917f626dfb0e9f961/files/57ede927-3d5f-447c-9185-492c9ecc9390/Solano_Final_2017_Priority_Listing

loe@h... All files and folders... Overview - Chloe N...

Clicking on previous link in email to CoC Listserv directs here.

2017 RECOMMENDED PRIORITY LISTING

Housing First Solano Continuum of Care Competition
CoC Board Approved Priority Listing
September 6, 2017

Total Funding Available: $1,305,795

Rank	Score	Project Name	Type	Grant Amount
		TIER 1		
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
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		TOTAL:		**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual Renewal Demand is $73,913. The bonus funding available this year is $73,913. Adding those

2017 COC NOFA

ATTACHMENT 03: COC RATING AND RANKING PROCEDURE – PUBLIC POSTING ATTACHMENT, 1E-1

Background: Local competition review, ranking, & selection criteria were discussed by CoC Board & approved by the CoC on April 26, 2017at a publicly announced meeting. Public solicitation was sent out on July 21, 2017 and July 24, 2017, via multiple channels, and ranking & selection criteria were circulated to the full member listserv via email. On July 26, 2017, CoC hosted an open-to-all technical assistance (TA) Workshop to provide info & support regarding HUD and local processes, including reviewing the RRSC in detail with a special session for new applicants. RRSC were provided via email as requested. Materials were posted on the CoC website to ensure each provider had access materials and to increase transparency of process.

This attachment includes the Local Materials Packet, which shows the CoC's use of objective criteria in the review, rating, ranking and selection of projects. The Local Materials Packet also contains the project Scoring Tools, which demonstrate the evaluation of objective factors related to achieving positive housing outcomes (e.g. housing retention, connection with mainstream services and increase in income). The Local Materials Packet also includes specific methods for evaluating projects submitted by victim service providers.

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• Policies that pertain to evaluation of project achievement of positive housing outcome factors	26, 42 – 43
• New Project Scoring Tool	38 – 48
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Housing First Solano Continuum of Care

HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition

Technical Assistance Workshop
REVISED
LOCAL COMPETITION HANDBOOK

August 7, 2017

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HOUSING FIRST SOLANO
VALLEJO/SOLANO CONTINUMM OF CARE
2017 COC REVIEW AND RANK POLICIES

THE MID-YEAR REVIEW AND RANK PROCESS

Housing First Solano shall conduct a Mid-Year Review and Rank. The purpose of this Review and Rank is for the Continuum of Care to monitor project performance and provide Continuum of Care grant recipients with interim feedback. The projects may utilize this feedback to improve program outcomes and performance prior to the annual Continuum of Care Competition.

Housing First Solano shall endeavor to hold the Mid-Year Review and Rank no later than six months after the completion of the previous year's Continuum of Care Competition.

Note that only renewal projects are subject to the Mid-Year Review and Rank.

1. PRIOR TO THE MID-YEAR COMPETITION

A. After the conclusion of the previous year's Continuum of Care competition, the CoC Review and Rank committee will evaluate the Review and Rank policies utilized during the competition. The Committee shall make recommendations regarding improvements to the Review and Rank process. The Committee shall also make recommendations regarding improvements to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

B. When the CoC receives its score and debriefing document from HUD, the Review and Rank Committee shall review the policies again in light of that new information. The Review and Rank committee shall make recommendations to revise the Review and Rank policies in alignment with HUD policies and priorities as evidenced by the CoC scoring document and debrief. The Committee shall also make recommendations regarding changes to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

2. PROJECT APPLICATION SUBMISSION PROCESS FOR THE MID-YEAR REVIEW AND RANK

A. All renewal projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be

compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the Mid-Year Review and Rank. For example, if the Mid-Year Competition begins on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application at the announcement of the Mid-Year Review and Rank. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects operating for more than one year will receive their APR data and a draft PRESTO report the day the Mid-Year Review and

Rank is announced. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.
    1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
    2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is finally submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will be accepted for purposes of the Mid-Year Competition.

G. All materials shall be ready for review by the Review and Rank panel no later than five weeks after the announcement of the Mid-Year Review and Rank.

3. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall meet no later than six weeks after the announcement of the Mid-Year Review and Rank.

C. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

D. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

E. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

F. All projects submitted as Renewal Projects will be required to be on call on the day of the Mid-Year Review and Rank Meeting to answer questions from the Panel as required.

G. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The ranked list will not be subject to tiering requirements. Projects with less than one year of operating data or that have not begun operating will receive a score of "N/A" and be placed at the bottom of the ranked list.

H. In addition to creating a ranked list, the Review and Rank Panel will provide detailed comments for project applicants about areas of improvement for the projects.

4. PROJECT REPORTS

A. After the conclusion of the Mid-Year Review and Rank, HomeBase will compile the comments of the Mid-Year Review and Rank Panel along with the scores received by the project in each category. This report will be sent to the project for review within one month after the Mid-Year Review and Rank.

B. HomeBase will also compile a report for the Housing First Solano Board. This report will contain the complete listing with the total score for each project displayed. This report will also contain generalized comments based on overall project performance. Finally, this Board Report will contain information on specific projects if those projects are likely to lose funding due to lack of spend downs or other serious compliance issues.

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Housing First Solano Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA.

1. PRIOR TO THE NOFA RELEASE

A. After the conclusion of the Mid-Year Review and Rank, the Review and Rank Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC Board.

B. If for any reason Housing First Solano does not conduct a Mid-Year Review and Rank, then the procedures listed under Section 1 of the Mid-Year Review and Rank shall be followed.

2. NOFA RELEASE AND TECHNICAL ASSISTANCE WORKSHOP

A. Upon publication of the 2017 CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Board with input from the Review and Rank Committee members and project applicants encouraged.

B. Upon publication of the 2017 CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

C. All applicants/potential applicants are required to participate in the **NOFA Overview Technical Assistance Workshop**.

   i. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.

iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

iv. A portion of the Workshop will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

D. **Any Applicant who fails to attend the Technical Assistance Workshop will be unable to participate in the CoC Competition absent special circumstances**.

i. Projects may be excused from the TA Workshop for emergencies which prevent the program from sending a representative staff member to the TA Workshop. However, HomeBase must be notified of the emergency as soon as possible.

ii. If the absent project is a renewal project, the funds will be reallocated for eligible new projects.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the NOFA. For example, if the NOFA is released on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

iii. **eSNAPS materials**: This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application during the Technical Assistance Workshop. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Technical Assistance Workshop. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.

1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Technical Assistance Workshop. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Technical Assistance Workshop.

G. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will not be accepted.

iv. **Incomplete applications which are not completed by the 72 hour deadline will be considered incomplete and excluded from the CoC Competition.**

v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

C. The Panel shall meet no later than six weeks after the Technical Assistance Workshop.

D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

F. The Panel shall meet no later than six weeks after the Technical Assistance Workshop to evaluate and score the projects submitted as part of the Continuum of Care Competition.

G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

H. All projects submitted as Renewal Projects will be required to be on call on the day of the Review and Rank Meeting in order to answer questions from the Panel as required.

I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.

J. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding due to substandard performance in

outcomes or utilization of funds. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.

d. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1.

K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

L. After the Review and Rank Meeting, a priority listing with scores will be compiled.

M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

5. APPEALS AND FINAL LISTING

A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled "Appeals Process." All appeals shall be concluded within one week of the Review and Rank Panel Meeting.

B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

REVIEW AND RANK PANEL MEMBERSHIP

1. REVIEW AND RANK PANEL MEMBER QUALIFICATIONS

Review and Rank Panel members shall be:

- Knowledgeable about homelessness and housing in the community and are broadly representative of the relevant sectors, subpopulations, and geographic areas
- "Neutral," meaning that they are not employees, staff, or otherwise have a business/financial or specific personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the CoC; and
- Willing to review projects with the best interest of homeless persons in mind.

Review and Rank Panel members agree to:

- Dedicate time for application review and Review and Rank Panel meetings
- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement.

2. REVIEW AND RANK PANEL SELECTION

Review and Rank Panel members for the Mid-Year and Continuum of Care Competition Review and Rank shall be chosen by Housing First Solano staff subject to the membership qualifications above.

The Review and Rank Panel shall consist of three to five members.

For purposes of the Continuum of Care Competition Review and Rank, Housing First Solano shall make every effort to ensure continuity between the Mid-Year Review and Rank panel membership and the Review and Rank Panel Membership for the Continuum of Care Competition.

3. CONFLICTS OF INTEREST

Note: This section only applies to the Continuum of Care NOFA Competition.

If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation.

APPROVED by the Housing First Solano General Membership on April 26, 2017

REALLOCATION OF FUNDS

Note: This section only applies to the Continuum of Care NOFA Competition.

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

Housing First Solano has identified the need for permanent housing options within Solano County. Lowest performing projects may be reallocated to support new permanent supportive housing or rapid re-housing projects that emphasize serving the Chronically Homeless or Transition Aged Youth. Housing First Solano also recognizes the need for an efficient Coordinated Entry system and recommends reallocation of poorly performing projects to support Coordinated Entry. However, reallocation to Coordinated Entry should be avoided if it will result in the elimination of permanent housing beds.

Reallocation is the only source of funding for HMIS and Coordinated Entry projects. Bonus funding cannot be used for these projects.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. Housing First Solano will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

1. MEMBERS OF THE APPEAL PANEL

The Appeal Panel shall consist of three members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with experience in grant administration and homelessness projects.

The Appeal Panel will be selected by the neutral facilitator of the Review and Rank process.

Appeal Panel members must not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure to follow the Review and Rank process resulting in a reduced score

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:
   i. A statement as to why the project is eligible to appeal.
   ii. The basis for the appeal
   iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
   i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.
   ii. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.

E. The Appeal Hearing shall be conducted according to the following procedure:
   i. The Appeal Hearing will be conducted telephonically.
   ii. The Appeal Panel will join the call with the neutral facilitator and a representative of the Review and Rank Panel.
   iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
   iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
   v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.

vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

HOUSING FIRST SOLANO NOFA TIMELINE

DATE	DATE
FY2017 CoC Program Competition Opens	July 14, 2017
Draft APRs and PRESTO reports Distributed to Projects	July 21, 2017
Technical Assistance Workshop	**July 26, 2017 from 1:30 PM to 3:30 PM**
Final approval of Renewal Project APR data due by 5 PM	**August 4, 2016**
New/Renewal Project Applications Due to the CoC along with eSNAPs PDF	**August 11, 2017, 5 pm**
Final approval of PRESTO reports by projects	**August 16, 2017, 5 PM**
Review and Rank Panel training and preliminary scoring	**August 16-21, 2017**
Review & Rank Panel Meets, Renewal Project Applicants on-call by phone, New Project Applicants Attend In-Person Interviews	August 22, 2017 (all day)
Review & Rank Decisions Announced	August 23, 2017 – by 9 a.m.
Notice of Intent to Appeal a Review and Rank Decisions Due	August 23, 2017 – by 5 p.m.
Formal Appeals of Review & Rank Decisions Due	August 25, 2017, 5 pm
Appeals Considered	Week of August 28, 2017
Appeals Decisions Announced	August 30, 2017
Board Approval of Priority Listing	September 6 or 7, 2017
CoC's Priority Listings Finalized and Notice Posted Formal Written Notice Provided to All Projects	By Sept. 13, 2017
Project Application Review by HomeBase	August 7-Sept. 20, 2017
Project Applications Finalized in e-snaps	**September 20, 2017, 5 pm**
CoC Board Review and Approve Consolidated Application	**Week of Sept 18, 2017**
CoC Posts Consolidated Application for Community Review	**By September 22, 2017**
CoC's Consolidated Application Submitted to HUD	**By September 27, 2017 5 pm**

HOUSING FIRST SOLANO CONTINUUM OF CARE

ELIGIBLE RENEWAL PROJECTS

Agency	Project	Project Type	Total Amount Requested
Anka Behavioral Health, Inc.	STOP Plus	PH	$164,977
Caminar	Sereno Village Expansion	PH	$32,774
Caminar	Laurel Gardens	PH	$48,824
Caminar	Sereno Village	PH	$80,163
Caminar	Bonus Grant	PH	$32,121
City of Fairfield, CA	Restoration Project	PH	$61,055
Community Action North Bay	Living Self Sufficiently	PH	$68,951
Community Action North Bay	Housing Express	PH	$112,383
Community Action North Bay	Healthy Living Your Way	PH	$122,156
Community Action North Bay	Housing Express Expansion	PH	$110,304
Community Action Partnership	Coordinated Entry System	SSO	$80,000
Reynaissance Family Center	Reynaissance Family Center	PH	$43,773
Solano County Health & Social Services	CalWORKS PSH	PH	$159,075
Solano County Health & Social Services	CalWORKS PSH 2	PH	$55,478
Solano County Health & Social Services	CalWORKS PSH 3	TH	$59,848

GRAND TOTAL ANNUAL RENEWAL DEMAND: $1,231,882

Housing First Solano Continuum of Care

McKinney-Vento Continuum of Care Program Grants

RENEWAL PROJECT SCORING FACTORS

2017 Continuum of Care Competition

APPROVED by the Housing First Solano General Membership on April 26, 2017

Letter	THRESHOLD CRITERIA	Met or Not Met?
A	**HMIS Implementation:** The project ensures it will participate in HMIS implementation, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	
B	**Coordinated Entry:** The project ensures it will participate in coordinated entry, when it is available for the project type, unless the project is a victim-service agency or serving survivors of domestic violence.	
C	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
D	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
E	**Participant Eligibility:** All program participants meet the category of homelessness applicable to the program component type and all program participants are eligible in conformity with particular grant requirements.	
F	**Eligibility Documentation:** Program complies with all HUD requirements regarding documentation of disability and homeless status.	
G	**Agency and Program Budget:** Budgets are clearly defined and adequately describe where Continuum of Care funds are spent.	

Project's Work is Consistent with Community Needs
(10 points possible)

	Possible Points	Points Earned
1) Projects will receive points based on their project type: Permanent supportive housing for Chronically Homeless = 10 Permanent supportive housing = 8 Rapid Rehousing = 8	10 points	

Outcomes **(35 points possible)**

Has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed?

Reviewers may make up to a two point adjustment within the scale to account for the fact that outcomes will naturally be lower in more difficult to serve populations, which includes, but is not limited to: low or no income, current or past substance abuse, criminal record–with the exception of restrictions imposed by federal, state, or local law or ordinance–and chronic homelessness.

	Possible Points	Scale	Points Earned
2) Utilization Rate (System Performance Measures 1, 3, 7): The project is at capacity in serving the number of homeless people it is designed to serve.	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	

3) Performance Measures: Has the project set and met additional performance measures for itself? Are program goals realistic but sufficiently challenging given the scale of the project?	5 points	Award 2 points for having set and met additional measures Award up to 3 additional points if the measures met are realistic and challenging	
4) Housing Retention (System Performance Measures 2, 7): The percentage of formerly homeless individuals who remain housed in the HUD permanent housing or exited to a permanent destination is at least **85%.**	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	
5) Mainstream Services (System Performance Measure 4): Program demonstrates success in connecting clients with mainstream resources based the percentage of adult clients who are receiving one or more cash or non-cash benefits	5 points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 40-59.9% 1 pt. 0-39.9% 0 pts.	
6) Increase in Income: (System Performance Measure 4): Percentage of adults that maintained or increased income from any source, excluding those who maintained an income of $0.	5 Points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 50-59.9% 1 pt. 0-49.9% 0 pts.	

Budget **(12 points possible)**

	Possible Points	Points Earned
7) Documentation: • Is agency and project budget clearly articulated, with no unnecessary or unexplained items? • Is the agency and project budget sufficient but cost-effective related to the population it is serving and the outcomes it is projecting? • Is the budget itself sufficiently detailed to provide an understanding of the full scope of activities for the project?	4 points	
8) What percentage of the project's grant funds were drawn down in the past year?	4 points	
9) Were the grant funds drawn down at least once per quarter the past operating grant year as required by HUD?	4 points	

Agency Capacity **(18 points possible)**

	Possible Points	Points Earned
10) Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	
11) Has HUD de-obligated any of the agency's/program's grant funds in the past operating year? Consider: • The magnitude of the deobligation • Has the agency provided an explanation? • Is the agency taking action to prevent this problem in the future? Award full points for agencies who have not had any funding deobligated by HUD. Deduct points based on the severity of the deobligation.	5 points	
12) Does the agency/each agency actively participate in the Continuum of Care? Consider: • The agency's attendance and participation at CoC meetings • The agency's attendance and participation with CoC committees • Any activities the agency has participated in with or on behalf of the CoC • The agencies participation in/commitment to Coordinated Entry • Special initiatives that agency has participated in, including Healthcare and Housing, SOAR, special trainings, CSBG workshops, etc. • Any Leadership positions (i.e. serving on the Board or Committee leadership held by the agency)	5 points	

13) CoC Competition Participation: Has the agency met all deadlines during the CoC Competition? • Note: The information for this question is created by the staff report. • Full points awarded for projects which have never missed a deadline. • No points for projects who have missed any CoC Competition deadline.	3 Points	

HMIS **(10 points possible)**

	Possible Points	Scale	Points Earned
14) HMIS: % of null of missing values	5 points	0-4.9% 5 pts. 5-9.9% 4 pts. 10-14.9% 3 pts. 15-100% 0 pts.	
15) HMIS: % of exiters who exit to a known destination	5 points	95-100% 5 pts. 90-94.9% 4 pts. 85-89.9% 3 pts. 0-84.9% 0 pts.	

HUD Policy Priorities **(15 points possible)**

	Possible Points	Points Earned
16) Housing First Has the project committed to and are they practicing a Housing First approach? Is that demonstrated by their policies and procedures and with verification through their APRs (reasons for exiting clients)?	5 points	
17) Chronically Homeless If a PSH project, has it dedicated its beds to serving 100% chronically homeless individuals and is that dedication reflected in its clientele? Award full points for complete dedication. Award two points for prioritization.	5 Points	
18) Serving Vulnerable Populations Award up to 5 points for agencies that serve hard-to-serve populations. Possible needs and vulnerabilities include: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work.	5 points	

Total Points Earned: _____/100

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017 at 5:00 pm**

This Request for Information (RFI) must be completed for **each** renewal project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 6/1/16 to 5/31/17) to create a PRESTO-generated report to be used by the Review and Rank Committee.

For each renewal project application, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer the renewal questions #1 through #36**. You should ignore all other questions.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their project application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or about the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL INFORMATION

1. **What are your most recently completed operating year dates?** This is based on your most recently completed GRANT year, as defined by HUD.

2. **Please provide a summary description of your project.** Include the populations your project serves (e.g. homeless emancipated foster youth, chronically homeless families, etc.). Include descriptions of service delivery and linkages with other organizations. If your population is high-needs, please explain. (Please note that this summary is what will appear in the PRESTO database as the narrative for the Review and Rank Panel to see on your project's page. Please ensure that it is up to date, accurate and consistent with the other data provided in this Local Application and in your e-snaps application and APR).

3. **If your project has not yet started**, please describe your progress and timeline toward serving clients. **If your project has less than a year of data**, please describe how your operations have gone so far.

OUTCOMES

4. How many **beds** are you contracted with HUD to serve at a single point in time?

5. How many **units** are you contracted with HUD to serve at a single point in time?

6. As of the time you are filling out this questionnaire, how many **beds** are you currently serving?

7. As of the time you are filling out this questionnaire, how many **units** are you currently serving?

8. **If you are not currently operating at your contracted bed/unit inventory** please explain why. Please also explain your plan for getting to full occupancy and an anticipated timeline for getting to full occupancy. If you are currently serving more than the contracted amount, please explain how you are able to do that (i.e. overflow/seasonal beds, over-leasing, etc.)

9. For the **Mainstream Services** (Scoring Factor 5) and **Increase in Income** (Scoring Factor 6) metrics, **if not all of your clients are receiving income or mainstream benefits**, please describe your program's efforts to connect the remaining individuals with income and mainstream services. Please be specific as to the case plan for each individual without using any identifying information.

10. **Please list any additional performance measures you have and the outcomes achieved.** Please describe how you selected the performance measure, how you determined the appropriate goal, how you encourage clients to meet that goal, and how many clients have achieved that goal. Please provide raw numbers for clients, not percentages (e.g. "30 of 40 clients pay their utilities on time for the past twelve months). ***Note****: These performance measures should be any you have in addition to the performance measures listed on the scoring tool (Housing Stability, Increasing or Maintaining Income, Connection to Mainstream Resources).*

BUDGET

11. What is your **CoC Project Grant Amount** for the current grant operating year?

12. How much of your CoC Project Grant Amount have you **already expended** for the current grant operating year?

13. **Do you anticipate spending all of your funds for this grant?** If not, please provide a narrative explaining why you will not spend down all of your funds.

14. Please list all of the **dates on which you drew down funds from HUD's e-LOCCs system** during the last grant year. Please list all dates as MM/DD/YY, and please separate all dates with commas. For example, if you drew down funds on December 10th, 2016 and April 2nd, 2017, you would type: "12/10/16, 4/2/17."

15. **If your drawdowns were not consistent**, please describe why there are inconsistent drawdowns.

16. Please describe your agency's **internal accounting procedures** that track eligible costs for CoC grants.

AGENCY CAPACITY

17. Has the agency or the project had any **HUD monitoring or audit findings** since January 2015? Also, does the agency or project have any outstanding HUD monitoring findings, no matter when the occurred? If so, please list them here. *(Please attach copies of correspondence about HUD findings to your submission; see the last page of this document for details.)*

18. Have any CoC funds been **formally de-obligated** for this project? If yes, please briefly indicate the amount, date, and reason.

19. Please indicate your agency's **level of participation in the Housing First Solano CoC meetings from January 2016 to the present**. Include detailed information regarding your agency's participation in the CoC (attendance/participation at CoC and committee meetings; contributions to CoC policies, decisions, documents; presentations to or on behalf of the CoC; participation in any special initiatives such as SOAR, Healthcare and Housing, CSBG workshops, etc., participation in/commitment to Coordinated Entry).

20. Please describe your agency's **policies for ensuring accurate HMIS data**.

HUD PRIORITIES

21. **Does your project practice a Housing First approach?** Please describe. Describe your intake policies and procedures. What is required to enter your program? What is required to stay in your program? What kinds of activities can result in a resident being asked to exit your program? If anyone exited your program for a destination other than PH, what was the reason?

22. **If your project is a permanent supportive housing project**, please also state whether you have committed to serving **100% chronically homeless persons**. If you have and that commitment is not reflected in your clientele, please explain why not (e.g. clients have been in the project since before the commitment to CH). Also, please indicate how many of your current program participants are chronically homeless. (If your project is not a PSH project, please just type "Pass.")

23. Please provide the number of individuals in your project who are part of one of the following categories. You may include persons in more than one category. If your project does not serve someone in one of the following categories, please indicate "0" for that category. For this question, please state how many people in your project have **low or no income.**

24. How many people in your project are current s**ubstance abusers** or have a history of substance abuse?

25. How many people in your project have a **criminal record**?

26. How many people in your project have been or currently are a **victim of domestic violence**?

27. How many people in your project are **Lesbian, Gay, Bisexual, Transgender, or Questioning** (LGBTQ)?

28. How many people in your project are **resistant to receiving services**?

29. How many people in your project have **significant health or behavioral health challenges** or functional impairments which require a significant level of support in order to maintain permanent housing?

30. How many people in your project are **high utilizers of crisis or emergency services, including emergency rooms, jails, and psychiatric services**, to meet basic needs?

31. How many people in your project are **coming from the streets or other unsheltered situations**, particularly youth and children?

32. How many people in your project are **particularly vulnerable to illness or death**?

33. How many people in your project are **particularly vulnerable to victimization, including physical assault, trafficking, or sex work?**

34. For the measures immediately above, please describe the total number of persons counted overall, and the **methodology for determining vulnerability**.

35. For the measures immediately above, please describe the **policies or procedures your agency uses to track this information** (regarding vulnerability).

36. If you wish, you may use this space to **comment on any factors** relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please continue to the next page to see the list of required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed.	Please initial confirming that the full budget is included:
d) Your **FULL AGENCY AND PROGRAM policies** which govern program operation including, but not limited to: i) Participant entry and exit policies, ii) HMIS policies and procedures, iii) Documenting client eligibility, and iv) Budgeting and accounting policies.	Please initial confirming the full program and agency policies are included:
e) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
f) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge. I understand that providing inaccurate data can result in consequences up to and including the loss of grant funds.

Executive Director:_____ Date: _____

NEW PROJECT SCORING FACTORS
2017 Continuum of Care Competition
APPROVED by the Housing First Solano General Membership on April 26, 2017

Threshold Criteria

If a project fails to meet the following criteria it will not be considered in the Continuum of Care Competition.

		Did Project meet threshold?
A	**Project Type:** The project is for permanent supportive housing, rapid rehousing, transitional housing/rapid rehousing partnership or for a coordinated entry system.	
B	**Eligibility of Participants:** The project will serve eligible persons who are homeless using HUD's definition. This may include homeless youth and persons fleeing domestic violence or trafficking.	
	If the project will be <u>permanent supportive housing</u>, it will serve chronically homeless people. *(Definition: individuals from streets, emergency shelters, safe havens, or an institution for less than 90 days and was chronically homeless at entry into the institution that has been homeless in such places for at least one year or at least 4 times in 3 years and that has a diagnosed disability, or families with a head of household that meets the definition of chronically homeless)*	
	If the project will be <u>rapid rehousing</u>, it will serve homeless households living on the streets or in emergency shelter.	
	If the project will be <u>coordinated entry</u>, it will provide referrals and facilitate access to services for all groups covered under the HUD definition of homelessness.	
C	**Eligible Applicant:** Applicant and subrecipient (if any) are eligible. Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments.	

		Did Project meet threshold?
D	**Project can meet HUD Timeliness Standards:** Project has secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.	
E	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
F	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
G	**HMIS Participation:** The application clearly indicates that the agency intends to participate in HMIS in the event that the project is funded.	
H	**Renewable Activities:** The project utilizes the grant funds for renewable activities (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)	
I	**Coordinated Entry:** The project will participate in Coordinated Entry unless it is a victim-service agency or serving survivors of domestic violence.	

Project Elements (40 points possible)

Factor	Possible Points	Points Earned
1) PROGRAM DESIGN **For Permanent Supportive Housing and Rapid Rehousing Projects:** Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services. • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? **For Coordinated Entry:** Program design is in alignment with coordinated entry system design envisioned by CoC. • Is the system easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area? • Is there a standardized assessment process? Does the program ensure that program participants are directed to appropriate housing and services?	15 points	
Factor	**Possible Points**	**Points Earned**

2) Site control The program has either secured the housing for the project, or if not secured, adequately describes how the program will acquire the necessary housing for the project type. Consider: • **For PSH:** Is the program single site or scattered site? Has the agency secured a lease for the site location? Is there adequate property available in the geographic region for this proposed program? • **For RRH:** Does the agency describe how it will locate housing for project participants? Does the agency already have relationships with existing landlords to expedite housing placements? What experience does the agency have in housing low or no-income individual in a scattered-site model? **For Coordinated Entry:** Does the agency describe where the coordinated entry points will be located? Has it secured those locations? Are there alternative access points (phone system, mobile outreach, etc) which negate the need for multiple-points of access. If a "no wrong door" approach is envisioned, how will the agency ensure all participates are adequately trained?	5 Points	
3) Community Coordination Program will have adequate connections to the broader homeless Continuum of Care. Consider: • The extent to which the agency has existing relationships with other services or agencies. • The detail to which service linkages are described. Award less points for general statements, more points for concrete descriptions of service linkages and delivery. The program's ability to accept referrals from the Coordinated Entry system and any barriers which would prevent full participation (e.g. funding limitations, geographic constraints, etc.)	10 points	
Factor	**Possible Points**	**Points Earned**

4) Housing First/Low Barrier Approach Program states it is Housing First meaning it is no- or low-barrier in terms of project entry and project participation requirements. Consider the extent to which the project requires the following: • The project does not require detox treatment and/or days of sobriety to enter • The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter • The project does not bar clients based on past (non-violent) rule infractions • The project accepts all clients regardless of sexual orientation or gender identification and follows all fair housing laws • The project does not exclude persons with zero income and/ or limited to no work history • The project does not terminate program participants for any of the above listed issues. The project also does not terminate participants for: ❖ low or no income, ❖ current or past substance use, ❖ history of domestic violence, ❖ failure to participate in supportive services, ❖ failure to make progress on a service plan, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance. **4) Housing First/Low Barrier Approach Continued**	10 points	

For Coordinated Entry: Does the project proposal describe a plan to prevent screening people out of the coordinated entry process due to perceived barriers related to housing or services and ensuring that all participants have fair and equal access to the Coordinated Entry System, including people with disabilities or Limited English Proficiency? Do they have a plan for marketing the system, in concert with the CoC to ensure equal access? Will the staff administering assessments use culturally and linguistically competent practices and incorporate cultural and linguistic competency training into the required annual training protocols for participating projects and staff members?		

Increasing Participant Income (5 Points)

Factor	Possible Points	Points Earned
5) Participant Evaluation and Support: Consider the extent to which the program description has considered connecting clients to mainstream resources: • Does the program's policies and procedures describe how it will evaluate client eligibility for mainstream resources? • Do the program's policies consider client needs and choice in determining what mainstream resources or job training programs are appropriate for the participant? • If the program cannot link clients to mainstream services itself, does it have strong partnerships with other organizations who can provide the necessary job training skills? **For Coordinated Entry:** Does the agency have a plan for diverting clients who might be able to self-resolve? Evaluate how the agency will connect clients to self-help resources when appropriate.	3 Points	
6) Agency resource training Program conducts or provides access to training for staff on available mainstream resources for which clients may qualify. Consider: • Agency plans for staff training on benefits eligibility • Agency linkages with mainstream benefits providers Agency capacity to provide mainstream benefits, such as SOAR training	2 points	

Agency Background and Capacity (35 Points)

Factor	Possible Points	Points Awarded
7) Past Experience Agency has successfully operated at least one program similar to the one proposed for at least two years and/or has a strong grant management, compliance and performance history. If the agency has not operated a program like this before, the agency can demonstrate that it has sufficient prior experience and success in: • Providing homeless housing or services; or • Administering rental assistance; and • Can manage complex reporting requirements with adequate financial controls. For Past CoC Recipients: If the program is a recipient of prior HUD Continuum of Care Grant, project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.1	15 points	
8) Audit Findings Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	

Factor	Possible Points	Points Awarded
9) Budget Description Is the budget adequate for the project type and proposed service delivery model. Consider: • Budgeted staff and expenses are adequate to support the proposed program and cost-effective. Budget is clearly articulated, with no unnecessary or unAZSWZexplained items, such that HUD could understand how proposed costs align with eligible expenses.	5 points	
10) Internal Program Accounting The agency demonstrates a strong ability to track and understand costs and expenses in real time. Consider: • The agency's internal financial monitoring process. • The agency's current policies for financial reporting. • Oversight by the agency's board of directors to ensure financial compliance. • The agency's strategy for documenting eligible costs and ensuring adequate grant drawdowns on a regular basis.	10 points	

HUD Priorities (20 Points)

Factor	Possible Points	Total Points
Project Types That Align with HUD Priorities: • Providing Permanent Housing (PSH, RRH, or TH-RRH partnerships) = 5 pts. • SSO For Coordinated Entry = 3 pts	5 points	
Prioritizing Chronically Homeless: • Project will dedicate all of its beds to chronically homeless individuals/families = 5 pts. • Project does not dedicate all beds for chronically homeless people, but gives the CH priority for admission = 3 pts. • Project will not dedicate, prioritize, or provide any housing for people who are or were chronically homeless = 0 pts. **For Coordinated Entry:** Analyze how the project will prioritize clients seeking services. If the project will prioritize based on chronic homeless status, award full points.	5 points	
Severity of Needs: Award up to 5 points for serving the following population types: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work. Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will	5 points	

attempt to reach out to these individuals is insufficient. Consult the program design for more information.		
The Program targets a specialized population, such as: • Youth • Victims of Domestic Violence/Trafficking • Families with Children • Persons Experiencing Chronic Homelessness • Veterans Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to reach out to these individuals is insufficient. Consult the program design for more information.	5 points	

Total Points Awarded: _____/100

HOUSING FIRST SOLANO

2017 CONTINUUM OF CARE REVIEW AND RANK
REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017, 5:00 pm**

This Request for Information (RFI) must be completed for each new housing or coordinated entry project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will used to create a PRESTO-generated report to be used by the Review and Rank Committee. **As soon as you decide that you will or may apply,** please send an initial e-mail to solano@homebaseccc.org containing:

- The subject line "**Solano CoC NOFA – New Application**"
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer questions #101 through #117**. After answering Question #117:

- If you are applying for a new housing project, please answer **questions #201 through #206**.
- Alternatively, if you are applying for a new coordinated entry project, you should instead go on to answer **questions #301 through #306**.

Also, for each new project application, please send **a second email** to solano@homebaseccc.org containing:

- A subject line that clearly describes the email's contents ("Solano CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]")
- In the body of the email, a numbered list of the attachments
- And the following attachments:
    - 1 PDF of your applicant profile from e-snaps
    - 1 PDF of your project application from e-snaps
    - Any relevant attachments as indicated in the RFI, which may include:
        - Proposed full project budget
        - Audit/monitoring documentation
        - Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL PROJECT INFORMATION

101. **What is your general project type?** Permanent Supportive Housing for chronically homeless? Rapid Re-Housing (RRH) for individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homelessness? TH-RRH hybrid programs? Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system?

102. **Please describe why your participants are eligible for your proposed project type.** Will participants be homeless under HUD's definition? What population(s) does your project serve (e.g. homeless emancipated foster youth, chronically homeless families, etc.)? If your population is high-needs, please explain. If the project will be permanent supportive housing, will it serve a majority of chronically homeless people? If the project will be rapid re-housing, will it serve homeless households living on the streets or in emergency shelter? If the project will be coordinated entry, will it provide referrals and facilitate access to service for all groups covered under the HUD definition of homelessness?

103. Does your project **intend to participate in HMIS**?

104. Does your project intend to utilize the **grant funds for renewable activities** (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?

105. Will your project participate in **Coordinated Entry**?

106. Is your organization **either a local government entity or nonprofit agency**?

107. Has your project secured or will it secure **proof of site control**, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award?

108. Will your project have policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry?

109. Will your project ensure equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy?

BUDGET & COST EFFECTIVENESS

110. Please include any comments on how the **budgeted staff and expenses are adequate** to support the proposed program. *Please also submit a copy of your project budget including both HUD and non-HUD funds.*

AGENCY CAPACITY

This section asks you to describe your agency's expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements.

111. How have you **successfully handled federal or other major grants** of this size without difficulty or problems in the past 5 years? Have you regularly draw down your HUD grant funds throughout the grant year and met the administrative and reporting requirements of your grants?

112. Has your agency had any **outstanding HUD findings or concerns** and/or financial audit findings in the past three years? How has your agency responded to the concerns?

113. Has HUD **de-obligated any of your agency's grant funds** and if so, why?

114. How has your agency **demonstrated, through past performance, the ability to successfully carry out the work proposed** and that it has successfully served homeless people as a particular group? Please describe your experience handling a like-project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).

115. Will the project be **ready to start** by HUD's statutory deadlines? Please describe how the project will overcome regulatory obstacles such as tenant displacement or relocation, or any anticipated environmental or zoning issues.

HMIS PARTICIPATION

116. **Has your agency used HMIS for its other projects?** If you have not used HMIS before, please describe your capacity to meet the training and data entry requirements of HMIS. If you have used HMIS before, *please provide your overall data quality (ART report 640).*

PERFORMANCE MEASURES

117. How are **projected performance measures realistic but sufficiently challenging** given the scale of the project, and how are outcomes measurable and appropriate to the population being served?

At this point, please either continue to Question #201 (for Housing Projects) or to Question #301 (for Coordinated Entry Projects).

HOUSING PROJECTS ONLY

201. For Permanent Housing Projects only, **please explain your project design**, intended population served, and program service delivery.

202. How does the program design include **provision of comprehensive/intensive case management and appropriate supportive services**? Please describe: How is your project appropriately staffed to provide the services? How are your staff trained to meet the needs of the population to be served? How does your program include involvement of clientele in designing and operating the program? How is the program design intentionally inclusive of and accessible to all eligible clients?

203. How is the housing where participants will reside appropriate to the program design proposed? Please describe: How is the project staffed appropriately to operate the housing? How are staff trained to meet the needs of the population to be served? How will the program be physically accessible to persons with disabilities? How is the project located such that basic amenities (e.g. grocery stores, pharmacies, etc.) are easily accessible?

204. How do/will the project's policies and procedures ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under mainstream health and social service programs? Consider: Does the agency demonstrate a track record of enrolling clients in all mainstream services for which they are eligible?

205. How will your project implement Housing First by minimizing barriers to entry and program participation?

206. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

COORDINATED ENTRY PROJECTS ONLY

301. For Coordinated Entry Systems, to what extent will your project be accessible by individuals and families in **all geographic areas of the CoC**?

302. Will the project **utilize the VI-SPDAT**?

303. **How will the project be well publicized countywide**? Publicizing may occur through physical notices posted in key locations (e.g. food pantries, faith communities, County offices, other service providers, and others), newspaper notices, etc.

304. How will needs assessment, resource allocation and **service coordination be improved** through the coordinated assessment project?

305. To what extent will your project **serve all populations in the CoC**, including: individuals, the chronically homeless, individuals and families fleeing domestic violence, dating violence, sexual assault, and stalking (particularly those seeking shelter or services from non-victim service providers), families with children (particularly male children) under the age of 18, transition-age youth, LGBT, Veterans, and homeless persons re-entering from public institutions (subject to eligibility)?

306. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed; and	Please initial confirming that the full budget is included:
d) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
e) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge and understand that failure to provide accurate information can result in consequences up to and including the loss of grant funds.

Signed by: _____ Date: _____
Executive Director

I hereby certify that all required attachments are included.

Signed by: _____ Date: _____
Executive Director

APPROVED by the Housing First Solano General Membership on April 26, 2017
Revised August 7, 2017

CONTINUUM OF CARE PRIMER

FOR NEW PROJECT APPLICANTS

PRE-COMPETITION CHECKLIST

Because the Continuum of Care competition timeline is often very tight, we recommend that you take the following steps immediately, *prior* to the start of the 2017 competition:

- ☐ Ensure that your organization has a DUNS number. If your organization does not have a DUNS number, please visit the Dun and Bradstreet website at www.dnb.com or call 1-866-653-1344. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Register your organization with the System for Award Management (SAM), the successor to the Central Contractor Registry (CCR). If you had an active CCR record, you do not need to do anything in SAM. Visit www.sam.gov to register or update your organization. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Create an e-snaps Applicant Profile. To submit a project application in e-snaps, an organization must establish itself in e-snaps. A representative from the organization must create an e-snaps user profile, log in, and establish the organization as an applicant. For detailed information (including screen shots), see https://onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/.
- ☐ Register any staff who will be working on your electronic application with e-snaps. Each person contributing to the e-snaps application must have their own e-snaps user profile, and must be associated with the organization in e-snaps as a Registrant. Each organization should have at least two staff persons who can access the organization's e-snaps account. For detailed information (including screen shots), see https://onecpd.info/resource/2903/adding-deleting-registrants-in-esnaps/.
- ☐ Establish match. Applicants *should* begin collecting signed match letters now. Applicants need to ensure their match is eligible under HUD's requirements. Match must be signed and secured prior to the finalization of project applications on September 20, 2017.
- ☐ Review 2016 scoring materials and application process, understanding that these materials *are subject to change for the 2017 competition*. However, the materials will provide first-time applicants with helpful context.
- ☐ If your organization would like to apply as a *subrecipient* (HUD will contract directly with the recipient, who has primary responsibility for ensuring that applications and annual reports are submitted in a timely manner and that the subrecipient complies with all relevant regulations) of another organization, begin establishing that relationship immediately.

If you need assistance with e-snaps or have questions regarding requirements for CoC projects or the 2017 application process, please contact HomeBase:

Solano@homebaseccc.org | 415.788.7961 x331

SAMPLE BUDGET

Cost	HUD Amount	Match & Leverage	Total Budget
Rental Assistance (Rent + deposit assistance for 10 units)	$100,000	$45,000	$145,000
Case Management (1 FTE case manager + benefits)	$8,600	$68,650	$77,250
Educational Services (GED classes + test fees; weekly health education classes)	$450	$9,530	$9,980
Substance Abuse Treatment (.33 FTE substance abuse counselor + benefits)	$1,540	$22,670	$24,210
Employment Assistance (leveraged employment counseling program)	$700	$2,060	$2,760
Food (weekly food bank assistance for 10 clients)	$0	$10,000	$10,000
Life Skills (life skills classes + materials)	$3,240	$4,890	$8,130
Outreach	$0	$550	$550
Transportation (bus tickets - 2/week x 10 clients)	$602	$800	$1,402
Furnishings (donated furniture for units)	$0	$1,600	$1,600
Legal Services (leverage from Legal Aid - record remedies, domestic violence support, SSI appeals)	$0	$13,450	$13,450
Utilities	$600	$2,000	$2,600
Clothing	$0	$2,650	$2,650
HMIS	$280	$3,900	$4,180
Administration	$6,605	$12,450	$19,055
TOTAL:	**$122,617**	**$200,200**	**$322,817**

JULY 2017

THE NEW JOINT TH AND PH-RRH COMPONENT: IS IT FOR YOU?

THE FY 2017 COC PROGRAM COMPETITION

In the FY 2017 Continuum of Care (CoC) Program Competition, CoCs may create new Joint TH and PH-RRH component projects to better serve homeless individuals and families. This new component project is comprised of two existing program components – transitional housing and rapid rehousing – in a single project to serve individuals and families experiencing homelessness.

When considering whether to award such a project, the Department of Housing and Urban Development (HUD) will review applications to determine if they meet at least three of the following five project quality threshold requirements with clear and convincing evidence:

(1) Whether the type of housing, number, and configuration of units will fit the needs of the program participants;
(2) Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing (this includes all supportive services, regardless of funding source);
(3) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) meets the needs of the program participants;
(4) Whether program participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., they will be provided with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing); and
(5) Whether the project adheres to a housing first model.

If funded, HUD will limit eligible costs as follows (in addition to other limitations found in 24 CFR part 578):

(1) Capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
(2) Short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
(3) Supportive services;
(4) HMIS; and
(5) Project administrative costs.

While such a program must make both types of assistance available to all participants, a participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component.

CHARACTERISTICS OF A JOINT COMPONENT PROJECT

Joint component projects are not meant to replace transitional housing programs that lost funding in recent years. Instead, this new component offers a new strategy to address challenges that communities experience. HUD has indicated that such projects provide a safe place for people to stay – **crisis housing without preconditions** – with financial assistance and wrap-around supportive services determined by participants to help them **move to permanent housing as quickly as possible**.

At a minimum, joint component projects should:

- Use a **Housing First** approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible – participants cannot be required to participate in treatment or services to receive assistance;
- Have **low barriers to entry** and accommodate people with possessions, partners, pets, and other needs;
- Incorporate **client choice** by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources – participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
- Provide or connect participants to **resources** that help them improve their safety and well-being and achieve their goals; and
- Target and prioritize people experiencing homelessness with **higher needs** and who are **most vulnerable**, especially those who are unsheltered, have experienced long or multiple episodes of homelessness, have higher barriers to exiting homelessness, and are more likely to be victims of violence or harm.

WOULD A JOINT COMPONENT PROJECT BE A GOOD FIT FOR YOUR COMMUNITY?

Joint component projects may not be a good fit for all communities. Before applying, CoCs must assess whether such a project will be the best use of resources and will meet the needs of people experiencing homelessness in the community.

Joint component projects may be a suitable option in the following situations:

- ✓ Such projects may benefit communities with **high rates of unsheltered homelessness** and where **stays in shelter and other forms of crisis housing are usually brief** by providing temporary, low-barrier housing to program participants while helping them move quickly to permanent housing.
- ✓ Joint component projects may mitigate the problem of a **lack of safe emergency shelter or crisis housing for people fleeing domestic violence** by providing survivors with

safe and supportive temporary housing and connecting them to permanent housing and continued services as soon as they are ready.

- ✓ Such projects may meet the **unique developmental needs of unsheltered youth** and help them move quickly into permanent housing with available supportive services to help them maintain that housing.

Joint component projects are likely not a suitable option in the following situations:

- ✘ In communities where shelter, crisis housing, and transitional housing stays are long (in such cases, increasing rapid re-housing and permanent supportive housing resources may be more effective ways to increase capacity);
- ✘ Communities where there are already emergency shelters or crisis housing serving survivors of domestic violence (such communities should assess whether lowering the barriers in those existing projects and adding rapid re-housing would better meet survivors' needs and be a better use of resources);
- ✘ Communities that have existing transitional housing projects which are successful in providing their participants with the financial resources necessary to obtain permanent housing.

QUESTIONS TO CONSIDER

When considering applying for TH-RRH projects, CoCs and applicants should take into consideration the needs of the populations experiencing homelessness within their communities and design proposals accordingly. Some questions to consider are:

- ➢ Is there a currently underserved population in the CoC that might benefit from a TH-RRH project?
- ➢ What length of assistance will serve the needs of the target population?
- ➢ What types of wrap around services will be needed?
- ➢ Will a mainstream resource need to be leveraged to support a joint component program?
- ➢ Will the addition of such a project improve system performance?
- ➢ Is there a transitional housing project in the CoC that is unable to provide its participants with the financial resources necessary to obtain permanent housing and whose funding might be appropriate for reallocation to a joint component project which would better meet the needs of the people the project is intended to serve?

When developing performance expectations for joint component projects, CoCs should consider the following questions:

- ➢ How quickly will participants move into permanent housing?
- ➢ How well will the project accommodate people with a variety of needs, including those with different household configurations, service needs, or pets?
- ➢ How well will the project connect people to valuable community resources, such as education, health care, and employment?

HOUSING FIRST SOLANO GENERAL MEMBERSHIP

WEDNESDAY, APRIL 26, 2017 | 10:00 A.M. – 11:30 A.M.

SUISUN CITY COUNCIL CHAMBERS 701 CIVIC CENTER BLVD., SUISUN CITY, 94585

REGULAR MEETING AGENDA

1. **Call to Order**
2. **Additions to Or Deletions from the Agenda** — **ACTION**
3. **Approval of the Agenda** — **ACTION**
4. **Consent Calendar** — **ACTION**

   4.1 Approve the HFS General Membership Minutes of Regular Meeting February 22, 2017
5. **Old Business**

   5.1 Point in Time Count Update — **DISCUSSION**
6. **New Business**

   6.1 Housing First Solano Board Elections — **ACTION**

   6.2 Mid-Year Review and Rank Report Out — **UPDATE**

   6.3 Discuss and approve Review and Rank Policies as well as the New and Renewal Scoring Tools and Local Application materials for the 2017 Continuum of Care Competition — **ACTION**

   6.4 HOUSING FIRST Part Two: Implementing Housing First at the Program Level — **DISCUSSION**
   - Presentation and Group Discussion
7. **Staff Report**

   7.1 Report out from the HMIS User Group and HMIS Updates — **UPDATE**

   7.2 Tripartite Advisory Board Representative Election Results — **UPDATE**

   7.3 Regional Strategic Plan Implementation Report — **UPDATE**

   7.4 NOFA Preparations: Governance Committee Convening — **UPDATE**
   - **May 18, 2017 from 10 AM to 11:30 AM Location TBD**
8. **CoC Member Comments**
9. **Adjourn**

Housing First Solano
Vallejo-Solano County Continuum of Care
General Membership Meeting Minutes
April 26, 2017
10:00 a.m. ~~to 11:30 a.m.~~
Suisun City Council Chambers, 701 Civic Venter Blvd., Suisun City, 94585

The Housing First Solano CoC approved these minutes on June 28, 2017.

1. Meeting **called to order** by Chair Tranine Chisom at 10:04 a.m.

2. No additions to or deletions from the Agenda were proposed.

3. Jonathan moves to **approve the agenda**; Norma Ramos seconds the motion. Unanimous approval at 10:04 a.m.

4. Kathy Lawton-Caesar moved to **approve the minutes** of the CoC General Membership meeting from February 22, 2017. John Evalle asked whether these were the minutes of the meeting when the committee discussed establishing a letter of support. Kathy indicated that John was thinking of a different meeting. John then seconded Kathy's motion. The motion passed with unanimous approval at 10:06 a.m.

5. **Old Business: Point-in-Time Count Update**. Carolyn Wylie updated the CoC on the PIT Count. Carolyn indicated that staff had received draft numbers from the subcontractor and were currently entering them into HDX, the system used by HUD for reporting data. Carolyn reported that the PIT was due to be submitted on May 1st. HomeBase was checking for errors, and making reconciliations. Staff anticipated submitting on time on the 1st, maybe even a little bit early. As part of the process, HUD will reach out to Solano after submission if they have any concerns.

   Staff reported that it appeared the count had increased due in large part to a more robust count. For example, previously Solano had counted around 7 youth, and this time quite a bit more were counted because of the separate youth-focused count in collaboration with youth providers and local schools. Similarly, having outreach teams go into the encampments resulted in a more accurate count as well.

   This back-and-forth process with HUD to check the numbers usually lasts about a month, which fits in with the expected NOFA timeline. Staff reported that they expected that the PIT-count contractor, Applied Survey Research, would have a final report completed by early June public release..

   There were no questions for Carolyn on the PIT Count.

6. **New Business: Housing First Solano Board Elections.** Tranine explained the current openings on the CoC Board of Directors: there were three positions available, and were applications for two of those positions in the white packet distributed to attendees. Carolyn explained that applicant Debbie Tavi was the Executive Director of Suisun City's Chamber of Commerce, and was applying for the business seat, which has been open since the board was formed, so the CoC Board was excited to have her.

   Carolyn explained that Ed Lowe was from North Bay Health Care, and was applying for the healthcare/hospital seat. This was added about 2 years ago and the Board has been reaching out to hospitals / health care organizations looking for someone to join that seat since. Ed has been coming to coordinated entry meetings, a board meeting, and a regional planning meeting over the past year so he has been actively involved.

   Carolyn explained that Reginald Doss has been one of two formerly homeless members of the board since its inception. He would have been able to renew his application at the February meeting, but did not submit it in time. He had submitted it in time for April, but due to an error on the part of HomeBase, the application was not included in the printed packet today. His application had not changed, so the CoC was able to refer to his previous application if needed as the reference.

   Norma added that Reginald was a real asset for the formerly homeless; that he was very verbal, good about asking questions, giving opinions.

   Carolyn noted that the other person in that slot had stepped down, so the CoC would have both openings for homeless or formerly homeless if his application was not approved.

   At 10:13 a.m., Reginald Doss entered the meeting.

   John Evalle concurred with the comments above.

   An attendee asked if he could self-nominate for the second open homeless representative position. Carolyn said that he could self-nominate per the Charter. Tranine told him to "fill out an application at the end of the meeting and we will put it on the agenda for next general meeting."

   An attendee asks whether adding the second homeless representative would fill all of our board seats. Carolyn answers that we would still have one at-large seat open.

   Tranine calls for voting *en bloc* on all three applicants (Debbie, Ed, and Reginald) at 10:15 a.m. Kat moved to accept all three applicants. Norma seconded the motion. The motion was unanimously approved at 10:15 a.m.

7. **New Business: Rank and Review Report**. Carolyn updated the membership on a CoC Board Report about the Mid-Year Review. The purpose of Mid-Year Review is to give projects a chance to see how they are doing on the revised scoring tools. It is not intended to be punitive. It is meant to allow projects to be better prepared for actual competition and to seek out appropriate technical assistance to better reduce homelessness in the community. Most of the results of the Mid-Year Review were confidential; agencies received individual scores and suggestions to allow for more candor. One of the main findings to come out of the review was that data quality is very poor. HomeBase is in the process of providing technical assistance to agencies to improve their data quality, and once data is entered, that may have significant effects on where projects would appear on the ranked list. For example, if a resident has not had a mid-year checkup but has gained income since entering the program, then your data will under-estimate your true performance at increasing income. The reason why some programs were marked "N/A" is because they do not yet have a full month of data. Typical practice is to place all such programs at the bottom of Tier I, which mostly insulates them from the risk of losing HUD funding. Carolyn reminds the meeting of the importance of solid grant management, noting that any funds lost due to failure to spend are lost not just to the individual project, but to the Solano CoC as a whole.

   2 new people entered the meeting at 10:24 a.m.

   HomeBase is proposing to offer data quality and fiscal trainings. There was a CoC program that (Mission Solano?) had, but they did not meet their deadlines for getting the grant off the ground or re-assigning it to another party, but although HomeBase contacted HUD and said that there were interested parties who could spend the $60,500, HUD said that it was too late and that the money had already been returned to the Treasury. The CoC only found out about this as a result of the mid-year review; the project did not notify CoC about HUD's interest in reclaiming the funds.

   Reginald asked whether we can we schedule these workshops immediately, because we need all of these. How many people do we need to come to the workshops?

   Reginald and Carolyn agreed that data monitoring is most important; Carolyn proposed sending a survey to the entire group (not just CoC-funded projects) to identify which topic is the second-most urgent. HomeBase will also create a schedule for trainings for the rest of the year. There was broad agreement that Solano is open to other ideas as well.

   There were no questions; Carolyn concluded this portion of presentation at 10:31 am.

8. **New Business: Summary of Changes to Review and Rank Policies.** Carolyn explained that the document on pink paper, "Summary of Changes to the 2017 Review and Rank Policies, Scoring Tools, and Local Applications" serves as a change log showing all of the changes that

HomeBase was proposing to make to the relevant documents; as such, the committee could review the pink document without going over all of the attachments page by page. Except as noted in the pink document, all of the attachments were still the same as last year.

(Carolyn then went on to review the Renewal Scoring Tool in detail).

There were no substantive questions or comments. One member said, "Good Job!" Another said "John [Melis] listened well to us."

(Carolyn then reviewed the New Scoring Tool in detail, including threshold factors, and explained how thresholds work.)

Carolyn urged the committee to look at both of the scoring tools to tell HomeBase if anything seems off. Carolyn explained that part of why new projects have to meet so many thresholds is that those thresholds are imposed by HUD; a project that was approved by CoC that did not meet threshold would be at risk of not receiving HUD funding despite being placed near the top of the ranked list.

Motion to approve Rank and Review Rolicies and Procedures, and the Scoring Tools, is unanimously approved.

Tranine asked if there were any questions or concerns. Hearing none, Tranine called for a motion to approve the rank & review policies & procedures, and the scoring tools and local applications as presented. Reginald so moved at 10:49 am. The motion was unanimously approved at 10:49 am.

9. **New Business: Housing First Training.** Jason Green-Lowe presented additional training on applying Housing First principles. Some comments from providers during this portion of the training were as follows:

- We have no metal detectors, gates, etc. (In other words, providers don't think their environments have issues with excessive security.)
- We use a series of escalating consequences leading up to removal. We only had to remove one person.
- If someone gets rude, life threatening, watch your back – you always have to watch your back. Take it to the 25th power when dealing w/ homeless people because they have MH issues, substance use issues, and they are desperate for housing and food.
- Are there ways that projects are very trauma-informed? One provider offers a table with coffee, water, granola bars, and a career board. Clients traditionally respect the table.
- Open-ended questions: Lisa uses them all the time. She gets better results if she dresses down, is friendly, and fits in with them and walks the walk and talks the talk. Use their lingo a bit. Facial gestures all help.

- Open-ended questions allow people to tell their story. Use the VI-SPDAT, but allow them to tell their story through it. Once they see that you are genuinely interested, the rapport and trust builds more quickly because you show that you care and that there is no judgment. Dress down.
- The basic elements are fear and trust. People offer help and back out. Law enforcement comes in and cites you, you go to jail for 7 hours, etc. We are all human beings and need to help each other. We need to take away the sense of fear and develop a sense of trust.
- Caminar is about to launch a training on dual-diagnosis around harm reduction/motivational interviewing.
- At NorCal services for Deaf and Hard of Hearing, Elaine makes herself available. Caminar uses Language Line. Is there a mobile app that works on the phone?
- Lack of supportive services, housing location, landlord assistance
- Long process to get services; difficult to get them to go through that long process
- Best way to reduce those barriers will be to better know our system, and to get to know clients in advance so that you have a better idea of which services / appointments you will need to arrange for them.

The Housing First training concluded at 11:22 am.

10. **New Business: HMIS User Group Update.** Carolyn presented the following update: At the HMIS User Group, we discussed the data issues that have been happening. We had Bowman come out and do a training with our staff, in part for coordinated entry, in part because of recent software updates. There is a new intake form, both on paper and in HMIS, and we went over that with the providers who were there. We will also send out materials to those who were not able to attend. We also discussed System Performance Measures, which must be submitted to HUD. This means looking at how we're doing on several factors, many of them captured by our scoring tool. Last year, for the first time, Solano took these measures directly from HMIS. HUD was not impressed with the data quality behind the system performance measures (in part because there was only one month's notice to prepare the measures) – so we have to decide within the next month whether to take advantage of HUD's offer to replace all of last year's performance measures with new data. We would not be able to replace only one or two; instead we must either replace all of last year's measures or none of them. We also must submit the FY17 system performance measures in about a month.

    In addition, at the HMIS User Group, we discussed SAGE, the new system that will be used to upload data instead of e-snaps. SAGE should be more functional than e-snaps, and should

allow projects to better understand their data. SAGE just came online on April 1st. We will have more info on that soon. We demonstrated some new video trainings for HMIS; we will be updating training documents and uploading some video trainings that people can use.

There were no questions; this segment concluded at 11:26 am.

11. **New Business: Tripartite Advisory Board Representative Election Results**. At the Tripartite Advisory Board, low-income representatives were elected. Paul Newman stepped down, Jill Sowards was nominated and elected to fill the vacant slot. The other three low-income representatives were re-elected. The other new member is in the private section; her name is Laura Crutsinger. The speaker commented that it is nice to have families and legal services represented as stakeholders in one of our boards now. This segment concluded at 11:28 am.

12. **New Business: Regional Strategic Plan Update.** The final draft of the regional strategic plan has been approved; thanks to members for participation in the process. We can now move forward on implementation, and the plan is posted on the website, with a few minor changes. We are trying to build a workgroup who will shepherd the implementation and broaden the planning group to ensure that all of the categories of stakeholders are represented. The grey-and-white document includes a list of these categories along with a list of proposed and/or agreed-upon representatives who can fill those categories. This is a work in progress, but we're trying to hammer it down so we can hold a meeting next month; HomeBase is open to suggestions if you have ideas for who can join the committee! If so, please get in touch with Carolyn or Gillian of HomeBase. This segment concluded at 11:30 am.

13. **New Business: NOFA Preparation.** Carolyn presented an update on NOFA Preparations. HUD still says they will release the NOFA in end of May or early June. There is still no federal budget, so HomeBase is not clear on how the NOFA could be released, but many things this year are surprising and different, so HomeBase urges everyone to prepare as if HUD is going to follow through on this plan. In Solano, we need a governance committee meeting to go over our charter and written standards, and to make some changes related to new standards for, e.g., coordinated entry. Carolyn proposed May 18th from 10 to 11:30 am, at a location TBA. At the next CoC meeting, which will be two months from now, we plan to bring the documents, with the recommendations from that committee, so the CoC's general membership was officially notified that we plan to review those recommendations.

    There were no objections to that proposed schedule; the schedule was confirmed.

14. Seeing no further business, Chair Tranine Chisom **adjourned** the meeting at 11:33 A.M.

HomeBase
Advancing Solutions to Homelessness

Genevieve Herreria <genevieve@homebaseccc.org>

2017 Continuum of Care Program Competition: Invitation to Apply

2 messages

Housing First Solano <Solano@homebaseccc.org> Fri, Jul 21, 2017 at 6:33 PM
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: genevieve@homebaseccc.org

Housing First Solano Announcements

July 21, 2017

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a **new** permanent supportive housing project, a **new** rapid re-housing project, and/or a **new** transitional housing/rapid rehousing hybrid

project. For more information, please find here a Summary of the FY 2017 CoC Program Competition NOFA.

A mandatory Technical Assistance Workshop for all interested applicants will be held on **Wednesday, July 26**, from **1:30 – 3:30 PM** at the **Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585**. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please RSVP to solano@homebaseccc.org by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.

This Public Solicitation will be posted in the following virtual and physical locations:

- Housing First Solano Continuum of Care Website
- City of Fairfield Website
- City of Vacaville Website
- Solano County Website
- Housing First Solano Continuum of Care Listserv

Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards.

Inquiries about this process may be directed to the staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at solano@homebaseccc.org.

Copyright © 2017 Housing First Solano, All rights reserved.
This list is for announcements of Housing First Solano, the Vallejo/Solano County Continuum of Care.

Our mailing address is:
Housing First Solano
c/o HomeBase
870 Market Street, Suite 1228
San Francisco, CA 94102

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Housing First Solano <Solano@homebaseccc.org> Fri, Jul 21, 2017 at 6:33 PM
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: solano@homebaseccc.org

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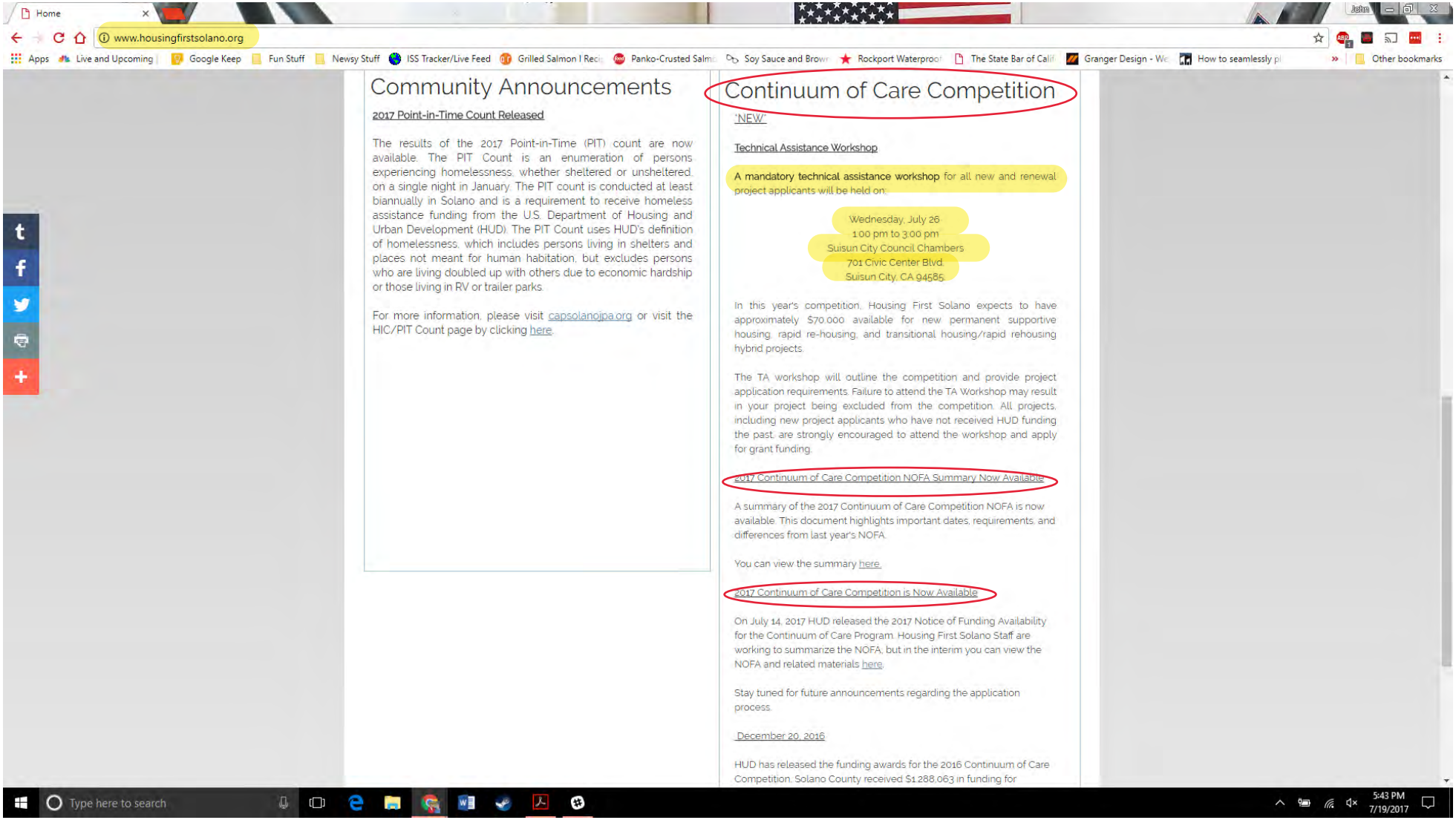

Home
www.housingfirstsolano.org
Community Announcements
2017 Point-in-Time Count Released
The results of the 2017 Point-in-Time (PIT) count are now available. The PIT Count is an enumeration of persons experiencing homelessness, whether sheltered or unsheltered, on a single night in January. The PIT count is conducted at least biannually in Solano and is a requirement to receive homeless assistance funding from the U.S. Department of Housing and Urban Development (HUD). The PIT Count uses HUD's definition of homelessness, which includes persons living in shelters and places not meant for human habitation, but excludes persons who are living doubled up with others due to economic hardship or those living in RV or trailer parks.
For more information, please visit capsolanojpa.org or visit the HIC/PIT Count page by clicking here.
Continuum of Care Competition
"NEW"
Technical Assistance Workshop
A mandatory technical assistance workshop for all new and renewal project applicants will be held on:
Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585
In this year's competition, Housing First Solano expects to have approximately $70,000 available for new permanent supportive housing, rapid re-housing, and transitional housing/rapid rehousing hybrid projects.
The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects, including new project applicants who have not received HUD funding the past, are strongly encouraged to attend the workshop and apply for grant funding.
2017 Continuum of Care Competition NOFA Summary Now Available
A summary of the 2017 Continuum of Care Competition NOFA is now available. This document highlights important dates, requirements, and differences from last year's NOFA.
You can view the summary here.
2017 Continuum of Care Competition is Now Available
On July 14, 2017 HUD released the 2017 Notice of Funding Availability for the Continuum of Care Program. Housing First Solano Staff are working to summarize the NOFA, but in the interim you can view the NOFA and related materials here.
Stay tuned for future announcements regarding the application process.
December 20, 2016
HUD has released the funding awards for the 2016 Continuum of Care Competition. Solano County received $1,288,063 in funding for
Type here to search
5:43 PM
7/19/2017

www.housingfirstsolano.org/continuum-of-care-competition.html
Inbox (2) - chloe@h... All files and folders... Overview - Chloe N...

competition amongst projects to determine their ranking in the priority listing.

2017 Continuum of Care Competition

All eligible agencies are encouraged to apply for Continuum of Care funding. Prior experience with Continuum of Care grants is not required. This page will provide interested parties with updated information regarding key information about the application process. Information will be released when it is available, however for examples of past competitions please see the information contained below.

2017 Notice of Funding Availability for the 2017 Continuum of Care Program

On July 14, 2017 HUD issued the Notice of Funding Availability (NOFA) for the 2017 Continuum of Care Program. The NOFA outlines the requirements of the 2017 Continuum of Care grant cycle. Please review the NOFA carefully to determine whether your agency is eligible to apply for Continuum of Care funding and to determine if your proposed project type is appropriate.

A summary of the 2017 NOFA can be found here.

2017 Technical Assistance Workshop

The Technical Assistance Workshop is designed to provide applicants with a comprehensive explanation of the Continuum of Care competition in Solano County. All agencies interested in apply for CoC funding must attend this workshop.

The 2017 Continuum of Care Competition scoring tools were posted to the Housing First Solano website.

2017 Continuum of Care Competition Tools

HUD requires each Continuum of Care to utilize a formal Review and Rank process to make funding determinations. Housing First Solano utilizes a set of tools that a panel of experts uses to make funding decisions. Those tools will be posted after the Technical Assistance Workshop.

2017 Renewal Scoring Tool and Local Application
2017 New Scoring Tool and Local Application

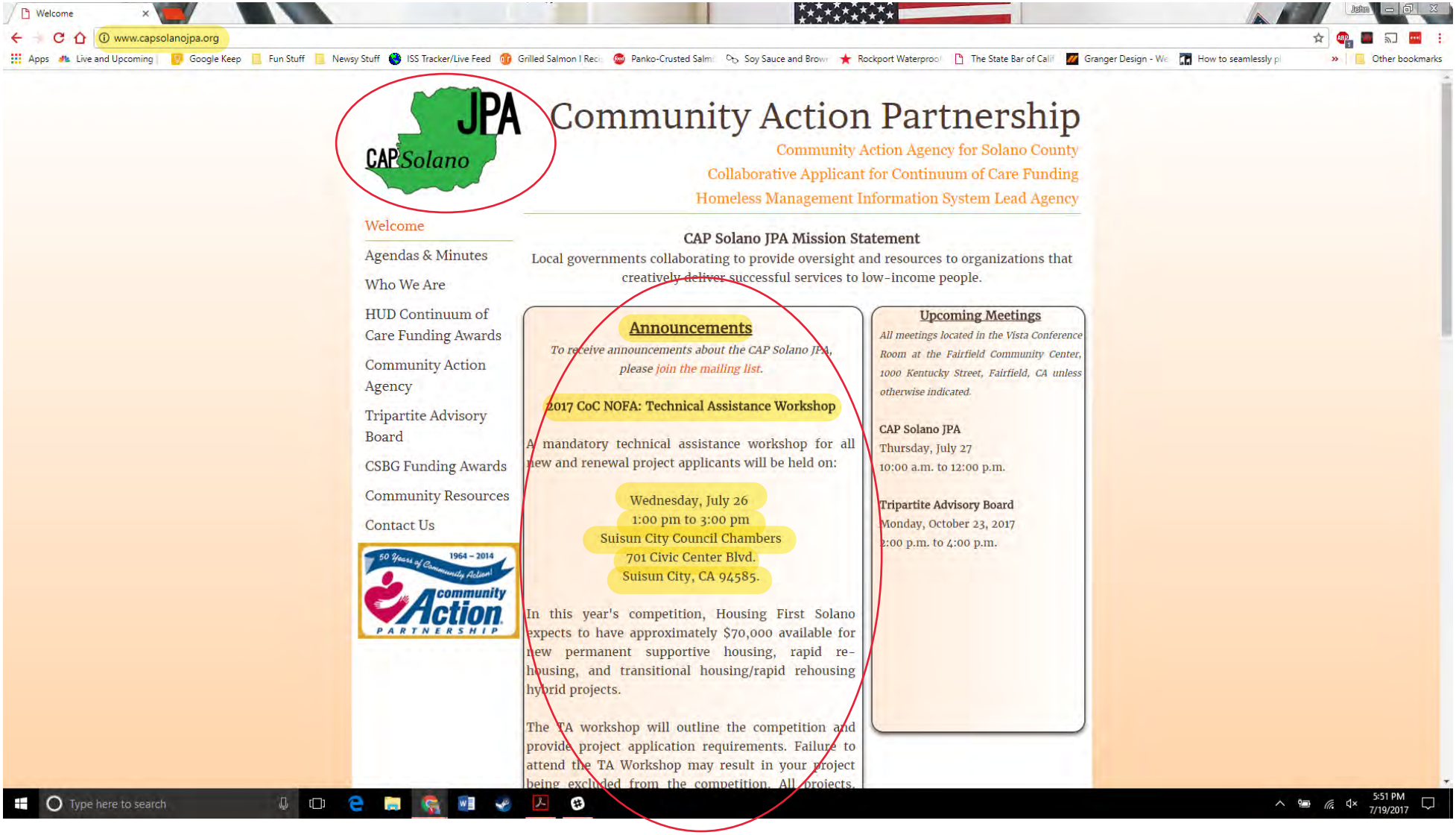
2017 Final Priority Listing

On September 6, 2017, the Housing First Solano Board approved the Final Priority Listing for project funding.

Click Here to view the Final Priority Listing.

2017 Consolidated Application for Continuum of Care Funding

The entire application for Continuum of Care funding includes an application on behalf of the Continuum as a whole as well as all of the individual project applications. This full application will be posted no later than September 26, 2017.


Welcome
www.capsolanojpa.org
Community Action Partnership
Community Action Agency for Solano County
Collaborative Applicant for Continuum of Care Funding
Homeless Management Information System Lead Agency
Welcome
Agendas & Minutes
Who We Are
HUD Continuum of Care Funding Awards
Community Action Agency
Tripartite Advisory Board
CSBG Funding Awards
Community Resources
Contact Us
CAP Solano JPA Mission Statement
Local governments collaborating to provide oversight and resources to organizations that creatively deliver successful services to low-income people.
Announcements
To receive announcements about the CAP Solano JPA, please join the mailing list.
2017 CoC NOFA: Technical Assistance Workshop
A mandatory technical assistance workshop for all new and renewal project applicants will be held on:
Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585.
In this year's competition, Housing First Solano expects to have approximately $70,000 available for new permanent supportive housing, rapid re-housing, and transitional housing/rapid rehousing hybrid projects.
The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects
Upcoming Meetings
All meetings located in the Vista Conference Room at the Fairfield Community Center, 1000 Kentucky Street, Fairfield, CA unless otherwise indicated.
CAP Solano JPA
Thursday, July 27
10:00 a.m. to 12:00 p.m.
Tripartite Advisory Board
Monday, October 23, 2017
2:00 p.m. to 4:00 p.m.
Type here to search
5:51 PM
7/19/2017

Tue 2:04 PM Genevieve

Tuesday, July 25, 2017

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Vacaville, CA | HOME

www.ci.vacaville.ca.us

MEETINGS & EVENTS

JUL 25
Knot Just Knitters
6:00 PM - 8:00 PM

JUL 28
CreekWalk Concert Series
6:30 PM - 9:30 PM

JUL 29
Farmers Market
8:00 AM - 12:00 PM

AUG 04
CreekWalk Concert Series
6:30 PM - 9:30 PM

AUG 05
Farmers Market
8:00 AM - 12:00 PM

MORE EVENTS

NEWS

HUD releases NOFA for FY2017 CoC

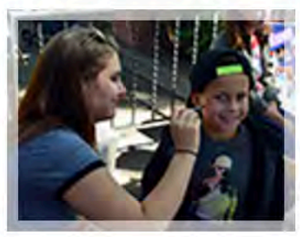
HUD's Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition has been released.

Operation Hand Up Fundraising Dinner

American Legion Post 208 and North Bay Operation Hand Up are pleased to announce a fundraising dinner to benefit the North Bay Stand Down for homeless and at-risk Veterans.

City seeks to fill vacancy on Community Services Commission

The City of Vacaville is accepting applications from citizens interested in serving on the Community Services Commission.



Vacaville Museum Guild's Annual Children's Party

The always popular Vacaville Museum Guild's Annual Children's Party is Thursday, August 10.

Sheriff's Posse at Peña Adobe

The Peña Adobe Historical Society welcomes the Solano County Sheriff's Posse.

MORE NEWS

Tue 2:05 PM Genevieve

Tuesday, July 25, 2017

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Housing | Vacaville, CA

www.ci.vacaville.ca.us/departments/housing

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VACAVILLE

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- Housing
  - + About the Department
  - Senior Home Improvement Program
  - Blade Sign Program
  - + Housing Authorities - Section 8
  - + Housing Assistance
  - + Redevelopment - Dissolved 2-1-2012
  - Neighborhood Centers
  - Forms and Brochures
  - Loan Programs
  - Homebuyer Workshops
  - Community Development Block Grant
  - Vacancy Survey
  - Announcements

Government »

HOUSING

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The mission of the City of Vacaville Department of Housing is to provide affordable housing in the community, work towards making Vacaville a better community by comprehensive revitalization and complete special projects in an extraordinary way. **Emily Cantu** is the Housing Director for the City of Vacaville. Emily took over the department in August 2013 on an interim basis and was named director April 2014.

Links

- About the Department
- Housing Authorities - Section 8
- Housing Assistance
- Neighborhood Centers
- Loan Programs

The Vacaville Housing Authority (VHA) and Solano County Housing Authority (SCHA) do not discriminate on the basis of race, color, sex, gender identity, religion, familial status, age, disability, national origin, sexual orientation, marital status, ancestry, source of income, and arbitrary discrimination. It is the VHA & SCHA policy to provide reasonable accommodation to persons with disabilities so that they may fully access and utilize the housing programs and related services. If you feel that you need a reasonable accommodation, or believe you have been subject to unlawful discrimination, please contact the 504 Coordinator at (707) 449-5675.

HUD Fair Housing and Equal Opportunity Website

NEWS

HUD releases NOFA for FY2017 CoC
HUD's Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition has been released.
7/25/2017 1:33:00 PM

Operation Hand Up Fundraising Dinner
American Legion Post 208 and North Bay Operation Hand Up are pleased to announce a fundraising dinner to benefit the North Bay Stand Down for homeless and at-risk Veterans.
7/21/2017 3:46:00 PM

City seeks to fill vacancy on Community Services Commission
The City of Vacaville is accepting applications from citizens interested in serving on the Community Services Commission.
7/19/2017 1:32:00 PM

MORE NEWS

Tue 2:03 PM Genevieve

Tuesday, July 25, 2017

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HUD releases NOFA for FY201

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NEWS

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HUD releases NOFA for FY2017 CoC
Mandatory meeting on Tuesday, July 25

Post Date: 07/25/2017 1:33 PM

HOUSING FIRST SOLANO TIMELINE

SUMMARY OF THE 2017 CONTINUUM OF CARE NOTICE OF FUNDING AVAILABILITY (COC NOFA)

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

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Inquiries about this process may be directed to John Melis, staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at john@homebaseccc.org.

Tue 3:41 PM Genevieve
Tuesday, July 25, 2017
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City of Fairfield, CA - Fairfield

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CITY OF FAIRFIELD CALIFORNIA

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- Affordable Housing Division
- Building & Fire Safety
- Business Licenses
- Department Contacts
- Economic Development
- Fairfield Housing Authority
- FAQs
- General Plan
- Municipal Code
- Planning Division
- Rockville Springs

Popular Links
- Rockville Hills Regional Park & Open Space Trails
- Fire
- Service Directory
- Parks
- City Departments
- Community Resources
- Golf Courses
- Demographics

Community Development

Fairfield Housing Authority

Subscribe to this page to receive e-mail notification when new information is posted.

823-B Jefferson St.
Fairfield, CA 94533

Phone:707.428.7392
Fax:707.425.0512
TDD:707.425.8143
Hours: Monday - Thursday, 8 a.m. - noon and 1 - 5 p.m.
The office is closed the first and third Friday.

The Fairfield Housing Authority administers the Section 8 Housing Choice Voucher Program (HCV), Project Based Vouchers, HCV Homeownership, and the Family Self Sufficiency Program (FSS). Fairfield Housing Authority's mission is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.

Current Events

- Notice of Funding Availability & Technical Workshop, July 26, 2017
- Press Release: Request for Proposal for Project Based Vouchers
- Request for Proposal for Project Based Vouchers Serving Populations with Special Needs
- Public Notice of Proposal to Change Administrative Plan
- Public Notice of Utility Allowances
- Successor Agency Report for Fiscal Year 2013-2014
- Sequestration and the Housing Choice Voucher Program
- 2013 Cost Control Measures
- Annual Agency Plan 2013

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HOUSING FIRST SOLANO CONTINUUM OF CARE (COC)

July 21, 2017

Dear Housing and Services Providers in Solano County:

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- Housing First Solano Continuum of Care Listserv

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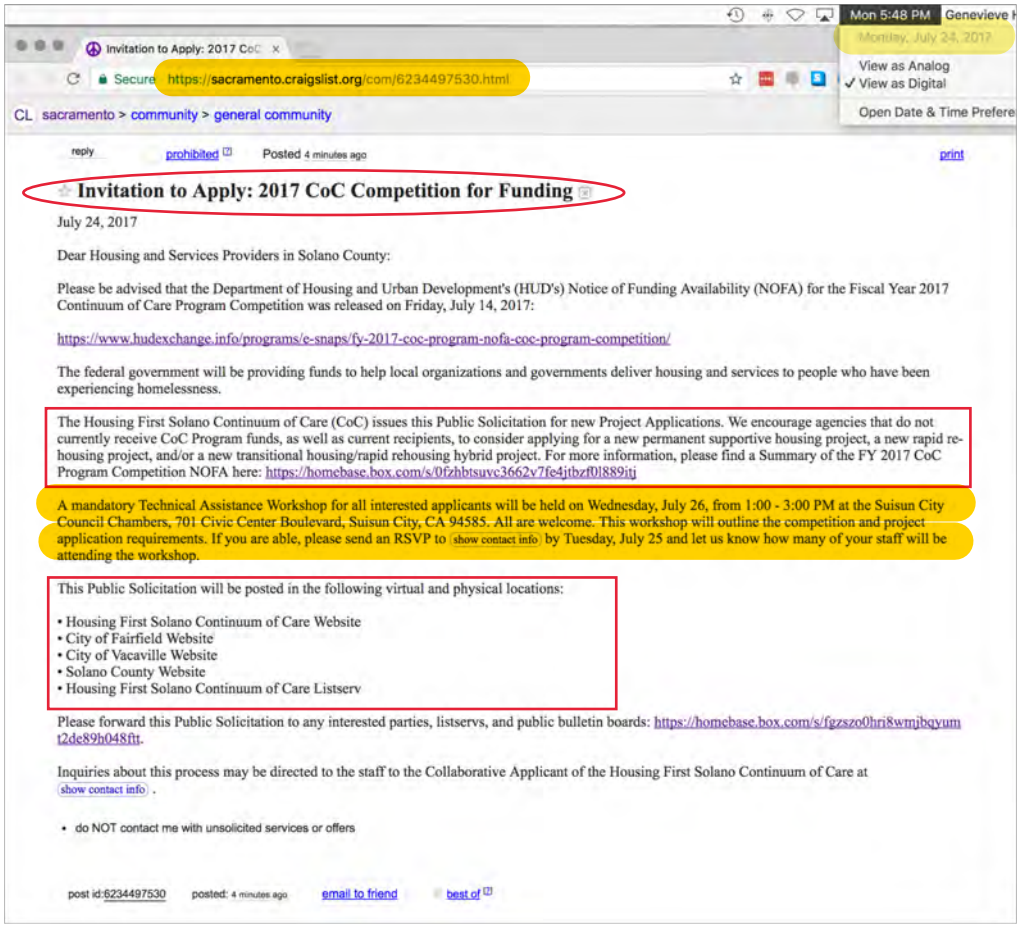
Mon 5:48 PM
Invitation to Apply: 2017 CoC
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Invitation to Apply: 2017 CoC Competition for Funding
July 24, 2017
Dear Housing and Services Providers in Solano County:
Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017:
https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/
The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.
The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a new permanent supportive housing project, a new rapid re-housing project, and/or a new transitional housing/rapid rehousing hybrid project. For more information, please find a Summary of the FY 2017 CoC Program Competition NOFA here: https://homebase.box.com/s/0fzhbtsuvc3662v7fe4jtbzf0l889itj
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• City of Vacaville Website
• Solano County Website
• Housing First Solano Continuum of Care Listserv
Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards: https://homebase.box.com/s/fgzszo0hri8wmjbqyumt2de89h048ftt.
Inquiries about this process may be directed to the staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at show contact info .
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post id:6234497530
posted: 4 minutes ago
email to friend
best of

2017 HUD CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

TECHNICAL ASSISTANCE WORKSHOP

JULY 26, 2017

1:30 PM – 3:30 PM

SUISUN CITY COUNCIL CHAMBERS

701 CIVIC CENTER BOULEVARD, SUISUN CITY, CA

AGENDA

I. Welcome & Introductions
II. NOFA Competition Overview and Funding Available
III. Technical Assistance (TA) Handbook Review
IV. Local Timeline
V. List of Renewal Projects
VI. Renewal Process, Scoring Tools, and Appeals Process
VII. Renewal Project Q & A

New Projects Only (Including Bonus Projects)

I. Key CoC Program Requirements for New Projects
II. New Project Process and Scoring Tools
III. Required Documentation
IV. New Project Q &A

*HomeBase Staff Available for Additional Questions after the Workshop

HomeBase

Genevieve Herreria <genevieve@homebaseccc.org>

2017 Review and Rank Panel Announcement & Details

2 messages

Allison Ulrich <allison@homebaseccc.org>
Cc: John Melis <john@homebaseccc.org>, Solano <solano@homebaseccc.org>

Tue, Aug 15, 2017 at 4:56 PM

Good Afternoon Housing First Solano CoC Project Applicants,

We are so excited that you have decided to apply for funding in this year's CoC funding competition. The Review and Rank Panel will be meeting on **Tuesday, August 22nd** to evaluate all project applications.

Review and Rank Panel:

This year, we are lucky to have the following as our Review and Rank Panelists:

- **Natalie Siva**, Berkeley Food and Housing Project
- **Wade Askew**, Legal Services of Northern California
- **Patti Uplinger**, Sacramento Self Help Housing

A big thank you to all of the Panelists for their service on behalf of the Continuum of Care. We are grateful for the significant time they invest in this process, and we rely on their careful evaluation in making recommendations regarding prioritized of funding for homeless programs. Please note that additional panelists may be added as we move closer to the date of the Review and Rank Meeting. If you have any questions about, or believe there may be a conflict of interest with, the Review and Rank Panel please reach out to us at solano@homebaseccc.org by **Friday, August 18th.**

Renewal Projects:

For this part of the competition, Renewal Projects will need to ensure that they are available all day by phone on **Tuesday, August 22nd** in order to answer any questions the panel may have regarding your projects. While we are hoping this part of the review may be complete during the first half of the Review and Rank process, we ask that you hold the day to ensure that our panelists get all of the information they need to thoroughly evaluate your projects. We will email you to notify you as soon as you are no longer needed. Thank you so much for your flexibility!

New Projects:

For New Projects, please plan to be available **in person** for an interview with the Review and Rank Panel in the afternoon of **Tuesday, August 22nd.** You will receive a precise interview time slot very shortly!
The Panel will meet at: **Suisun City Council Chambers**, located at **701 Civic Center Boulevard in Suisun City, CA 94585.**

Should you have any questions, please let us know at solano@homebaseccc.org. Thank you!

Best,
Allison

Allison Ulrich | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph: (415) 788-7961, Ext. 341| fax: (415) 788-7965
www.homebaseccc.org

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

HomeBase

AGENDA FOR REVIEW AND RANKING PROCESS

August 22, 2017
Suisun City Council Chambers

9:00 **Welcome and Orientation**

- Overarching questions and discussion

9:30 **Scoring Process & Interviews**

There are 15 Renewal projects:

- 10 Operating Renewal Housing projects
  - 1 Rapid Rehousing project
  - 9 Permanent Supportive Housing projects
- 4 Renewal Housing Projects with Less than One Year of Operating Data
  - 1 Rapid Rehousing project
  - 3 Permanent Supportive Housing projects
- 1 Renewal Supportive Services Only Project with Less than One Year of Operating Data
  - 1 Coordinated Entry project

Renewal projects are asked to be available via phone interview to discuss project applications

12:30 **Lunch Break**
1:00 **Continue Scoring Process & Interviews**

There are 3 proposed new projects:

- **1:00 pm CAP Solano JPA:** 1 New Support Services Only Project for Coordinated Entry project
- **1:30 pm CAN-B**: 2 New Permanent Supportive Housing projects

New project applicants are asked to attend the Review and Rank session in person to discuss their projects with the panel

By 2:30 **Discuss Ranking and Reallocation; Prepare Final Recommended Ranked List**

5:00 **Conclude Process**

LIST OF APPLICANTS, PROJECTS, AND FUNDING REQUESTS

Agency	2017 Project Name	Project Type	Status	Amount Requested
Renewal Projects				
Anka	STOP Plus	PSH	Operating	$164,997
Caminar	Bonus Grant	PSH	Operating	$32,121
Caminar	Laurel Gardens	PSH	Operating	$48,824
Caminar	Sereno Village	PSH	Operating	$80,163
Caminar	Sereno Village Expansion	PSH	Operating	$32,774
Community Action North Bay	Healthy Living Your Way	PSH	Operating	$122,156
Community Action North Bay	Housing Express	RRH	Operating	$112,383
Community Action North Bay	Housing Express Expansion	RRH	New Renewal	$110,304
Community Action North Bay	Living Self Sufficiently	PSH	Operating	$68,951
CAP Solano JPA/Caminar	Coordinated Entry	SSO	New Renewal	$80,000
Edge Community Church/Fairfield	Restoration Project	PSH	New Renewal	$61,055
Reynaissance	Reynaissance	PSH	Operating	$43,773
Solano County	CalWORKS PSH	PSH	Operating	$159,075
Solano County	CalWORKS PSH 2	PSH	New Renewal	$55,478
Solano County	CalWORKS PSH 3	PSH	New Renewal	$59,848
Total Renewal Request Amount				**$1,231,882**
New Projects				
Community Action North Bay	Living Self Reliantly (LSS Expansion)	PSH	New Project	$31,764
Community Action North Bay	Fairfield VETS	PSH	New Project	$31,764
CAP Solano JPA/Caminar	Coordinated Entry Expansion*	SSO	New Project	$150,000
Total New Request Amount				**$213,528**

*Eligible for reallocated funds only

Annual Renewal Demand: **$1,231,882**
Permanent Housing Bonus Funding: **$73,913**

Tier 1 (94%): **$1,157,969**
Tier 2 (15% + PH Bonus): **$147,826**

Continuum of Care Competition: Appeal Period Closed

Inbox x

John Melis

to HomeBase

Aug 24

Good morning applicants,

Yesterday you received an email with your scores from the Review and Rank Panel for your ranked projects in the 2017 Continuum of Care Competition. The email informed you that all notices of appeal were due by today, August 24 at 11 AM. As of this email the opportunity to file a Notice of Appeal is now closed.

Per the Housing First Solano Review and Rank policies, failure to file a timely Notice of Appeal waives the applicant's right to appeal the Review and Rank Panel's scoring decisions.

Thank you again for participating in the 2017 Continuum of Care Competition. This is a complicated and onerous task, but an important one as it provides significant support for the effort to end homelessness in Solano County.

Sincerely,

John Melis

Continuum of Care Competition: Appeal Period Closed Inbox x

John Melis
to HomeBase

Aug 24

Good morning

Yesterday you
Care Competit
opportunity to f

Per the Housin
the Review an

Thank you aga
important one

Sincerely,

John Melis

from: **John Melis** <john@homebaseccc.org>
to: HomeBase Solano Team <solano@homebaseccc.org>
date: Thu, Aug 24, 2017 at 11:01 AM
subject: Continuum of Care Competition: Appeal Period Closed
mailing list: solano@homebaseccc.org Filter messages from this mailing list
signed-by: homebaseccc-org.20150623.gappssmtp.com
unsubscribe: Unsubscribe from this mailing-list

vour ranked projects in the 2017 Continuum of
August 24 at 11 AM. As of this email the

Appeal waives the applicant's right to appeal

complicated and onerous task, but an
ano County.

HOUSING FIRST SOLANO BOARD

WEDNESDAY, SEPTEMBER 6, 2017 | 11:30 A.M. – 12:30 P.M.
SUISUN CITY COUNCIL CHAMBERS, 701 CIVIC CENTER BLVD., SUISUN CITY, 94585

MEETING AGENDA

If you wish to address any item listed on the Agenda, please feel free to participate in the discussion. Housing First Solano does not discriminate against persons with disabilities and holds meetings in accessible facilities. If you wish to attend this meeting and you require assistance in order to participate, please call HomeBase (415.788.7961) at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. For items not listed on the Agenda, please see items from the public comment section below.

1. Call to Order

2. Roll Call
Quorum Consists of Representatives from at least 10 Member Entities

3. Presentations

4. Public Comments
This is your opportunity to address the members on matters not listed on the Agenda, but it must be within the subject matter jurisdiction of Housing First Solano.

Please limit your comments to two minutes.

5. Additions or Deletions to the Agenda **ACTION**

6. Approval of the Agenda **ACTION**

7. Consent Calendar

7.1 Approve HFS Board Minutes of Regular Meeting July 26, 2017 **ACTION**

8. Old Business or Standing Agenda Items

8.1 Report on Solano Regional Strategic Plan Implementation **UPDATE**

8.2 Legislative and Advocacy Updates **UPDATE**

8.3 Veterans Affairs Updates **UPDATE**

9. New Business

9.1 Continuum of Care Competition Priority Listing **ACTION**

9.2 Governance Documents Updates: CoC Written Standards & Policies and Procedures **UPDATE**

10. Comments from Board Members

11. Staff Report

11.1 Funding Opportunities **UPDATE**

11.2 Federal Updates **UPDATE**

12. Adjourn

The Housing First Solano CoC Board met on 9/6/17 to review and approve the preliminary Priority Listing as recommended by the Review and Rank Panel. The Priority List was approved as presented, with all conflicted CoC Board Members recusing themselves from the vote.

HOUSING FIRST SOLANO CONTINUUM OF CARE BOARD

2017 CONTINUUM OF CARE PROGRAM GRANTS

RECOMMENDATIONS FROM THE REVIEW & RANK PANEL

Requested Action:

Approve funding recommendations from the Review and Rank Panel (see below) for use of amounts allocated to the Housing First Solano Continuum of Care (CoC) for HUD CoC Program funding.

BACKGROUND AND CONTEXT

Each year the Department of Housing and Urban development allocates nearly $2 billion dollars through the Continuum of Care program to address homelessness. This year, HUD has allocated $1,231,882 (the Annual Renewal Demand) for existing projects in Solano County. In addition, HUD allots bonus funding for permanent housing. In 2017, Housing First Solano CoC was eligible to apply for $73,913 in permanent housing bonus funding.

HUD expects that each CoC will use a fair, impartial process to review, score, and prioritize eligible applications for funding. If the process is fair and impartial, and the applications meet HUD's threshold review for agency capacity and application eligibility, HUD will defer to the community's decisions on which projects should be funded.

SIGNIFICANT CHANGES FROM PREVIOUS YEARS

- **Focus**: In 2017, the Notice of Funding Availability (NOFA) and the scoring criteria are once again focused on HUD's policy priorities, including: ending homelessness for all persons, creating a systemic response to homelessness, strategically allocating and using resources, and using a Housing First approach.

- **CoC Review of Projects:** CoC's cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance. HUD is increasing the share of the CoC score that is based on performance criteria. HUD will also prioritize funding for CoC's that have demonstrated the ability to reallocate resources to higher performing projects.

- **Tiering Explained**: HUD requires CoC's to review and rank projects submitted by project applicants, except CoC planning projects, having them fall into two Tiers based on a financial threshold. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

    - In 2017, the amount of funding available for Tier 1 is equal to 94 percent of the CoC's FY 2017 Annual Renewal Demand (ARD) (in 2016 it was 93 percent; in 2015 it was 85 percent). HUD will conditionally award projects from the highest scoring CoC to the lowest scoring CoC. Projects should be placed in priority order.

- The amount of funding available for Tier 2 is equal to the difference between Tier 1 and the CoC's Annual Renewal Demand plus the amount available for the permanent Housing Bonus (12% of ARD). Funding will be determined by the point value of each project application based on a 100-point scale. All Tier 2 projects will be funded in point order.

- Projects in Tier 2 are less likely to be funded, but HUD's scoring process to determine which projects in Tier 2 are funded has changed in 2017 and does not include any priority for permanent housing projects, HMIS or Coordinated Entry projects. Every Tier 2 project will be scored using a 100-point scale based on three factors: CoC Application Score, CoC Project Ranking, and Commitment to Housing First. Tier 2 points are awarded as follows:

    - CoC Score: Up to 50 points in direct proportion to the CoC score

    - CoC Ranking: Up to 40 points for the CoC's ranking of the project application(s), with the points spread evenly across the Tier 2 funding amount. Higher ranked projects get more points, however, the formula used to award points gives a disincentive for large projects.

    - Commitment to Policy Priorities: Up to 10 points for Housing First commitment

        - For Permanent Housing: Will receive points based on how the project commits to applying the Housing First model

        - Homeless Management Information System and Supportive Services Only for Coordinated Entry System projects: Will automatically receive 10 points

        - Transitional Housing, Joint TH-RRH, and other Supportive Services Only projects: Will receive points based on how the project demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold).

    - NOTE: HUD removed the scoring factor for project type in Tier 2, and no longer includes any priority for permanent housing projects, HMIS, or Coordinated Entry projects in Tier 2.

- **New in 2017:**
    - CoC's may only reallocate eligible renewal projects that have previously been renewed under the CoC Program or projects funded under the Supportive Housing Program (SHP) or Shelter Plus Care (S+C) Program that are eligible for first-time renewal in the FY 2017 CoC Program Competition. This indicates that CoC projects renewing for the first time cannot be reallocated.

- HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

HOUSING FIRST SOLANO COC'S 2017 PROCESS TO REVIEW APPLICATIONS

Housing First Solano scored projects based on a set of community approved scoring criteria for renewal and new projects. Renewal projects were evaluated based on objective outcomes and subjective narratives while new projects were evaluated based on their potential program design and agency capacity managing large grants. In summary, the application process was as follows:

- HUD released the CoC Program NOFA on Friday, July 14, 2017.
- Renewal and new projects attended a Technical Assistance (TA) Workshop on July 26, 2017 hosted by Housing First Solano CoC and led by HomeBase to learn about the HUD and local requirements for the grants.
- Renewal applicants submitted project application materials to HomeBase on August 11, 2017.
- HomeBase prepared information on renewal projects' performance and generated reports in the PRESTO database tool, which were approved by each project by August 16, 2017.
- A Review and Rank Panel was established and met on August 22, 2017 to rank new and renewal projects. Agencies with new projects came in for in-person interviews with the Panel to answer the Panel's questions. Renewal projects were instructed to be available by phone should the Panel have any clarifying questions.
- The Review and Rank Panel created a preliminary recommended priority listing for new and renewal projects based on project performance and narrative responses.
- The preliminary priority listing and scoring results were delivered to applicants with a brief explanation and information about the appellate process on August 23, 2017.
- Applicants were instructed to provide Notice of Intent to Appeal as well as a full written appeal; however, no applicants submitted Notice of Intent to Appeal nor a full appeal.
- The Housing First Solano Board will review the priority listing and approve the project ranking and funding allocations.
- The application will then be submitted to HUD by September 27, 2017.

REVIEW AND RANK PANEL MEMBERS

The members of the 2017 Review and Rank Panel were:

- Patti Uplinger, Uplinger Consulting
- Wade Askew, Staff Attorney for Legal Services of Northern California
- Rebecca Aronson, Youth Advocate for First Place for Youth
- Natalie Siva, Program Manager for Berkeley Food and Housing Project

We would like to thank the panelists for the generous donation of their time and their commitment to the Panel.

FUNDING RECOMMENDATIONS

A full breakdown of the funding recommendations are available at the end of this memo.

REALLOCATED RENEWAL PROJECTS

The Review and Rank Panel recommended that two renewal projects be partially reallocated in part due to performance. First, the Panel recommended that Solano County Health and Social Services' project, CalWORKS PSH ($159,075), be partially reallocated. CalWORKS PSH1 scored a 75.75 out of a possible 100 points. This was the second lowest score of any renewal project and the second lowest score in the competition. The Review Panel recognizes the valuable role CalWORKS PSH plays in the community, but feels that this particular project is currently underperforming when scored against other projects receiving Continuum of Care funds. As such, the project has been recommended for a partial reallocation this year to funding in the amount of $43,234.

Second, the Panel recommended partial reallocation from Reynaissance Family Center's RFC Permanent Housing Project. Reynaissance Family Center originally requested $43,773 for funding this project. After scoring by the Panel, the project received a score of 74.5, including a 5-point penalty for late application submission. This score was the lowest scoring project amongst renewals as well as in the competition as a whole. However, the Panel acknowledges that, in providing permanent housing to homeless households in the City of Vallejo, Reynaissance Family Center is fulfilling a local community need not currently met otherwise through CoC funding. Thus, the Panel recommended only a partial reallocation of $23,773 resulting in a recommended funding level of $20,000 for Reynaissance's RFC Permanent Housing Project.

No formal appeals were filed by either project applicant.

NEW PROJECTS SELECTED FOR PERMANENT HOUSING REALLOCATED AND BONUS FUNDS

The Review and Rank Panel received three new project applications this year, detailed below:

PERMANENT HOUSING BONUS FUNDS

In 2017, Housing First Solano CoC is eligible to apply for $73,913 in bonus funding from HUD in order to provide permanent housing. Two projects were considered for these funds: Community Action North Bay's (CAN-B) Fairfield Vets Program and their Living Self Reliantly Program.

The Panel reviewed both projects and scored them based on the new project scoring tool worth 100 points. The Panel awarded 98.5 points to CAN-B's Fairfield Vets Program and 97.25 to their Living Self Reliantly Program. As the Fairfield Vets Program received the highest competition score, and CAN-B's Living Self Reliantly Program scored the third highest competition score, the Panel recommended both for full funding in the amounts of $36,956 and $36,957 respectively.

REALLOCATED FUNDS

The Panel reviewed the Community Action Partnership (CAP) Solano, Joint Powers Authority (JPA)'s Coordinated Entry Expansion project using the new project scoring tool. The maximum score a supportive services only project could receive is 98 points out of 100. The CAP Solano JPA's Coordinated Entry Expansion project received score of 95 points, placing the project in Tier 1.

According to HUD's regulations and guidelines, the only funds available for Supportive Services Only projects, such as coordinated entry, are reallocated funds. Therefore, the Panel utilized the reallocated funds available, as outlined above, to fund nearly the full amount of the request for the CAP Solano JPA's Coordinated Entry Expansion project at $139,615 (their request had been for $150,000).

2017 RECOMMENDED PRIORITY LISTING

Solano Continuun of Care Competition Review and Rank Recommendations

August 22, 2017

Total Funding Available: $1,305,795

Rank	Score	Project Name	Type	Grant Amount
TIER 1				
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
4	95	Living Self Sufficiently	PH	$68,951
5	95	Coordinated Entry Expansion	SSO	$139,615
6	94	Laurel Gardens	PH	$48,824
7	93.125	STOP Plus	PH	$164,977
8	91.25	Bonus Grant	PH	$32,121
9	90.5	Housing Express	PH	$112,383
10	N/A	Housing Express Expansion	PH	$110,304
11	N/A	Restoration Project	PH	$61,055
12	N/A	CalWORKS PSH 2	PH	$55,478
13	N/A	CalWORKS PSH 3	PH	$59,848
14	N/A	Coordinated Entry	SSO	$80,000
15	90	Sereno Village (Tier 1)	PH	$28,344
TOTAL:				**$1,157,969**
TIER 2				
16	90	Sereno Village (Tier 2)	PH	$51,818
17	89	Sereno Village Expansion	PH	$32,774
18	75.75	CalWORKS PSH*	PH	$43,234
19	74.5	Reynaissance Family Center*^	PH	$20,000
TOTAL:				**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows:

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual Renewal Demand is $73,913. The bonus funding available this year is $73,913. Adding those numbers together creates the final Tier 2 amount of $147,826.

* Indicates a project was partially reallocated by the Review and Rank Committee
^ Indicates a project received a 5 point late penalty for turning in materials past the project submission deadline

N/A Indicates the project has less than one year of operating data and is ranked at the bottom of Tier 1 automatically.

2017 COC NOFA

ATTACHMENT 04: COC RATING AND RANKING PROCEDURE – PUBLIC POSTING EVIDENCE ATTACHMENT, QUESTION 1E-1

Background: Local competition review, ranking, & selection criteria (RRSC) were discussed by the CoC Board & approved by the CoC on April 26, 2017at a publicly announced meeting. Public solicitation was sent out on July 21, 2017 and July 24, 2017, via multiple channels, and ranking & selection criteria were circulated to the full member listserv via email. On July 26, 2017, the CoC hosted an open-to-all technical assistance (TA) Workshop to provide info & support regarding HUD and local processes, including reviewing the RRSC in detail with a special session for new applicants. RRSC were provided via email as requested. Materials were posted on the CoC website to ensure each provider had access materials and to increase transparency of process.

This attachment includes the Local Materials Packet, which shows the CoC's use of objective criteria in the review, rating, ranking and selection of projects. The Local Materials Packet also contains the project Scoring Tools, which demonstrate the evaluation of objective factors related to achieving positive housing outcomes (e.g. housing retention, connection with mainstream services and increase in income). The Local Materials Packet also includes specific methods for evaluating projects submitted by victim service

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Housing First Solano Continuum of Care

HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition

Technical Assistance Workshop
REVISED
LOCAL COMPETITION HANDBOOK

August 7, 2017

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HOUSING FIRST SOLANO
VALLEJO/SOLANO CONTINUMM OF CARE
2017 COC REVIEW AND RANK POLICIES

THE MID-YEAR REVIEW AND RANK PROCESS

Housing First Solano shall conduct a Mid-Year Review and Rank. The purpose of this Review and Rank is for the Continuum of Care to monitor project performance and provide Continuum of Care grant recipients with interim feedback. The projects may utilize this feedback to improve program outcomes and performance prior to the annual Continuum of Care Competition.

Housing First Solano shall endeavor to hold the Mid-Year Review and Rank no later than six months after the completion of the previous year's Continuum of Care Competition.

Note that only renewal projects are subject to the Mid-Year Review and Rank.

1. PRIOR TO THE MID-YEAR COMPETITION

A. After the conclusion of the previous year's Continuum of Care competition, the CoC Review and Rank committee will evaluate the Review and Rank policies utilized during the competition. The Committee shall make recommendations regarding improvements to the Review and Rank process. The Committee shall also make recommendations regarding improvements to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

B. When the CoC receives its score and debriefing document from HUD, the Review and Rank Committee shall review the policies again in light of that new information. The Review and Rank committee shall make recommendations to revise the Review and Rank policies in alignment with HUD policies and priorities as evidenced by the CoC scoring document and debrief. The Committee shall also make recommendations regarding changes to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

2. PROJECT APPLICATION SUBMISSION PROCESS FOR THE MID-YEAR REVIEW AND RANK

A. All renewal projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be

compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the Mid-Year Review and Rank. For example, if the Mid-Year Competition begins on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application at the announcement of the Mid-Year Review and Rank. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects operating for more than one year will receive their APR data and a draft PRESTO report the day the Mid-Year Review and

Rank is announced. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.
    1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
    2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is finally submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will be accepted for purposes of the Mid-Year Competition.

G. All materials shall be ready for review by the Review and Rank panel no later than five weeks after the announcement of the Mid-Year Review and Rank.

3. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall meet no later than six weeks after the announcement of the Mid-Year Review and Rank.

C. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

D. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

E. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

F. All projects submitted as Renewal Projects will be required to be on call on the day of the Mid-Year Review and Rank Meeting to answer questions from the Panel as required.

G. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The ranked list will not be subject to tiering requirements. Projects with less than one year of operating data or that have not begun operating will receive a score of "N/A" and be placed at the bottom of the ranked list.

H. In addition to creating a ranked list, the Review and Rank Panel will provide detailed comments for project applicants about areas of improvement for the projects.

4. PROJECT REPORTS

A. After the conclusion of the Mid-Year Review and Rank, HomeBase will compile the comments of the Mid-Year Review and Rank Panel along with the scores received by the project in each category. This report will be sent to the project for review within one month after the Mid-Year Review and Rank.

B. HomeBase will also compile a report for the Housing First Solano Board. This report will contain the complete listing with the total score for each project displayed. This report will also contain generalized comments based on overall project performance. Finally, this Board Report will contain information on specific projects if those projects are likely to lose funding due to lack of spend downs or other serious compliance issues.

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Housing First Solano Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA.

1. PRIOR TO THE NOFA RELEASE

A. After the conclusion of the Mid-Year Review and Rank, the Review and Rank Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC Board.

B. If for any reason Housing First Solano does not conduct a Mid-Year Review and Rank, then the procedures listed under Section 1 of the Mid-Year Review and Rank shall be followed.

2. NOFA RELEASE AND TECHNICAL ASSISTANCE WORKSHOP

A. Upon publication of the 2017 CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Board with input from the Review and Rank Committee members and project applicants encouraged.

B. Upon publication of the 2017 CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

C. All applicants/potential applicants are required to participate in the **NOFA Overview Technical Assistance Workshop**.

   i. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.

iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

iv. A portion of the Workshop will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

D. **Any Applicant who fails to attend the Technical Assistance Workshop will be unable to participate in the CoC Competition absent special circumstances**.

i. Projects may be excused from the TA Workshop for emergencies which prevent the program from sending a representative staff member to the TA Workshop. However, HomeBase must be notified of the emergency as soon as possible.

ii. If the absent project is a renewal project, the funds will be reallocated for eligible new projects.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the NOFA. For example, if the NOFA is released on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

iii. **eSNAPS materials**: This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application during the Technical Assistance Workshop. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Technical Assistance Workshop. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.

1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Technical Assistance Workshop. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Technical Assistance Workshop.

G. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will not be accepted.

iv. **Incomplete applications which are not completed by the 72 hour deadline will be considered incomplete and excluded from the CoC Competition.**

v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

C. The Panel shall meet no later than six weeks after the Technical Assistance Workshop.

D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

F. The Panel shall meet no later than six weeks after the Technical Assistance Workshop to evaluate and score the projects submitted as part of the Continuum of Care Competition.

G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

H. All projects submitted as Renewal Projects will be required to be on call on the day of the Review and Rank Meeting in order to answer questions from the Panel as required.

I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.

J. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding due to substandard performance in

outcomes or utilization of funds. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.

d. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1.

K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

L. After the Review and Rank Meeting, a priority listing with scores will be compiled.

M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

5. APPEALS AND FINAL LISTING

A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled "Appeals Process." All appeals shall be concluded within one week of the Review and Rank Panel Meeting.

B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

REVIEW AND RANK PANEL MEMBERSHIP

1. REVIEW AND RANK PANEL MEMBER QUALIFICATIONS

Review and Rank Panel members shall be:

- Knowledgeable about homelessness and housing in the community and are broadly representative of the relevant sectors, subpopulations, and geographic areas
- "Neutral," meaning that they are not employees, staff, or otherwise have a business/financial or specific personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the CoC; and
- Willing to review projects with the best interest of homeless persons in mind.

Review and Rank Panel members agree to:

- Dedicate time for application review and Review and Rank Panel meetings
- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement.

2. REVIEW AND RANK PANEL SELECTION

Review and Rank Panel members for the Mid-Year and Continuum of Care Competition Review and Rank shall be chosen by Housing First Solano staff subject to the membership qualifications above.

The Review and Rank Panel shall consist of three to five members.

For purposes of the Continuum of Care Competition Review and Rank, Housing First Solano shall make every effort to ensure continuity between the Mid-Year Review and Rank panel membership and the Review and Rank Panel Membership for the Continuum of Care Competition.

3. CONFLICTS OF INTEREST

Note: This section only applies to the Continuum of Care NOFA Competition.

If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation.

APPROVED by the Housing First Solano General Membership on April 26, 2017

REALLOCATION OF FUNDS

Note: This section only applies to the Continuum of Care NOFA Competition.

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

Housing First Solano has identified the need for permanent housing options within Solano County. Lowest performing projects may be reallocated to support new permanent supportive housing or rapid re-housing projects that emphasize serving the Chronically Homeless or Transition Aged Youth. Housing First Solano also recognizes the need for an efficient Coordinated Entry system and recommends reallocation of poorly performing projects to support Coordinated Entry. However, reallocation to Coordinated Entry should be avoided if it will result in the elimination of permanent housing beds.

Reallocation is the only source of funding for HMIS and Coordinated Entry projects. Bonus funding cannot be used for these projects.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. Housing First Solano will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

1. MEMBERS OF THE APPEAL PANEL

The Appeal Panel shall consist of three members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with experience in grant administration and homelessness projects.

The Appeal Panel will be selected by the neutral facilitator of the Review and Rank process.

Appeal Panel members must not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure to follow the Review and Rank process resulting in a reduced score

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:
   i. A statement as to why the project is eligible to appeal.
   ii. The basis for the appeal
   iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
   i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.
   ii. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.

E. The Appeal Hearing shall be conducted according to the following procedure:
   i. The Appeal Hearing will be conducted telephonically.
   ii. The Appeal Panel will join the call with the neutral facilitator and a representative of the Review and Rank Panel.
   iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
   iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
   v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.

vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

HOUSING FIRST SOLANO NOFA TIMELINE

DATE	DATE
FY2017 CoC Program Competition Opens	July 14, 2017
Draft APRs and PRESTO reports Distributed to Projects	July 21, 2017
Technical Assistance Workshop	**July 26, 2017 from 1:30 PM to 3:30 PM**
Final approval of Renewal Project APR data due by 5 PM	**August 4, 2016**
New/Renewal Project Applications Due to the CoC along with eSNAPs PDF	**August 11, 2017, 5 pm**
Final approval of PRESTO reports by projects	**August 16, 2017, 5 PM**
Review and Rank Panel training and preliminary scoring	**August 16-21, 2017**
Review & Rank Panel Meets, Renewal Project Applicants on-call by phone, New Project Applicants Attend In-Person Interviews	August 22, 2017 (all day)
Review & Rank Decisions Announced	August 23, 2017 – by 9 a.m.
Notice of Intent to Appeal a Review and Rank Decisions Due	August 23, 2017 – by 5 p.m.
Formal Appeals of Review & Rank Decisions Due	August 25, 2017, 5 pm
Appeals Considered	Week of August 28, 2017
Appeals Decisions Announced	August 30, 2017
Board Approval of Priority Listing	September 6 or 7, 2017
CoC's Priority Listings Finalized and Notice Posted Formal Written Notice Provided to All Projects	By Sept. 13, 2017
Project Application Review by HomeBase	August 7-Sept. 20, 2017
Project Applications Finalized in e-snaps	**September 20, 2017, 5 pm**
CoC Board Review and Approve Consolidated Application	**Week of Sept 18, 2017**
CoC Posts Consolidated Application for Community Review	**By September 22, 2017**
CoC's Consolidated Application Submitted to HUD	**By September 27, 2017 5 pm**

HOUSING FIRST SOLANO CONTINUUM OF CARE

ELIGIBLE RENEWAL PROJECTS

Agency	Project	Project Type	Total Amount Requested
Anka Behavioral Health, Inc.	STOP Plus	PH	$164,977
Caminar	Sereno Village Expansion	PH	$32,774
Caminar	Laurel Gardens	PH	$48,824
Caminar	Sereno Village	PH	$80,163
Caminar	Bonus Grant	PH	$32,121
City of Fairfield, CA	Restoration Project	PH	$61,055
Community Action North Bay	Living Self Sufficiently	PH	$68,951
Community Action North Bay	Housing Express	PH	$112,383
Community Action North Bay	Healthy Living Your Way	PH	$122,156
Community Action North Bay	Housing Express Expansion	PH	$110,304
Community Action Partnership	Coordinated Entry System	SSO	$80,000
Reynaissance Family Center	Reynaissance Family Center	PH	$43,773
Solano County Health & Social Services	CalWORKS PSH	PH	$159,075
Solano County Health & Social Services	CalWORKS PSH 2	PH	$55,478
Solano County Health & Social Services	CalWORKS PSH 3	TH	$59,848

GRAND TOTAL ANNUAL RENEWAL DEMAND: $1,231,882

Housing First Solano Continuum of Care

McKinney-Vento Continuum of Care Program Grants

RENEWAL PROJECT SCORING FACTORS

2017 Continuum of Care Competition

APPROVED by the Housing First Solano General Membership on April 26, 2017

Letter	THRESHOLD CRITERIA	Met or Not Met?
A	**HMIS Implementation:** The project ensures it will participate in HMIS implementation, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	
B	**Coordinated Entry:** The project ensures it will participate in coordinated entry, when it is available for the project type, unless the project is a victim-service agency or serving survivors of domestic violence.	
C	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
D	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
E	**Participant Eligibility:** All program participants meet the category of homelessness applicable to the program component type and all program participants are eligible in conformity with particular grant requirements.	
F	**Eligibility Documentation:** Program complies with all HUD requirements regarding documentation of disability and homeless status.	
G	**Agency and Program Budget:** Budgets are clearly defined and adequately describe where Continuum of Care funds are spent.	

Project's Work is Consistent with Community Needs
(10 points possible)

	Possible Points	Points Earned
1) Projects will receive points based on their project type: Permanent supportive housing for Chronically Homeless = 10 Permanent supportive housing = 8 Rapid Rehousing = 8	10 points	

Outcomes **(35 points possible)**

Has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed?

Reviewers may make up to a two point adjustment within the scale to account for the fact that outcomes will naturally be lower in more difficult to serve populations, which includes, but is not limited to: low or no income, current or past substance abuse, criminal record–with the exception of restrictions imposed by federal, state, or local law or ordinance–and chronic homelessness.

	Possible Points	Scale	Points Earned
2) Utilization Rate (System Performance Measures 1, 3, 7): The project is at capacity in serving the number of homeless people it is designed to serve.	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	

3) Performance Measures: Has the project set and met additional performance measures for itself? Are program goals realistic but sufficiently challenging given the scale of the project?	5 points	Award 2 points for having set and met additional measures Award up to 3 additional points if the measures met are realistic and challenging	
4) Housing Retention (System Performance Measures 2, 7): The percentage of formerly homeless individuals who remain housed in the HUD permanent housing or exited to a permanent destination is at least **85%.**	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	
5) Mainstream Services (System Performance Measure 4): Program demonstrates success in connecting clients with mainstream resources based the percentage of adult clients who are receiving one or more cash or non-cash benefits	5 points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 40-59.9% 1 pt. 0-39.9% 0 pts.	
6) Increase in Income: (System Performance Measure 4): Percentage of adults that maintained or increased income from any source, excluding those who maintained an income of $0.	5 Points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 50-59.9% 1 pt. 0-49.9% 0 pts.	

Budget **(12 points possible)**

	Possible Points	Points Earned
7) Documentation: • Is agency and project budget clearly articulated, with no unnecessary or unexplained items? • Is the agency and project budget sufficient but cost-effective related to the population it is serving and the outcomes it is projecting? • Is the budget itself sufficiently detailed to provide an understanding of the full scope of activities for the project?	4 points	
8) What percentage of the project's grant funds were drawn down in the past year?	4 points	
9) Were the grant funds drawn down at least once per quarter the past operating grant year as required by HUD?	4 points	

Agency Capacity **(18 points possible)**

	Possible Points	Points Earned
10) Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	
11) Has HUD de-obligated any of the agency's/program's grant funds in the past operating year? Consider: • The magnitude of the deobligation • Has the agency provided an explanation? • Is the agency taking action to prevent this problem in the future? Award full points for agencies who have not had any funding deobligated by HUD. Deduct points based on the severity of the deobligation.	5 points	
12) Does the agency/each agency actively participate in the Continuum of Care? Consider: • The agency's attendance and participation at CoC meetings • The agency's attendance and participation with CoC committees • Any activities the agency has participated in with or on behalf of the CoC • The agencies participation in/commitment to Coordinated Entry • Special initiatives that agency has participated in, including Healthcare and Housing, SOAR, special trainings, CSBG workshops, etc. • Any Leadership positions (i.e. serving on the Board or Committee leadership held by the agency)	5 points	

13) CoC Competition Participation: Has the agency met all deadlines during the CoC Competition? • Note: The information for this question is created by the staff report. • Full points awarded for projects which have never missed a deadline. • No points for projects who have missed any CoC Competition deadline.	3 Points	

HMIS **(10 points possible)**

	Possible Points	Scale	Points Earned
14) HMIS: % of null of missing values	5 points	0-4.9% 5 pts. 5-9.9% 4 pts. 10-14.9% 3 pts. 15-100% 0 pts.	
15) HMIS: % of exiters who exit to a known destination	5 points	95-100% 5 pts. 90-94.9% 4 pts. 85-89.9% 3 pts. 0-84.9% 0 pts.	

HUD Policy Priorities **(15 points possible)**

	Possible Points	Points Earned
16) Housing First Has the project committed to and are they practicing a Housing First approach? Is that demonstrated by their policies and procedures and with verification through their APRs (reasons for exiting clients)?	5 points	
17) Chronically Homeless If a PSH project, has it dedicated its beds to serving 100% chronically homeless individuals and is that dedication reflected in its clientele? Award full points for complete dedication. Award two points for prioritization.	5 Points	
18) Serving Vulnerable Populations Award up to 5 points for agencies that serve hard-to-serve populations. Possible needs and vulnerabilities include: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work.	5 points	

Total Points Earned: _____/100

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017 at 5:00 pm**

This Request for Information (RFI) must be completed for **each** renewal project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 6/1/16 to 5/31/17) to create a PRESTO-generated report to be used by the Review and Rank Committee.

For each renewal project application, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer the renewal questions #1 through #36**. You should ignore all other questions.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their project application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or about the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL INFORMATION

1. **What are your most recently completed operating year dates?** This is based on your most recently completed GRANT year, as defined by HUD.

2. **Please provide a summary description of your project.** Include the populations your project serves (e.g. homeless emancipated foster youth, chronically homeless families, etc.). Include descriptions of service delivery and linkages with other organizations. If your population is high-needs, please explain. (Please note that this summary is what will appear in the PRESTO database as the narrative for the Review and Rank Panel to see on your project's page. Please ensure that it is up to date, accurate and consistent with the other data provided in this Local Application and in your e-snaps application and APR).

3. **If your project has not yet started**, please describe your progress and timeline toward serving clients. **If your project has less than a year of data**, please describe how your operations have gone so far.

OUTCOMES

4. How many **beds** are you contracted with HUD to serve at a single point in time?

5. How many **units** are you contracted with HUD to serve at a single point in time?

6. As of the time you are filling out this questionnaire, how many **beds** are you currently serving?

7. As of the time you are filling out this questionnaire, how many **units** are you currently serving?

8. **If you are not currently operating at your contracted bed/unit inventory** please explain why. Please also explain your plan for getting to full occupancy and an anticipated timeline for getting to full occupancy. If you are currently serving more than the contracted amount, please explain how you are able to do that (i.e. overflow/seasonal beds, over-leasing, etc.)

9. For the **Mainstream Services** (Scoring Factor 5) and **Increase in Income** (Scoring Factor 6) metrics, **if not all of your clients are receiving income or mainstream benefits**, please describe your program's efforts to connect the remaining individuals with income and mainstream services. Please be specific as to the case plan for each individual without using any identifying information.

10. **Please list any additional performance measures you have and the outcomes achieved.** Please describe how you selected the performance measure, how you determined the appropriate goal, how you encourage clients to meet that goal, and how many clients have achieved that goal. Please provide raw numbers for clients, not percentages (e.g. "30 of 40 clients pay their utilities on time for the past twelve months). ***Note****: These performance measures should be any you have in addition to the performance measures listed on the scoring tool (Housing Stability, Increasing or Maintaining Income, Connection to Mainstream Resources).*

BUDGET

11. What is your **CoC Project Grant Amount** for the current grant operating year?

12. How much of your CoC Project Grant Amount have you **already expended** for the current grant operating year?

13. **Do you anticipate spending all of your funds for this grant?** If not, please provide a narrative explaining why you will not spend down all of your funds.

14. Please list all of the **dates on which you drew down funds from HUD's e-LOCCs system** during the last grant year. Please list all dates as MM/DD/YY, and please separate all dates with commas. For example, if you drew down funds on December 10th, 2016 and April 2nd, 2017, you would type: "12/10/16, 4/2/17."

15. **If your drawdowns were not consistent**, please describe why there are inconsistent drawdowns.

16. Please describe your agency's **internal accounting procedures** that track eligible costs for CoC grants.

AGENCY CAPACITY

17. Has the agency or the project had any **HUD monitoring or audit findings** since January 2015? Also, does the agency or project have any outstanding HUD monitoring findings, no matter when the occurred? If so, please list them here. *(Please attach copies of correspondence about HUD findings to your submission; see the last page of this document for details.)*

18. Have any CoC funds been **formally de-obligated** for this project? If yes, please briefly indicate the amount, date, and reason.

19. Please indicate your agency's **level of participation in the Housing First Solano CoC meetings from January 2016 to the present**. Include detailed information regarding your agency's participation in the CoC (attendance/participation at CoC and committee meetings; contributions to CoC policies, decisions, documents; presentations to or on behalf of the CoC; participation in any special initiatives such as SOAR, Healthcare and Housing, CSBG workshops, etc., participation in/commitment to Coordinated Entry).

20. Please describe your agency's **policies for ensuring accurate HMIS data**.

HUD PRIORITIES

21. **Does your project practice a Housing First approach?** Please describe. Describe your intake policies and procedures. What is required to enter your program? What is required to stay in your program? What kinds of activities can result in a resident being asked to exit your program? If anyone exited your program for a destination other than PH, what was the reason?

22. **If your project is a permanent supportive housing project**, please also state whether you have committed to serving **100% chronically homeless persons**. If you have and that commitment is not reflected in your clientele, please explain why not (e.g. clients have been in the project since before the commitment to CH). Also, please indicate how many of your current program participants are chronically homeless. (If your project is not a PSH project, please just type "Pass.")

23. Please provide the number of individuals in your project who are part of one of the following categories. You may include persons in more than one category. If your project does not serve someone in one of the following categories, please indicate "0" for that category. For this question, please state how many people in your project have **low or no income.**

24. How many people in your project are current s**ubstance abusers** or have a history of substance abuse?

25. How many people in your project have a **criminal record**?

26. How many people in your project have been or currently are a **victim of domestic violence**?

27. How many people in your project are **Lesbian, Gay, Bisexual, Transgender, or Questioning** (LGBTQ)?

28. How many people in your project are **resistant to receiving services**?

29. How many people in your project have **significant health or behavioral health challenges** or functional impairments which require a significant level of support in order to maintain permanent housing?

30. How many people in your project are **high utilizers of crisis or emergency services, including emergency rooms, jails, and psychiatric services**, to meet basic needs?

31. How many people in your project are **coming from the streets or other unsheltered situations**, particularly youth and children?

32. How many people in your project are **particularly vulnerable to illness or death**?

33. How many people in your project are **particularly vulnerable to victimization, including physical assault, trafficking, or sex work?**

34. For the measures immediately above, please describe the total number of persons counted overall, and the **methodology for determining vulnerability**.

35. For the measures immediately above, please describe the **policies or procedures your agency uses to track this information** (regarding vulnerability).

36. If you wish, you may use this space to **comment on any factors** relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please continue to the next page to see the list of required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed.	Please initial confirming that the full budget is included:
d) Your **FULL AGENCY AND PROGRAM policies** which govern program operation including, but not limited to: i) Participant entry and exit policies, ii) HMIS policies and procedures, iii) Documenting client eligibility, and iv) Budgeting and accounting policies.	Please initial confirming the full program and agency policies are included:
e) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
f) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge. I understand that providing inaccurate data can result in consequences up to and including the loss of grant funds.

Executive Director:_____ Date: _____

NEW PROJECT SCORING FACTORS
2017 Continuum of Care Competition
APPROVED by the Housing First Solano General Membership on April 26, 2017

Threshold Criteria

If a project fails to meet the following criteria it will not be considered in the Continuum of Care Competition.

		Did Project meet threshold?
A	**Project Type:** The project is for permanent supportive housing, rapid rehousing, transitional housing/rapid rehousing partnership or for a coordinated entry system.	
B	**Eligibility of Participants:** The project will serve eligible persons who are homeless using HUD's definition. This may include homeless youth and persons fleeing domestic violence or trafficking.	
	If the project will be <u>permanent supportive housing</u>, it will serve chronically homeless people. *(Definition: individuals from streets, emergency shelters, safe havens, or an institution for less than 90 days and was chronically homeless at entry into the institution that has been homeless in such places for at least one year or at least 4 times in 3 years and that has a diagnosed disability, or families with a head of household that meets the definition of chronically homeless)*	
	If the project will be <u>rapid rehousing</u>, it will serve homeless households living on the streets or in emergency shelter.	
	If the project will be <u>coordinated entry</u>, it will provide referrals and facilitate access to services for all groups covered under the HUD definition of homelessness.	
C	**Eligible Applicant:** Applicant and subrecipient (if any) are eligible. Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments.	

		Did Project meet threshold?
D	**Project can meet HUD Timeliness Standards:** Project has secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.	
E	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
F	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
G	**HMIS Participation:** The application clearly indicates that the agency intends to participate in HMIS in the event that the project is funded.	
H	**Renewable Activities:** The project utilizes the grant funds for renewable activities (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)	
I	**Coordinated Entry:** The project will participate in Coordinated Entry unless it is a victim-service agency or serving survivors of domestic violence.	

Project Elements (40 points possible)

Factor	Possible Points	Points Earned
1) PROGRAM DESIGN **For Permanent Supportive Housing and Rapid Rehousing Projects:** Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services. • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? **For Coordinated Entry:** Program design is in alignment with coordinated entry system design envisioned by CoC. • Is the system easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area? • Is there a standardized assessment process? Does the program ensure that program participants are directed to appropriate housing and services?	15 points	
Factor	**Possible Points**	**Points Earned**

2) Site control The program has either secured the housing for the project, or if not secured, adequately describes how the program will acquire the necessary housing for the project type. Consider: • **For PSH:** Is the program single site or scattered site? Has the agency secured a lease for the site location? Is there adequate property available in the geographic region for this proposed program? • **For RRH:** Does the agency describe how it will locate housing for project participants? Does the agency already have relationships with existing landlords to expedite housing placements? What experience does the agency have in housing low or no-income individual in a scattered-site model? **For Coordinated Entry:** Does the agency describe where the coordinated entry points will be located? Has it secured those locations? Are there alternative access points (phone system, mobile outreach, etc) which negate the need for multiple-points of access. If a "no wrong door" approach is envisioned, how will the agency ensure all participates are adequately trained?	5 Points	
3) Community Coordination Program will have adequate connections to the broader homeless Continuum of Care. Consider: • The extent to which the agency has existing relationships with other services or agencies. • The detail to which service linkages are described. Award less points for general statements, more points for concrete descriptions of service linkages and delivery. The program's ability to accept referrals from the Coordinated Entry system and any barriers which would prevent full participation (e.g. funding limitations, geographic constraints, etc.)	10 points	
Factor	**Possible Points**	**Points Earned**

4) Housing First/Low Barrier Approach Program states it is Housing First meaning it is no- or low-barrier in terms of project entry and project participation requirements. Consider the extent to which the project requires the following: • The project does not require detox treatment and/or days of sobriety to enter • The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter • The project does not bar clients based on past (non-violent) rule infractions • The project accepts all clients regardless of sexual orientation or gender identification and follows all fair housing laws • The project does not exclude persons with zero income and/ or limited to no work history • The project does not terminate program participants for any of the above listed issues. The project also does not terminate participants for: ❖ low or no income, ❖ current or past substance use, ❖ history of domestic violence, ❖ failure to participate in supportive services, ❖ failure to make progress on a service plan, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance. **4) Housing First/Low Barrier Approach Continued**	10 points	

For Coordinated Entry: Does the project proposal describe a plan to prevent screening people out of the coordinated entry process due to perceived barriers related to housing or services and ensuring that all participants have fair and equal access to the Coordinated Entry System, including people with disabilities or Limited English Proficiency? Do they have a plan for marketing the system, in concert with the CoC to ensure equal access? Will the staff administering assessments use culturally and linguistically competent practices and incorporate cultural and linguistic competency training into the required annual training protocols for participating projects and staff members?		

Increasing Participant Income (5 Points)

Factor	Possible Points	Points Earned
5) Participant Evaluation and Support: Consider the extent to which the program description has considered connecting clients to mainstream resources: • Does the program's policies and procedures describe how it will evaluate client eligibility for mainstream resources? • Do the program's policies consider client needs and choice in determining what mainstream resources or job training programs are appropriate for the participant? • If the program cannot link clients to mainstream services itself, does it have strong partnerships with other organizations who can provide the necessary job training skills? **For Coordinated Entry:** Does the agency have a plan for diverting clients who might be able to self-resolve? Evaluate how the agency will connect clients to self-help resources when appropriate.	3 Points	
6) Agency resource training Program conducts or provides access to training for staff on available mainstream resources for which clients may qualify. Consider: • Agency plans for staff training on benefits eligibility • Agency linkages with mainstream benefits providers Agency capacity to provide mainstream benefits, such as SOAR training	2 points	

Agency Background and Capacity (35 Points)

Factor	Possible Points	Points Awarded
7) Past Experience Agency has successfully operated at least one program similar to the one proposed for at least two years and/or has a strong grant management, compliance and performance history. If the agency has not operated a program like this before, the agency can demonstrate that it has sufficient prior experience and success in: • Providing homeless housing or services; or • Administering rental assistance; and • Can manage complex reporting requirements with adequate financial controls. For Past CoC Recipients: If the program is a recipient of prior HUD Continuum of Care Grant, project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.1	15 points	
8) Audit Findings Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	

Factor	Possible Points	Points Awarded
9) Budget Description Is the budget adequate for the project type and proposed service delivery model. Consider: • Budgeted staff and expenses are adequate to support the proposed program and cost-effective. Budget is clearly articulated, with no unnecessary or unAZSWZexplained items, such that HUD could understand how proposed costs align with eligible expenses.	5 points	
10) Internal Program Accounting The agency demonstrates a strong ability to track and understand costs and expenses in real time. Consider: • The agency's internal financial monitoring process. • The agency's current policies for financial reporting. • Oversight by the agency's board of directors to ensure financial compliance. • The agency's strategy for documenting eligible costs and ensuring adequate grant drawdowns on a regular basis.	10 points	

HUD Priorities (20 Points)

Factor	Possible Points	Total Points
Project Types That Align with HUD Priorities: • Providing Permanent Housing (PSH, RRH, or TH-RRH partnerships) = 5 pts. • SSO For Coordinated Entry = 3 pts	5 points	
Prioritizing Chronically Homeless: • Project will dedicate all of its beds to chronically homeless individuals/families = 5 pts. • Project does not dedicate all beds for chronically homeless people, but gives the CH priority for admission = 3 pts. • Project will not dedicate, prioritize, or provide any housing for people who are or were chronically homeless = 0 pts. **For Coordinated Entry:** Analyze how the project will prioritize clients seeking services. If the project will prioritize based on chronic homeless status, award full points.	5 points	
Severity of Needs: Award up to 5 points for serving the following population types: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work. Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will	5 points	

attempt to reach out to these individuals is insufficient. Consult the program design for more information.		
The Program targets a specialized population, such as: • Youth • Victims of Domestic Violence/Trafficking • Families with Children • Persons Experiencing Chronic Homelessness • Veterans Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to reach out to these individuals is insufficient. Consult the program design for more information.	5 points	

Total Points Awarded: _____/100

HOUSING FIRST SOLANO

2017 CONTINUUM OF CARE REVIEW AND RANK
REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017, 5:00 pm**

This Request for Information (RFI) must be completed for each new housing or coordinated entry project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will used to create a PRESTO-generated report to be used by the Review and Rank Committee. **As soon as you decide that you will or may apply,** please send an initial e-mail to solano@homebaseccc.org containing:

- The subject line "**Solano CoC NOFA – New Application**"
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer questions #101 through #117**. After answering Question #117:

- If you are applying for a new housing project, please answer **questions #201 through #206**.
- Alternatively, if you are applying for a new coordinated entry project, you should instead go on to answer **questions #301 through #306**.

Also, for each new project application, please send **a second email** to solano@homebaseccc.org containing:

- A subject line that clearly describes the email's contents ("Solano CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]")
- In the body of the email, a numbered list of the attachments
- And the following attachments:
    - 1 PDF of your applicant profile from e-snaps
    - 1 PDF of your project application from e-snaps
    - Any relevant attachments as indicated in the RFI, which may include:
        - Proposed full project budget
        - Audit/monitoring documentation
        - Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL PROJECT INFORMATION

101. **What is your general project type?** Permanent Supportive Housing for chronically homeless? Rapid Re-Housing (RRH) for individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homelessness? TH-RRH hybrid programs? Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system?

102. **Please describe why your participants are eligible for your proposed project type.** Will participants be homeless under HUD's definition? What population(s) does your project serve (e.g. homeless emancipated foster youth, chronically homeless families, etc.)? If your population is high-needs, please explain. If the project will be permanent supportive housing, will it serve a majority of chronically homeless people? If the project will be rapid re-housing, will it serve homeless households living on the streets or in emergency shelter? If the project will be coordinated entry, will it provide referrals and facilitate access to service for all groups covered under the HUD definition of homelessness?

103. Does your project **intend to participate in HMIS**?

104. Does your project intend to utilize the **grant funds for renewable activities** (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?

105. Will your project participate in **Coordinated Entry**?

106. Is your organization **either a local government entity or nonprofit agency**?

107. Has your project secured or will it secure **proof of site control**, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award?

108. Will your project have policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry?

109. Will your project ensure equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy?

BUDGET & COST EFFECTIVENESS

110. Please include any comments on how the **budgeted staff and expenses are adequate** to support the proposed program. *Please also submit a copy of your project budget including both HUD and non-HUD funds.*

AGENCY CAPACITY

This section asks you to describe your agency's expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements.

111. How have you **successfully handled federal or other major grants** of this size without difficulty or problems in the past 5 years? Have you regularly draw down your HUD grant funds throughout the grant year and met the administrative and reporting requirements of your grants?

112. Has your agency had any **outstanding HUD findings or concerns** and/or financial audit findings in the past three years? How has your agency responded to the concerns?

113. Has HUD **de-obligated any of your agency's grant funds** and if so, why?

114. How has your agency **demonstrated, through past performance, the ability to successfully carry out the work proposed** and that it has successfully served homeless people as a particular group? Please describe your experience handling a like-project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).

115. Will the project be **ready to start** by HUD's statutory deadlines? Please describe how the project will overcome regulatory obstacles such as tenant displacement or relocation, or any anticipated environmental or zoning issues.

HMIS PARTICIPATION

116. **Has your agency used HMIS for its other projects?** If you have not used HMIS before, please describe your capacity to meet the training and data entry requirements of HMIS. If you have used HMIS before, *please provide your overall data quality (ART report 640).*

PERFORMANCE MEASURES

117. How are **projected performance measures realistic but sufficiently challenging** given the scale of the project, and how are outcomes measurable and appropriate to the population being served?

At this point, please either continue to Question #201 (for Housing Projects) or to Question #301 (for Coordinated Entry Projects).

HOUSING PROJECTS ONLY

201. For Permanent Housing Projects only, **please explain your project design**, intended population served, and program service delivery.

202. How does the program design include **provision of comprehensive/intensive case management and appropriate supportive services**? Please describe: How is your project appropriately staffed to provide the services? How are your staff trained to meet the needs of the population to be served? How does your program include involvement of clientele in designing and operating the program? How is the program design intentionally inclusive of and accessible to all eligible clients?

203. How is the housing where participants will reside appropriate to the program design proposed? Please describe: How is the project staffed appropriately to operate the housing? How are staff trained to meet the needs of the population to be served? How will the program be physically accessible to persons with disabilities? How is the project located such that basic amenities (e.g. grocery stores, pharmacies, etc.) are easily accessible?

204. How do/will the project's policies and procedures ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under mainstream health and social service programs? Consider: Does the agency demonstrate a track record of enrolling clients in all mainstream services for which they are eligible?

205. How will your project implement Housing First by minimizing barriers to entry and program participation?

206. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

COORDINATED ENTRY PROJECTS ONLY

301. For Coordinated Entry Systems, to what extent will your project be accessible by individuals and families in **all geographic areas of the CoC**?

302. Will the project **utilize the VI-SPDAT**?

303. **How will the project be well publicized countywide**? Publicizing may occur through physical notices posted in key locations (e.g. food pantries, faith communities, County offices, other service providers, and others), newspaper notices, etc.

304. How will needs assessment, resource allocation and **service coordination be improved** through the coordinated assessment project?

305. To what extent will your project **serve all populations in the CoC**, including: individuals, the chronically homeless, individuals and families fleeing domestic violence, dating violence, sexual assault, and stalking (particularly those seeking shelter or services from non-victim service providers), families with children (particularly male children) under the age of 18, transition-age youth, LGBT, Veterans, and homeless persons re-entering from public institutions (subject to eligibility)?

306. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed; and	Please initial confirming that the full budget is included:
d) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
e) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge and understand that failure to provide accurate information can result in consequences up to and including the loss of grant funds.

Signed by: _____ Date: _____
Executive Director

I hereby certify that all required attachments are included.

Signed by: _____ Date: _____
Executive Director

APPROVED by the Housing First Solano General Membership on April 26, 2017
Revised August 7, 2017

CONTINUUM OF CARE PRIMER

FOR NEW PROJECT APPLICANTS

PRE-COMPETITION CHECKLIST

Because the Continuum of Care competition timeline is often very tight, we recommend that you take the following steps immediately, *prior* to the start of the 2017 competition:

- ☐ Ensure that your organization has a DUNS number. If your organization does not have a DUNS number, please visit the Dun and Bradstreet website at www.dnb.com or call 1-866-653-1344. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Register your organization with the System for Award Management (SAM), the successor to the Central Contractor Registry (CCR). If you had an active CCR record, you do not need to do anything in SAM. Visit www.sam.gov to register or update your organization. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Create an e-snaps Applicant Profile. To submit a project application in e-snaps, an organization must establish itself in e-snaps. A representative from the organization must create an e-snaps user profile, log in, and establish the organization as an applicant. For detailed information (including screen shots), see https://onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/.
- ☐ Register any staff who will be working on your electronic application with e-snaps. Each person contributing to the e-snaps application must have their own e-snaps user profile, and must be associated with the organization in e-snaps as a Registrant. Each organization should have at least two staff persons who can access the organization's e-snaps account. For detailed information (including screen shots), see https://onecpd.info/resource/2903/adding-deleting-registrants-in-esnaps/.
- ☐ Establish match. Applicants *should* begin collecting signed match letters now. Applicants need to ensure their match is eligible under HUD's requirements. Match must be signed and secured prior to the finalization of project applications on September 20, 2017.
- ☐ Review 2016 scoring materials and application process, understanding that these materials *are subject to change for the 2017 competition*. However, the materials will provide first-time applicants with helpful context.
- ☐ If your organization would like to apply as a *subrecipient* (HUD will contract directly with the recipient, who has primary responsibility for ensuring that applications and annual reports are submitted in a timely manner and that the subrecipient complies with all relevant regulations) of another organization, begin establishing that relationship immediately.

If you need assistance with e-snaps or have questions regarding requirements for CoC projects or the 2017 application process, please contact HomeBase:

Solano@homebaseccc.org | 415.788.7961 x331

SAMPLE BUDGET

Cost	HUD Amount	Match & Leverage	Total Budget
Rental Assistance (Rent + deposit assistance for 10 units)	$100,000	$45,000	$145,000
Case Management (1 FTE case manager + benefits)	$8,600	$68,650	$77,250
Educational Services (GED classes + test fees; weekly health education classes)	$450	$9,530	$9,980
Substance Abuse Treatment (.33 FTE substance abuse counselor + benefits)	$1,540	$22,670	$24,210
Employment Assistance (leveraged employment counseling program)	$700	$2,060	$2,760
Food (weekly food bank assistance for 10 clients)	$0	$10,000	$10,000
Life Skills (life skills classes + materials)	$3,240	$4,890	$8,130
Outreach	$0	$550	$550
Transportation (bus tickets - 2/week x 10 clients)	$602	$800	$1,402
Furnishings (donated furniture for units)	$0	$1,600	$1,600
Legal Services (leverage from Legal Aid - record remedies, domestic violence support, SSI appeals)	$0	$13,450	$13,450
Utilities	$600	$2,000	$2,600
Clothing	$0	$2,650	$2,650
HMIS	$280	$3,900	$4,180
Administration	$6,605	$12,450	$19,055
TOTAL:	**$122,617**	**$200,200**	**$322,817**

JULY 2017

THE NEW JOINT TH AND PH-RRH COMPONENT: IS IT FOR YOU?

THE FY 2017 COC PROGRAM COMPETITION

In the FY 2017 Continuum of Care (CoC) Program Competition, CoCs may create new Joint TH and PH-RRH component projects to better serve homeless individuals and families. This new component project is comprised of two existing program components – transitional housing and rapid rehousing – in a single project to serve individuals and families experiencing homelessness.

When considering whether to award such a project, the Department of Housing and Urban Development (HUD) will review applications to determine if they meet at least three of the following five project quality threshold requirements with clear and convincing evidence:

(1) Whether the type of housing, number, and configuration of units will fit the needs of the program participants;
(2) Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing (this includes all supportive services, regardless of funding source);
(3) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) meets the needs of the program participants;
(4) Whether program participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., they will be provided with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing); and
(5) Whether the project adheres to a housing first model.

If funded, HUD will limit eligible costs as follows (in addition to other limitations found in 24 CFR part 578):

(1) Capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
(2) Short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
(3) Supportive services;
(4) HMIS; and
(5) Project administrative costs.

While such a program must make both types of assistance available to all participants, a participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component.

CHARACTERISTICS OF A JOINT COMPONENT PROJECT

Joint component projects are not meant to replace transitional housing programs that lost funding in recent years. Instead, this new component offers a new strategy to address challenges that communities experience. HUD has indicated that such projects provide a safe place for people to stay – **crisis housing without preconditions** – with financial assistance and wrap-around supportive services determined by participants to help them **move to permanent housing as quickly as possible**.

At a minimum, joint component projects should:

- Use a **Housing First** approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible – participants cannot be required to participate in treatment or services to receive assistance;
- Have **low barriers to entry** and accommodate people with possessions, partners, pets, and other needs;
- Incorporate **client choice** by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources – participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
- Provide or connect participants to **resources** that help them improve their safety and well-being and achieve their goals; and
- Target and prioritize people experiencing homelessness with **higher needs** and who are **most vulnerable**, especially those who are unsheltered, have experienced long or multiple episodes of homelessness, have higher barriers to exiting homelessness, and are more likely to be victims of violence or harm.

WOULD A JOINT COMPONENT PROJECT BE A GOOD FIT FOR YOUR COMMUNITY?

Joint component projects may not be a good fit for all communities. Before applying, CoCs must assess whether such a project will be the best use of resources and will meet the needs of people experiencing homelessness in the community.

Joint component projects may be a suitable option in the following situations:

- ✓ Such projects may benefit communities with **high rates of unsheltered homelessness** and where **stays in shelter and other forms of crisis housing are usually brief** by providing temporary, low-barrier housing to program participants while helping them move quickly to permanent housing.
- ✓ Joint component projects may mitigate the problem of a **lack of safe emergency shelter or crisis housing for people fleeing domestic violence** by providing survivors with

safe and supportive temporary housing and connecting them to permanent housing and continued services as soon as they are ready.

- ✓ Such projects may meet the **unique developmental needs of unsheltered youth** and help them move quickly into permanent housing with available supportive services to help them maintain that housing.

Joint component projects are likely not a suitable option in the following situations:

- ✘ In communities where shelter, crisis housing, and transitional housing stays are long (in such cases, increasing rapid re-housing and permanent supportive housing resources may be more effective ways to increase capacity);
- ✘ Communities where there are already emergency shelters or crisis housing serving survivors of domestic violence (such communities should assess whether lowering the barriers in those existing projects and adding rapid re-housing would better meet survivors' needs and be a better use of resources);
- ✘ Communities that have existing transitional housing projects which are successful in providing their participants with the financial resources necessary to obtain permanent housing.

QUESTIONS TO CONSIDER

When considering applying for TH-RRH projects, CoCs and applicants should take into consideration the needs of the populations experiencing homelessness within their communities and design proposals accordingly. Some questions to consider are:

- ➢ Is there a currently underserved population in the CoC that might benefit from a TH-RRH project?
- ➢ What length of assistance will serve the needs of the target population?
- ➢ What types of wrap around services will be needed?
- ➢ Will a mainstream resource need to be leveraged to support a joint component program?
- ➢ Will the addition of such a project improve system performance?
- ➢ Is there a transitional housing project in the CoC that is unable to provide its participants with the financial resources necessary to obtain permanent housing and whose funding might be appropriate for reallocation to a joint component project which would better meet the needs of the people the project is intended to serve?

When developing performance expectations for joint component projects, CoCs should consider the following questions:

- ➢ How quickly will participants move into permanent housing?
- ➢ How well will the project accommodate people with a variety of needs, including those with different household configurations, service needs, or pets?
- ➢ How well will the project connect people to valuable community resources, such as education, health care, and employment?

HOUSING FIRST SOLANO GENERAL MEMBERSHIP

WEDNESDAY, APRIL 26, 2017 | 10:00 A.M. – 11:30 A.M.

SUISUN CITY COUNCIL CHAMBERS 701 CIVIC CENTER BLVD., SUISUN CITY, 94585

REGULAR MEETING AGENDA

1. **Call to Order**
2. **Additions to Or Deletions from the Agenda** — **ACTION**
3. **Approval of the Agenda** — **ACTION**
4. **Consent Calendar** — **ACTION**

   4.1 Approve the HFS General Membership Minutes of Regular Meeting February 22, 2017
5. **Old Business**

   5.1 Point in Time Count Update — **DISCUSSION**
6. **New Business**

   6.1 Housing First Solano Board Elections — **ACTION**

   6.2 Mid-Year Review and Rank Report Out — **UPDATE**

   6.3 Discuss and approve Review and Rank Policies as well as the New and Renewal Scoring Tools and Local Application materials for the 2017 Continuum of Care Competition — **ACTION**

   6.4 HOUSING FIRST Part Two: Implementing Housing First at the Program Level — **DISCUSSION**
   - Presentation and Group Discussion
7. **Staff Report**

   7.1 Report out from the HMIS User Group and HMIS Updates — **UPDATE**

   7.2 Tripartite Advisory Board Representative Election Results — **UPDATE**

   7.3 Regional Strategic Plan Implementation Report — **UPDATE**

   7.4 NOFA Preparations: Governance Committee Convening — **UPDATE**
   - **May 18, 2017 from 10 AM to 11:30 AM Location TBD**
8. **CoC Member Comments**
9. **Adjourn**

Housing First Solano
Vallejo-Solano County Continuum of Care
General Membership Meeting Minutes
April 26, 2017
10:00 a.m. ~~to 11:30 a.m.~~
Suisun City Council Chambers, 701 Civic Venter Blvd., Suisun City, 94585

The Housing First Solano CoC approved these minutes on June 28, 2017.

1. Meeting **called to order** by Chair Tranine Chisom at 10:04 a.m.

2. No additions to or deletions from the Agenda were proposed.

3. Jonathan moves to **approve the agenda**; Norma Ramos seconds the motion. Unanimous approval at 10:04 a.m.

4. Kathy Lawton-Caesar moved to **approve the minutes** of the CoC General Membership meeting from February 22, 2017. John Evalle asked whether these were the minutes of the meeting when the committee discussed establishing a letter of support. Kathy indicated that John was thinking of a different meeting. John then seconded Kathy's motion. The motion passed with unanimous approval at 10:06 a.m.

5. **Old Business: Point-in-Time Count Update**. Carolyn Wylie updated the CoC on the PIT Count. Carolyn indicated that staff had received draft numbers from the subcontractor and were currently entering them into HDX, the system used by HUD for reporting data. Carolyn reported that the PIT was due to be submitted on May 1st. HomeBase was checking for errors, and making reconciliations. Staff anticipated submitting on time on the 1st, maybe even a little bit early. As part of the process, HUD will reach out to Solano after submission if they have any concerns.

   Staff reported that it appeared the count had increased due in large part to a more robust count. For example, previously Solano had counted around 7 youth, and this time quite a bit more were counted because of the separate youth-focused count in collaboration with youth providers and local schools. Similarly, having outreach teams go into the encampments resulted in a more accurate count as well.

   This back-and-forth process with HUD to check the numbers usually lasts about a month, which fits in with the expected NOFA timeline. Staff reported that they expected that the PIT-count contractor, Applied Survey Research, would have a final report completed by early June public release..

   There were no questions for Carolyn on the PIT Count.

6. **New Business: Housing First Solano Board Elections.** Tranine explained the current openings on the CoC Board of Directors: there were three positions available, and were applications for two of those positions in the white packet distributed to attendees. Carolyn explained that applicant Debbie Tavi was the Executive Director of Suisun City's Chamber of Commerce, and was applying for the business seat, which has been open since the board was formed, so the CoC Board was excited to have her.

   Carolyn explained that Ed Lowe was from North Bay Health Care, and was applying for the healthcare/hospital seat. This was added about 2 years ago and the Board has been reaching out to hospitals / health care organizations looking for someone to join that seat since. Ed has been coming to coordinated entry meetings, a board meeting, and a regional planning meeting over the past year so he has been actively involved.

   Carolyn explained that Reginald Doss has been one of two formerly homeless members of the board since its inception. He would have been able to renew his application at the February meeting, but did not submit it in time. He had submitted it in time for April, but due to an error on the part of HomeBase, the application was not included in the printed packet today. His application had not changed, so the CoC was able to refer to his previous application if needed as the reference.

   Norma added that Reginald was a real asset for the formerly homeless; that he was very verbal, good about asking questions, giving opinions.

   Carolyn noted that the other person in that slot had stepped down, so the CoC would have both openings for homeless or formerly homeless if his application was not approved.

   At 10:13 a.m., Reginald Doss entered the meeting.

   John Evalle concurred with the comments above.

   An attendee asked if he could self-nominate for the second open homeless representative position. Carolyn said that he could self-nominate per the Charter. Tranine told him to "fill out an application at the end of the meeting and we will put it on the agenda for next general meeting."

   An attendee asks whether adding the second homeless representative would fill all of our board seats. Carolyn answers that we would still have one at-large seat open.

   Tranine calls for voting *en bloc* on all three applicants (Debbie, Ed, and Reginald) at 10:15 a.m. Kat moved to accept all three applicants. Norma seconded the motion. The motion was unanimously approved at 10:15 a.m.

7. **New Business: Rank and Review Report**. Carolyn updated the membership on a CoC Board Report about the Mid-Year Review. The purpose of Mid-Year Review is to give projects a chance to see how they are doing on the revised scoring tools. It is not intended to be punitive. It is meant to allow projects to be better prepared for actual competition and to seek out appropriate technical assistance to better reduce homelessness in the community. Most of the results of the Mid-Year Review were confidential; agencies received individual scores and suggestions to allow for more candor. One of the main findings to come out of the review was that data quality is very poor. HomeBase is in the process of providing technical assistance to agencies to improve their data quality, and once data is entered, that may have significant effects on where projects would appear on the ranked list. For example, if a resident has not had a mid-year checkup but has gained income since entering the program, then your data will under-estimate your true performance at increasing income. The reason why some programs were marked "N/A" is because they do not yet have a full month of data. Typical practice is to place all such programs at the bottom of Tier I, which mostly insulates them from the risk of losing HUD funding. Carolyn reminds the meeting of the importance of solid grant management, noting that any funds lost due to failure to spend are lost not just to the individual project, but to the Solano CoC as a whole.

   2 new people entered the meeting at 10:24 a.m.

   HomeBase is proposing to offer data quality and fiscal trainings. There was a CoC program that (Mission Solano?) had, but they did not meet their deadlines for getting the grant off the ground or re-assigning it to another party, but although HomeBase contacted HUD and said that there were interested parties who could spend the $60,500, HUD said that it was too late and that the money had already been returned to the Treasury. The CoC only found out about this as a result of the mid-year review; the project did not notify CoC about HUD's interest in reclaiming the funds.

   Reginald asked whether we can we schedule these workshops immediately, because we need all of these. How many people do we need to come to the workshops?

   Reginald and Carolyn agreed that data monitoring is most important; Carolyn proposed sending a survey to the entire group (not just CoC-funded projects) to identify which topic is the second-most urgent. HomeBase will also create a schedule for trainings for the rest of the year. There was broad agreement that Solano is open to other ideas as well.

   There were no questions; Carolyn concluded this portion of presentation at 10:31 am.

8. **New Business: Summary of Changes to Review and Rank Policies.** Carolyn explained that the document on pink paper, "Summary of Changes to the 2017 Review and Rank Policies, Scoring Tools, and Local Applications" serves as a change log showing all of the changes that

HomeBase was proposing to make to the relevant documents; as such, the committee could review the pink document without going over all of the attachments page by page. Except as noted in the pink document, all of the attachments were still the same as last year.

(Carolyn then went on to review the Renewal Scoring Tool in detail).

There were no substantive questions or comments. One member said, "Good Job!" Another said "John [Melis] listened well to us."

(Carolyn then reviewed the New Scoring Tool in detail, including threshold factors, and explained how thresholds work.)

Carolyn urged the committee to look at both of the scoring tools to tell HomeBase if anything seems off. Carolyn explained that part of why new projects have to meet so many thresholds is that those thresholds are imposed by HUD; a project that was approved by CoC that did not meet threshold would be at risk of not receiving HUD funding despite being placed near the top of the ranked list.

Motion to approve Rank and Review Rolicies and Procedures, and the Scoring Tools, is unanimously approved.

Tranine asked if there were any questions or concerns. Hearing none, Tranine called for a motion to approve the rank & review policies & procedures, and the scoring tools and local applications as presented. Reginald so moved at 10:49 am. The motion was unanimously approved at 10:49 am.

9. **New Business: Housing First Training.** Jason Green-Lowe presented additional training on applying Housing First principles. Some comments from providers during this portion of the training were as follows:

- We have no metal detectors, gates, etc. (In other words, providers don't think their environments have issues with excessive security.)
- We use a series of escalating consequences leading up to removal. We only had to remove one person.
- If someone gets rude, life threatening, watch your back – you always have to watch your back. Take it to the 25th power when dealing w/ homeless people because they have MH issues, substance use issues, and they are desperate for housing and food.
- Are there ways that projects are very trauma-informed? One provider offers a table with coffee, water, granola bars, and a career board. Clients traditionally respect the table.
- Open-ended questions: Lisa uses them all the time. She gets better results if she dresses down, is friendly, and fits in with them and walks the walk and talks the talk. Use their lingo a bit. Facial gestures all help.

- Open-ended questions allow people to tell their story. Use the VI-SPDAT, but allow them to tell their story through it. Once they see that you are genuinely interested, the rapport and trust builds more quickly because you show that you care and that there is no judgment. Dress down.
- The basic elements are fear and trust. People offer help and back out. Law enforcement comes in and cites you, you go to jail for 7 hours, etc. We are all human beings and need to help each other. We need to take away the sense of fear and develop a sense of trust.
- Caminar is about to launch a training on dual-diagnosis around harm reduction/motivational interviewing.
- At NorCal services for Deaf and Hard of Hearing, Elaine makes herself available. Caminar uses Language Line. Is there a mobile app that works on the phone?
- Lack of supportive services, housing location, landlord assistance
- Long process to get services; difficult to get them to go through that long process
- Best way to reduce those barriers will be to better know our system, and to get to know clients in advance so that you have a better idea of which services / appointments you will need to arrange for them.

The Housing First training concluded at 11:22 am.

10. **New Business: HMIS User Group Update.** Carolyn presented the following update: At the HMIS User Group, we discussed the data issues that have been happening. We had Bowman come out and do a training with our staff, in part for coordinated entry, in part because of recent software updates. There is a new intake form, both on paper and in HMIS, and we went over that with the providers who were there. We will also send out materials to those who were not able to attend. We also discussed System Performance Measures, which must be submitted to HUD. This means looking at how we're doing on several factors, many of them captured by our scoring tool. Last year, for the first time, Solano took these measures directly from HMIS. HUD was not impressed with the data quality behind the system performance measures (in part because there was only one month's notice to prepare the measures) – so we have to decide within the next month whether to take advantage of HUD's offer to replace all of last year's performance measures with new data. We would not be able to replace only one or two; instead we must either replace all of last year's measures or none of them. We also must submit the FY17 system performance measures in about a month.

    In addition, at the HMIS User Group, we discussed SAGE, the new system that will be used to upload data instead of e-snaps. SAGE should be more functional than e-snaps, and should

allow projects to better understand their data. SAGE just came online on April 1st. We will have more info on that soon. We demonstrated some new video trainings for HMIS; we will be updating training documents and uploading some video trainings that people can use.

There were no questions; this segment concluded at 11:26 am.

11. **New Business: Tripartite Advisory Board Representative Election Results**. At the Tripartite Advisory Board, low-income representatives were elected. Paul Newman stepped down, Jill Sowards was nominated and elected to fill the vacant slot. The other three low-income representatives were re-elected. The other new member is in the private section; her name is Laura Crutsinger. The speaker commented that it is nice to have families and legal services represented as stakeholders in one of our boards now. This segment concluded at 11:28 am.

12. **New Business: Regional Strategic Plan Update.** The final draft of the regional strategic plan has been approved; thanks to members for participation in the process. We can now move forward on implementation, and the plan is posted on the website, with a few minor changes. We are trying to build a workgroup who will shepherd the implementation and broaden the planning group to ensure that all of the categories of stakeholders are represented. The grey-and-white document includes a list of these categories along with a list of proposed and/or agreed-upon representatives who can fill those categories. This is a work in progress, but we're trying to hammer it down so we can hold a meeting next month; HomeBase is open to suggestions if you have ideas for who can join the committee! If so, please get in touch with Carolyn or Gillian of HomeBase. This segment concluded at 11:30 am.

13. **New Business: NOFA Preparation.** Carolyn presented an update on NOFA Preparations. HUD still says they will release the NOFA in end of May or early June. There is still no federal budget, so HomeBase is not clear on how the NOFA could be released, but many things this year are surprising and different, so HomeBase urges everyone to prepare as if HUD is going to follow through on this plan. In Solano, we need a governance committee meeting to go over our charter and written standards, and to make some changes related to new standards for, e.g., coordinated entry. Carolyn proposed May 18th from 10 to 11:30 am, at a location TBA. At the next CoC meeting, which will be two months from now, we plan to bring the documents, with the recommendations from that committee, so the CoC's general membership was officially notified that we plan to review those recommendations.

    There were no objections to that proposed schedule; the schedule was confirmed.

14. Seeing no further business, Chair Tranine Chisom **adjourned** the meeting at 11:33 A.M.

HomeBase
Advancing Solutions to Homelessness

Genevieve Herreria <genevieve@homebaseccc.org>

2017 Continuum of Care Program Competition: Invitation to Apply

2 messages

Housing First Solano <Solano@homebaseccc.org> Fri, Jul 21, 2017 at 6:33 PM
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: genevieve@homebaseccc.org

Housing First Solano Announcements

July 21, 2017

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a **new** permanent supportive housing project, a **new** rapid re-housing project, and/or a **new** transitional housing/rapid rehousing hybrid

project. For more information, please find here a Summary of the FY 2017 CoC Program Competition NOFA.

A mandatory Technical Assistance Workshop for all interested applicants will be held on **Wednesday, July 26**, from **1:30 – 3:30 PM** at the **Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585**. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please RSVP to solano@homebaseccc.org by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.

This Public Solicitation will be posted in the following virtual and physical locations:

- Housing First Solano Continuum of Care Website
- City of Fairfield Website
- City of Vacaville Website
- Solano County Website
- Housing First Solano Continuum of Care Listserv

Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards.

Inquiries about this process may be directed to the staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at solano@homebaseccc.org.

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This list is for announcements of Housing First Solano, the Vallejo/Solano County Continuum of Care.

Our mailing address is:
Housing First Solano
c/o HomeBase
870 Market Street, Suite 1228
San Francisco, CA 94102

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You can update your preferences or unsubscribe from this list

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Housing First Solano <Solano@homebaseccc.org> Fri, Jul 21, 2017 at 6:33 PM
Reply-To: Housing First Solano <Solano@homebaseccc.org>
To: solano@homebaseccc.org

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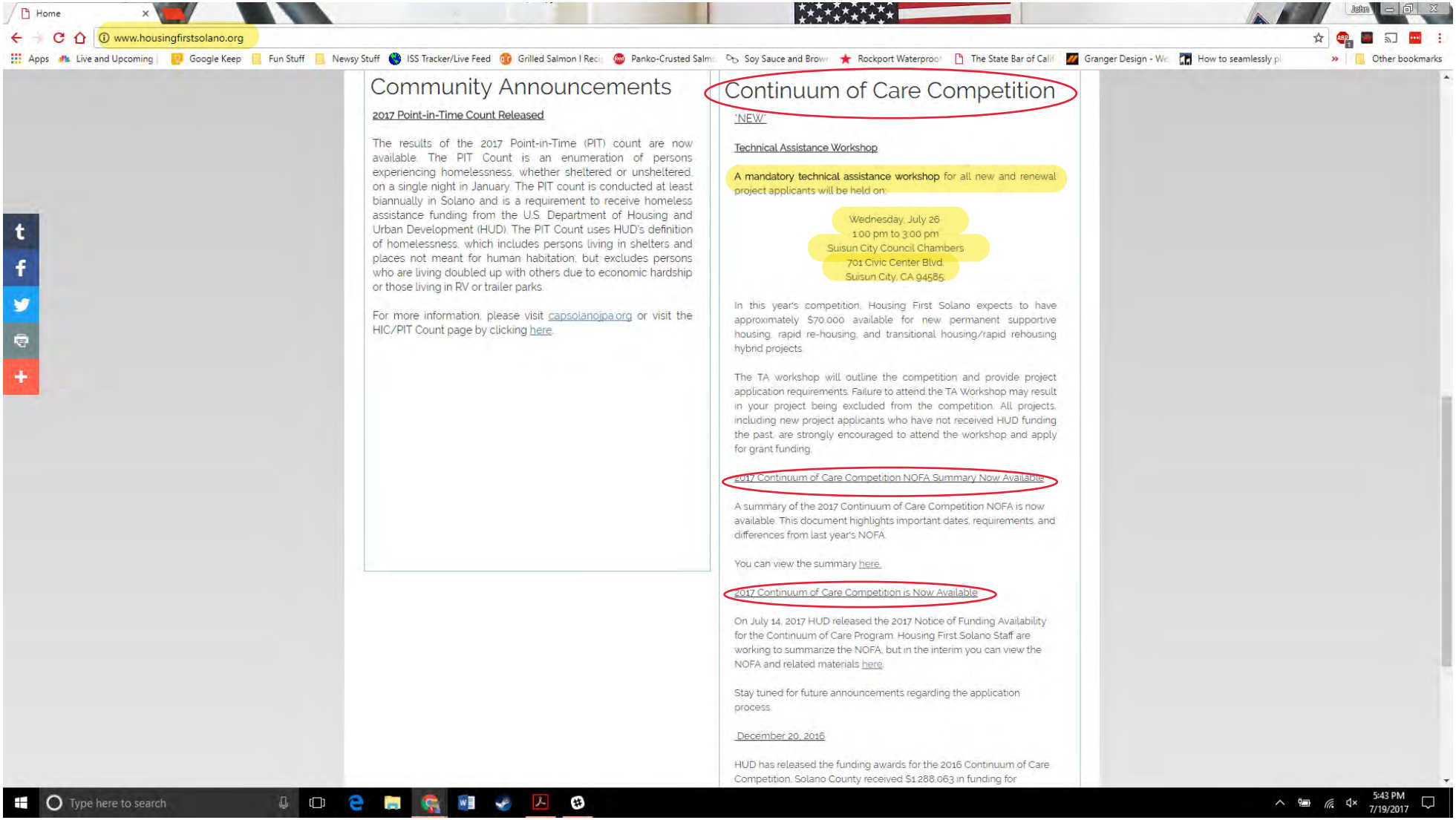

Home
www.housingfirstsolano.org
Community Announcements
2017 Point-in-Time Count Released
The results of the 2017 Point-in-Time (PIT) count are now available. The PIT Count is an enumeration of persons experiencing homelessness, whether sheltered or unsheltered, on a single night in January. The PIT count is conducted at least biannually in Solano and is a requirement to receive homeless assistance funding from the U.S. Department of Housing and Urban Development (HUD). The PIT Count uses HUD's definition of homelessness, which includes persons living in shelters and places not meant for human habitation, but excludes persons who are living doubled up with others due to economic hardship or those living in RV or trailer parks.
For more information, please visit capsolanojpa.org or visit the HIC/PIT Count page by clicking here.
Continuum of Care Competition
"NEW"
Technical Assistance Workshop
A mandatory technical assistance workshop for all new and renewal project applicants will be held on:
Wednesday, July 26
1:00 pm to 3:00 pm
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585
In this year's competition, Housing First Solano expects to have approximately $70,000 available for new permanent supportive housing, rapid re-housing, and transitional housing/rapid rehousing hybrid projects.
The TA workshop will outline the competition and provide project application requirements. Failure to attend the TA Workshop may result in your project being excluded from the competition. All projects, including new project applicants who have not received HUD funding the past, are strongly encouraged to attend the workshop and apply for grant funding.
2017 Continuum of Care Competition NOFA Summary Now Available
A summary of the 2017 Continuum of Care Competition NOFA is now available. This document highlights important dates, requirements, and differences from last year's NOFA.
You can view the summary here.
2017 Continuum of Care Competition is Now Available
On July 14, 2017 HUD released the 2017 Notice of Funding Availability for the Continuum of Care Program. Housing First Solano Staff are working to summarize the NOFA, but in the interim you can view the NOFA and related materials here.
Stay tuned for future announcements regarding the application process.
December 20, 2016
HUD has released the funding awards for the 2016 Continuum of Care Competition. Solano County received $1,288,063 in funding for
Type here to search
5:43 PM
7/19/2017

www.housingfirstsolano.org/continuum-of-care-competition.html
Inbox (2) - chloe@h... All files and folders... Overview - Chloe N...

competition amongst projects to determine their ranking in the priority listing.

2017 Continuum of Care Competition

All eligible agencies are encouraged to apply for Continuum of Care funding. Prior experience with Continuum of Care grants is not required. This page will provide interested parties with updated information regarding key information about the application process. Information will be released when it is available, however for examples of past competitions please see the information contained below.

2017 Notice of Funding Availability for the 2017 Continuum of Care Program

On July 14, 2017 HUD issued the Notice of Funding Availability (NOFA) for the 2017 Continuum of Care Program. The NOFA outlines the requirements of the 2017 Continuum of Care grant cycle. Please review the NOFA carefully to determine whether your agency is eligible to apply for Continuum of Care funding and to determine if your proposed project type is appropriate.

A summary of the 2017 NOFA can be found here.

2017 Technical Assistance Workshop

The Technical Assistance Workshop is designed to provide applicants with a comprehensive explanation of the Continuum of Care competition in Solano County. All agencies interested in apply for CoC funding must attend this workshop.

The 2017 Continuum of Care Competition scoring tools were posted to the Housing First Solano website.

2017 Continuum of Care Competition Tools

HUD requires each Continuum of Care to utilize a formal Review and Rank process to make funding determinations. Housing First Solano utilizes a set of tools that a panel of experts uses to make funding decisions. Those tools will be posted after the Technical Assistance Workshop.

2017 Renewal Scoring Tool and Local Application
2017 New Scoring Tool and Local Application

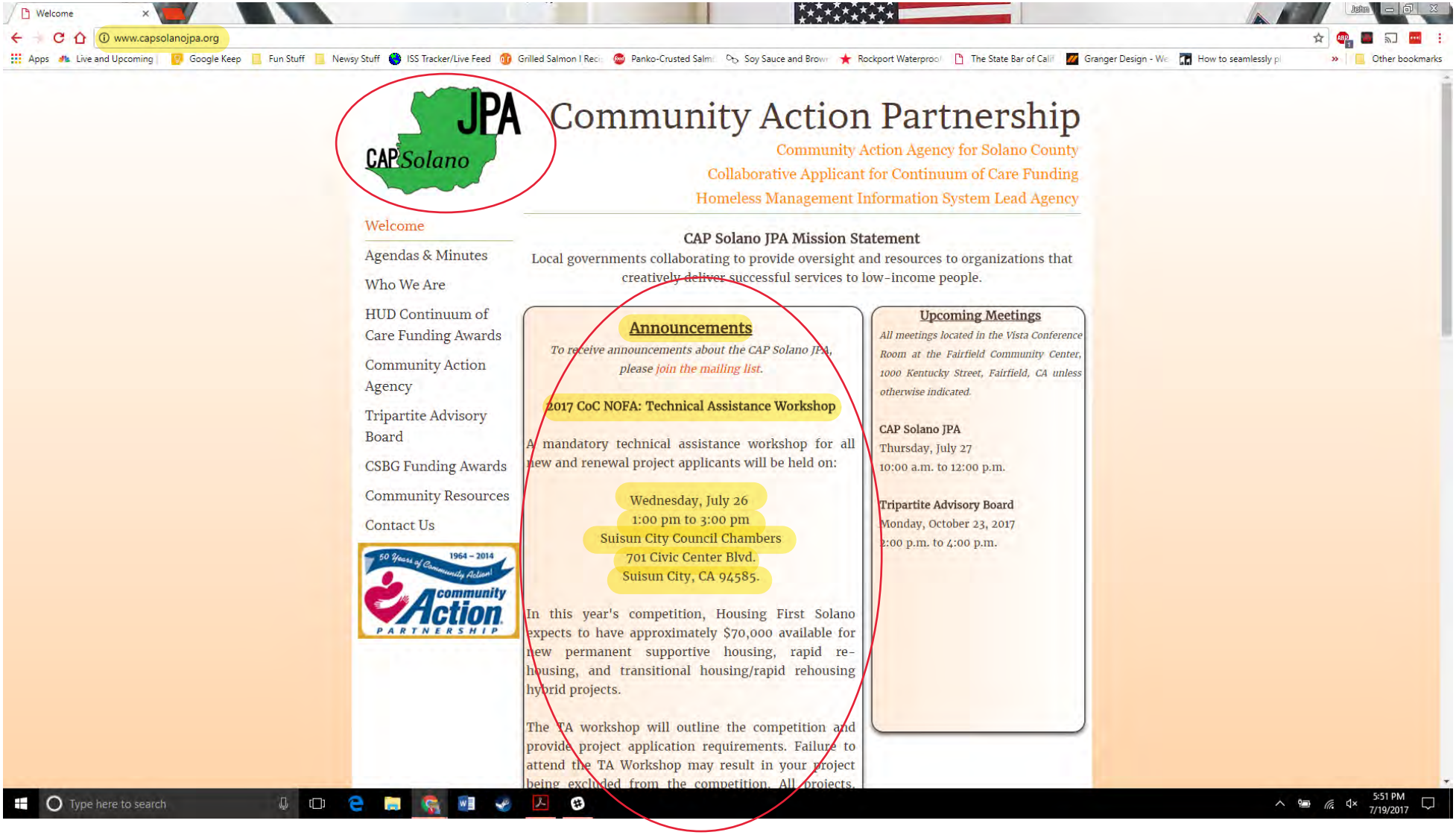
2017 Final Priority Listing

On September 6, 2017, the Housing First Solano Board approved the Final Priority Listing for project funding.

Click Here to view the Final Priority Listing.

2017 Consolidated Application for Continuum of Care Funding

The entire application for Continuum of Care funding includes an application on behalf of the Continuum as a whole as well as all of the individual project applications. This full application will be posted no later than September 26, 2017.


Welcome
www.capsolanojpa.org
Community Action Partnership
Community Action Agency for Solano County
Collaborative Applicant for Continuum of Care Funding
Homeless Management Information System Lead Agency
Welcome
Agendas & Minutes
Who We Are
HUD Continuum of Care Funding Awards
Community Action Agency
Tripartite Advisory Board
CSBG Funding Awards
Community Resources
Contact Us
CAP Solano JPA Mission Statement
Local governments collaborating to provide oversight and resources to organizations that creatively deliver successful services to low-income people.
Announcements
To receive announcements about the CAP Solano JPA, please join the mailing list.
2017 CoC NOFA: Technical Assistance Workshop
A mandatory technical assistance workshop for all new and renewal project applicants will be held on:
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Upcoming Meetings
All meetings located in the Vista Conference Room at the Fairfield Community Center, 1000 Kentucky Street, Fairfield, CA unless otherwise indicated.
CAP Solano JPA
Thursday, July 27
10:00 a.m. to 12:00 p.m.
Tripartite Advisory Board
Monday, October 23, 2017
2:00 p.m. to 4:00 p.m.
Type here to search
5:51 PM
7/19/2017

Tue 2:04 PM Genevieve

Tuesday, July 25, 2017

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MEETINGS & EVENTS

JUL 25
Knot Just Knitters
6:00 PM - 8:00 PM

JUL 28
CreekWalk Concert Series
6:30 PM - 9:30 PM

JUL 29
Farmers Market
8:00 AM - 12:00 PM

AUG 04
CreekWalk Concert Series
6:30 PM - 9:30 PM

AUG 05
Farmers Market
8:00 AM - 12:00 PM

MORE EVENTS

NEWS

HUD releases NOFA for FY2017 CoC

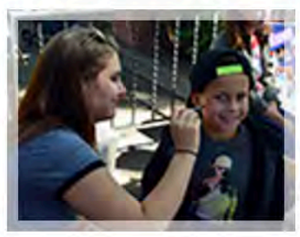
HUD's Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition has been released.

Operation Hand Up Fundraising Dinner

American Legion Post 208 and North Bay Operation Hand Up are pleased to announce a fundraising dinner to benefit the North Bay Stand Down for homeless and at-risk Veterans.

City seeks to fill vacancy on Community Services Commission

The City of Vacaville is accepting applications from citizens interested in serving on the Community Services Commission.



Vacaville Museum Guild's Annual Children's Party

The always popular Vacaville Museum Guild's Annual Children's Party is Thursday, August 10.

Sheriff's Posse at Peña Adobe

The Peña Adobe Historical Society welcomes the Solano County Sheriff's Posse.

MORE NEWS

Tue 2:05 PM Genevieve

Tuesday, July 25, 2017

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Housing | Vacaville, CA

www.ci.vacaville.ca.us/departments/housing

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VACAVILLE

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  - + About the Department
  - Senior Home Improvement Program
  - Blade Sign Program
  - + Housing Authorities - Section 8
  - + Housing Assistance
  - + Redevelopment - Dissolved 2-1-2012
  - Neighborhood Centers
  - Forms and Brochures
  - Loan Programs
  - Homebuyer Workshops
  - Community Development Block Grant
  - Vacancy Survey
  - Announcements

Government »

HOUSING

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The mission of the City of Vacaville Department of Housing is to provide affordable housing in the community, work towards making Vacaville a better community by comprehensive revitalization and complete special projects in an extraordinary way. **Emily Cantu** is the Housing Director for the City of Vacaville. Emily took over the department in August 2013 on an interim basis and was named director April 2014.

Links

- About the Department
- Housing Authorities - Section 8
- Housing Assistance
- Neighborhood Centers
- Loan Programs

The Vacaville Housing Authority (VHA) and Solano County Housing Authority (SCHA) do not discriminate on the basis of race, color, sex, gender identity, religion, familial status, age, disability, national origin, sexual orientation, marital status, ancestry, source of income, and arbitrary discrimination. It is the VHA & SCHA policy to provide reasonable accommodation to persons with disabilities so that they may fully access and utilize the housing programs and related services. If you feel that you need a reasonable accommodation, or believe you have been subject to unlawful discrimination, please contact the 504 Coordinator at (707) 449-5675.

HUD Fair Housing and Equal Opportunity Website

NEWS

HUD releases NOFA for FY2017 CoC
HUD's Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition has been released.
7/25/2017 1:33:00 PM

Operation Hand Up Fundraising Dinner
American Legion Post 208 and North Bay Operation Hand Up are pleased to announce a fundraising dinner to benefit the North Bay Stand Down for homeless and at-risk Veterans.
7/21/2017 3:46:00 PM

City seeks to fill vacancy on Community Services Commission
The City of Vacaville is accepting applications from citizens interested in serving on the Community Services Commission.
7/19/2017 1:32:00 PM

MORE NEWS

Tue 2:03 PM Genevieve

Tuesday, July 25, 2017

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HUD releases NOFA for FY201

www.ci.vacaville.ca.us/Home/Components/News/News/2157/29?backlist=%2f

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NEWS

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HUD releases NOFA for FY2017 CoC
Mandatory meeting on Tuesday, July 25

Post Date: 07/25/2017 1:33 PM

HOUSING FIRST SOLANO TIMELINE

SUMMARY OF THE 2017 CONTINUUM OF CARE NOTICE OF FUNDING AVAILABILITY (COC NOFA)

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a new permanent supportive housing project, a new rapid re-housing project, and/or a new transitional housing/rapid rehousing hybrid project. For more information, please find attached a Summary of the FY 2017 CoC Program Competition NOFA.

A mandatory Technical Assistance Workshop for all interested applicants will be held on Wednesday, July 26, from 1:30 – 3:30 PM at the Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please send an RSVP to solano@homebaseccc.org by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.

Inquiries about this process may be directed to John Melis, staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at john@homebaseccc.org.

Tue 3:41 PM Genevieve

Tuesday, July 25, 2017

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City of Fairfield, CA - Fairfield

Secure https://www.fairfield.ca.gov/gov/depts/cd/authority.asp

CITY OF FAIRFIELD CALIFORNIA

Low Graphics Version

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Homepage » ... » City Departments » Community Development » Fairfield Housing Authority email print

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- Fairfield Housing Authority
- FAQs
- General Plan
- Municipal Code
- Planning Division
- Rockville Springs

Popular Links

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- Fire
- Service Directory
- Parks
- City Departments
- Community Resources
- Golf Courses
- Demographics

Community Development

Fairfield Housing Authority

Subscribe to this page to receive e-mail notification when new information is posted.

823-B Jefferson St.
Fairfield, CA 94533

Phone:707.428.7392
Fax:707.425.0512
TDD:707.425.8143
Hours: Monday - Thursday, 8 a.m. - noon and 1 - 5 p.m.
The office is closed the first and third Friday.

The Fairfield Housing Authority administers the Section 8 Housing Choice Voucher Program (HCV), Project Based Vouchers, HCV Homeownership, and the Family Self Sufficiency Program (FSS). Fairfield Housing Authority's mission is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.

Current Events

- Notice of Funding Availability & Technical Workshop, July 26, 2017
- Press Release: Request for Proposal for Project Based Vouchers
- Request for Proposal for Project Based Vouchers Serving Populations with Special Needs
- Public Notice of Proposal to Change Administrative Plan
- Public Notice of Utility Allowances
- Successor Agency Report for Fiscal Year 2013-2014
- Sequestration and the Housing Choice Voucher Program
- 2013 Cost Control Measures
- Annual Agency Plan 2013

Tue 3:42 PM Genevieve
Tuesday, July 25, 2017
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blobdload.aspx
Secure https://www.fairfield.ca.gov/civicax/filebank/blobdload.aspx?blobid=15223

HOUSING FIRST SOLANO CONTINUUM OF CARE (COC)

July 21, 2017

Dear Housing and Services Providers in Solano County:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017. The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.

The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a **new** permanent supportive housing project, a **new** rapid re-housing project, and/or a **new** transitional housing/rapid rehousing hybrid project. For more information, please find attached a Summary of the FY 2017 CoC Program Competition NOFA.

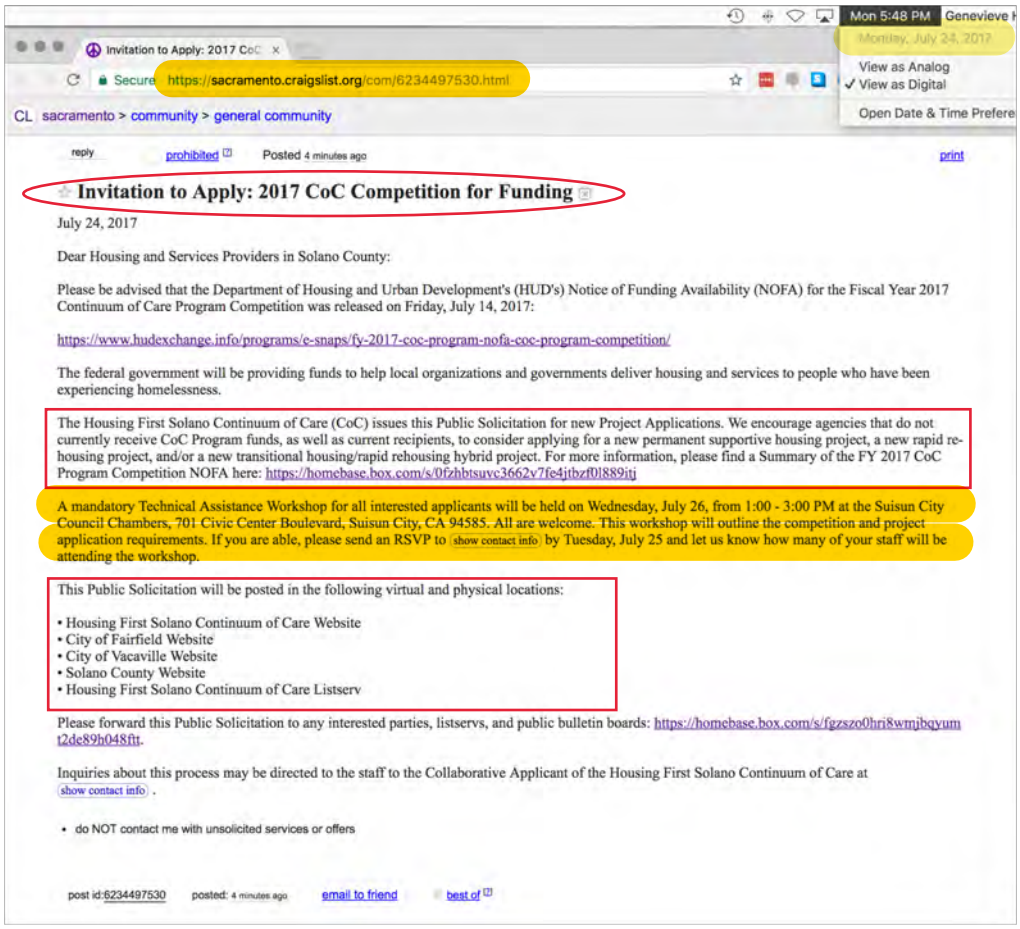
A mandatory Technical Assistance Workshop for all interested applicants will be held on **Wednesday, July 26**, from **1:30 – 3:30 PM** at the **Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585**. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please send an RSVP to solano@homebaseccc.org by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.

This Public Solicitation will be posted in the following virtual and physical locations:

- Housing First Solano Continuum of Care Website
- City of Fairfield Website
- City of Vacaville Website
- Solano County Website
- Housing First Solano Continuum of Care Listserv

Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards.

Inquiries about this process may be directed to John Melis, staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at john@homebaseccc.org.


Mon 5:48 PM
Invitation to Apply: 2017 CoC
https://sacramento.craigslist.org/com/6234497530.html
View as Analog
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CL sacramento > community > general community
reply
prohibited
Posted 4 minutes ago
print
Invitation to Apply: 2017 CoC Competition for Funding
July 24, 2017
Dear Housing and Services Providers in Solano County:
Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition was released on Friday, July 14, 2017:
https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/
The federal government will be providing funds to help local organizations and governments deliver housing and services to people who have been experiencing homelessness.
The Housing First Solano Continuum of Care (CoC) issues this Public Solicitation for new Project Applications. We encourage agencies that do not currently receive CoC Program funds, as well as current recipients, to consider applying for a new permanent supportive housing project, a new rapid re-housing project, and/or a new transitional housing/rapid rehousing hybrid project. For more information, please find a Summary of the FY 2017 CoC Program Competition NOFA here: https://homebase.box.com/s/0fzhbtsuvc3662v7fe4jtbzf0l889itj
A mandatory Technical Assistance Workshop for all interested applicants will be held on Wednesday, July 26, from 1:00 - 3:00 PM at the Suisun City Council Chambers, 701 Civic Center Boulevard, Suisun City, CA 94585. All are welcome. This workshop will outline the competition and project application requirements. If you are able, please send an RSVP to show contact info by Tuesday, July 25 and let us know how many of your staff will be attending the workshop.
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• City of Fairfield Website
• City of Vacaville Website
• Solano County Website
• Housing First Solano Continuum of Care Listserv
Please forward this Public Solicitation to any interested parties, listservs, and public bulletin boards: https://homebase.box.com/s/fgzszo0hri8wmjbqyumt2de89h048ftt.
Inquiries about this process may be directed to the staff to the Collaborative Applicant of the Housing First Solano Continuum of Care at show contact info .
• do NOT contact me with unsolicited services or offers
post id:6234497530
posted: 4 minutes ago
email to friend
best of

2017 HUD CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

TECHNICAL ASSISTANCE WORKSHOP

JULY 26, 2017

1:30 PM – 3:30 PM

SUISUN CITY COUNCIL CHAMBERS

701 CIVIC CENTER BOULEVARD, SUISUN CITY, CA

AGENDA

I. Welcome & Introductions
II. NOFA Competition Overview and Funding Available
III. Technical Assistance (TA) Handbook Review
IV. Local Timeline
V. List of Renewal Projects
VI. Renewal Process, Scoring Tools, and Appeals Process
VII. Renewal Project Q & A

New Projects Only (Including Bonus Projects)

I. Key CoC Program Requirements for New Projects
II. New Project Process and Scoring Tools
III. Required Documentation
IV. New Project Q &A

*HomeBase Staff Available for Additional Questions after the Workshop

HomeBase

Genevieve Herreria <genevieve@homebaseccc.org>

2017 Review and Rank Panel Announcement & Details

2 messages

Allison Ulrich <allison@homebaseccc.org>
Cc: John Melis <john@homebaseccc.org>, Solano <solano@homebaseccc.org>

Tue, Aug 15, 2017 at 4:56 PM

Good Afternoon Housing First Solano CoC Project Applicants,

We are so excited that you have decided to apply for funding in this year's CoC funding competition. The Review and Rank Panel will be meeting on **Tuesday, August 22nd** to evaluate all project applications.

Review and Rank Panel:

This year, we are lucky to have the following as our Review and Rank Panelists:

- **Natalie Siva**, Berkeley Food and Housing Project
- **Wade Askew**, Legal Services of Northern California
- **Patti Uplinger**, Sacramento Self Help Housing

A big thank you to all of the Panelists for their service on behalf of the Continuum of Care. We are grateful for the significant time they invest in this process, and we rely on their careful evaluation in making recommendations regarding prioritized of funding for homeless programs. Please note that additional panelists may be added as we move closer to the date of the Review and Rank Meeting. If you have any questions about, or believe there may be a conflict of interest with, the Review and Rank Panel please reach out to us at solano@homebaseccc.org by **Friday, August 18th.**

Renewal Projects:

For this part of the competition, Renewal Projects will need to ensure that they are available all day by phone on **Tuesday, August 22nd** in order to answer any questions the panel may have regarding your projects. While we are hoping this part of the review may be complete during the first half of the Review and Rank process, we ask that you hold the day to ensure that our panelists get all of the information they need to thoroughly evaluate your projects. We will email you to notify you as soon as you are no longer needed. Thank you so much for your flexibility!

New Projects:

For New Projects, please plan to be available **in person** for an interview with the Review and Rank Panel in the afternoon of **Tuesday, August 22nd.** You will receive a precise interview time slot very shortly!
The Panel will meet at: **Suisun City Council Chambers**, located at **701 Civic Center Boulevard in Suisun City, CA 94585.**

Should you have any questions, please let us know at solano@homebaseccc.org. Thank you!

Best,
Allison

Allison Ulrich | Staff Attorney
870 Market Street | Suite 1228 | San Francisco CA 94102
ph: (415) 788-7961, Ext. 341| fax: (415) 788-7965
www.homebaseccc.org

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

HomeBase

AGENDA FOR REVIEW AND RANKING PROCESS

August 22, 2017
Suisun City Council Chambers

9:00 **Welcome and Orientation**

- Overarching questions and discussion

9:30 **Scoring Process & Interviews**

There are 15 Renewal projects:

- 10 Operating Renewal Housing projects
  - 1 Rapid Rehousing project
  - 9 Permanent Supportive Housing projects
- 4 Renewal Housing Projects with Less than One Year of Operating Data
  - 1 Rapid Rehousing project
  - 3 Permanent Supportive Housing projects
- 1 Renewal Supportive Services Only Project with Less than One Year of Operating Data
  - 1 Coordinated Entry project

Renewal projects are asked to be available via phone interview to discuss project applications

12:30 **Lunch Break**
1:00 **Continue Scoring Process & Interviews**

There are 3 proposed new projects:

- **1:00 pm CAP Solano JPA:** 1 New Support Services Only Project for Coordinated Entry project
- **1:30 pm CAN-B**: 2 New Permanent Supportive Housing projects

New project applicants are asked to attend the Review and Rank session in person to discuss their projects with the panel

By 2:30 **Discuss Ranking and Reallocation; Prepare Final Recommended Ranked List**

5:00 **Conclude Process**

LIST OF APPLICANTS, PROJECTS, AND FUNDING REQUESTS

Agency	2017 Project Name	Project Type	Status	Amount Requested
Renewal Projects				
Anka	STOP Plus	PSH	Operating	$164,997
Caminar	Bonus Grant	PSH	Operating	$32,121
Caminar	Laurel Gardens	PSH	Operating	$48,824
Caminar	Sereno Village	PSH	Operating	$80,163
Caminar	Sereno Village Expansion	PSH	Operating	$32,774
Community Action North Bay	Healthy Living Your Way	PSH	Operating	$122,156
Community Action North Bay	Housing Express	RRH	Operating	$112,383
Community Action North Bay	Housing Express Expansion	RRH	New Renewal	$110,304
Community Action North Bay	Living Self Sufficiently	PSH	Operating	$68,951
CAP Solano JPA/Caminar	Coordinated Entry	SSO	New Renewal	$80,000
Edge Community Church/Fairfield	Restoration Project	PSH	New Renewal	$61,055
Reynaissance	Reynaissance	PSH	Operating	$43,773
Solano County	CalWORKS PSH	PSH	Operating	$159,075
Solano County	CalWORKS PSH 2	PSH	New Renewal	$55,478
Solano County	CalWORKS PSH 3	PSH	New Renewal	$59,848
Total Renewal Request Amount				**$1,231,882**
New Projects				
Community Action North Bay	Living Self Reliantly (LSS Expansion)	PSH	New Project	$31,764
Community Action North Bay	Fairfield VETS	PSH	New Project	$31,764
CAP Solano JPA/Caminar	Coordinated Entry Expansion*	SSO	New Project	$150,000
Total New Request Amount				**$213,528**

*Eligible for reallocated funds only

Annual Renewal Demand: **$1,231,882**
Permanent Housing Bonus Funding: **$73,913**

Tier 1 (94%): **$1,157,969**
Tier 2 (15% + PH Bonus): **$147,826**

Continuum of Care Competition: Appeal Period Closed

Inbox x

John Melis

to HomeBase

Aug 24

Good morning applicants,

Yesterday you received an email with your scores from the Review and Rank Panel for your ranked projects in the 2017 Continuum of Care Competition. The email informed you that all notices of appeal were due by today, August 24 at 11 AM. As of this email the opportunity to file a Notice of Appeal is now closed.

Per the Housing First Solano Review and Rank policies, failure to file a timely Notice of Appeal waives the applicant's right to appeal the Review and Rank Panel's scoring decisions.

Thank you again for participating in the 2017 Continuum of Care Competition. This is a complicated and onerous task, but an important one as it provides significant support for the effort to end homelessness in Solano County.

Sincerely,

John Melis

Continuum of Care Competition: Appeal Period Closed Inbox x

John Melis
to HomeBase

Aug 24

Good morning

Yesterday you ...our ranked projects in the 2017 Continuum of Care Competit... August 24 at 11 AM. As of this email the opportunity to ...

Per the Housin... Appeal waives the applicant's right to appeal the Review an...

Thank you aga... complicated and onerous task, but an important one ... ano County.

Sincerely,

John Melis

from:	**John Melis** <john@homebaseccc.org>
to:	HomeBase Solano Team <solano@homebaseccc.org>
date:	Thu, Aug 24, 2017 at 11:01 AM
subject:	Continuum of Care Competition: Appeal Period Closed
mailing list:	solano@homebaseccc.org Filter messages from this mailing list
signed-by:	homebaseccc-org.20150623.gappssmtp.com
unsubscribe:	Unsubscribe from this mailing-list

HOUSING FIRST SOLANO BOARD

WEDNESDAY, SEPTEMBER 6, 2017 | 11:30 A.M. – 12:30 P.M.
SUISUN CITY COUNCIL CHAMBERS, 701 CIVIC CENTER BLVD., SUISUN CITY, 94585

MEETING AGENDA

If you wish to address any item listed on the Agenda, please feel free to participate in the discussion. Housing First Solano does not discriminate against persons with disabilities and holds meetings in accessible facilities. If you wish to attend this meeting and you require assistance in order to participate, please call HomeBase (415.788.7961) at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. For items not listed on the Agenda, please see items from the public comment section below.

1. Call to Order

2. Roll Call
Quorum Consists of Representatives from at least 10 Member Entities

3. Presentations

4. Public Comments
This is your opportunity to address the members on matters not listed on the Agenda, but it must be within the subject matter jurisdiction of Housing First Solano.

Please limit your comments to two minutes.

5. Additions or Deletions to the Agenda **ACTION**

6. Approval of the Agenda **ACTION**

7. Consent Calendar

7.1 Approve HFS Board Minutes of Regular Meeting July 26, 2017 **ACTION**

8. Old Business or Standing Agenda Items

8.1 Report on Solano Regional Strategic Plan Implementation **UPDATE**

8.2 Legislative and Advocacy Updates **UPDATE**

8.3 Veterans Affairs Updates **UPDATE**

9. New Business

9.1 Continuum of Care Competition Priority Listing **ACTION**

9.2 Governance Documents Updates: CoC Written Standards & Policies and Procedures **UPDATE**

10. Comments from Board Members

11. Staff Report

11.1 Funding Opportunities **UPDATE**

11.2 Federal Updates **UPDATE**

12. Adjourn

2017 COC NOFA

ATTACHMENT 05: COC PROCESS FOR REALLOCATING, QUESTION 1E-4

Housing First Solano encourages reallocation as part of the local competition process. This reallocation policy is part of the review, ranking and selection criteria and was approved, published and communicated alongside those materials. Local competition review, ranking, and selection criteria were discussed by the CoC Board and approved by the CoC on April 26, 2017 at a publicly announced meeting. Public solicitation was sent out on July 21, 2017 and July 24, 2017, via multiple channels, and ranking and selection criteria were circulated to the full member listserv via email. On July 26, 2017, the CoC hosted an open-to-all technical assistance (TA) workshop to provide information and support regarding HUD and local processes, including reviewing the review, ranking, and selection criteria in detail with a special session for new applicants. Review, ranking and selection criteria were provided via email as requested. Materials were posted on the CoC website to ensure each provider had access to materials and to increase transparency of process. Housing First Solano's process for reallocation is communicated throughout the CoC's geographic area.

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Local Materials Technical Assistance (TA) Handbook	2 - 59
• Policies and CoC Process for Reallocation	15, 17 - 18
Final Priority Listing	60

Solano County's 2013-2017 Cumulative Reallocation Calculations

2013			**Reallocation - Grants Eliminated**	
	ARD	$1,136,509	Homeless Assistance Centers	$163,118
			Reallocation - Grants Reduced	
			Building Better Lives	$72,191
			Rosewood House	$12,700
			BLISS	$909
			Transitional Housing for Disabled Single Men	$99
			Sereno Village Expansion	$753
			Sub total - Grants Reduced	$86,652
			Total	$249,770
2014			**Reallocation - Grants Eliminated**	
	ARD	$977,305	Building Better Lives	$114,990
			Reallocation - Grants Reduced	
			Helping Hands for the Homeless	$4,218
			Rosewood House	$4,217
			Better Living in Supportive Services	$4,218
			Transitional Housing for Disabled Single Men	$4,217
			Bonus Grant	$2,678
			Sub total - Grants Reduced	$19,548
			Total	$134,538
2015			**Reallocation - Grants Eliminated**	
	ARD	$1,053,051	Helping Hands for the Homeless	$98,588
			Transitional Housing for Disabled Single Men	$38,488
			Reallocation - Grants Reduced	
			None	
			Total	**$137,076**
2016			**Reallocation - Grant Eliminated**	
	ARD	$1,221,094	Better Living in Supportive Services	$30,079
2017			**Reallocation - Grants Reduced**	
	ARD	$1,231,882	CalWORKS PSH	115,841
			Reynaissance Family Center	23,773
			Total	139,614
			Cumulative Total Reallocation 2013-2017	$691,077
Cumulative Reallocation Formula			$691,077 / $1,136,509 (2013 ARD) =	Cumulative reallocation Percentage of 60.8%

Housing First Solano CoC's 2013 - 2017 Cumulative Reallocation Percentage.

Housing First Solano Continuum of Care

HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition

Technical Assistance Workshop
REVISED
LOCAL COMPETITION HANDBOOK

August 7, 2017

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HOUSING FIRST SOLANO
VALLEJO/SOLANO CONTINUMM OF CARE
2017 COC REVIEW AND RANK POLICIES

THE MID-YEAR REVIEW AND RANK PROCESS

Housing First Solano shall conduct a Mid-Year Review and Rank. The purpose of this Review and Rank is for the Continuum of Care to monitor project performance and provide Continuum of Care grant recipients with interim feedback. The projects may utilize this feedback to improve program outcomes and performance prior to the annual Continuum of Care Competition.

Housing First Solano shall endeavor to hold the Mid-Year Review and Rank no later than six months after the completion of the previous year's Continuum of Care Competition.

Note that only renewal projects are subject to the Mid-Year Review and Rank.

1. PRIOR TO THE MID-YEAR COMPETITION

A. After the conclusion of the previous year's Continuum of Care competition, the CoC Review and Rank committee will evaluate the Review and Rank policies utilized during the competition. The Committee shall make recommendations regarding improvements to the Review and Rank process. The Committee shall also make recommendations regarding improvements to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

B. When the CoC receives its score and debriefing document from HUD, the Review and Rank Committee shall review the policies again in light of that new information. The Review and Rank committee shall make recommendations to revise the Review and Rank policies in alignment with HUD policies and priorities as evidenced by the CoC scoring document and debrief. The Committee shall also make recommendations regarding changes to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

2. PROJECT APPLICATION SUBMISSION PROCESS FOR THE MID-YEAR REVIEW AND RANK

A. All renewal projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be

compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the Mid-Year Review and Rank. For example, if the Mid-Year Competition begins on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application at the announcement of the Mid-Year Review and Rank. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects operating for more than one year will receive their APR data and a draft PRESTO report the day the Mid-Year Review and

Rank is announced. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.
    1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
    2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is finally submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will be accepted for purposes of the Mid-Year Competition.

G. All materials shall be ready for review by the Review and Rank panel no later than five weeks after the announcement of the Mid-Year Review and Rank.

3. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall meet no later than six weeks after the announcement of the Mid-Year Review and Rank.

C. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

D. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

E. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

F. All projects submitted as Renewal Projects will be required to be on call on the day of the Mid-Year Review and Rank Meeting to answer questions from the Panel as required.

G. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The ranked list will not be subject to tiering requirements. Projects with less than one year of operating data or that have not begun operating will receive a score of "N/A" and be placed at the bottom of the ranked list.

H. In addition to creating a ranked list, the Review and Rank Panel will provide detailed comments for project applicants about areas of improvement for the projects.

4. PROJECT REPORTS

A. After the conclusion of the Mid-Year Review and Rank, HomeBase will compile the comments of the Mid-Year Review and Rank Panel along with the scores received by the project in each category. This report will be sent to the project for review within one month after the Mid-Year Review and Rank.

B. HomeBase will also compile a report for the Housing First Solano Board. This report will contain the complete listing with the total score for each project displayed. This report will also contain generalized comments based on overall project performance. Finally, this Board Report will contain information on specific projects if those projects are likely to lose funding due to lack of spend downs or other serious compliance issues.

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Housing First Solano Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA.

1. PRIOR TO THE NOFA RELEASE

A. After the conclusion of the Mid-Year Review and Rank, the Review and Rank Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC Board.

B. If for any reason Housing First Solano does not conduct a Mid-Year Review and Rank, then the procedures listed under Section 1 of the Mid-Year Review and Rank shall be followed.

2. NOFA RELEASE AND TECHNICAL ASSISTANCE WORKSHOP

A. Upon publication of the 2017 CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Board with input from the Review and Rank Committee members and project applicants encouraged.

B. Upon publication of the 2017 CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

C. All applicants/potential applicants are required to participate in the **NOFA Overview Technical Assistance Workshop**.

   i. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.

iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

iv. A portion of the Workshop will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

D. **Any Applicant who fails to attend the Technical Assistance Workshop will be unable to participate in the CoC Competition absent special circumstances**.

i. Projects may be excused from the TA Workshop for emergencies which prevent the program from sending a representative staff member to the TA Workshop. However, HomeBase must be notified of the emergency as soon as possible.

ii. If the absent project is a renewal project, the funds will be reallocated for eligible new projects.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. **Sources of Information:**

i. **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year terminating in the month prior the beginning of the NOFA. For example, if the NOFA is released on May 1, 2017, APRs will be run for the year of March 1, 2016 to April 1, 2017.

ii. The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.

iii. **eSNAPS materials**: This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The type of information requested will vary based on project type:

i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

ii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

i. All projects will receive the Local Application during the Technical Assistance Workshop. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Technical Assistance Workshop. The draft PRESTO report will only contain APR data.

a. Projects will have one week to review the APR data and draft PRESTO report.

1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.
2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Technical Assistance Workshop. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Technical Assistance Workshop. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Technical Assistance Workshop.

G. **Late penalties**: Late penalties only apply to the submission of the local application and the approval of the second APR. All timelines will indicate on what date the late penalty applies.

i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iii. Materials received more than 72 hours after the deadline will not be accepted.

iv. **Incomplete applications which are not completed by the 72 hour deadline will be considered incomplete and excluded from the CoC Competition.**

v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4. REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall be selected via the process and subject to the conditions provided in the section titled "Review and Rank Membership."

B. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

C. The Panel shall meet no later than six weeks after the Technical Assistance Workshop.

D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

F. The Panel shall meet no later than six weeks after the Technical Assistance Workshop to evaluate and score the projects submitted as part of the Continuum of Care Competition.

G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

H. All projects submitted as Renewal Projects will be required to be on call on the day of the Review and Rank Meeting in order to answer questions from the Panel as required.

I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.

J. The ranked list is created by the following procedures:

   a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

   b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

   c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding due to substandard performance in

The Review and Rank process encourages utilization of reallocated funds.

outcomes or utilization of funds. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.

d. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1.

K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

L. After the Review and Rank Meeting, a priority listing with scores will be compiled.

M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

5. APPEALS AND FINAL LISTING

A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled "Appeals Process." All appeals shall be concluded within one week of the Review and Rank Panel Meeting.

B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

REVIEW AND RANK PANEL MEMBERSHIP

1. REVIEW AND RANK PANEL MEMBER QUALIFICATIONS

Review and Rank Panel members shall be:

- Knowledgeable about homelessness and housing in the community and are broadly representative of the relevant sectors, subpopulations, and geographic areas
- "Neutral," meaning that they are not employees, staff, or otherwise have a business/financial or specific personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the CoC; and
- Willing to review projects with the best interest of homeless persons in mind.

Review and Rank Panel members agree to:

- Dedicate time for application review and Review and Rank Panel meetings
- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement.

2. REVIEW AND RANK PANEL SELECTION

Review and Rank Panel members for the Mid-Year and Continuum of Care Competition Review and Rank shall be chosen by Housing First Solano staff subject to the membership qualifications above.

The Review and Rank Panel shall consist of three to five members.

For purposes of the Continuum of Care Competition Review and Rank, Housing First Solano shall make every effort to ensure continuity between the Mid-Year Review and Rank panel membership and the Review and Rank Panel Membership for the Continuum of Care Competition.

3. CONFLICTS OF INTEREST

Note: This section only applies to the Continuum of Care NOFA Competition.

If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation.

APPROVED by the Housing First Solano General Membership on April 26, 2017

REALLOCATION OF FUNDS

Note: This section only applies to the Continuum of Care NOFA Competition.

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

Housing First Solano has identified the need for permanent housing options within Solano County. Lowest performing projects may be reallocated to support new permanent supportive housing or rapid re-housing projects that emphasize serving the Chronically Homeless or Transition Aged Youth. Housing First Solano also recognizes the need for an efficient Coordinated Entry system and recommends reallocation of poorly performing projects to support Coordinated Entry. However, reallocation to Coordinated Entry should be avoided if it will result in the elimination of permanent housing beds.

Reallocation is the only source of funding for HMIS and Coordinated Entry projects. Bonus funding cannot be used for these projects.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. Housing First Solano will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

1. MEMBERS OF THE APPEAL PANEL

The Appeal Panel shall consist of three members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with experience in grant administration and homelessness projects.

The Appeal Panel will be selected by the neutral facilitator of the Review and Rank process.

Appeal Panel members must not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure to follow the Review and Rank process resulting in a reduced score

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:
    i. A statement as to why the project is eligible to appeal.
    ii. The basis for the appeal
    iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
    i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.
    ii. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.

E. The Appeal Hearing shall be conducted according to the following procedure:
    i. The Appeal Hearing will be conducted telephonically.
    ii. The Appeal Panel will join the call with the neutral facilitator and a representative of the Review and Rank Panel.
    iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
    iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
    v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.

vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

HOUSING FIRST SOLANO NOFA TIMELINE

DATE	DATE
FY2017 CoC Program Competition Opens	July 14, 2017
Draft APRs and PRESTO reports Distributed to Projects	July 21, 2017
Technical Assistance Workshop	**July 26, 2017 from 1:30 PM to 3:30 PM**
Final approval of Renewal Project APR data due by 5 PM	**August 4, 2016**
New/Renewal Project Applications Due to the CoC along with eSNAPs PDF	**August 11, 2017, 5 pm**
Final approval of PRESTO reports by projects	**August 16, 2017, 5 PM**
Review and Rank Panel training and preliminary scoring	**August 16-21, 2017**
Review & Rank Panel Meets, Renewal Project Applicants on-call by phone, New Project Applicants Attend In-Person Interviews	August 22, 2017 (all day)
Review & Rank Decisions Announced	August 23, 2017 – by 9 a.m.
Notice of Intent to Appeal a Review and Rank Decisions Due	August 23, 2017 – by 5 p.m.
Formal Appeals of Review & Rank Decisions Due	August 25, 2017, 5 pm
Appeals Considered	Week of August 28, 2017
Appeals Decisions Announced	August 30, 2017
Board Approval of Priority Listing	September 6 or 7, 2017
CoC's Priority Listings Finalized and Notice Posted Formal Written Notice Provided to All Projects	By Sept. 13, 2017
Project Application Review by HomeBase	August 7-Sept. 20, 2017
Project Applications Finalized in e-snaps	**September 20, 2017, 5 pm**
CoC Board Review and Approve Consolidated Application	**Week of Sept 18, 2017**
CoC Posts Consolidated Application for Community Review	**By September 22, 2017**
CoC's Consolidated Application Submitted to HUD	**By September 27, 2017 5 pm**

HOUSING FIRST SOLANO CONTINUUM OF CARE

ELIGIBLE RENEWAL PROJECTS

Agency	Project	Project Type	Total Amount Requested
Anka Behavioral Health, Inc.	STOP Plus	PH	$164,977
Caminar	Sereno Village Expansion	PH	$32,774
Caminar	Laurel Gardens	PH	$48,824
Caminar	Sereno Village	PH	$80,163
Caminar	Bonus Grant	PH	$32,121
City of Fairfield, CA	Restoration Project	PH	$61,055
Community Action North Bay	Living Self Sufficiently	PH	$68,951
Community Action North Bay	Housing Express	PH	$112,383
Community Action North Bay	Healthy Living Your Way	PH	$122,156
Community Action North Bay	Housing Express Expansion	PH	$110,304
Community Action Partnership	Coordinated Entry System	SSO	$80,000
Reynaissance Family Center	Reynaissance Family Center	PH	$43,773
Solano County Health & Social Services	CalWORKS PSH	PH	$159,075
Solano County Health & Social Services	CalWORKS PSH 2	PH	$55,478
Solano County Health & Social Services	CalWORKS PSH 3	TH	$59,848

GRAND TOTAL ANNUAL RENEWAL DEMAND: $1,231,882

Housing First Solano Continuum of Care
McKinney-Vento Continuum of Care Program Grants

RENEWAL PROJECT SCORING FACTORS

2017 Continuum of Care Competition

APPROVED by the Housing First Solano General Membership on April 26, 2017

Letter	THRESHOLD CRITERIA	Met or Not Met?
A	**HMIS Implementation:** The project ensures it will participate in HMIS implementation, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	
B	**Coordinated Entry:** The project ensures it will participate in coordinated entry, when it is available for the project type, unless the project is a victim-service agency or serving survivors of domestic violence.	
C	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
D	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
E	**Participant Eligibility:** All program participants meet the category of homelessness applicable to the program component type and all program participants are eligible in conformity with particular grant requirements.	
F	**Eligibility Documentation:** Program complies with all HUD requirements regarding documentation of disability and homeless status.	
G	**Agency and Program Budget:** Budgets are clearly defined and adequately describe where Continuum of Care funds are spent.	

Project's Work is Consistent with Community Needs
(10 points possible)

	Possible Points	Points Earned
1) Projects will receive points based on their project type: Permanent supportive housing for Chronically Homeless = 10 Permanent supportive housing = 8 Rapid Rehousing = 8	10 points	

Outcomes **(35 points possible)**

Has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed?

Reviewers may make up to a two point adjustment within the scale to account for the fact that outcomes will naturally be lower in more difficult to serve populations, which includes, but is not limited to: low or no income, current or past substance abuse, criminal record–with the exception of restrictions imposed by federal, state, or local law or ordinance–and chronic homelessness.

	Possible Points	Scale	Points Earned
2) Utilization Rate (System Performance Measures 1, 3, 7): The project is at capacity in serving the number of homeless people it is designed to serve.	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	

3) Performance Measures: Has the project set and met additional performance measures for itself? Are program goals realistic but sufficiently challenging given the scale of the project?	5 points	Award 2 points for having set and met additional measures Award up to 3 additional points if the measures met are realistic and challenging	
4) Housing Retention (System Performance Measures 2, 7): The percentage of formerly homeless individuals who remain housed in the HUD permanent housing or exited to a permanent destination is at least **85%.**	10 points	95-100% 10 pts. 90-94.9% 9 pts. 87.5-89.9% 8 pts. 85-87.4% 7 pts. 82.5-84.9% 6 pts. 80-82.4% 5 pts. 77.5-79.9% 4 pts. 75-77.4% 3 pts. 70-74.9% 2 pts. 60-79.9% 1 pt. 0-59.9% 0 pts.	
5) Mainstream Services (System Performance Measure 4): Program demonstrates success in connecting clients with mainstream resources based the percentage of adult clients who are receiving one or more cash or non-cash benefits	5 points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 40-59.9% 1 pt. 0-39.9% 0 pts.	
6) Increase in Income: (System Performance Measure 4): Percentage of adults that maintained or increased income from any source, excluding those who maintained an income of $0.	5 Points	90-100% 5 pts. 80-89.9% 4 pts. 70-79.9% 3 pts. 60-69.9% 2 pts. 50-59.9% 1 pt. 0-49.9% 0 pts.	

Budget **(12 points possible)**

	Possible Points	Points Earned
7) Documentation: • Is agency and project budget clearly articulated, with no unnecessary or unexplained items? • Is the agency and project budget sufficient but cost-effective related to the population it is serving and the outcomes it is projecting? • Is the budget itself sufficiently detailed to provide an understanding of the full scope of activities for the project?	4 points	
8) What percentage of the project's grant funds were drawn down in the past year?	4 points	
9) Were the grant funds drawn down at least once per quarter the past operating grant year as required by HUD?	4 points	

Agency Capacity **(18 points possible)**

	Possible Points	Points Earned
10) Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	
11) Has HUD de-obligated any of the agency's/program's grant funds in the past operating year? Consider: • The magnitude of the deobligation • Has the agency provided an explanation? • Is the agency taking action to prevent this problem in the future? Award full points for agencies who have not had any funding deobligated by HUD. Deduct points based on the severity of the deobligation.	5 points	
12) Does the agency/each agency actively participate in the Continuum of Care? Consider: • The agency's attendance and participation at CoC meetings • The agency's attendance and participation with CoC committees • Any activities the agency has participated in with or on behalf of the CoC • The agencies participation in/commitment to Coordinated Entry • Special initiatives that agency has participated in, including Healthcare and Housing, SOAR, special trainings, CSBG workshops, etc. • Any Leadership positions (i.e. serving on the Board or Committee leadership held by the agency)	5 points	

13) CoC Competition Participation: Has the agency met all deadlines during the CoC Competition? • Note: The information for this question is created by the staff report. • Full points awarded for projects which have never missed a deadline. • No points for projects who have missed any CoC Competition deadline.	3 Points	

HMIS **(10 points possible)**

	Possible Points	Scale	Points Earned
14) HMIS: % of null of missing values	5 points	0-4.9% 5 pts. 5-9.9% 4 pts. 10-14.9% 3 pts. 15-100% 0 pts.	
15) HMIS: % of exiters who exit to a known destination	5 points	95-100% 5 pts. 90-94.9% 4 pts. 85-89.9% 3 pts. 0-84.9% 0 pts.	

HUD Policy Priorities **(15 points possible)**

	Possible Points	Points Earned
16) Housing First Has the project committed to and are they practicing a Housing First approach? Is that demonstrated by their policies and procedures and with verification through their APRs (reasons for exiting clients)?	5 points	
17) Chronically Homeless If a PSH project, has it dedicated its beds to serving 100% chronically homeless individuals and is that dedication reflected in its clientele? Award full points for complete dedication. Award two points for prioritization.	5 Points	
18) Serving Vulnerable Populations Award up to 5 points for agencies that serve hard-to-serve populations. Possible needs and vulnerabilities include: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work.	5 points	

Total Points Earned: _____/100

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017 at 5:00 pm**

This Request for Information (RFI) must be completed for **each** renewal project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 6/1/16 to 5/31/17) to create a PRESTO-generated report to be used by the Review and Rank Committee.

For each renewal project application, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer the renewal questions #1 through #36**. You should ignore all other questions.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their project application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or about the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL INFORMATION

1. **What are your most recently completed operating year dates?** This is based on your most recently completed GRANT year, as defined by HUD.

2. **Please provide a summary description of your project.** Include the populations your project serves (e.g. homeless emancipated foster youth, chronically homeless families, etc.). Include descriptions of service delivery and linkages with other organizations. If your population is high-needs, please explain. (Please note that this summary is what will appear in the PRESTO database as the narrative for the Review and Rank Panel to see on your project's page. Please ensure that it is up to date, accurate and consistent with the other data provided in this Local Application and in your e-snaps application and APR).

3. **If your project has not yet started**, please describe your progress and timeline toward serving clients. **If your project has less than a year of data**, please describe how your operations have gone so far.

OUTCOMES

4. How many **beds** are you contracted with HUD to serve at a single point in time?

5. How many **units** are you contracted with HUD to serve at a single point in time?

6. As of the time you are filling out this questionnaire, how many **beds** are you currently serving?

7. As of the time you are filling out this questionnaire, how many **units** are you currently serving?

8. **If you are not currently operating at your contracted bed/unit inventory** please explain why. Please also explain your plan for getting to full occupancy and an anticipated timeline for getting to full occupancy. If you are currently serving more than the contracted amount, please explain how you are able to do that (i.e. overflow/seasonal beds, over-leasing, etc.)

9. For the **Mainstream Services** (Scoring Factor 5) and **Increase in Income** (Scoring Factor 6) metrics, **if not all of your clients are receiving income or mainstream benefits**, please describe your program's efforts to connect the remaining individuals with income and mainstream services. Please be specific as to the case plan for each individual without using any identifying information.

10. **Please list any additional performance measures you have and the outcomes achieved.** Please describe how you selected the performance measure, how you determined the appropriate goal, how you encourage clients to meet that goal, and how many clients have achieved that goal. Please provide raw numbers for clients, not percentages (e.g. "30 of 40 clients pay their utilities on time for the past twelve months). ***Note****: These performance measures should be any you have in addition to the performance measures listed on the scoring tool (Housing Stability, Increasing or Maintaining Income, Connection to Mainstream Resources).*

BUDGET

11. What is your **CoC Project Grant Amount** for the current grant operating year?

12. How much of your CoC Project Grant Amount have you **already expended** for the current grant operating year?

13. **Do you anticipate spending all of your funds for this grant?** If not, please provide a narrative explaining why you will not spend down all of your funds.

14. Please list all of the **dates on which you drew down funds from HUD's e-LOCCs system** during the last grant year. Please list all dates as MM/DD/YY, and please separate all dates with commas. For example, if you drew down funds on December 10th, 2016 and April 2nd, 2017, you would type: "12/10/16, 4/2/17."

15. **If your drawdowns were not consistent**, please describe why there are inconsistent drawdowns.

16. Please describe your agency's **internal accounting procedures** that track eligible costs for CoC grants.

AGENCY CAPACITY

17. Has the agency or the project had any **HUD monitoring or audit findings** since January 2015? Also, does the agency or project have any outstanding HUD monitoring findings, no matter when the occurred? If so, please list them here. *(Please attach copies of correspondence about HUD findings to your submission; see the last page of this document for details.)*

18. Have any CoC funds been **formally de-obligated** for this project? If yes, please briefly indicate the amount, date, and reason.

19. Please indicate your agency's **level of participation in the Housing First Solano CoC meetings from January 2016 to the present**. Include detailed information regarding your agency's participation in the CoC (attendance/participation at CoC and committee meetings; contributions to CoC policies, decisions, documents; presentations to or on behalf of the CoC; participation in any special initiatives such as SOAR, Healthcare and Housing, CSBG workshops, etc., participation in/commitment to Coordinated Entry).

20. Please describe your agency's **policies for ensuring accurate HMIS data**.

HUD PRIORITIES

21. **Does your project practice a Housing First approach?** Please describe. Describe your intake policies and procedures. What is required to enter your program? What is required to stay in your program? What kinds of activities can result in a resident being asked to exit your program? If anyone exited your program for a destination other than PH, what was the reason?

22. **If your project is a permanent supportive housing project**, please also state whether you have committed to serving **100% chronically homeless persons**. If you have and that commitment is not reflected in your clientele, please explain why not (e.g. clients have been in the project since before the commitment to CH). Also, please indicate how many of your current program participants are chronically homeless. (If your project is not a PSH project, please just type "Pass.")

23. Please provide the number of individuals in your project who are part of one of the following categories. You may include persons in more than one category. If your project does not serve someone in one of the following categories, please indicate "0" for that category. For this question, please state how many people in your project have **low or no income.**

24. How many people in your project are current s**ubstance abusers** or have a history of substance abuse?

25. How many people in your project have a **criminal record**?

26. How many people in your project have been or currently are a **victim of domestic violence**?

27. How many people in your project are **Lesbian, Gay, Bisexual, Transgender, or Questioning** (LGBTQ)?

28. How many people in your project are **resistant to receiving services**?

29. How many people in your project have **significant health or behavioral health challenges** or functional impairments which require a significant level of support in order to maintain permanent housing?

30. How many people in your project are **high utilizers of crisis or emergency services, including emergency rooms, jails, and psychiatric services**, to meet basic needs?

31. How many people in your project are **coming from the streets or other unsheltered situations**, particularly youth and children?

32. How many people in your project are **particularly vulnerable to illness or death**?

33. How many people in your project are **particularly vulnerable to victimization, including physical assault, trafficking, or sex work?**

34. For the measures immediately above, please describe the total number of persons counted overall, and the **methodology for determining vulnerability**.

35. For the measures immediately above, please describe the **policies or procedures your agency uses to track this information** (regarding vulnerability).

36. If you wish, you may use this space to **comment on any factors** relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please continue to the next page to see the list of required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed.	Please initial confirming that the full budget is included:
d) Your **FULL AGENCY AND PROGRAM policies** which govern program operation including, but not limited to: i) Participant entry and exit policies, ii) HMIS policies and procedures, iii) Documenting client eligibility, and iv) Budgeting and accounting policies.	Please initial confirming the full program and agency policies are included:
e) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
f) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge. I understand that providing inaccurate data can result in consequences up to and including the loss of grant funds.

Executive Director:_____ Date: _____

NEW PROJECT SCORING FACTORS
2017 Continuum of Care Competition
APPROVED by the Housing First Solano General Membership on April 26, 2017

Threshold Criteria

If a project fails to meet the following criteria it will not be considered in the Continuum of Care Competition.

		Did Project meet threshold?
A	**Project Type:** The project is for permanent supportive housing, rapid rehousing, transitional housing/rapid rehousing partnership or for a coordinated entry system.	
B	**Eligibility of Participants:** The project will serve eligible persons who are homeless using HUD's definition. This may include homeless youth and persons fleeing domestic violence or trafficking.	
	If the project will be <u>permanent supportive housing</u>, it will serve chronically homeless people. *(Definition: individuals from streets, emergency shelters, safe havens, or an institution for less than 90 days and was chronically homeless at entry into the institution that has been homeless in such places for at least one year or at least 4 times in 3 years and that has a diagnosed disability, or families with a head of household that meets the definition of chronically homeless)*	
	If the project will be <u>rapid rehousing</u>, it will serve homeless households living on the streets or in emergency shelter.	
	If the project will be <u>coordinated entry</u>, it will provide referrals and facilitate access to services for all groups covered under the HUD definition of homelessness.	
C	**Eligible Applicant:** Applicant and subrecipient (if any) are eligible. Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments.	

		Did Project meet threshold?
D	**Project can meet HUD Timeliness Standards:** Project has secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.	
E	**Compliance with Fair Housing:** Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
F	**Equal Access:** The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
G	**HMIS Participation:** The application clearly indicates that the agency intends to participate in HMIS in the event that the project is funded.	
H	**Renewable Activities:** The project utilizes the grant funds for renewable activities (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)	
I	**Coordinated Entry:** The project will participate in Coordinated Entry unless it is a victim-service agency or serving survivors of domestic violence.	

Project Elements (40 points possible)

Factor	Possible Points	Points Earned
1) PROGRAM DESIGN **For Permanent Supportive Housing and Rapid Rehousing Projects:** Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services. • Does the program design include the use of innovative or evidence-based practices? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements? • Will the program be physically accessible to persons with disabilities? **For Coordinated Entry:** Program design is in alignment with coordinated entry system design envisioned by CoC. • Is the system easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area? • Is there a standardized assessment process? Does the program ensure that program participants are directed to appropriate housing and services?	15 points	
Factor	**Possible Points**	**Points Earned**

2) Site control The program has either secured the housing for the project, or if not secured, adequately describes how the program will acquire the necessary housing for the project type. Consider: • **For PSH:** Is the program single site or scattered site? Has the agency secured a lease for the site location? Is there adequate property available in the geographic region for this proposed program? • **For RRH:** Does the agency describe how it will locate housing for project participants? Does the agency already have relationships with existing landlords to expedite housing placements? What experience does the agency have in housing low or no-income individual in a scattered-site model? **For Coordinated Entry:** Does the agency describe where the coordinated entry points will be located? Has it secured those locations? Are there alternative access points (phone system, mobile outreach, etc) which negate the need for multiple-points of access. If a "no wrong door" approach is envisioned, how will the agency ensure all participates are adequately trained?	5 Points	
3) Community Coordination Program will have adequate connections to the broader homeless Continuum of Care. Consider: • The extent to which the agency has existing relationships with other services or agencies. • The detail to which service linkages are described. Award less points for general statements, more points for concrete descriptions of service linkages and delivery. The program's ability to accept referrals from the Coordinated Entry system and any barriers which would prevent full participation (e.g. funding limitations, geographic constraints, etc.)	10 points	
Factor	**Possible Points**	**Points Earned**

4) Housing First/Low Barrier Approach Program states it is Housing First meaning it is no- or low-barrier in terms of project entry and project participation requirements. Consider the extent to which the project requires the following: • The project does not require detox treatment and/or days of sobriety to enter • The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter • The project does not bar clients based on past (non-violent) rule infractions • The project accepts all clients regardless of sexual orientation or gender identification and follows all fair housing laws • The project does not exclude persons with zero income and/ or limited to no work history • The project does not terminate program participants for any of the above listed issues. The project also does not terminate participants for: ❖ low or no income, ❖ current or past substance use, ❖ history of domestic violence, ❖ failure to participate in supportive services, ❖ failure to make progress on a service plan, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance. **4) Housing First/Low Barrier Approach Continued**	10 points	

For Coordinated Entry: Does the project proposal describe a plan to prevent screening people out of the coordinated entry process due to perceived barriers related to housing or services and ensuring that all participants have fair and equal access to the Coordinated Entry System, including people with disabilities or Limited English Proficiency? Do they have a plan for marketing the system, in concert with the CoC to ensure equal access? Will the staff administering assessments use culturally and linguistically competent practices and incorporate cultural and linguistic competency training into the required annual training protocols for participating projects and staff members?		

Increasing Participant Income (5 Points)

Factor	Possible Points	Points Earned
5) Participant Evaluation and Support: Consider the extent to which the program description has considered connecting clients to mainstream resources: • Does the program's policies and procedures describe how it will evaluate client eligibility for mainstream resources? • Do the program's policies consider client needs and choice in determining what mainstream resources or job training programs are appropriate for the participant? • If the program cannot link clients to mainstream services itself, does it have strong partnerships with other organizations who can provide the necessary job training skills? **For Coordinated Entry:** Does the agency have a plan for diverting clients who might be able to self-resolve? Evaluate how the agency will connect clients to self-help resources when appropriate.	3 Points	
6) Agency resource training Program conducts or provides access to training for staff on available mainstream resources for which clients may qualify. Consider: • Agency plans for staff training on benefits eligibility • Agency linkages with mainstream benefits providers Agency capacity to provide mainstream benefits, such as SOAR training	2 points	

Agency Background and Capacity (35 Points)

Factor	Possible Points	Points Awarded
7) Past Experience Agency has successfully operated at least one program similar to the one proposed for at least two years and/or has a strong grant management, compliance and performance history. If the agency has not operated a program like this before, the agency can demonstrate that it has sufficient prior experience and success in: • Providing homeless housing or services; or • Administering rental assistance; and • Can manage complex reporting requirements with adequate financial controls. For Past CoC Recipients: If the program is a recipient of prior HUD Continuum of Care Grant, project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.1	15 points	
8) Audit Findings Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider: • The nature of the findings • Has the agency provided an explanation for these findings? • Is the agency taking corrective action? Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.	5 points	

Factor	Possible Points	Points Awarded
9) Budget Description Is the budget adequate for the project type and proposed service delivery model. Consider: • Budgeted staff and expenses are adequate to support the proposed program and cost-effective. Budget is clearly articulated, with no unnecessary or unAZSWZexplained items, such that HUD could understand how proposed costs align with eligible expenses.	5 points	
10) Internal Program Accounting The agency demonstrates a strong ability to track and understand costs and expenses in real time. Consider: • The agency's internal financial monitoring process. • The agency's current policies for financial reporting. • Oversight by the agency's board of directors to ensure financial compliance. • The agency's strategy for documenting eligible costs and ensuring adequate grant drawdowns on a regular basis.	10 points	

HUD Priorities (20 Points)

Factor	Possible Points	Total Points
Project Types That Align with HUD Priorities: • Providing Permanent Housing (PSH, RRH, or TH-RRH partnerships) = 5 pts. • SSO For Coordinated Entry = 3 pts	5 points	
Prioritizing Chronically Homeless: • Project will dedicate all of its beds to chronically homeless individuals/families = 5 pts. • Project does not dedicate all beds for chronically homeless people, but gives the CH priority for admission = 3 pts. • Project will not dedicate, prioritize, or provide any housing for people who are or were chronically homeless = 0 pts. **For Coordinated Entry:** Analyze how the project will prioritize clients seeking services. If the project will prioritize based on chronic homeless status, award full points.	5 points	
Severity of Needs: Award up to 5 points for serving the following population types: 1. Low or no income; 2. Current or past substance use; 3. Criminal record; 4. Having been or currently a victim of domestic violence; 5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status; 6. Resistance to receiving services; 7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing; 8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs; 9. Coming from the streets or other unsheltered situations, particularly youth and children; 10. Vulnerability to illness or death; or 11. Vulnerability to victimization, including physical assault, trafficking, or sex work. Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will	5 points	

attempt to reach out to these individuals is insufficient. Consult the program design for more information.		
The Program targets a specialized population, such as: • Youth • Victims of Domestic Violence/Trafficking • Families with Children • Persons Experiencing Chronic Homelessness • Veterans Note: The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to reach out to these individuals is insufficient. Consult the program design for more information.	5 points	

Total Points Awarded: _____/100

HOUSING FIRST SOLANO

2017 CONTINUUM OF CARE REVIEW AND RANK
REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: **August 2, 2017, 12:00 pm**
Complete Your Application By: **August 11, 2017, 5:00 pm**

This Request for Information (RFI) must be completed for each new housing or coordinated entry project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will used to create a PRESTO-generated report to be used by the Review and Rank Committee. **As soon as you decide that you will or may apply,** please send an initial e-mail to solano@homebaseccc.org containing:

- The subject line "**Solano CoC NOFA – New Application**"
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, please log on to www.prestoevals.org, click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of your project name, and then **answer questions #101 through #117**. After answering Question #117:

- If you are applying for a new housing project, please answer **questions #201 through #206**.
- Alternatively, if you are applying for a new coordinated entry project, you should instead go on to answer **questions #301 through #306**.

Also, for each new project application, please send **a second email** to solano@homebaseccc.org containing:

- A subject line that clearly describes the email's contents ("Solano CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]")
- In the body of the email, a numbered list of the attachments
- And the following attachments:
    - 1 PDF of your applicant profile from e-snaps
    - 1 PDF of your project application from e-snaps
    - Any relevant attachments as indicated in the RFI, which may include:
        - Proposed full project budget
        - Audit/monitoring documentation
        - Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at solano@homebaseccc.org to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or the meaning of the questions in the application, please send them to: solano@homebaseccc.org.

GENERAL PROJECT INFORMATION

101. **What is your general project type?** Permanent Supportive Housing for chronically homeless? Rapid Re-Housing (RRH) for individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homelessness? TH-RRH hybrid programs? Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system?

102. **Please describe why your participants are eligible for your proposed project type.** Will participants be homeless under HUD's definition? What population(s) does your project serve (e.g. homeless emancipated foster youth, chronically homeless families, etc.)? If your population is high-needs, please explain. If the project will be permanent supportive housing, will it serve a majority of chronically homeless people? If the project will be rapid re-housing, will it serve homeless households living on the streets or in emergency shelter? If the project will be coordinated entry, will it provide referrals and facilitate access to service for all groups covered under the HUD definition of homelessness?

103. Does your project **intend to participate in HMIS**?

104. Does your project intend to utilize the **grant funds for renewable activities** (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?

105. Will your project participate in **Coordinated Entry**?

106. Is your organization **either a local government entity or nonprofit agency**?

107. Has your project secured or will it secure **proof of site control**, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award?

108. Will your project have policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry?

109. Will your project ensure equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy?

BUDGET & COST EFFECTIVENESS

110. Please include any comments on how the **budgeted staff and expenses are adequate** to support the proposed program. *Please also submit a copy of your project budget including both HUD and non-HUD funds.*

AGENCY CAPACITY

This section asks you to describe your agency's expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements.

111. How have you **successfully handled federal or other major grants** of this size without difficulty or problems in the past 5 years? Have you regularly draw down your HUD grant funds throughout the grant year and met the administrative and reporting requirements of your grants?

112. Has your agency had any **outstanding HUD findings or concerns** and/or financial audit findings in the past three years? How has your agency responded to the concerns?

113. Has HUD **de-obligated any of your agency's grant funds** and if so, why?

114. How has your agency **demonstrated, through past performance, the ability to successfully carry out the work proposed** and that it has successfully served homeless people as a particular group? Please describe your experience handling a like-project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).

115. Will the project be **ready to start** by HUD's statutory deadlines? Please describe how the project will overcome regulatory obstacles such as tenant displacement or relocation, or any anticipated environmental or zoning issues.

HMIS PARTICIPATION

116. **Has your agency used HMIS for its other projects?** If you have not used HMIS before, please describe your capacity to meet the training and data entry requirements of HMIS. If you have used HMIS before, *please provide your overall data quality (ART report 640).*

PERFORMANCE MEASURES

117. How are **projected performance measures realistic but sufficiently challenging** given the scale of the project, and how are outcomes measurable and appropriate to the population being served?

At this point, please either continue to Question #201 (for Housing Projects) or to Question #301 (for Coordinated Entry Projects).

HOUSING PROJECTS ONLY

201. For Permanent Housing Projects only, **please explain your project design**, intended population served, and program service delivery.

202. How does the program design include **provision of comprehensive/intensive case management and appropriate supportive services**? Please describe: How is your project appropriately staffed to provide the services? How are your staff trained to meet the needs of the population to be served? How does your program include involvement of clientele in designing and operating the program? How is the program design intentionally inclusive of and accessible to all eligible clients?

203. How is the housing where participants will reside appropriate to the program design proposed? Please describe: How is the project staffed appropriately to operate the housing? How are staff trained to meet the needs of the population to be served? How will the program be physically accessible to persons with disabilities? How is the project located such that basic amenities (e.g. grocery stores, pharmacies, etc.) are easily accessible?

204. How do/will the project's policies and procedures ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under mainstream health and social service programs? Consider: Does the agency demonstrate a track record of enrolling clients in all mainstream services for which they are eligible?

205. How will your project implement Housing First by minimizing barriers to entry and program participation?

206. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

COORDINATED ENTRY PROJECTS ONLY

301. For Coordinated Entry Systems, to what extent will your project be accessible by individuals and families in **all geographic areas of the CoC**?

302. Will the project **utilize the VI-SPDAT**?

303. **How will the project be well publicized countywide**? Publicizing may occur through physical notices posted in key locations (e.g. food pantries, faith communities, County offices, other service providers, and others), newspaper notices, etc.

304. How will needs assessment, resource allocation and **service coordination be improved** through the coordinated assessment project?

305. To what extent will your project **serve all populations in the CoC**, including: individuals, the chronically homeless, individuals and families fleeing domestic violence, dating violence, sexual assault, and stalking (particularly those seeking shelter or services from non-victim service providers), families with children (particularly male children) under the age of 18, transition-age youth, LGBT, Veterans, and homeless persons re-entering from public institutions (subject to eligibility)?

306. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

Please see the last page of the RFI Questionnaire for information about required attachments.

ATTACHMENTS

Please provide to us a copy of each of the following:

a) **Financial audits** of your program or agency for the past two years; and	Please initial confirming that the audit is included:
b) Any **HUD monitoring letters** and/or **audit findings** received related to any HUD grant received by your agency, **AND** a copy of any **outstanding** HUD audit findings irrespective of the date of the findings; and	Please initial confirming that any HUD correspondence is included: **OR** That your program does not have any letters/findings:
c) Your **full, detailed AGENCY and PROGRAM budgets**: i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed; and	Please initial confirming that the full budget is included:
d) A PDF of your completed eSNAPs **Applicant Profile** and a PDF of each eSNAPs **Project Application** you are submitting; and	Please initial confirming that the eSNAPs PDFs are included:
e) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.	Please initial confirming the required match documentation is included:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge and understand that failure to provide accurate information can result in consequences up to and including the loss of grant funds.

Signed by: _____ Date: _____
Executive Director

I hereby certify that all required attachments are included.

Signed by: _____ Date: _____
Executive Director

APPROVED by the Housing First Solano General Membership on April 26, 2017
Revised August 7, 2017

CONTINUUM OF CARE PRIMER

FOR NEW PROJECT APPLICANTS

PRE-COMPETITION CHECKLIST

Because the Continuum of Care competition timeline is often very tight, we recommend that you take the following steps immediately, *prior* to the start of the 2017 competition:

- ☐ Ensure that your organization has a DUNS number. If your organization does not have a DUNS number, please visit the Dun and Bradstreet website at www.dnb.com or call 1-866-653-1344. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Register your organization with the System for Award Management (SAM), the successor to the Central Contractor Registry (CCR). If you had an active CCR record, you do not need to do anything in SAM. Visit www.sam.gov to register or update your organization. For detailed information, see https://onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/
- ☐ Create an e-snaps Applicant Profile. To submit a project application in e-snaps, an organization must establish itself in e-snaps. A representative from the organization must create an e-snaps user profile, log in, and establish the organization as an applicant. For detailed information (including screen shots), see https://onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/.
- ☐ Register any staff who will be working on your electronic application with e-snaps. Each person contributing to the e-snaps application must have their own e-snaps user profile, and must be associated with the organization in e-snaps as a Registrant. Each organization should have at least two staff persons who can access the organization's e-snaps account. For detailed information (including screen shots), see https://onecpd.info/resource/2903/adding-deleting-registrants-in-esnaps/.
- ☐ Establish match. Applicants *should* begin collecting signed match letters now. Applicants need to ensure their match is eligible under HUD's requirements. Match must be signed and secured prior to the finalization of project applications on September 20, 2017.
- ☐ Review 2016 scoring materials and application process, understanding that these materials *are subject to change for the 2017 competition*. However, the materials will provide first-time applicants with helpful context.
- ☐ If your organization would like to apply as a *subrecipient* (HUD will contract directly with the recipient, who has primary responsibility for ensuring that applications and annual reports are submitted in a timely manner and that the subrecipient complies with all relevant regulations) of another organization, begin establishing that relationship immediately.

If you need assistance with e-snaps or have questions regarding requirements for CoC projects or the 2017 application process, please contact HomeBase:

Solano@homebaseccc.org | 415.788.7961 x331

SAMPLE BUDGET

Cost	HUD Amount	Match & Leverage	Total Budget
Rental Assistance (Rent + deposit assistance for 10 units)	$100,000	$45,000	$145,000
Case Management (1 FTE case manager + benefits)	$8,600	$68,650	$77,250
Educational Services (GED classes + test fees; weekly health education classes)	$450	$9,530	$9,980
Substance Abuse Treatment (.33 FTE substance abuse counselor + benefits)	$1,540	$22,670	$24,210
Employment Assistance (leveraged employment counseling program)	$700	$2,060	$2,760
Food (weekly food bank assistance for 10 clients)	$0	$10,000	$10,000
Life Skills (life skills classes + materials)	$3,240	$4,890	$8,130
Outreach	$0	$550	$550
Transportation (bus tickets - 2/week x 10 clients)	$602	$800	$1,402
Furnishings (donated furniture for units)	$0	$1,600	$1,600
Legal Services (leverage from Legal Aid - record remedies, domestic violence support, SSI appeals)	$0	$13,450	$13,450
Utilities	$600	$2,000	$2,600
Clothing	$0	$2,650	$2,650
HMIS	$280	$3,900	$4,180
Administration	$6,605	$12,450	$19,055
TOTAL:	**$122,617**	**$200,200**	**$322,817**

JULY 2017

THE NEW JOINT TH AND PH-RRH COMPONENT: IS IT FOR YOU?

THE FY 2017 COC PROGRAM COMPETITION

In the FY 2017 Continuum of Care (CoC) Program Competition, CoCs may create new Joint TH and PH-RRH component projects to better serve homeless individuals and families. This new component project is comprised of two existing program components – transitional housing and rapid rehousing – in a single project to serve individuals and families experiencing homelessness.

When considering whether to award such a project, the Department of Housing and Urban Development (HUD) will review applications to determine if they meet at least three of the following five project quality threshold requirements with clear and convincing evidence:

(1) Whether the type of housing, number, and configuration of units will fit the needs of the program participants;
(2) Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing (this includes all supportive services, regardless of funding source);
(3) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) meets the needs of the program participants;
(4) Whether program participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., they will be provided with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing); and
(5) Whether the project adheres to a housing first model.

If funded, HUD will limit eligible costs as follows (in addition to other limitations found in 24 CFR part 578):

(1) Capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
(2) Short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
(3) Supportive services;
(4) HMIS; and
(5) Project administrative costs.

While such a program must make both types of assistance available to all participants, a participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component.

CHARACTERISTICS OF A JOINT COMPONENT PROJECT

Joint component projects are not meant to replace transitional housing programs that lost funding in recent years. Instead, this new component offers a new strategy to address challenges that communities experience. HUD has indicated that such projects provide a safe place for people to stay – **crisis housing without preconditions** – with financial assistance and wrap-around supportive services determined by participants to help them **move to permanent housing as quickly as possible**.

At a minimum, joint component projects should:

- Use a **Housing First** approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible – participants cannot be required to participate in treatment or services to receive assistance;
- Have **low barriers to entry** and accommodate people with possessions, partners, pets, and other needs;
- Incorporate **client choice** by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources – participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
- Provide or connect participants to **resources** that help them improve their safety and well-being and achieve their goals; and
- Target and prioritize people experiencing homelessness with **higher needs** and who are **most vulnerable**, especially those who are unsheltered, have experienced long or multiple episodes of homelessness, have higher barriers to exiting homelessness, and are more likely to be victims of violence or harm.

WOULD A JOINT COMPONENT PROJECT BE A GOOD FIT FOR YOUR COMMUNITY?

Joint component projects may not be a good fit for all communities. Before applying, CoCs must assess whether such a project will be the best use of resources and will meet the needs of people experiencing homelessness in the community.

Joint component projects may be a suitable option in the following situations:

- ✓ Such projects may benefit communities with **high rates of unsheltered homelessness** and where **stays in shelter and other forms of crisis housing are usually brief** by providing temporary, low-barrier housing to program participants while helping them move quickly to permanent housing.
- ✓ Joint component projects may mitigate the problem of a **lack of safe emergency shelter or crisis housing for people fleeing domestic violence** by providing survivors with

safe and supportive temporary housing and connecting them to permanent housing and continued services as soon as they are ready.

- ✓ Such projects may meet the **unique developmental needs of unsheltered youth** and help them move quickly into permanent housing with available supportive services to help them maintain that housing.

Joint component projects are <u>likely not a suitable option</u> in the following situations:

- ✘ In communities where shelter, crisis housing, and transitional housing stays are long (in such cases, increasing rapid re-housing and permanent supportive housing resources may be more effective ways to increase capacity);
- ✘ Communities where there are already emergency shelters or crisis housing serving survivors of domestic violence (such communities should assess whether lowering the barriers in those existing projects and adding rapid re-housing would better meet survivors' needs and be a better use of resources);
- ✘ Communities that have existing transitional housing projects which are successful in providing their participants with the financial resources necessary to obtain permanent housing.

QUESTIONS TO CONSIDER

When considering applying for TH-RRH projects, CoCs and applicants should take into consideration the needs of the populations experiencing homelessness within their communities and design proposals accordingly. Some questions to consider are:

- ➢ Is there a currently underserved population in the CoC that might benefit from a TH-RRH project?
- ➢ What length of assistance will serve the needs of the target population?
- ➢ What types of wrap around services will be needed?
- ➢ Will a mainstream resource need to be leveraged to support a joint component program?
- ➢ Will the addition of such a project improve system performance?
- ➢ Is there a transitional housing project in the CoC that is unable to provide its participants with the financial resources necessary to obtain permanent housing and whose funding might be appropriate for reallocation to a joint component project which would better meet the needs of the people the project is intended to serve?

When developing performance expectations for joint component projects, CoCs should consider the following questions:

- ➢ How quickly will participants move into permanent housing?
- ➢ How well will the project accommodate people with a variety of needs, including those with different household configurations, service needs, or pets?
- ➢ How well will the project connect people to valuable community resources, such as education, health care, and employment?

Solano Continuun of Care Competition Review and Rank Recommendations

Approved by Housing First Solano on September 6, 2017

Total Funding Available: $1,305,795

Rank	Score	Project Name	Type	Grant Amount
TIER 1				
1	98.5	Fairfield Vets Program	PH	$36,956
2	98	Healthy Living Your Way	PH	$122,156
3	97.25	Living Self Reliantly	PH	$36,957
4	95	Living Self Sufficiently	PH	$68,951
5	95	Coordinated Entry Expansion	SSO	$139,615
6	94	Laurel Gardens	PH	$48,824
7	93.125	STOP Plus	PH	$164,977
8	91.25	Bonus Grant	PH	$32,121
9	90.5	Housing Express	PH	$112,383
10	N/A	Housing Express Expansion	PH	$110,304
11	N/A	Restoration Project	PH	$61,055
12	N/A	CalWORKS PSH 2	PH	$55,478
13	N/A	CalWORKS PSH 3	PH	$59,848
14	N/A	Coordinated Entry	SSO	$80,000
15	90	Sereno Village (Tier 1)	PH	$28,344
		TOTAL:		**$1,157,969**
TIER 2				
16	90	Sereno Village (Tier 2)	PH	$51,818
17	89	Sereno Village Expansion	PH	$32,774
18	75.75	CalWORKS PSH*	PH	$43,234
19	74.5	Reynaissance Family Center*^	PH	$20,000
		TOTAL:		**$147,826**

Total Funding Available is equal to the Annual Renewal Demand plus the Permanent Housing Bonus.

Tiering calculations are as follows:

Tier 1 is 94% of the Annual Renewal Demand. Solano's 2017 Annual Renewal Demand is $1,231,882. 94% of that is $1,157,969

Tier 2 is the remaining 6% of the Annual Renewal Demand plus bonus funding. 6% of the Annual Renewal Demand is $73,913. The bonus funding available this year is $73,913. Adding those numbers together creates the final Tier 2 amount of $147,826.

* Indicates a project was partially reallocated by the Review and Rank Committee

^ Indicates a project received a 5 point late penalty for turning in materials past the project submission deadline

N/A Indicates the project has less than one year of operating data and is ranked at the bottom of Tier 1 automatically.

Symbol key that addresses reallocation in the Final Priority Listing.

VALLEJO-SOLANO COUNTY CONTINUUM OF CARE – CA 518

2017 COC NOFA

ATTACHMENT 06: GOVERNANCE CHARTER, QUESTION 2A-1

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Memorandum of Understanding (MOU) between Community Action Partnership of Solano JPA (HMIS Lead) and Housing First Solano Continuum of Care (HFS CoC) Regarding Homeless Management Information System (HMIS) Oversight and Management	21- 23

HOUSING FIRST SOLANO GOVERNANCE CHARTER

ARTICLE 1 – NAME OF THE COC/COC BOARD

A. Name of the Continuum of Care (CoC): The name of the CoC is officially the Vallejo/Solano Continuum of Care; however, it shall be known as the Housing First Solano Continuum of Care, herein referred to as "HFS" or "the CoC"

B. Name of the CoC Board: The name of the CoC Board shall be the Housing First Solano CoC Board, herein referred to as the "HFS Board" or "the Board."

ARTICLE 2 – PURPOSE OF THE COC AND THE COC BOARD

The HFS CoC is a regional planning body of representative stakeholders in Solano County that coordinates the community's policies, strategies and activities toward preventing and ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

HFS seeks to develop a continuum of services with the ultimate goal of preventing and ending homelessness in Solano County. Efforts are aimed at permanent solutions and the range of services are designed to meet the unique and complex needs of individuals and families who are at risk of or are currently experiencing homelessness. HFS also works collaboratively with the local jurisdictions and other stakeholders to help lift people out of poverty and provide the services needed to stably house them.

HFS seeks to address poverty and homelessness through a coordinated community-based process of identifying needs and building up a system of housing and services to address those needs. HFS seeks to move beyond the evaluation and prioritization of specific projects to a system-wide evaluation of the community's response to homelessness.

ARTICLE 3 – GEOGRAPHIC REPRESENTATION

HFS geographic area covers the seven cities located in Solano County: Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, the unincorporated areas and Solano County – and includes the housing and service plans for homeless persons and persons experiencing a housing crisis for each area. The membership is comprised of representatives of relevant organizations within the given geographic areas.

Reviewed and approved by the Housing First Solano General Membership on June 26, 2017

ARTICLE 4 – RESPONSIBILITIES

It is the role of Housing First Solano to provide oversight and take direct action on the issues outlined below. Where applicable, Housing First Solano will delegate its authority to carry out the following activities to the relevant body. The responsibilities of HFS, the HFS Board, the Collaborative Applicant the HMIS Lead, and the staff are delineated in APPENDIX A in the Delegation of Authorities Chart. Regardless of delegation, Housing First Solano retains the ultimate responsibility to ensure its responsibilities are carried out correctly and will retain final oversight on all Continuum of Care related activity.

A. Operating a CoC

i. Develop, follow, and update annually this governance charter, which will include all procedures and policies needed to comply with the U.S. Department of Housing and Urban Development (HUD) requirements and with the Homeless Management Information System (HMIS) requirements, including a code of conduct and recusal process for the HFS Board, its chair(s), and any person acting on behalf of the HFS Board.

   a) The Governance Committee will review annually and will make recommendations for changes or updates to the CoC for their final approval. In the interim, if relevant regulatory or policy updates require consideration, the Governance Committee will meet to review and make those edits and submit the revised Charter to the CoC.

ii. Housing First Solano shall send an invitation at least annually to the public soliciting invitations for new members and shall hold full Continuum of Care meetings no less than semi-annually.

iii. Housing First Solano shall coordinate with the Emergency Solutions Grant (ESG) program to conduct an initial comprehensive assessment of the needs of persons experiencing homelessness in Solano County. This initial assessment shall be updated annually with a gaps analysis that compares available housing and services in Solano County to the need for services in the Solano County.

iv. In consultation with recipients of ESG funds within the CoC, implement the written standards for providing CoC assistance through a coordinated assessment and entry process. At a minimum, the standards must include:

   a) Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC Program

   b) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance

c) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance

d) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance

e) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance

v. Monitor the performance of CoC and ESG recipients and subrecipients by project type to ensure effective service delivery.

a) Housing First Solano shall consult with recipients and subrecipients to establish performance targets appropriate for population and program type.

b) Housing First Solano shall evaluate the outcomes of projects funded under ESG and CoC programs and work with projects that underperform ~~that perform poorly~~ to improve performance.

c) The Performance and Evaluation Committee shall develop the targets, in consultation with the CoC Board with final approval by the CoC.

vi. Report the outcomes of ESG and CoC projects to HUD annually through the CoC application process.

B. CoC Planning

i. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:

a) Outreach, engagement, and assessment

b) Shelter, housing, and supportive services

c) Prevention strategies

ii. Plan for and conduct, at least biennially (every other year), a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires

iii. Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area

iv. Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.

v. Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

vi. Housing First Solano shall establish relevant policies and procedures to document the use of Planning Funds for eligible costs to ensure compliance with the planning grant requirements.

C. Designating and Operating an HMIS

i. Housing First Solano shall designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS lead agency.

ii. Process for designating an HMIS Lead agency:

a) The HMIS Lead will be designated using a Request For Proposals process conducted by a Subcommittee of non-conflicted CoC members

b) Applicants will be given the opportunity to present themselves to the Housing First Solano membership at a general meeting

c) The final choice is made by the full Housing First Solano membership

d) The agency chosen will be selected for 1-3 years with the option for renewal based on a performance report and survey of the Housing First Solano general membership.

e) The HMIS Lead will sign a Memorandum of Understanding (MOU) with Housing First Solano.

iii. Once selected, the HMIS Lead shall be responsible for developing and monitoring the following HMIS program elements. However, Housing First Solano shall retain final review and approval of all HMIS related policies and procedures:

a) Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan at least annually and as needed due to regulatory updates.

b) Ensure that the HMIS is administered in compliance with HUD requirements.

c) Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.

d) Work with all participating HMIS agencies to maintain high data quality and encourage non-HUD funded projects to participate.

D. Preparing an Application for Funds

i. Housing First Solano shall design, operate, and follow a collaborative process for the development of a CoC application to HUD.

ii. Housing First Solano shall establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding

iii. Housing First Solano shall designate an eligible Collaborative Applicant to collect and combine the required application information from all applicants. In the event the Collaborative Applicant is not Housing First Solano, Housing First Solano shall retain all of its responsibilities under the law and Department of Housing and Urban Development regulations.

a) Process for designating the Collaborative Applicant:

1. The Collaborative Applicant will be designated using a Request for Proposals process conducted by a Subcommittee of non-conflicted Housing First Solano ~~CoC~~ members.

2. Applicants will be given the opportunity to present themselves to the Housing First Solano ~~CoC~~ membership at a General Meeting

3. The final choice is made by the full CoC

4. The agency chosen will be selected for 1-3 years with the option for renewal based on a performance report and survey of HUD-funded applicants

iv. Housing First Solano shall approve the final submission of applications in response to the CoC Notice of Funding Availability.

ARTICLE 5 – THE HOUSING FIRST SOLANO BOARD

A. Membership

i. HFS established a Governing Board selected in compliance with the process approved by the CoC as required by 24 CFR part 578.7(a)(3). The Board is responsible for the overall policy and direction of HFS CoC and may delegate responsibility for day-to-day operations to staff and Committees. (See Appendix A for Delegation of Authorities). The Governing Board shall comply with the conflict of interest requirements established by 24 CFR part 578.95(b).

In compliance with the HUD CoC Program Interim Rule, the HFS Board will include at least one homeless or formerly homeless individual and will represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use or disorders, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans.

B. Board Composition

i. The Board shall consist of no more than twenty three (23) members. The sectors of representation are represented by the table below:

• Nonprofit homeless assistance providers	two
• Faith-based representative	one
• Government representative (including Public Housing Authority)	eight
• Educational representative (school district, university, etc.)	one
• Mental Health provider	one
• Health Service provider (including hospitals)	one
• Law enforcement representative	one
• Representative of organization/entity serving veterans	one
• Homeless and/or formerly homeless representatives	two
• Members at large	three
• Business Representative	one
• Affordable housing development representative	one

ii. One Board member may represent the interests of more than one homeless subpopulation, and the Board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the Board.

C. Board Terms of Office

i. The members of the HFS Board shall serve three-year terms, but are eligible for re-election.

D. CoC Board Member Responsibilities

i. All members of the HFS Board shall demonstrate a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of Solano County. The HFS Board members have an active role in the HFS Board. Members are expected to:

a) Attend meetings and contribute to informed dialogue on actions the group undertakes

b) Serve on a committee of the HFS Board or HFS CoC

c) Participate in the activities of the HFS Board, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals

d) Seek input from and report back to the constituency they represent on key issues and strategies and otherwise keep abreast of needs and gaps in the CoC

e) Ensure that the CoC is meeting all of its responsibilities assigned to it by HUD regulations

f) Represent the relevant organizations and projects serving homeless subpopulations

g) Support homeless persons in their movement from homelessness to economic stability

h) Ensure that the CoC is inclusive of all of the needs of the geographic area's homeless population, including the special service and housing needs of homeless sub-populations

E. HFS Board Selection

i. HFS Board members are seated through an election by the full CoC at a General Membership meeting.

ii. If the Board is full, elections are held annually at the first meeting of the year for seats opening up due to terms that are expired.

iii. Special elections may be held at general CoC meetings to fill empty seats or seats vacated throughout the year. The same procedures apply.

iv. Candidates for Board membership may be self-nominated or may be nominated by the Board, by CoC members or by community members. The candidate must fill out a brief application that indicates general information about them, their level of interest and which categories and subpopulations they represent. CoC staff will review all applications to ensure that the candidate matches an open Board seat prior to placing the applications before the CoC for a vote.

v. The government seats are held by the jurisdictions themselves rather than the person serving in the seat and those appointees are subject to the appointment processes within that jurisdiction. Each jurisdiction must notify the CoC staff at least annually who the appointed member and alternate will be. If there are any changes or if that person is not meeting the attendance requirements for the Board, the jurisdiction must notify the CoC staff as soon as possible who the new appointee and alternate, if applicable, will be.

vi. The entire Charter will be reviewed annually but this provision for CoC Board selection will also specifically be reviewed at least every five years.

F. Designating a CoC Board Alternate

i. Board members may designate a single Alternate who can attend in the Board member's place if they must miss a meeting so long as that Alternate represents the same subpopulation, sector or jurisdiction.

ii. Board members must designate an alternate prior to the meeting date. This designation shall be made via email to Housing First Solano staff and the current Housing First Solano chair. The email must state the name of the person who shall attend as the alternate and provide adequate contact information for the alternate.

iii. A Board member may change his or her alternate at any point in time. However, a Board member may only have one alternate designated at any given time.

iv. The Alternate will count towards quorum requirements and can vote in the Board members absence.

v. If both the Board member and Alternate attend a Board meeting, only the Board member will be recognized as representing the Board officially and will have rights thereof.

G. CoC Board Attendance and Termination

i. Board members shall not miss more than 25 percent of Board meetings in a 12-month period.

ii. Attendance of a properly designated Alternate at a meeting will satisfy the Attendance requirement as it does not leave the seat unrepresented.

iii. If a Board member misses more than 25 percent of Board meetings in a 12-month period, the Chair may call for a vote to dismiss the Board member.

iv. A member may also be dismissed from the HFS Board for other reasons by a three-fourths vote of the remaining members. Discussion and possible action on the dismissal of any member must be properly noticed on a Board agenda.

v. If a board member wishes to resign, the board member shall submit a letter of resignation to the HFS Board staff.

H. Leadership of the CoC Board

i. The HFS Board shall have three officers consisting of a Chair, a Vice-Chair, and a Secretary. Their duties shall be as follows:

a) The Chair shall convene regularly scheduled Board meetings and CoC meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in their absence in the following order: Vice-Chair and then Secretary.

b) The Vice-Chair shall chair Committees on special subjects as designated by the Board and shall Chair CoC and CoC Board meetings in the absence of the Chair.

c) The Secretary shall work with the CoC staff on ensuring records for the Board are kept and posted and shall be a liaison to the CoC staff and shall Chair CoC and CoC Board meetings in the absence of the Chair & Vice-Chair

ii. The HFS Board shall elect officers of the Board at least annually. Officers shall be elected by a majority vote of the current Board members.

I. CoC Board Meeting Frequency

i. The HFS Board shall meet every two months. Special meetings may be called by the Chair as needed; however, notices must comply with the Brown Act.

J. CoC Board Proceedings

i. Quorum: A quorum of fifty percent plus one member of the currently seated HFS Board shall be present at any regular or specially scheduled meeting in order for the HFS Board to engage in formal decision making.

ii. Voting: While the HFS Board will strive to achieve consensus, the affirmative vote of a majority of members in attendance shall be required for the approval of any matter. Secret votes are not permitted and, in cases where the vote is not unanimous, the specific ayes, nays and abstentions must be recorded in the minutes.

iii. Inclusion: The HFS Board works to ensure input to HFS Board deliberations and decision-making from a diverse segment of stakeholders, including consumers and community members, as well as gender, ethnic, cultural and geographical representation. All interested persons are encouraged to attend meetings, provide input, and voice concerns. CoC members are encouraged to bring grievances or concerns to the attention of the CoC Board or CoC staff.

iv. Notice and Brown Act: All HFS Board meetings shall be open to the public and properly noticed. The HFS Board will follow all the requirements of the Brown Act, which provides greater transparency for the CoC and the community. An official HFS Board meeting agenda/notice shall be sent to each Board member, posted publicly, and posted on the CoC website at least 72 hours in advance of any Board meeting. The HFS Board also encourages all members of the community to participate in group discussions and working groups.

K. Conflict of Interest and Code of Conduct

i. Each HFS Board member, and anyone acting on behalf of them, is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, HFS Board members and anyone acting on behalf of the Board, may not:

a) Participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the HFS Board member has a financial or other interest in or represents, except for the CoC Board itself.

b) Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimum value.

c) Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

ii. Individuals with a conflict of interest will inform the CoC Board of the conflict and excuse themselves from the meeting or deliberations during such discussions. The CoC Board Chairperson and Staff will also track which CoC members have conflicts of interest and assist to ensure that such members do

not participate in discussions or decisions in which those members have a conflict.

iii. Each CoC Board member must sign a personal conflict of interest and code of conduct policy annually to demonstrate that they are aware of this policy and agree to abide by it.

L. Compensation

i. The Board members shall serve without compensation.

M. Relationship with Full CoC Membership

i. HFS Board meetings will be open to the full membership and the public and the HFS Board will post minutes of the HFS Board meetings on the CoC website.

ii. Between HFS Board meetings, HFS Board leaders and Staff will keep the full membership involved by participation in workgroups and committees and sharing information, including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability via email list or via the CoC website.

ARTICLE 6 – HOUSING FIRST SOLANO GENERAL MEMBERSHIP

A. General Membership Requirements

i. HFS membership is open to all public wishing to participate. HFS will actively seek to recruit relevant stakeholders as listed below in the recruitment and outreach section. To maintain records of membership and facilitate communication and the work of the CoC, HFS will request that new members fill out a very brief new member card to introduce themselves to the CoC and provide their contact information. HFS seeks to be as welcoming and inclusive as possible and to achieve as diverse a membership as possible. All members are welcome to vote and share their perspectives on all matters before the CoC. There is no limit on the number of voters allowed or perspectives encouraged per entity or agency. HFS welcomes those who will actively engage in the CoC.

ii. Housing First Solano General Members shall be subject to the same conflict of interest provisions as the Housing First Solano Board. Any General Member with a conflict of interest shall recuse himself or herself from voting on that matter.

B. HFS CoC Meetings

i. The HFS CoC will hold meetings of the full CoC membership bimonthly, but at least semiannually.

ii. The CoC staff will announce the date, time and location of these meetings at least two weeks in advance and will publish the meeting agenda at least 72 hours before the date of the meeting. Meeting agendas will be posted online at the Housing First Solano website for review prior to the meeting and disseminated to the CoC listserv.

ARTICLE 7 – RECRUITMENT

A. Annual Recruitment: The CoC Board will publish and appropriately disseminate an open invitation at least annually for those within the the CoC area to join as new CoC members. Recruitment efforts will be documented.

B. Recruitment and Outreach The CoC Board will work to identify and address membership gaps in essential sectors, from key providers and other vital stakeholders. The CoC Board and Staff will recruit to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations and organizations. Specifically, outreach will be conducted to obtain membership from the following groups:

i. Nonprofit homeless assistance providers
ii. Victim service providers
iii. Faith-based organizations
iv. Governments
v. Businesses
vi. Advocates
vii. Public housing agencies
viii. School districts
ix. Social service providers
x. Mental health agencies
xi. Hospitals
xii. Universities
xiii. Affordable housing developers
xiv. Law enforcement
xv. Organizations that serve veterans
xvi. Homeless and formerly homeless individuals
xvii. Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

ARTICLE 8 – HFS COMMITTEES

A. Creation of Committees, Subcommittees, or Workgroups: The HFS Board or CoC may appoint committees, subcommittees, or workgroups to fulfill the work of the CoC.

B. Standing Committees, Subcommittees, or Workgroups: Much of the HFS CoC's work is conducted at committee and workgroup meetings. Standing committees will include:

i. **Governance Committee**: The Governance Committee shall be responsible for reviewing the Housing First Solano Charter on an annual basis, reviewing the Policies and Procedures for Housing First Solano, and any other documentation required by law or regulation.

ii. **Performance and Evaluation Committee**: The Performance and Evaluation committee shall be responsible for reviewing the policies and scoring tools for Review and Rank as part of the Continuum of Care Competition. The Performance and Evaluation committee shall also be responsible for monitoring CoC funded projects and general system performance. The Performance and Evaluation committee shall make recommendations to improve or monitor system performance with input from the Housing First Solano General Membership.

iii. **Coordinated Entry Workgroup:** The Coordinated Entry Workgroup is responsible for creating the policies and procedures for Solano County's coordinated entry system. The Workgroup is also responsible for monitoring coordinated entry to ensure it is functioning correctly and make recommendations and changes as necessary. The Workgroup shall recruit agencies for participation in coordinated entry.

iv. **HMIS Users Workgroup:** The HMIS Users Workgroup shall consist of HMIS users. This group shall evaluate all documents related to HMIS and make recommendations regarding changes to those documents.

v. **Point-in-Time Count Subcommittee:** The Point-in-Time Count subcommittee shall be a subcommittee of the Performance and Evaluation committee. This subcommittee shall be responsible for organizing and conducting the Point-in-Time count every two years.

C. Committee, Subcommittee, or Workgroup Leadership: Members of the HFS Board or of CoC Staff will be the designated chairpersons of each committee. but committee membership will comprise of CoC members.

D. Ad Hoc Committees: The HFS Board may create ad-hoc committees to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of HFS Board members, CoC members, and subject-matter experts who are not CoC Board members.

E. Meeting Timing: The HFS committees may meet monthly, bimonthly or at some other interval depending on the tasks to be accomplished. Each committee will have

a clear purpose and overall timeline for addressing issues or problems that it was chartered to address.

F. **Final Approval:** All committees or workgroups will present their work product to the HFS Board or General Membership in accordance with Appendix A for a vote to implement the recommendation, make additional changes, or send the work product back to committee for further review.

ARTICLE 9 – RECORDKEEPING REQUIREMENTS

A. Housing First Solano shall ensure the Collaborative Applicant records and collects evidence that:

i. the CoC Board meets all the requirements of 24 CFR 578.5 (b), including meeting agendas, minutes, the Governance Charter, policies and procedures, and all required updates and notices; and

ii. the Collaborative Applicant documents and collects evidence that the CoC prepared the application for funds as required, including the designation of the eligible applicant as the Collaborative applicant; and

iii. the Collaborative Applicant documents and collects evidence of use of planning funds for eligible costs and other grants management documentation; and

iv. the agendas, minutes, and other required documents will be available on the HFS website; and

v. the process for selecting a Board is reviewed at least every five years.

ARTICLE 10 – CHARTER AMENDMENT AND REVIEW

The HFS CoC will review, update, and approve this governance charter at least annually, first through the work of the Governance Committee and then by a final review and vote of the CoC. Amendment of the charter requires a majority vote of the CoC at a regularly scheduled meeting, provided that notice of the scheduled vote on the charter amendment was provided at least one month prior to that meeting.

Lorraine Chasor — June 26, 2017

Chair Signature — Date

Housing First Solano CoC Governance Charter - Appendix A
Delegation of Authority

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
CoC Board Selection and Meetings					
Review CoC Board selection process	Must be reviewed every 5 years, CoC approves		X		Governance Committee reviews
Recruitment of Board members	X	X			Governance Committee can help
Nomination of new Board members	X	X			Self-nomination
Selection of Board Officers		X			
Removal of CoC Board members	CoC members can bring grievance to Board	With 2/3 vote of Board for cause			
Fill vacancies as they become open	X				
Calling special meetings of the CoC Board		Chair may call special meeting, requires 24 hours official public notice			
Draft/Set CoC Board Agendas	Any CoC or Board member can propose items to Board or staff	X	X		Community members may also submit items for consideration
CoC Policies					
Review, update, and approve governance charter	Must be done at least annually; majority vote at meeting - one month notice				Governance Committee reviews and revises and submits for approval
Create and approve CoC policies and procedures	Final Approval				Governance Committee reviews CoC Policies and Procedures to submit to CoC for approval

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
Set strategic priorities[i]	Approve	Approve			Strategic Planning Committee leads the work, in conjunction with the JPA efforts
Coordinate strategic planning activities	X	X	X		Strategic Planning Committee leads the work, in conjunction with the JPA efforts
Set CoC policies not otherwise highlighted by this document		X			
CoC Operations					
Coordinate CoC Membership meetings			At least semi-annually; noticing follows Brown Act requirements		
Draft/Set CoC Membership meeting agendas	Any CoC or Board member can propose items to Board or staff	X	X		Community members may also submit items for consideration
Conduct meetings of full CoC Membership		X	X		CoC Board Chair, or Officers, preside
Select Collaborative Applicant	X				According to procedure in Charter
Select HMIS Lead	X				According to procedure in Charter
Monitor HMIS Lead performance		X	X		
Approve annual work plan for CoC, committees, Collaborative Applicant	X	X			
Administer the CoC		X	X	X	
Coordinate committee meetings		X	X		
Appoint ad hoc committees	X	X			
Make CoC operational[ii] **decisions**			X		
Make recommendations for a Coordinated Entry system					Coordinated Entry Workgroup

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
Create and operate a Coordinated Entry system	Review & Approve Recommendations from Workgroup	X	X	X	Coordinated Entry Workgroup develops design and policy recommendations
Engage the private sector on behalf of the CoC	X	X	X		Strategic Planning Committee also may do so as part of SP efforts
Promote visibility of the CoC	X	X	X	X	
Publish an open invitation for new CoC members			Must be done at least annually		
NOFA					
Approve the NOFA process		Review and Approve			Performance and Evaluation Work Group
Approve the local scoring tool	Review and Approve				Performance and Evaluation Work Group
Coordinate the NOFA process			X	X	
Review and submit required documents related to NOFA, including GIW and HIC			X	X	
Performance Management					
Establish performance measures and targets by population and/or program type	Develop and Approve measures and targets	X			With recommendations of Performance Measurement Workgroup
Monitor performance and evaluate outcomes for the system, CoC/ESG grantees, and subcontractors		X	X		With recommendations of Performance and Evaluation Work Group

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
Make recommendations regarding the CoC performance management process		X		X	Performance and Evaluation Work Group
Make recommendations to improve outcomes		X		X	Performance and Evaluation Work Group
Take action to improve outcomes		X		X	Performance and Evaluation Work Group
HMIS					
Implement HMIS					HMIS Lead
Update at least annually and Approve the HMIS Security Plan		X - Approve			HMIS Lead - Update
Update at least annually and Approve the HMIS Privacy Plan		X - Approve			HMIS Lead - Update
Update at least annually and Approve the HMIS Data Quality Plan		X - Approve			HMIS Lead - Update
Updated at least annually and Approve the HMIS Governance Charter		X - Approve			HMIS Lead - Update
Update at least annually and Approve the HMIS Policies and Procedures		X - Approve			HMIS Lead - Update
Community Coordination and Needs Assessment					
Plan and execute the biennial Point-in-Time count		X	X	X	
Conduct annual gaps analysis		X	X	X	
Inform consolidated plans		X	X	X	

[i] "Policy" is defined as a rule that CoC organizations and members must follow going forward.

[ii] "Operational decision" is defined as a determination that needs to be made in order to manage a process or situation but does not establish a going forward rule.

Memorandum of Understanding
Between
Community Action Partnership of Solano JPA (HMIS Lead) and
Housing First Solano Continuum of Care (HFS CoC)
Regarding Homeless Management Information System (HMIS) Oversight and Management

WHEREAS, a homeless management information system (HMIS) is an information system designated by each Continuum of Care (CoC) to collect information on homelessness in the CoC's geographic area using residential and other homeless services and store that data in an electronic format to comply with certain requirements prescribed by HUD;

WHEREAS, HMIS supports improved coordination among agencies serving homeless people, informed CoC decision making and advocacy, and more effective CoC policy and strategies;

WHEREAS, HUD requires each CoC to undertake certain oversight responsibilities regarding the HMIS;

WHEREAS, HFS CoC is the CoC for Solano County;

WHEREAS, staff from agencies participating in HMIS may participate in open meetings of the HFS CoC User Forum;

WHEREAS, HFS CoC has selected Bowman Systems Inc. ServicePoint as its HMIS software system;

WHEREAS, pursuant to the process set forth in the HFS CoC charter, HFS CoC designated Community Action Partnership of Solano JPA as HMIS Lead;

This Memorandum of Understanding is made between HMIS Lead and CoC (as defined above), as of _____(date) to govern the administration of the HMIS.

The roles and responsibilities of the parties are set forth below. The CoC and HMIS Lead further agree to operate in compliance with HUD Data and Technical Standards and other applicable laws and Housing First Solano HMIS Policies and Procedures.

Roles and Responsibilities:

HFS CoC

1. HFS CoC will ensure consistent participation of CoC and Emergency Solutions Grant (ESG) recipients and subrecipients in the HMIS.
2. With the support of the HMIS User Forum, HFS CoC will:

a. Review, revise and approve data privacy plan, data security plan, data quality plan, and HMIS Policies and Procedures at least annually and as needed due to regulatory updates
b. Ensure HMIS is administered in compliance with HUD requirements
c. Work with all participating HMIS agencies to maintain high data quality and encourage non-HUD funded projects to participate
d. Approve HMIS Lead decisions as needed

3. HFS CoC will promote the effective use of HMIS data to inform CoC decisions.

HMIS Lead:

1. HMIS Lead will implement and continuously improve the HMIS.
2. HMIS Lead will ensure the HMIS scope aligns with the requirements of agencies, HUD and other stakeholder groups.
3. HMIS Lead will manage the contract with Bowman Systems, Inc.
4. HMIS Lead will manage license distribution.
5. With the User Group, HMIS Lead will develop, maintain and update HMIS Policies and Procedures.
6. The HMIS Lead will submit a security plan, a data quality plan, and a privacy policy to the Continuum of Care for approval as determined by HUD requirements. The HMIS Lead will review and update the plans and policy at least annually.
7. HMIS Lead will convene the User Forum as needed to ensure optimal HMIS functioning and oversight.
8. HMIS Lead will provide for system administration and analyst staffing of help desk services between 9am and 5pm workdays and after-hours emergency response.
9. HMIS Lead will provide training and ongoing collaboration regarding system operation, measurement and research activities including:
    a. Negotiation and training basic workflows for all users and specialized workflows as needed.
    b. HUD mandated activities including Point In Time Count, Housing Inventory Count, Annual Performance Report and the Annual Homelessness Assessment Report.
    c. Provide data for unduplicated homeless counts.
    d. Research projects that involve data sets.
    e. Maintain a suite of reports for all HMIS users.
10. HMIS Lead will execute a written HMIS Participation Agreement with each participating organization, which includes the obligations and authority of the HMIS Lead and participating organization, the requirements of the security plan with which the participating organization must abide, the requirements of the privacy policy with which the participating organization must abide, the sanctions for violating the HMIS Participation Agreement (e.g., imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution), and an agreement that the HMIS Lead and the participating organization will process Protected Identifying Information consistent with the agreement.

11. HMIS Lead will serve as the applicant to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, and, if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities.
12. HMIS Lead will monitor and enforce compliance by all participating organization with HMIS requirements and report on compliance to the Continuum of Care and HUD.
13. HMIS Lead will address any issue that has major implications for the HMIS, such as policy mandates from HUD or performance problems with the HMIS vendor.

The terms and conditions of this agreement may be modified by mutual consent of the parties. The duration of the MOU shall be for one year from the date of this contract. This agreement shall renew automatically unless either party gives notification. The Agreement may be terminated at any time by either party with or without cause upon thirty days written notice to the other party.

Signed: _____ Date: 11/2/15

By: DAWN M. LA BAR As: CHAIR

On behalf of HMIS Lead: CAP SOLANO JPA

Signed: _____ Date: 11/2/15

By: Tranine Chisom As: Chair

On behalf of CoC: Housing First Solano

VALLEJO-SOLANO COUNTY CONTINUUM OF CARE – CA 518

2017 COC NOFA

ATTACHMENT 07: HMIS POLICY AND PROCEDURES MANUAL, 2A-2

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VALLEJO-SOLANO COUNTY CONTIUNUUM OF CARE

EFFECTIVE DATE: JULY 2017

POLICIES AND PROCEDURES MANUAL: HMIS

Introduction

An HMIS is an electronic data collection system that stores longitudinal person-level information about persons who access the homeless services system in a Continuum of Care (CoC). In 2001, Congress directed the United States Department of Housing and Urban Development (HUD) to collect data and provide analysis on the extent of homelessness in the United States and the effectiveness of the programs receiving funding from homeless assistance grants as part of McKinney-Vento Homeless Assistance Act.

This is to be accomplished through:

- Developing unduplicated counts of clients served at the local level
- Analyzing patterns of use of people entering and exiting the homeless assistance system; and
- Evaluating the effectiveness of these systems.

In response to this congressional directive, HUD mandated that Continuums of Care establish workable and efficient Homeless Management Information Systems (HMIS). Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at the local, state, and national levels. Today's advanced HMIS applications offer many other benefits as well. They enable organizations that operate homeless assistance and homelessness prevention programs to improve case management by collecting information about client needs, goals, and service outcomes. They also help to improve access to timely resources, referral information and to better manage operations.

The Solano County Homeless Management Information System (HMIS) is a collaborative project of Housing First Solano. The HMIS enables the CoC to:

- Develop more reliable information on homelessness in the County;
- Allow homeless service providers to avoid duplication of services while ensuring that clients obtain the help they need from as many of the available resources as possible; and
- Streamline systems so that homeless individuals and families have improved access to services.

PURPOSE

The purpose of this manual is to provide documentation of the policies and procedures for the operation of the Solano County HMIS project on behalf of Housing First Solano, the Vallejo/Solano County Continuum of Care.

Project Description

Housing First Solano seeks to enhance agency collaboration, service delivery, and data collection capabilities through the Homeless Management Information System (HMIS). Increasing the accuracy of information must be an ongoing goal in order to appropriately guide the development of programs and policies to meet the needs of the homeless population.

By using HMIS data, Housing First Solano will be better equipped to target services where gaps have been identified and to facilitate access to mainstream services by people experiencing homelessness. Additionally, HMIS data will help the CoC identify appropriate system-wide outcome measures, including monitoring residential outcomes of clients leaving hospitals, mental health programs, drug and alcohol treatment facilities, the corrections system, and the foster care system who are homeless or at-risk.

The long-term vision for the Housing First Solano HMIS includes system-level integration, increased capacity for providing integrated services at the client level, and expanded service availability and accessibility in key areas.

HMIS STRUCTURE

Housing First Solano uses ServicePoint software from Bowman Systems, Inc. The HMIS Lead Agency administers this system. Housing First Solano is a collection of agencies in the county who provide services to benefit homeless persons. The HMIS is actively maintained by staff from the HMIS Lead Agency.

AUTHORITY

This Policy and Procedures Manual has been prepared under the authority of the HMIS subcommittee.

POLICY GROUP

Policies for the HMIS are formed and directed by the HMIS subcommittee as required to meet HUD regulations and requirements. This group consists of members from each agency participating in the HMIS. Policy Group decisions are achieved through consensus.

The Policy Group sets policies and procedures required to operate the HMIS and achieve the goals set by the Continuum of Care for its HMIS. Policies and procedures that do not affect the HMIS on a system-wide basis fall outside the purview of this group.

Data Collection and Entry

DATA ELEMENTS

HUD required Universal Data Elements

It is the policy of Housing First Solano that system users record all HUD-required HMIS universal data elements for every client in the system. The list of required data elements will be maintained by the Local HMIS Manager.

Program Specific Data Elements

Program Specific Data Elements (PDE) must be also be entered in HMIS. The list of required Program Specific Data Elements will be maintained by the each Agency HMIS Manager.

CLIENT CONSENT

- Only authorized users may view or update client data in the HMIS.
- Agencies will have a signed Release of Information (ROI) prior to data entry/updating, or preliminary verbal consent for projects that use phone intake/screening.
- Each adult member of a household that is receiving housing or services will be expected to sign a ROI prior to initial data entry or updating.
- Consent for data entry/updating for minors will be provided for in the language of the parent/guardian's ROI.
- A legal guardian can sign for an adult who is incapable of signing.
- The ROI must be renewed every two years for clients still receiving housing and services.
- A client may revoke the ROI at any time.
- A ROI allows an agency to view (but not change) data on the clients for reporting purposes in perpetuity.
- If a ROI cannot be obtained, the agency shall enter client data as non-releasable, hidden information for aggregate reporting purposes.
- A client always has the right to view his or her own data and request corrections.

ANONYMOUS CLIENTS POLICY

It is the Policy of Housing First Solano that there will be no use of Anonymous Clients, with the exception of those entered by Agencies that provide services to victims of domestic violence, in the HMIS.

Timelines of Data Entry Policy

It is the Policy of Housing First Solano that all data will be entered into the HMIS preferably within 24 hours of, and no more than 72 hours after, first serving a Client. Services data shall be entered into the HMIS within five (5) working days after the end of the month for projects that require tracking of services.

Project Entry Type Policy

It is the policy of Housing First Solano that an Entry Assessment shall be completed for each client. Projects shall choose the entry type that corresponds with their funding source. The possible entry types are:

- HUD
- PATH
- RHY
- Standard
- VA

Client Birth Dates Policy

In compliance with the HMIS Data Standards, it is the policy of Housing First Solano that no client birth date shall be left with a null value. When clients do not know or will not give a birth date the interviewer should ask how old the client is or how old the client thinks he/she is. Using the age provided, calculate the birth date as January 1 that number of years prior. In cases where the client refuses to state their birth date or age, the interviewer will estimate the client's age in years and then calculate the birth date as January 1 that number of years prior. Whenever calculated birth dates are used, Date of Birth Type shall be set to Approximate or Partial DOB Reported.

Data Disposal

Agencies using the HMIS agree to dispose of documents that contain identifiable client level data in a manner that will protect client confidentiality. Methods may include:

- Cross cut shredding of paper records;
- Deleting any information from media and destroying the media before disposal;
- Triple formatting hard drive(s) of any machine containing client identifying information before transfer of property; and/or
- Destruction of hard drive(s) of any machine containing client-identifying information before disposal

Security

It is the policy of Housing First Solano that the data, information and client records, and related documentation stored electronically in connection with the HMIS is confidential and shall be handled as follows:

- All agencies shall comply with all federal, state and local laws and regulations pertaining to the confidentiality of information and records to ensure that client records are protected and not subject to disclosure except as permitted by such laws and regulations. The agencies shall only release client records to non-participating agencies with written consent by the client, unless otherwise provided for in the relevant laws and regulations.

- All agencies shall comply with all federal, state and local confidentiality laws and regulations pertaining to:
  - All medical conditions, including, but not limited to, mental illness, alcohol and or drug abuse, HIV/AIDS testing, diagnosis and treatment and other such covered conditions; and
  - A person's status as a victim of domestic violence.

- All agencies agree not to release any individual client information obtained from the HMIS to any organization or individual without prior written consent of the Client, unless otherwise required or permitted by applicable law or regulation. Such written Client consent shall be documented using the HMIS Release of Information form available on the CoC website. Information that is not approved for disclosure, in writing, by the Client shall not be released.

- Only authorized users may view or update client data.

- Client Release of Information forms must be obtained as described in the Client Consent section of this document prior to entering the Client's data into the HMIS.

- All agencies shall ensure that all staff, volunteers and other persons who are issued a User ID and password for the HMIS annually receive confidentiality training regarding client information and records and have signed a Confidentiality and Security Agreement.

- If any agency or the System Administrator determines that any user has willfully committed a breach of HMIS security or client confidentiality, the participating agency or the System Administrator shall immediately revoke his or her access to the HMIS database and shall report the breach to the HMIS Lead Agency.

- All HMIS data must be securely stored when not in use, regardless of the media on which the information is recorded.

A confidentiality and security agreement form must be completed for each user of the HMIS each year. The form reads as follows:

- The user understands and agrees that they may not publish, disclose, or use any information collected for or contained within the HMIS except as permitted by the Vallejo-Solano County Continuum of Care procedures or by applicable law.
- The user understands and agrees that all passwords and/or other security measures assigned to them are to be used solely by themself, and are not to be disclosed to or utilized by any other individual.
- The user understands and agrees that if they knowingly and intentionally violate the confidentiality provisions of the applicable rules and regulations, they may be subject to termination and subject to liability under applicable law.
- The user understands and agrees that their obligations under the Agreement shall remain in effect following any termination of this Agreement or of their employment with the agency listed on the form.

Privacy

The rights and privileges of clients are of the utmost importance to Housing First Solano's–HMIS project and are crucial to its success. Policies regarding client data are founded on the premise that a client owns their own personal information, and provide the necessary safeguards to protect the interests of clients, agencies, and the Continuum alike.

PERSONAL IDENTIFIABLE INFORMATION

There are four items of information that are known as "personal identifiable information": a person's name, social security number, date of birth, and gender. The HMIS uses these items of information to uniquely identify clients within the system. Clients are not required to grant permission to share personal identifying information for use in HMIS to receive services; Housing First Solano agencies will provide services whether or not clients agree to share their personal identifying information with other agencies in the HMIS. However, clients may be required to provide personal identifying information to prove eligibility for a program or service.

USES OF INFORMATION

Information clients consent to enter into the HMIS will be used in the following ways:

- By the Continuum of Care, to administer the HMIS, to ensure that the data in the system is accurate and valid, to fix problems in the computer system, and to test the system;
- By the Continuum of Care, to prepare reports containing "de-identified" information for the purpose of sharing data and preparing reports for HMIS users, government agencies and policy-makers, and the general public. "De-identified" means that a client's name, social security number, address, zip

code, or any other information that could be used to identify the client will **not** appear in any of the data or the reports released by an HMIS user or the Continuum of Care;
- By other agencies participating in HMIS, in order to assist those agencies to more effectively provide and coordinate services for clients.

In addition to the uses above, the Continuum of Care and agencies participating in HMIS may also use and disclose information clients provide us in the following ways:

- For functions related to payment or reimbursement for services;
- To carry out internal administrative functions;
- To report abuse, neglect, or domestic violence, but only to the extent that such reports are required by law;
- To prevent or lessen a serious and imminent threat to the health or safety of a person or the public, including the target of a threat, if permitted by applicable law;
- In response to a warrant, subpoena, summons, or lawful court order, or in response to a written or oral requests by a law enforcement official under certain circumstances;
- To a law enforcement official, if there is a good faith belief that a crime has occurred on the premises;
- To an individual or institution for academic research purposes;
- To authorized federal officials for the conduct of certain national security or certain activities associated with the protection of certain officials.

CLIENT RIGHTS

Clients have the right to see and receive a copy of the information that the Housing First Solano HMIS maintains about them, except for information compiled in anticipation of litigation, information about another individual, information obtained under a promise of confidentiality, or information that would, if disclosed, endanger the life or safety of another. The Housing First Solano HMIS Administrator will consider changing any information about a client if the client believes the recorded information is inaccurate.

If a client believes that their privacy rights have been violated, they may send a written complaint to the System Administrator. If the System Administrator is the subject of the complaint, the client may send the complaint to the HMIS Lead Agency. The Agency in question and Housing First Solano are prohibited from retaliating against a person for filing a complaint.

System Access

The System Administrator will monitor access to system software. The System Administrator-will regularly review user access privileges and remove identification codes and passwords from their systems when users no longer require access.

DEPARTING EMPLOYEES

When an employee with access to the HMIS ends their employment at a participating agency, it is the responsibility of the Agency to contact the System Administrator to delete the departing person's access to the HMIS within 24 hours of their departure.

If an employee is to be terminated and the employee has access to the HMIS, it is the responsibility of the Agency to contact the System Administrator to have them delete the departing person's access to the system as soon as the employee has been advised of the termination.

NEW HMIS USERS PROCEDURE

The Agency must contact the System Administrator when the Agency wishes to add new users of the HMIS to the list of authorized users. New users must read and sign the security agreement and the Agency Administrator in their files must maintain the signed copy for the duration of its validity.

All new system users must attend Security and Ethics training prior to being assigned a user ID. Security and Ethics training must be repeated once each 12 months thereafter. The user is responsible for complying with the security and ethics procedures contained in this document.

Mandatory Training Activities

In order to meet HUD requirements, it is the policy of Housing First Solano that all users of the HMIS shall attend mandatory training once per calendar year on the subjects of Privacy & Ethics, Data Security and Data Quality. It is the responsibility of the System Administrator to schedule not less than four (4) sessions per year for this training and to publish the schedule to the Agencies for dissemination to agency users.

The System Administrator shall maintain written records of attendance and any user who has not completed the training within each calendar year shall have their access to the HMIS suspended until such training is completed.

Agency Monitoring for Compliance

In order to meet HUD requirements, it is the policy of Housing First Solano that all agencies that use the HMIS must be reviewed once per calendar year for compliance with the HUD regulations and local policies.

It is the responsibility of the System Administrator to develop a standardized policy review document and to carry out, or assign a designate to carry out, the annual compliance assessment. Agencies must receive a thirty-day advance notice of the scheduled assessment and a copy of the items that will be reviewed. Notice will be sent to the Agency Administrator.

ATTACHMENT 08: APPLICABLE SECTIONS OF CON PLAN TO SERVING PERSONS DEFINED AS HOMELESS UNDER OTHER FEDERAL STATUTES

This attachment does not apply to the Housing First Solano Continuum of Care.

VALLEJO-SOLANO COUNTY CONTINUUM OF CARE – CA 518

2017 COC NOFA

ATTACHMENT 09: PHA ADMINISTRATION PLAN, QUESTION 1C-4

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qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA may apply for targeted funding (e.g. vouchers for veterans, homeless etc.) as funding becomes available from HUD

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

Disaster Relief Assistance/Involuntarily displaced by City of Fairfield
Single person preference
Veteran preference
Residency preference
Homeless preference
Income Targeted

Policy

The following local preferences have been established:

Applicants with Special Provisions, which includes, tenants residing in units owned and or managed by FHA required to move due to special circumstances, and approved by the Executive Director.

This City of Fairfield residency preference is limited to the jurisdictional boundaries of Solano County. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in Solano County at the time of application qualify for this preference.

Any citizen of the United States who served in the active military, naval, or air service of the United States who received an honorable discharge or released from active duty under honorable conditions. This preference applies to veterans and the surviving spouses of veterans.

Excerpt from Fairfield Housing Authority's most recent administration plan.

FHA Administrative Plan
July 1, 2015

Housing Choice Voucher participants who have been terminated due to over-leasing or lack of federal funding: . At the time a participant is terminated due to over-leasing or lack of federal funding, that person's name will automatically be placed on the waiting list and given the appropriate preference.

Working preference: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.

Displaced by Government Action

Families who were receiving Housing Choice Voucher assistance will take precedence over other waiting list place holders. New applicants to the Housing Choice Voucher program must be a family displaced by a natural disaster, including disasters recognized by a Federal government, which extensively damaged or destroyed their dwelling or is:

Dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family Has been declared unfit for habitation by a government agency.

Part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.

Displaced due to a family member being the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

Waitlist Order of Selection

The PHA system of preferences may select families either according to the date and time of preliminary application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they claim, and in accordance with the PHA's hierarchy of preferences.

When pulled from the waitlist, a family must complete and document the preferences they claim. The PHA will verify the preferences as part of the process to determine eligibility for HCV assistance.

If an applicant claims a preference on the preliminary application, but cannot document the preference at the time the full application is submitted, they will be denied rental assistance based on the preferences they claimed.

PHA Policy
The applicant will be allowed to remain on the waitlist but ranked without the unverified preference.

Waitlist Established Local Preferences
National Disaster Relief Assistance
The number of Housing Choice Vouchers issued for Disaster Relief Assistance will be determined by the funding available from HUD. HCV assistance may be offered to families displaced by a national disaster that requires the assistance of the Federal Emergency Management Agency (FEMA).

PHA Policy
The family must apply for admission to the HCV waiting list within two months of the disaster, or with management approval, if the request is beyond the two-month limit.
At the time of preliminary application the family must have a number issued by FEMA.

Involuntarily Displaced Applicants
The number of Housing Choice Vouchers issued to involuntarily displaced households, will be determined by the funding available from HUD.

Applicants currently on the waiting list will be given the highest preference if they are being involuntarily displaced from their current housing by a local, state or federal Government entity.

PHA Policy

Applicants involuntarily displaced due to an action taken by a governmental action will be given consideration for the highest preference if they are currently active on the waiting list,

a Fairfield resident and can provide a letter of displacement issued by an agent of the government agency.

Single Person Preference

A person whose head, spouse, or sole member is a person who is 62 years old or older. A person whose head, spouse, or sole member is a person with disabilities. It may include two or more people with disabilities living together, or one or more persons with disabilities living with the assistance of a live-in aide.

Veteran
For families with an active or honorably or generally discharged member(s) of any of the main branches of the United States Armed Services, their surviving spouses, or any former spouses who has custody of the minor children of the veteran.

PHA Policy
A preference will not be provided for a veteran who was dishonorably discharged.

Residency
HUD allows a PHA to have a residency preference but does not allow a PHA to require residency as a condition of eligibility. Definition of residency is an applicant, who lives, is employed or offered employment in the jurisdiction of the Fairfield Housing Authority.

PHA Policy
In order to verify that an applicant is a resident on the full application, the PHA requires a minimum of two documents to verify local residency which may include any of the following documents:

Current lease Utility bill Employment record
Mail from the Social Security Administration
Unemployment documentation
Verification from a supportive social service organization
Financial institution verification Educational or School record Current Driver's license
State issued Identification Card

Homeless Preference

Homeless
An applicant without a permanent address will be allowed the residency preference if they receive supportive social or financial services offered in Fairfield by the County of Solano, or from a supportive service provided in the City of Fairfield.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination though a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to

The Housing Authority of the City of Vallejo does not have an established homeless preference, and this attachment does not apply to that PHA.

The Vacaville Housing Authority does not have an established homeless preference, and this attachment does not apply to that PHA.

The Benicia Housing Authority does not have an established homeless preference, and this attachment does not apply to that PHA.

The Suisun City Housing Authority does not have an established homeless preference, and this attachment does not apply to that PHA.

2017 COC NOFA

ATTACHMENT 10: COC-HMIS MOU (IF REFERENCED IN THE COC'S GOVERNANCE CHARTER)

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HOUSING FIRST SOLANO GOVERNANCE CHARTER

ARTICLE 1 – NAME OF THE COC/COC BOARD

A. Name of the Continuum of Care (CoC): The name of the CoC is officially the Vallejo/Solano Continuum of Care; however, it shall be known as the Housing First Solano Continuum of Care, herein referred to as "HFS" or "the CoC"

B. Name of the CoC Board: The name of the CoC Board shall be the Housing First Solano CoC Board, herein referred to as the "HFS Board" or "the Board."

ARTICLE 2 – PURPOSE OF THE COC AND THE COC BOARD

The HFS CoC is a regional planning body of representative stakeholders in Solano County that coordinates the community's policies, strategies and activities toward preventing and ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

HFS seeks to develop a continuum of services with the ultimate goal of preventing and ending homelessness in Solano County. Efforts are aimed at permanent solutions and the range of services are designed to meet the unique and complex needs of individuals and families who are at risk of or are currently experiencing homelessness. HFS also works collaboratively with the local jurisdictions and other stakeholders to help lift people out of poverty and provide the services needed to stably house them.

HFS seeks to address poverty and homelessness through a coordinated community-based process of identifying needs and building up a system of housing and services to address those needs. HFS seeks to move beyond the evaluation and prioritization of specific projects to a system-wide evaluation of the community's response to homelessness.

ARTICLE 3 – GEOGRAPHIC REPRESENTATION

HFS geographic area covers the seven cities located in Solano County: Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, the unincorporated areas and Solano County – and includes the housing and service plans for homeless persons and persons experiencing a housing crisis for each area. The membership is comprised of representatives of relevant organizations within the given geographic areas.

Reviewed and approved by the Housing First Solano General Membership on June 26, 2017

ARTICLE 4 – RESPONSIBILITIES

It is the role of Housing First Solano to provide oversight and take direct action on the issues outlined below. Where applicable, Housing First Solano will delegate its authority to carry out the following activities to the relevant body. The responsibilities of HFS, the HFS Board, the Collaborative Applicant the HMIS Lead, and the staff are delineated in APPENDIX A in the Delegation of Authorities Chart. Regardless of delegation, Housing First Solano retains the ultimate responsibility to ensure its responsibilities are carried out correctly and will retain final oversight on all Continuum of Care related activity.

A. Operating a CoC

i. Develop, follow, and update annually this governance charter, which will include all procedures and policies needed to comply with the U.S. Department of Housing and Urban Development (HUD) requirements and with the Homeless Management Information System (HMIS) requirements, including a code of conduct and recusal process for the HFS Board, its chair(s), and any person acting on behalf of the HFS Board.

   a) The Governance Committee will review annually and will make recommendations for changes or updates to the CoC for their final approval. In the interim, if relevant regulatory or policy updates require consideration, the Governance Committee will meet to review and make those edits and submit the revised Charter to the CoC.

ii. Housing First Solano shall send an invitation at least annually to the public soliciting invitations for new members and shall hold full Continuum of Care meetings no less than semi-annually.

iii. Housing First Solano shall coordinate with the Emergency Solutions Grant (ESG) program to conduct an initial comprehensive assessment of the needs of persons experiencing homelessness in Solano County. This initial assessment shall be updated annually with a gaps analysis that compares available housing and services in Solano County to the need for services in the Solano County.

iv. In consultation with recipients of ESG funds within the CoC, implement the written standards for providing CoC assistance through a coordinated assessment and entry process. At a minimum, the standards must include:

   a) Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC Program

   b) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance

c) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance

d) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance

e) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance

v. Monitor the performance of CoC and ESG recipients and subrecipients by project type to ensure effective service delivery.

a) Housing First Solano shall consult with recipients and subrecipients to establish performance targets appropriate for population and program type.

b) Housing First Solano shall evaluate the outcomes of projects funded under ESG and CoC programs and work with projects that underperform ~~that perform poorly~~ to improve performance.

c) The Performance and Evaluation Committee shall develop the targets, in consultation with the CoC Board with final approval by the CoC.

vi. Report the outcomes of ESG and CoC projects to HUD annually through the CoC application process.

B. CoC Planning

i. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:

a) Outreach, engagement, and assessment

b) Shelter, housing, and supportive services

c) Prevention strategies

ii. Plan for and conduct, at least biennially (every other year), a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires

iii. Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area

iv. Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.

v. Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

vi. Housing First Solano shall establish relevant policies and procedures to document the use of Planning Funds for eligible costs to ensure compliance with the planning grant requirements.

C. Designating and Operating an HMIS

i. Housing First Solano shall designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS lead agency.

ii. Process for designating an HMIS Lead agency:

a) The HMIS Lead will be designated using a Request For Proposals process conducted by a Subcommittee of non-conflicted CoC members

b) Applicants will be given the opportunity to present themselves to the Housing First Solano membership at a general meeting

c) The final choice is made by the full Housing First Solano membership

d) The agency chosen will be selected for 1-3 years with the option for renewal based on a performance report and survey of the Housing First Solano general membership.

e) The HMIS Lead will sign a Memorandum of Understanding (MOU) with Housing First Solano.

iii. Once selected, the HMIS Lead shall be responsible for developing and monitoring the following HMIS program elements. However, Housing First Solano shall retain final review and approval of all HMIS related policies and procedures:

a) Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan at least annually and as needed due to regulatory updates.

b) Ensure that the HMIS is administered in compliance with HUD requirements.

c) Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.

d) Work with all participating HMIS agencies to maintain high data quality and encourage non-HUD funded projects to participate.

D. Preparing an Application for Funds

i. Housing First Solano shall design, operate, and follow a collaborative process for the development of a CoC application to HUD.

ii. Housing First Solano shall establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding

iii. Housing First Solano shall designate an eligible Collaborative Applicant to collect and combine the required application information from all applicants. In the event the Collaborative Applicant is not Housing First Solano, Housing First Solano shall retain all of its responsibilities under the law and Department of Housing and Urban Development regulations.

a) Process for designating the Collaborative Applicant:

1. The Collaborative Applicant will be designated using a Request for Proposals process conducted by a Subcommittee of non-conflicted Housing First Solano ~~CoC~~ members.

2. Applicants will be given the opportunity to present themselves to the Housing First Solano ~~CoC~~ membership at a General Meeting

3. The final choice is made by the full CoC

4. The agency chosen will be selected for 1-3 years with the option for renewal based on a performance report and survey of HUD-funded applicants

iv. Housing First Solano shall approve the final submission of applications in response to the CoC Notice of Funding Availability.

ARTICLE 5 – THE HOUSING FIRST SOLANO BOARD

A. Membership

i. HFS established a Governing Board selected in compliance with the process approved by the CoC as required by 24 CFR part 578.7(a)(3). The Board is responsible for the overall policy and direction of HFS CoC and may delegate responsibility for day-to-day operations to staff and Committees. (See Appendix A for Delegation of Authorities). The Governing Board shall comply with the conflict of interest requirements established by 24 CFR part 578.95(b).

In compliance with the HUD CoC Program Interim Rule, the HFS Board will include at least one homeless or formerly homeless individual and will represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use or disorders, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans.

B. Board Composition

i. The Board shall consist of no more than twenty three (23) members. The sectors of representation are represented by the table below:

• Nonprofit homeless assistance providers	two
• Faith-based representative	one
• Government representative (including Public Housing Authority)	eight
• Educational representative (school district, university, etc.)	one
• Mental Health provider	one
• Health Service provider (including hospitals)	one
• Law enforcement representative	one
• Representative of organization/entity serving veterans	one
• Homeless and/or formerly homeless representatives	two
• Members at large	three
• Business Representative	one
• Affordable housing development representative	one

ii. One Board member may represent the interests of more than one homeless subpopulation, and the Board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the Board.

C. Board Terms of Office

i. The members of the HFS Board shall serve three-year terms, but are eligible for re-election.

D. CoC Board Member Responsibilities

i. All members of the HFS Board shall demonstrate a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of Solano County. The HFS Board members have an active role in the HFS Board. Members are expected to:

a) Attend meetings and contribute to informed dialogue on actions the group undertakes

b) Serve on a committee of the HFS Board or HFS CoC

c) Participate in the activities of the HFS Board, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals

d) Seek input from and report back to the constituency they represent on key issues and strategies and otherwise keep abreast of needs and gaps in the CoC

e) Ensure that the CoC is meeting all of its responsibilities assigned to it by HUD regulations

f) Represent the relevant organizations and projects serving homeless subpopulations

g) Support homeless persons in their movement from homelessness to economic stability

h) Ensure that the CoC is inclusive of all of the needs of the geographic area's homeless population, including the special service and housing needs of homeless sub-populations

E. HFS Board Selection

i. HFS Board members are seated through an election by the full CoC at a General Membership meeting.

ii. If the Board is full, elections are held annually at the first meeting of the year for seats opening up due to terms that are expired.

iii. Special elections may be held at general CoC meetings to fill empty seats or seats vacated throughout the year. The same procedures apply.

iv. Candidates for Board membership may be self-nominated or may be nominated by the Board, by CoC members or by community members. The candidate must fill out a brief application that indicates general information about them, their level of interest and which categories and subpopulations they represent. CoC staff will review all applications to ensure that the candidate matches an open Board seat prior to placing the applications before the CoC for a vote.

v. The government seats are held by the jurisdictions themselves rather than the person serving in the seat and those appointees are subject to the appointment processes within that jurisdiction. Each jurisdiction must notify the CoC staff at least annually who the appointed member and alternate will be. If there are any changes or if that person is not meeting the attendance requirements for the Board, the jurisdiction must notify the CoC staff as soon as possible who the new appointee and alternate, if applicable, will be.

vi. The entire Charter will be reviewed annually but this provision for CoC Board selection will also specifically be reviewed at least every five years.

F. Designating a CoC Board Alternate

i. Board members may designate a single Alternate who can attend in the Board member's place if they must miss a meeting so long as that Alternate represents the same subpopulation, sector or jurisdiction.

ii. Board members must designate an alternate prior to the meeting date. This designation shall be made via email to Housing First Solano staff and the current Housing First Solano chair. The email must state the name of the person who shall attend as the alternate and provide adequate contact information for the alternate.

iii. A Board member may change his or her alternate at any point in time. However, a Board member may only have one alternate designated at any given time.

iv. The Alternate will count towards quorum requirements and can vote in the Board members absence.

v. If both the Board member and Alternate attend a Board meeting, only the Board member will be recognized as representing the Board officially and will have rights thereof.

G. CoC Board Attendance and Termination

i. Board members shall not miss more than 25 percent of Board meetings in a 12-month period.

ii. Attendance of a properly designated Alternate at a meeting will satisfy the Attendance requirement as it does not leave the seat unrepresented.

iii. If a Board member misses more than 25 percent of Board meetings in a 12-month period, the Chair may call for a vote to dismiss the Board member.

iv. A member may also be dismissed from the HFS Board for other reasons by a three-fourths vote of the remaining members. Discussion and possible action on the dismissal of any member must be properly noticed on a Board agenda.

v. If a board member wishes to resign, the board member shall submit a letter of resignation to the HFS Board staff.

H. Leadership of the CoC Board

i. The HFS Board shall have three officers consisting of a Chair, a Vice-Chair, and a Secretary. Their duties shall be as follows:

a) The Chair shall convene regularly scheduled Board meetings and CoC meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in their absence in the following order: Vice-Chair and then Secretary.

b) The Vice-Chair shall chair Committees on special subjects as designated by the Board and shall Chair CoC and CoC Board meetings in the absence of the Chair.

c) The Secretary shall work with the CoC staff on ensuring records for the Board are kept and posted and shall be a liaison to the CoC staff and shall Chair CoC and CoC Board meetings in the absence of the Chair & Vice-Chair

ii. The HFS Board shall elect officers of the Board at least annually. Officers shall be elected by a majority vote of the current Board members.

I. CoC Board Meeting Frequency

i. The HFS Board shall meet every two months. Special meetings may be called by the Chair as needed; however, notices must comply with the Brown Act.

J. CoC Board Proceedings

i. Quorum: A quorum of fifty percent plus one member of the currently seated HFS Board shall be present at any regular or specially scheduled meeting in order for the HFS Board to engage in formal decision making.

ii. Voting: While the HFS Board will strive to achieve consensus, the affirmative vote of a majority of members in attendance shall be required for the approval of any matter. Secret votes are not permitted and, in cases where the vote is not unanimous, the specific ayes, nays and abstentions must be recorded in the minutes.

iii. Inclusion: The HFS Board works to ensure input to HFS Board deliberations and decision-making from a diverse segment of stakeholders, including consumers and community members, as well as gender, ethnic, cultural and geographical representation. All interested persons are encouraged to attend meetings, provide input, and voice concerns. CoC members are encouraged to bring grievances or concerns to the attention of the CoC Board or CoC staff.

iv. Notice and Brown Act: All HFS Board meetings shall be open to the public and properly noticed. The HFS Board will follow all the requirements of the Brown Act, which provides greater transparency for the CoC and the community. An official HFS Board meeting agenda/notice shall be sent to each Board member, posted publicly, and posted on the CoC website at least 72 hours in advance of any Board meeting. The HFS Board also encourages all members of the community to participate in group discussions and working groups.

K. Conflict of Interest and Code of Conduct

i. Each HFS Board member, and anyone acting on behalf of them, is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, HFS Board members and anyone acting on behalf of the Board, may not:

a) Participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the HFS Board member has a financial or other interest in or represents, except for the CoC Board itself.

b) Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimum value.

c) Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

ii. Individuals with a conflict of interest will inform the CoC Board of the conflict and excuse themselves from the meeting or deliberations during such discussions. The CoC Board Chairperson and Staff will also track which CoC members have conflicts of interest and assist to ensure that such members do

not participate in discussions or decisions in which those members have a conflict.

iii. Each CoC Board member must sign a personal conflict of interest and code of conduct policy annually to demonstrate that they are aware of this policy and agree to abide by it.

L. Compensation

i. The Board members shall serve without compensation.

M. Relationship with Full CoC Membership

i. HFS Board meetings will be open to the full membership and the public and the HFS Board will post minutes of the HFS Board meetings on the CoC website.

ii. Between HFS Board meetings, HFS Board leaders and Staff will keep the full membership involved by participation in workgroups and committees and sharing information, including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability via email list or via the CoC website.

ARTICLE 6 – HOUSING FIRST SOLANO GENERAL MEMBERSHIP

A. General Membership Requirements

i. HFS membership is open to all public wishing to participate. HFS will actively seek to recruit relevant stakeholders as listed below in the recruitment and outreach section. To maintain records of membership and facilitate communication and the work of the CoC, HFS will request that new members fill out a very brief new member card to introduce themselves to the CoC and provide their contact information. HFS seeks to be as welcoming and inclusive as possible and to achieve as diverse a membership as possible. All members are welcome to vote and share their perspectives on all matters before the CoC. There is no limit on the number of voters allowed or perspectives encouraged per entity or agency. HFS welcomes those who will actively engage in the CoC.

ii. Housing First Solano General Members shall be subject to the same conflict of interest provisions as the Housing First Solano Board. Any General Member with a conflict of interest shall recuse himself or herself from voting on that matter.

B. HFS CoC Meetings

i. The HFS CoC will hold meetings of the full CoC membership bimonthly, but at least semiannually.

ii. The CoC staff will announce the date, time and location of these meetings at least two weeks in advance and will publish the meeting agenda at least 72 hours before the date of the meeting. Meeting agendas will be posted online at the Housing First Solano website for review prior to the meeting and disseminated to the CoC listserv.

ARTICLE 7 – RECRUITMENT

A. Annual Recruitment: The CoC Board will publish and appropriately disseminate an open invitation at least annually for those within the the CoC area to join as new CoC members. Recruitment efforts will be documented.

B. Recruitment and Outreach The CoC Board will work to identify and address membership gaps in essential sectors, from key providers and other vital stakeholders. The CoC Board and Staff will recruit to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations and organizations. Specifically, outreach will be conducted to obtain membership from the following groups:

i. Nonprofit homeless assistance providers
ii. Victim service providers
iii. Faith-based organizations
iv. Governments
v. Businesses
vi. Advocates
vii. Public housing agencies
viii. School districts
ix. Social service providers
x. Mental health agencies
xi. Hospitals
xii. Universities
xiii. Affordable housing developers
xiv. Law enforcement
xv. Organizations that serve veterans
xvi. Homeless and formerly homeless individuals
xvii. Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

ARTICLE 8 – HFS COMMITTEES

A. Creation of Committees, Subcommittees, or Workgroups: The HFS Board or CoC may appoint committees, subcommittees, or workgroups to fulfill the work of the CoC.

B. Standing Committees, Subcommittees, or Workgroups: Much of the HFS CoC's work is conducted at committee and workgroup meetings. Standing committees will include:

i. **Governance Committee**: The Governance Committee shall be responsible for reviewing the Housing First Solano Charter on an annual basis, reviewing the Policies and Procedures for Housing First Solano, and any other documentation required by law or regulation.

ii. **Performance and Evaluation Committee**: The Performance and Evaluation committee shall be responsible for reviewing the policies and scoring tools for Review and Rank as part of the Continuum of Care Competition. The Performance and Evaluation committee shall also be responsible for monitoring CoC funded projects and general system performance. The Performance and Evaluation committee shall make recommendations to improve or monitor system performance with input from the Housing First Solano General Membership.

iii. **Coordinated Entry Workgroup:** The Coordinated Entry Workgroup is responsible for creating the policies and procedures for Solano County's coordinated entry system. The Workgroup is also responsible for monitoring coordinated entry to ensure it is functioning correctly and make recommendations and changes as necessary. The Workgroup shall recruit agencies for participation in coordinated entry.

iv. **HMIS Users Workgroup:** The HMIS Users Workgroup shall consist of HMIS users. This group shall evaluate all documents related to HMIS and make recommendations regarding changes to those documents.

v. **Point-in-Time Count Subcommittee:** The Point-in-Time Count subcommittee shall be a subcommittee of the Performance and Evaluation committee. This subcommittee shall be responsible for organizing and conducting the Point-in-Time count every two years.

C. Committee, Subcommittee, or Workgroup Leadership: Members of the HFS Board or of CoC Staff will be the designated chairpersons of each committee. but committee membership will comprise of CoC members.

D. Ad Hoc Committees: The HFS Board may create ad-hoc committees to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of HFS Board members, CoC members, and subject-matter experts who are not CoC Board members.

E. Meeting Timing: The HFS committees may meet monthly, bimonthly or at some other interval depending on the tasks to be accomplished. Each committee will have

a clear purpose and overall timeline for addressing issues or problems that it was chartered to address.

F. **Final Approval:** All committees or workgroups will present their work product to the HFS Board or General Membership in accordance with Appendix A for a vote to implement the recommendation, make additional changes, or send the work product back to committee for further review.

ARTICLE 9 – RECORDKEEPING REQUIREMENTS

A. Housing First Solano shall ensure the Collaborative Applicant records and collects evidence that:

i. the CoC Board meets all the requirements of 24 CFR 578.5 (b), including meeting agendas, minutes, the Governance Charter, policies and procedures, and all required updates and notices; and

ii. the Collaborative Applicant documents and collects evidence that the CoC prepared the application for funds as required, including the designation of the eligible applicant as the Collaborative applicant; and

iii. the Collaborative Applicant documents and collects evidence of use of planning funds for eligible costs and other grants management documentation; and

iv. the agendas, minutes, and other required documents will be available on the HFS website; and

v. the process for selecting a Board is reviewed at least every five years.

ARTICLE 10 – CHARTER AMENDMENT AND REVIEW

The HFS CoC will review, update, and approve this governance charter at least annually, first through the work of the Governance Committee and then by a final review and vote of the CoC. Amendment of the charter requires a majority vote of the CoC at a regularly scheduled meeting, provided that notice of the scheduled vote on the charter amendment was provided at least one month prior to that meeting.

Lorraine Chasor — June 26, 2017

Chair Signature — Date

Housing First Solano CoC Governance Charter - Appendix A
Delegation of Authority

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
CoC Board Selection and Meetings					
Review CoC Board selection process	Must be reviewed every 5 years, CoC approves		X		Governance Committee reviews
Recruitment of Board members	X	X			Governance Committee can help
Nomination of new Board members	X	X			Self-nomination
Selection of Board Officers		X			
Removal of CoC Board members	CoC members can bring grievance to Board	With 2/3 vote of Board for cause			
Fill vacancies as they become open	X				
Calling special meetings of the CoC Board		Chair may call special meeting, requires 24 hours official public notice			
Draft/Set CoC Board Agendas	Any CoC or Board member can propose items to Board or staff	X	X		Community members may also submit items for consideration
CoC Policies					
Review, update, and approve governance charter	Must be done at least annually; majority vote at meeting - one month notice				Governance Committee reviews and revises and submits for approval
Create and approve CoC policies and procedures	Final Approval				Governance Committee reviews CoC Policies and Procedures to submit to CoC for approval

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
Set strategic priorities[i]	Approve	Approve			Strategic Planning Committee leads the work, in conjunction with the JPA efforts
Coordinate strategic planning activities	X	X	X		Strategic Planning Committee leads the work, in conjunction with the JPA efforts
Set CoC policies not otherwise highlighted by this document		X			
CoC Operations					
Coordinate CoC Membership meetings			At least semi-annually; noticing follows Brown Act requirements		
Draft/Set CoC Membership meeting agendas	Any CoC or Board member can propose items to Board or staff	X	X		Community members may also submit items for consideration
Conduct meetings of full CoC Membership		X	X		CoC Board Chair, or Officers, preside
Select Collaborative Applicant	X				According to procedure in Charter
Select HMIS Lead	X				According to procedure in Charter
Monitor HMIS Lead performance		X	X		
Approve annual work plan for CoC, committees, Collaborative Applicant	X	X			
Administer the CoC		X	X	X	
Coordinate committee meetings		X	X		
Appoint ad hoc committees	X	X			
Make CoC operational[ii] **decisions**			X		
Make recommendations for a Coordinated Entry system					Coordinated Entry Workgroup

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
Create and operate a Coordinated Entry system	Review & Approve Recommendations from Workgroup	X	X	X	Coordinated Entry Workgroup develops design and policy recommendations
Engage the private sector on behalf of the CoC	X	X	X		Strategic Planning Committee also may do so as part of SP efforts
Promote visibility of the CoC	X	X	X	X	
Publish an open invitation for new CoC members			Must be done at least annually		
NOFA					
Approve the NOFA process		Review and Approve			Performance and Evaluation Work Group
Approve the local scoring tool	Review and Approve				Performance and Evaluation Work Group
Coordinate the NOFA process			X	X	
Review and submit required documents related to NOFA, including GIW and HIC			X	X	
Performance Management					
Establish performance measures and targets by population and/or program type	Develop and Approve measures and targets	X			With recommendations of Performance Measurement Workgroup
Monitor performance and evaluate outcomes for the system, CoC/ESG grantees, and subcontractors		X	X		With recommendations of Performance and Evaluation Work Group

	CoC Membership	CoC Board	Staff to CoC and CoC Board	Collaborative Applicant – CAP Solano JPA	Other
Make recommendations regarding the CoC performance management process		X		X	Performance and Evaluation Work Group
Make recommendations to improve outcomes		X		X	Performance and Evaluation Work Group
Take action to improve outcomes		X		X	Performance and Evaluation Work Group
HMIS					
Implement HMIS					HMIS Lead
Update at least annually and Approve the HMIS Security Plan		X - Approve			HMIS Lead - Update
Update at least annually and Approve the HMIS Privacy Plan		X - Approve			HMIS Lead - Update
Update at least annually and Approve the HMIS Data Quality Plan		X - Approve			HMIS Lead - Update
Updated at least annually and Approve the HMIS Governance Charter		X - Approve			HMIS Lead - Update
Update at least annually and Approve the HMIS Policies and Procedures		X - Approve			HMIS Lead - Update
Community Coordination and Needs Assessment					
Plan and execute the biennial Point-in-Time count		X	X	X	
Conduct annual gaps analysis		X	X	X	
Inform consolidated plans		X	X	X	

[i] "Policy" is defined as a rule that CoC organizations and members must follow going forward.
[ii] "Operational decision" is defined as a determination that needs to be made in order to manage a process or situation but does not establish a going forward rule.

Memorandum of Understanding
Between
Community Action Partnership of Solano JPA (HMIS Lead) and
Housing First Solano Continuum of Care (HFS CoC)
Regarding Homeless Management Information System (HMIS) Oversight and Management

WHEREAS, a homeless management information system (HMIS) is an information system designated by each Continuum of Care (CoC) to collect information on homelessness in the CoC's geographic area using residential and other homeless services and store that data in an electronic format to comply with certain requirements prescribed by HUD;

WHEREAS, HMIS supports improved coordination among agencies serving homeless people, informed CoC decision making and advocacy, and more effective CoC policy and strategies;

WHEREAS, HUD requires each CoC to undertake certain oversight responsibilities regarding the HMIS;

WHEREAS, HFS CoC is the CoC for Solano County;

WHEREAS, staff from agencies participating in HMIS may participate in open meetings of the HFS CoC User Forum;

WHEREAS, HFS CoC has selected Bowman Systems Inc. ServicePoint as its HMIS software system;

WHEREAS, pursuant to the process set forth in the HFS CoC charter, HFS CoC designated Community Action Partnership of Solano JPA as HMIS Lead;

This Memorandum of Understanding is made between HMIS Lead and CoC (as defined above), as of _____(date) to govern the administration of the HMIS.

The roles and responsibilities of the parties are set forth below. The CoC and HMIS Lead further agree to operate in compliance with HUD Data and Technical Standards and other applicable laws and Housing First Solano HMIS Policies and Procedures.

Roles and Responsibilities:

HFS CoC

1. HFS CoC will ensure consistent participation of CoC and Emergency Solutions Grant (ESG) recipients and subrecipients in the HMIS.
2. With the support of the HMIS User Forum, HFS CoC will:

a. Review, revise and approve data privacy plan, data security plan, data quality plan, and HMIS Policies and Procedures at least annually and as needed due to regulatory updates
b. Ensure HMIS is administered in compliance with HUD requirements
c. Work with all participating HMIS agencies to maintain high data quality and encourage non-HUD funded projects to participate
d. Approve HMIS Lead decisions as needed

3. HFS CoC will promote the effective use of HMIS data to inform CoC decisions.

HMIS Lead:

1. HMIS Lead will implement and continuously improve the HMIS.
2. HMIS Lead will ensure the HMIS scope aligns with the requirements of agencies, HUD and other stakeholder groups.
3. HMIS Lead will manage the contract with Bowman Systems, Inc.
4. HMIS Lead will manage license distribution.
5. With the User Group, HMIS Lead will develop, maintain and update HMIS Policies and Procedures.
6. The HMIS Lead will submit a security plan, a data quality plan, and a privacy policy to the Continuum of Care for approval as determined by HUD requirements. The HMIS Lead will review and update the plans and policy at least annually.
7. HMIS Lead will convene the User Forum as needed to ensure optimal HMIS functioning and oversight.
8. HMIS Lead will provide for system administration and analyst staffing of help desk services between 9am and 5pm workdays and after-hours emergency response.
9. HMIS Lead will provide training and ongoing collaboration regarding system operation, measurement and research activities including:
    a. Negotiation and training basic workflows for all users and specialized workflows as needed.
    b. HUD mandated activities including Point In Time Count, Housing Inventory Count, Annual Performance Report and the Annual Homelessness Assessment Report.
    c. Provide data for unduplicated homeless counts.
    d. Research projects that involve data sets.
    e. Maintain a suite of reports for all HMIS users.
10. HMIS Lead will execute a written HMIS Participation Agreement with each participating organization, which includes the obligations and authority of the HMIS Lead and participating organization, the requirements of the security plan with which the participating organization must abide, the requirements of the privacy policy with which the participating organization must abide, the sanctions for violating the HMIS Participation Agreement (e.g., imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution), and an agreement that the HMIS Lead and the participating organization will process Protected Identifying Information consistent with the agreement.

11. HMIS Lead will serve as the applicant to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, and, if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities.
12. HMIS Lead will monitor and enforce compliance by all participating organization with HMIS requirements and report on compliance to the Continuum of Care and HUD.
13. HMIS Lead will address any issue that has major implications for the HMIS, such as policy mandates from HUD or performance problems with the HMIS vendor.

The terms and conditions of this agreement may be modified by mutual consent of the parties. The duration of the MOU shall be for one year from the date of this contract. This agreement shall renew automatically unless either party gives notification. The Agreement may be terminated at any time by either party with or without cause upon thirty days written notice to the other party.

Signed: _____ Date: 11/2/15

By: DAWN M. LA BAR As: CHAIR

On behalf of HMIS Lead: CAP SOLANO JPA

Signed: _____ Date: 11/2/15

By: Tranine Chisom As: Chair

On behalf of CoC: Housing First Solano

2017 COC NOFA

ATTACHMENT 11: COC WRITTEN STANDARDS FOR ORDER OF PRIORITY

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HOUSING FIRST SOLANO CONTINUUM OF CARE
WRITTEN STANDARDS FOR SERVICE

The following standards will govern the CoC- and ESG-funded projects in the Housing First Solano Continuum of Care (CoC). Each program may focus or operate a little differently; however, they will align with these overall standards.

PURPOSE

The HEARTH Act requires the Housing First Solano Continuum of Care to have written policies and procedures that govern the provision of assistance to individuals and families. These written standards provide guidance to local providers in administering CoC-funded and ESG-funded assistance in the following areas:

- Policies and procedures for evaluating individuals' and families' eligibility for assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive Transitional Housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- Standards for determining what percentage or amount of rent each program participant must pay while receiving Rapid Rehousing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive Joint Transitional Housing and Permanent Housing - Rapid Rehousing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

These written standards are not intended to be in lieu of or in place of the Interim Regulations for the HEARTH Act, but are intended to clarify local decisions regarding program administration. All-HUD funded providers must follow the Interim Regulations in their entirety.

I. KEY TERMS

1. ***Housing First.*** A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions for entry (such as sobriety or a minimum income threshold). HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable.

2. ***Chronically Homeless.*** The definition of "chronically homeless", as stated in the Definition of Chronically Homeless final rule is:

a. A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (42 U.S.C. 11360(9)), who:

    i. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

    ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;

b. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;

c. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

3. ***Severity of Service Needs.*** These Written Standards refer to persons who have been identified as having the most severe service needs.

    a. For the purposes of these Written Standards, this means an individual for whom at least one of the following is true:

        i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or

        ii. Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support in order to maintain permanent housing.

        iii. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living

situations.

iv. When applicable and on a case-by-case basis, the CoC and recipients of CoC Program-funded PSH may use alternate criteria used by Medicaid departments to identify high-need, high-cost beneficiaries.

b. Severe service needs as defined in paragraphs i.-iv. above shall be identified and verified through data-driven methods such as an administrative data match as well as the application of the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) and shall be documented in a program participant's case file. The determination will not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual. The determination will not be made based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements, see 24 C.F.R. § 5.105(a).

4. ***Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT)***. The VI-SPDAT is an assessment tool chosen for coordinated entry and being used currently in the coordinated entry pilot program. The VI-SPDAT combines the strengths of two widely used existing assessments:

   a. The Vulnerability Index (VI), developed by Community Solutions using leading medical research, which helps determine the chronicity and medical vulnerability of homeless individuals.

   b. The Service Prioritization Decision Assistance Tool (SPDAT), developed by OrgCode Consulting, is an intake and case management tool. Based on a wide body of social science research and extensive field testing, the tool helps service providers allocate resources in a logical, targeted way.

   The VI-SPDAT is designed to help calibrate the response based on the individual, not merely the general population category into which they may fall (e.g., vulnerable, chronically homeless, etc.). The tool helps identify the best type of support and housing intervention for an individual.

II. PARTICIPANT ELIGIBILITY AND DOCUMENTATION STANDARDS

The Housing First Solano Continuum of Care funds or will fund the following housing program types: Transitional Housing, Rapid Rehousing, and Permanent Supportive Housing. It shall consider new housing project types, including Joint Transitional Housing – Permanent Housing Rapid Rehousing and DedicatedPLUS Housing, upon request by the CoC general membership.

As set forth in the HEARTH Act, there are four categories of eligibility: 1) Literally Homeless, 2) Imminent Risk of Homelessness, 3) Homeless Under Other Federal Statutes (subject to cap), and (4) Fleeing/Attempting to Flee Domestic Violence. The Housing First

Solano Continuum of Care elects to serve categories 1, 2, and 4 due to the shortage of resources for those priority populations and excessive demand.

Documentation must be included in the case file, and/or scanned into the HMIS client record that demonstrates eligibility as follows:

1. Literally Homeless (in order of preference)

    a. Third party verification (HMIS print-out, or written referral/certification by another housing or service provider); or
    b. Written observation by an outreach worker; or
    c. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;

    If the provider is using anything other than a Third Party Verification, the case file must include documentation of due diligence to obtain third party verification.

2. Imminent Risk of Homelessness

    a. A court order resulting from an eviction action notifying the individual or family that they must leave within 14 days; or
    b. For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
    c. A documented and verified written or oral statement that the individual or family will be literally homeless within 14 days; and
    d. Certification that no subsequent residence has been identified; and
    e. Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.

3. NOT APPLICABLE – Homeless Under Other Federal Statute

4. Fleeing/Attempting to Flee DV

    a. For victim service providers:
        i. An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.

    b. For non-victim service providers:
        i. Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
        ii. Certification by the individual or head of household that no subsequent residence has been identified; and

iii. Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

III. INCREASING PERMANENT SUPPORTIVE HOUSING BEDS FOR CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES

1. ***To the extent feasible, the CoC shall work to increase the number of CoC Program-funded PSH beds that are dedicated to persons experiencing chronic homelessness.*** Dedicated PSH beds are those which are required through the project's grant agreement to only be used to house persons experiencing chronic homelessness unless there are no persons within the CoC that meet that criteria. If there are no persons within the CoC's geographic area that meet the definition of chronically homeless at a point in which a dedicated PSH bed is vacant, the recipient may then follow the order of priority for non-dedicated PSH established in these Written Standards. The bed will continue to be a dedicated bed, however, so when that bed becomes vacant again it must be used to house a chronically homeless person unless there are still no persons who meet that criterion within the CoC's geographic area at that time. These PSH beds are also reported as "CH Beds" on a CoC's Housing Inventory Count (HIC).

2. ***Prioritize non-dedicated PSH beds for use by persons experiencing chronic homelessness.*** Prioritization means implementing an admissions preference for chronically homeless persons for CoC Program-funded PSH beds. During the CoC Program competition, project applicants for CoC Program-funded PSH indicate the number of non-dedicated beds that will be prioritized for use by persons experiencing chronic homelessness during the operating year of that grant, when awarded. These projects are then required to prioritize chronically homeless persons in their non-dedicated CoC Program-funded PSH beds for the applicable operating year as the project application is incorporated into the grant agreement. All recipients of non-dedicated CoC Program-funded PSH are encouraged to change the designation of their PSH to dedicated, however, at a minimum are encouraged to prioritize the chronically homeless as beds become vacant to the maximum extent practicable, until there are no persons within the CoC's geographic area who meet that criteria.

IV. PRIORITIZING AND TARGETING

Per the CoC and Emergency Solutions Grants (ESG) Program interim rules, 24 CFR § 578 and 24 CFR §§ 91 and 576 respectively, Enrollment into CoC- and/or ESG-funded programs shall follow the CoC's Coordinated Entry Policies and Procedures with respect to assessment, prioritization, matching, referral, and placement.

Housing First Solano Continuum of Care prioritizes chronically homeless individuals and families and has committed to adopting a Housing First approach in CoC/ESG programs.

Approved by the Housing First Solano Continuum of Care Board on September 20, 2017.

1. For homeless families with children, the CoC seeks to mediate/prevent homelessness whenever possible, reduce the homeless episode for families through rapid rehousing (RRH) and shelter/transitional housing focused on moving families from homelessness to permanent housing as soon as possible, and permanently house the most vulnerable families, as resources are available. Information is gathered to determine the "best fit" intervention to prioritize families for more intensive services. Rapid Re-Housing projects serving homeless families with children will strive to place clients into permanent housing within 30 days of entering homelessness, and will not screen out families based on criteria that will not impact future housing success.

2. CoC-funded providers, including each ESG-funded project within the CoC's geographic area, use the VI-SPDAT to identify those most at risk of dying on the street and prioritize placement and services for those highest in need.

If individuals are not chronically homeless, they will be targeted for the rapid rehousing, transitional housing, permanent housing, or income-based housing that they are best matched to. Non-chronically homeless individuals who identify a substance abuse and/or mental health disorder and interest in receiving services for these concerns will be referred to the appropriate residential treatment programs. Prior episodes of homelessness will be noted and considered during assessments.

The CoC has adopted the order of priority described in Notice CPD 16-11.

1. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

   a. ***First Priority – Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.***

      A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

      i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and

      ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe

service needs (see Section I.D.3. of this Notice for definition of severe service needs).

b. ***Second Priority – Chronically Homeless Individuals and Families with the Longest History of Homelessness.***

A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,

ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

c. ***Third Priority – Chronically Homeless Individuals and Families with the Most Severe Service Needs.***

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and

ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

d. ***Fourth Priority – All Other Chronically Homeless Individuals and Families.***

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is less than 12 months; and

ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs

2. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness

a) ***First Priority – Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs.***

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs.

b) ***Second Priority – Homeless Individuals and Families with a Disability with Severe Service Needs.***

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

c) ***Third Priority – Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.***

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

d) ***Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.***

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee

domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

These written standards with respect to assessment, prioritization, matching, and referral are to be read in conjunction with a Coordinated Entry Policies and Procedures manual, which the EDOK CoC Board shall approve.

VAWA-REQUIRED EMERGENCY TRANSFER PLAN

When determining and prioritizing which eligible individuals and families will receive transitional housing (TH), rapid rehousing (RRH), and permanent supportive housing (PSH) assistance, this CoC will follow the CoC's emergency transfer priority as stated in its VAWA-required Emergency Transfer Plan.

V. STANDARDS FOR ADMINISTERING ASSISTANCE

All programs supported by CoC and/or ESG resources shall meet all HUD requirements, including but not limited to, Housing Quality Standards, rent reasonableness standards, Fair Market Rent (FMR) (as relevant), environmental review, and others.

Enrollment in CoC-funded and/or ESG-funded programs shall be time-limited according to each program's HUD-approved contract terms.

PERMANENT SUPPORTIVE HOUSING

Goal of Assistance

Permanent Supportive Housing is community-based housing without a designated length of stay.

Length of Time/Calculation

- All CoC funded PSH programs must enter into a lease agreement with tenants that must be at least one year in duration and renewable. The lease agreement must observe Fair Housing regulations.
- Participants in PSH rental assistance programs are expected to pay the higher of 30% of their income (monthly, adjusted) or 10% of their gross monthly income toward rent (including utilities). If the participant has zero income, the participants are not required to pay rent, but their supportive services partner is expected to work with them to secure income (either earned or unearned) as soon as possible. In no circumstance can a tenant be charged an amount above the rent calculation standard established by HUD.
- Participants must be reevaluated once per year.

- Participants in leasing programs may be charged an occupancy charge up to 30% of the monthly adjusted income; 10% of the family's gross income; or the portion of the family's welfare assistance.
- CoC-funded PSH projects are strongly encouraged to prioritize or dedicate beds to chronically homeless individuals and families, including chronically homeless youth and domestic violence survivors.

Eligibility Requirements

As defined in the HEARTH Act, eligibility for Permanent Supportive Housing is limited to categories 1 and 4.

Category 1 participants may enter from:

- A place not meant for human habitation: cars, parks, sidewalks, and abandoned buildings;
- An emergency shelter or government/charity-funded motel (emergency voucher);
- A Safe Haven (as defined by HUD);
- One of the above places but temporarily – for no more than 90 days– in an institution;

At least one member of the household must have a disability of long duration, verified either by Social Security or a licensed professional that meets the state criteria for diagnosing and treating that condition.

Category 4 participants may enter from the streets, emergency shelter, Transitional Housing, or an institution for no more than 90 days.

RAPID REHOUSING ASSISTANCE

Goal of Assistance

- After receipt of assistance, a household is able to remain stably housed.

Subsidy Amount/Length of Time/Calculation

- Rental subsidies provided are based on client income. Initial assistance can be as much as 100 percent of rent depending on client income. Client will pay a percentage of their income in rent based on the program's assessment of the client's financial and family situation.
- Rental assistance would decline in steps based upon a fixed timeline at the program's discretion based upon the client's financial and family situation.
- All clients may receive follow-up services for up to 6 months to ensure stability and assess the effectiveness of RRH programs.
- The goal is for households to "graduate" from the program once they no longer meet the eligibility requirements of the program's funding source and/or a Case Manager determines assistance can be terminated, whichever comes first.

- An assessment tool shall be used regularly to determine the need for ongoing assistance.
- If the household does not attain any of these goals, assistance ends at 24 months (or earlier time as set by the program).
- Move in Assistance shall be targeted to households who are assessed as able to maintain their unit after the assistance. The amount of move-in assistance is determined by the program, within the limits set by the program's funding source.
- Move In Assistance may be provided as one-time assistance or in tandem with Rental Assistance/Rental Subsidies.

Eligibility Requirements

Per the HEARTH Act and the Continuum of Care Program Interim Rule, eligibility for Rapid Rehousing is satisfied by membership in Categories 1, 2, and 4. Participants must enter from:

- A place not meant for human habitation: cars, parks, sidewalks, and abandoned buildings;
- An emergency shelter or government/charity-funded motel (emergency voucher);
- A Safe Haven (as defined by HUD);
- One of the above places but temporarily – for no more than 90 days– in an institution;
- Transitional Housing for homeless people and originally came from the streets or emergency shelter;
    - However, new RRH projects funded under the FY2017 CoC NOFA may not serve persons living in TH (unless the TH project was eliminated in the FY2017 CoC Program Competition, or the TH is funded by a Joint TH and PH-RRH component project); persons being evicted within fourteen days (Category 2); or youth/families homeless under other Federal statutes (Category 3).
- Being evicted within fourteen days and no subsequent residence has been identified and lacks resources and support network to access housing
    - However, new RRH projects funded under the FY2017 CoC NOFA may not serve persons living in TH (unless the TH project was eliminated in the FY2017 CoC Program Competition, or the TH is funded by a Joint TH and PH-RRH component project); persons being evicted within fourteen days (Category 2); or youth/families homeless under other Federal statutes (Category 3).
- Fleeing domestic/dating violence, sexual assault, stalking, etc. and no other residence has been identified and lacks resources and support network to access housing.
    - The 2015 NOFA clarified that Category 4 participants qualified for Rapid Rehousing.

TRANSITIONAL HOUSING

Goal of Assistance

Transitional Housing facilitates the movement of homeless individuals and families to Permanent Housing within 24 months of entering Transitional Housing.

Length of Time/Calculation

- All CoC funded Transitional Housing programs must enter into a lease or occupancy agreement with tenants that must be at least one month in duration. The lease agreement must observe Fair Housing regulations.
- Participants in Transitional Housing rental assistance programs are expected to pay the higher of 30 percent of their income (monthly, adjusted) or 10% of monthly gross income toward rent (including utilities). If the participant has zero income, the participants are not required to pay rent, but their supportive services partner is expected to work with them to secure income (either earned or unearned) as soon as possible. In no circumstance can a tenant be charged an amount above the Rent Reasonableness standard established by HUD. Rents collected from residents of Transitional Housing may be reserved in whole or part to assist the residents from they are collected to move to Permanent Housing.
- Participants in leasing programs may be charged an occupancy charge up to 30 percent of the monthly adjusted income; 10 percent of the family's gross income; or the portion of the family's welfare assistance.

Eligibility Requirements

Per the HEARTH Act and the Continuum of Care Program Interim Rule, eligibility for Transitional Housing is satisfied by membership in Categories 1, 2, and 4 (as well as 3). Participants must enter from:

- A place not meant for human habitation: cars, parks, sidewalks, and abandoned buildings;
- An emergency shelter or government/charity-funded motel (emergency voucher);
- A Safe Haven (as defined by HUD);
- One of the above places but temporarily – for no more than 90 days– in an institution;
- Transitional Housing for homeless people and originally came from the streets or emergency shelter;
- Transitional Housing for homeless people but did not originally come from the streets or emergency shelter;
- Being evicted within fourteen days and no subsequent residence has been identified and lacks resources and support network to access housing
- Fleeing domestic/dating violence, sexual assault, stalking, etc. and no other residence has been identified and lacks resources and support network to access housing.
    - In the 2015 NOFA, HUD clarified that persons fleeing or attempting to flee human trafficking, including sex trafficking, qualify under this category.

EMERGENCY SERVICES

Per the CoC's Coordinated Policies and Procedures, access to emergency services, such as entry to emergency shelter, shall not be prioritized based on severity of service need or vulnerability. The CoC's Coordinated Entry Policies and Procedures establish rules for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, *e.g.,* victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest.

OTHER HOUSING PROJECT TYPES

The CoC Board shall consider written standards governing other housing project types, including Joint Transitional Housing – Permanent Housing Rapid Rehousing and DedicatedPLUS Housing, as requested by the general CoC membership.

VI. PARTICIPATION IN CENTRALIZED DATA-TRACKING THROUGH HMIS

The CoC shall ensure that data on all persons served and all activities assisted under ESG program funding is entered into the community-wide HMIS in the area in which those persons and activities are located, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

VII. WRITTEN PROCESS FOR TERMINATION OF ASSISTANCE

All programs that offer housing assistance to individuals or families funded by the Continuum of Care must provide a written explanation of a tenant's rights and responsibilities that includes an explanation of program requirements and the consequences and appeal rights should a violation occur. The violation notification must be provided in writing to the participant with an accompanying right to an independent hearing (where the review officer is not directly involved in the program administration) to review the program's decision to terminate assistance to the recipient. Written notification of the outcome of the hearing/final decision will be provided within thirty (30) days of the conclusion of the hearing.

VIII. COLLABORATION WITH OTHER PROGRAMS

The CoC shall coordinate policies and procedures among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers to the maximum extent practicable. This coordination shall include the integration of ESG-funded activities with other programs targeted to homeless people in

the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for Solano County. The coordination also shall integrate ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals who are homeless or at risk of homelessness may be eligible.

IX. RECORDKEEPING

Pursuant to HUD Notice CPD 16-11, the CoC and any recipient of CoC Program Funding will maintain evidence of implementing the prioritization requirements in these Written Standards. Evidence of following these orders of priority may be demonstrated by:

1. ***Evidence of Severe Service Needs.*** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of CPD 16-11 using data-driven methods such as an administrative data match or through the use of a standardized assessment. The documentation should include any information pertinent to how the determination was made, such as notes associated with case- conferencing decisions.

2. ***Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance.*** Recipients shall follow the CoC's written standards for prioritizing assistance, as adopted by the CoC. In accordance with the CoC's adoption of written standards for prioritizing assistance, recipients shall in turn document that the CoC's revised written standards have been incorporated into the recipient's intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

3. ***Evidence that there are no Households Meeting Higher Order of Priority within CoC's Geographic Area.***

    a. When dedicated and prioritized PSH is used to serve non-chronically homeless households, the recipient of CoC Program-funded PSH shall document how it was determined that there were no chronically homeless households identified for assistance within the CoC's geographic area – or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area – at the point in which a vacancy became available. This documentation shall include evidence of the outreach efforts that had been undertaken to locate eligible chronically homeless households within the defined geographic area and, where chronically homeless households have been identified but have not yet accepted assistance, the documentation shall specify the number of persons that are chronically homeless that meet this condition and the attempts that have been made to engage the individual or family. Where a CoC is using a single prioritized list, the recipient of PSH

may refer to that list as evidence.

b. When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that meets a lower order of priority, the recipient of CoC Program-funded PSH shall document how the determination was made that there were no eligible individuals or families within the CoC's geographic area - or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area - that met a higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence that there were no households identified within the CoC's geographic area that meet a higher order of priority.

2017 COC NOFA

ATTACHMENT 12: PROJECT LIST TO SERVE PERSONS DEFINED AS HOMELESS UNDER OTHER FEDERAL STATUTES (IF APPLICABLE)

This attachment does not apply to the Housing First Solano Continuum of Care.

VALLEJO-SOLANO COUNTY CONTINUUM OF CARE – CA 518

2017 COC NOFA

ATTACHMENT 13: FY COC COMPETITION REPORT, QUESTIONS 2A, 2B, 3A, 3B, 4A-6

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2017 HDX Competition Report

PIT Count Data for CA-518 - Vallejo/Solano County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	**1082**	**1232**
Emergency Shelter Total	170	132
Safe Haven Total	0	0
Transitional Housing Total	153	183
Total Sheltered Count	**323**	**315**
Total Unsheltered Count	**795**	**917**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**259**	**434**
Sheltered Count of Chronically Homeless Persons	41	60
Unsheltered Count of Chronically Homeless Persons	218	374

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**53**	**58**
Sheltered Count of Homeless Households with Children	47	49
Unsheltered Count of Homeless Households with Children	6	9

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**41**	**119**	**156**
Sheltered Count of Homeless Veterans	27	54	51
Unsheltered Count of Homeless Veterans	14	65	105

2017 HDX Competition Report

HIC Data for CA-518 - Vallejo/Solano County 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	**152**	**0**	**136**	**89.47%**
Safe Haven (SH) Beds	**0**	**0**	**0**	**NA**
Transitional Housing (TH) Beds	**214**	**0**	**140**	**65.42%**
Rapid Re-Housing (RRH) Beds	**102**	**0**	**89**	**87.25%**
Permanent Supportive Housing (PSH) Beds	**217**	**0**	**115**	**53.00%**
Other Permanent Housing (OPH) Beds	**0**	**0**	**0**	**NA**
Total Beds	685	0	480	70.07%

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	**78**	**140**

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	**64**	**40**

2017 HDX Competition Report

HIC Data for CA-518 - Vallejo/Solano County 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	**94**	**102**

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for CA-518 - Vallejo/Solano County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	80	817	113	74	-39	40	33	-7
1.2 Persons in ES, SH, and TH	498	1085	191	120	-71	92	49	-43

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

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	-	848	-	120	-	-	38	-
1.2 Persons in ES, SH, and TH	-	1030	-	173	-	-	61	-

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 (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	176	32	18%	8	5%	8	5%	48	27%
Exit was from TH	145	10	7%	3	2%	5	3%	18	12%
Exit was from SH	0	0		0		0		0	
Exit was from PH	50	0	0%	2	4%	0	0%	2	4%
TOTAL Returns to Homelessness	371	42	11%	13	4%	13	4%	68	18%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1082	1118	36
Emergency Shelter Total	108	170	62
Safe Haven Total	0	0	0
Transitional Housing Total	179	153	-26
Total Sheltered Count	287	323	36
Unsheltered Count	795	795	0

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	553	1143	590
Emergency Shelter Total	89	832	743
Safe Haven Total	0	0	0
Transitional Housing Total	486	394	-92

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

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	45	47	2
Number of adults with increased earned income	0	3	3
Percentage of adults who increased earned income	0%	6%	6%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	45	47	2
Number of adults with increased non-employment cash income	3	8	5
Percentage of adults who increased non-employment cash income	7%	17%	10%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	45	47	2
Number of adults with increased total income	2	10	8
Percentage of adults who increased total income	4%	21%	17%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	73	68	-5
Number of adults who exited with increased earned income	18	8	-10
Percentage of adults who increased earned income	25%	12%	-13%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	73	68	-5
Number of adults who exited with increased non-employment cash income	19	6	-13
Percentage of adults who increased non-employment cash income	26%	9%	-17%

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	73	68	-5
Number of adults who exited with increased total income	35	12	-23
Percentage of adults who increased total income	48%	18%	-30%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	906	968	62
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.	192	185	-7
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)	714	783	69

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	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1105	1291	186
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.	221	219	-2
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.)	884	1072	188

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 2016.

FY2016 - Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	19	0	-19
Of persons above, those who exited to temporary & some institutional destinations	6	0	-6
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits	32%		

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	872	1029	157
Of the persons above, those who exited to permanent housing destinations	327	345	18
% Successful exits	38%	34%	-4%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	92	175	83
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	85	149	64
% Successful exits/retention	92%	85%	-7%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

CA-518 - Vallejo/Solano County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

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	198	198	129	225	293	307	226	168	131	131	104	183				94				
2. Number of HMIS Beds	121	143	80	204	178	150	165	135	56	56	64	68				94				
3. HMIS Participation Rate from HIC (%)	61.11	72.22	62.02	90.67	60.75	48.86	73.01	80.36	42.75	42.75	61.54	37.16				100.00				
4. Unduplicated Persons Served (HMIS)	709	906	716	832	374	343	354	326	81	61	113	146	0	157	292	314	0	0	0	0
5. Total Leavers (HMIS)	586	833	634	667	259	179	223	231	25	15	31	38	0	42	183	204	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	361	366	303	432	33	22	20	21	0	0	13	1	0	1	2	0	0	0	0	0
7. Destination Error Rate (%)	61.60	43.94	47.79	64.77	12.74	12.29	8.97	9.09	0.00	0.00	41.94	2.63		2.38	1.09	0.00				

2017 HDX Competition Report

Submission and Count Dates for CA-518 - Vallejo/Solano County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/1/2017	Yes
2017 HIC Count Submittal Date	5/1/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes