

2016 Renewal Project Narrative

INSTRUCTIONS (3 points for following application instructions)

Answer the questions below. Submit the 2016 Renewal Project Narrative by email to amber.lewis@iowa.gov by Friday, June 24th, 2016. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than ½-page.

HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.

Points possible: 100

APPLICANT NAME AND LOCATION

Organization Name: City of Dubuque Housing and Community Development

Project Name: Phoenix Housing Special Needs Assistance

Project Name as it is listed on the Housing Inventory Chart (HIC): Phoenix Housing Special Needs Assistance

Type of Project (PSH, RRH, TH, SSO, HMIS): PSH (Permanent Supportive Housing)

Federal DUNS Number: 093105302

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Is your organization registered in the federal System for Award Management (SAM)? Yes

AGENCY AND PROJECT SUMMARY (3 points)

- 1) Provide a brief introduction to your agency. **(1 point)** The City of Dubuque is the local government agency. The Housing and Community Development Department coordinates expansive services to cover the housing needs in our community. The programs and services exist to enhance the quality of life and to create and sustain a community in which everyone has the opportunity to succeed and thrive. The department staffs the City's Community Development Advisory Commission, who receive public input and makes recommendations to the City Council on the allocation of CDBG (Community Development Block Grant) funds through the development of a five-year Consolidated Plan and an annual Action Plan. The City is also a designated public housing agency administering the Housing Choice Voucher program. Oversight

of all assisted housing programs is performed by the City of Dubuque Housing Commission. The Housing Commission is involved in planning, implementation and assessment of housing needs and programs. The City takes steps to enhance coordination with housing providers, public service providers and those providing services to the homeless within the community. This includes partnerships to further the human service needs and, especially, to address the needs of homeless persons (particularly chronically homeless households). Phoenix Housing provides permanent housing and supportive services to homeless individuals/families with disabilities.

Since 1968, Project Concern (Sponsor Agency) has supported the Dubuque community by caring for individuals and families who are homeless or living in poverty. The agency's vision is that everyone facing hardships will have their basic needs met and have a place to call home. One of Project Concern's main goals is to empower people to become strong, independent and healthy members of the community. The agency accomplishes this by providing information and connecting people to services through the 211/Information & Referral program, promoting self-sufficiency and advocacy through the Phoenix Housing and Homeless Prevention program and encouraging involvement for low-income seniors through the Foster Grandparent program.

- 2) Provide a description that addresses the entire scope of the proposed project. **(2 points)**
The Phoenix Housing Project has been in operation in Dubuque since 2007. The project's goal is to provide permanent, supportive housing to homeless individuals/families with disabilities. Agreements in place clarify duties of participants, private housing providers, the City of Dubuque Public Housing Authority (PHA), the Sponsor Agency, Project Concern, and referring agencies. Project Concern is the primary contact with the client. Both agencies take pride in operating the Phoenix Housing project utilizing the 'Housing First Model.' Project Concern provides case management to participants (clients) which includes: setting goals related to housing, increasing income and/or skills and setting personal goals in order to create an overall better quality of life. The goals are set by the client; the coordinator is there to assist clients with referrals, skill building and for overall support. The coordinator prepares a monthly supportive service report for each participant to keep track of services accessed by the client, including mental health services, substance abuse treatment and/or job training programs, as needed. Project Concern works with apartment owners to secure suitable housing located at scattered sites throughout the community and schedules appointments bi-monthly at the housing unit to assist clients with housing needs or concerns. Inspections of these units are performed by the City, as well as, conducting rent reasonableness comparisons and rent calculations. The duration of the rental assistance is unlimited although the goal is to provide enough support, guidance and services so that the individual/family is able to live independently without fear of becoming homeless again.

Included in the priorities of the City of Dubuque Consolidated Plan is to increase the housing options and related services for disabled persons and homeless individuals/families. The local Homeless Advisory Council, co-chaired by Project Concern, meets six times per year to discuss immediate problems and provide continuity for those serving the homeless population. The City and Project Concern work with

numerous agencies within the community to access supportive services; therefore, exceeds the requirements for matching funds. The Dubuque Circles® Initiative, for example, is one program that participants in Phoenix Housing may be referred. The Dubuque Circles® is part of an innovative national movement that connects volunteers and community leaders to families wanting to make the journey out of poverty. Volunteer Allies help individuals/families break the cycle of poverty by sharing their time and friendship. There are barriers that keep even the most motivated from achieving prosperity, but Circles® breaks down these barriers by expanding opportunity and support for families as they create their own paths to stability. It encourages growth from people of all financial classes and engages the community as a whole, so we can work together to create deep and lasting change in Dubuque.

Due to limited funding and community wide outreach efforts, applicants for Phoenix Housing may be placed on a waiting list. First priority is given to those individuals/families who meet the definition of chronic homelessness. Second priority is given to those individuals/families that do not yet meet the definition of chronic homelessness but are most at risk of becoming chronically homeless. Third priority will rank all other applications by date/time received. The community prides itself in being accessible to clients who are homeless. Project Concern coordinators meet clients where they are; whether it be in Project Concern's office or at their homeless campsite to encourage participation in Phoenix Housing and to help clients in meeting their needs and goals.

CONTINUUM OF CARE PARTICIPATION (10 points)

- 3) Annual Performance Report (APR) Submission:
 - a. What is your project's operating year end date? June 30
 - b. APRs are due to HUD 90 days after the end of a project's operating year. On what date did you submit your most recently completed APR to HUD? September 24, 2015 – Revised Date of Operation Year on 10/19/2015 per HUD Request
 - c. On what date did you forward a copy of your APR to the Iowa Finance Authority? September 24, 2015 and Oct 19, 2015
 - d. Did your project meet the 90 day requirement? Yes If an extension was granted or if HUD's E-snaps system was unavailable to complete your APR, describe this. For either an extension or E-snaps being unavailable, submit documentation to verify this. **(2 points if within 90 days or an acceptable extension granted or E-snaps unavailable; no points if not)**

- 4) Local Collaboration: How does your local region plan and collaborate together regarding homelessness? If your local region has an organized planning group, what is it called? How does your agency participate? **(3 points)** The local strategic plan is the City of Dubuque Consolidated Plan that identifies general areas of need in the community and how to address them, particularly in the areas of housing, economic opportunity, and community development. It provides a detailed description of the objectives, proposed accomplishments, priorities and strategies for use of Community Development Block

Grant funds. Included in the priorities of the City of Dubuque Consolidated Plan is to increase the housing options and related services for disabled persons and homeless individuals/families.

Additionally, the Homeless Advisory Board is an organized planning group with the focus on homelessness within the area. The local Homeless Advisory Board, chaired by Project Concern (Sponsor Agency), meets six times per year to discuss immediate problems and provide continuity for those serving the homeless population. The City of Dubuque is always represented on the local area Homeless Advisory Board with staff from Housing and Community Development and the local police department. The local police department are often involved with referrals to the shelters and actively participate in the Point in Time surveys while accompanying volunteers to areas within the City to engage the homeless population. The Homeless Advisory Board carries out its homelessness strategy through a combination of public and private sector organizations, include local government agencies, the City's Housing and Community Development Department, schools, law enforcement and correctional agencies, non-profit and faith-based organizations, local businesses, medical and social service providers, and advocacy groups. Project Concern (Sponsor Agency) provides the coordination for a single point of entry for homeless in our community and employs a homeless coordinator to assist homeless access to services including shelter, food, medical, employment, and education opportunities.

The City has continuously supported programs that assist people at-risk of being homeless through housing, self-sufficiency, homeless shelter, SRO, case management, counseling and job training programs. The City continues to support many of these programs by providing Community Block Grant funds for continued programs that serve the homeless community and has listed this needs as part of the City of Dubuque Consolidated Plan. The Housing and Community Development Department also provides the Bridges Out of Poverty, "Getting Ahead in a Just-Gettin' By World and the Circles initiative®. The Dubuque Circles® Initiative is part of an innovative national movement that connects volunteers and community leaders to families wanting to make the journey out of poverty. Circles encourages growth from people of all financial classes and engages the community as a whole to work together to create deep and lasting change.

The Homeless Advisory Board and the City of Dubuque working with several agencies in the City of Dubuque to prevent homelessness. Other agencies include:

- Workforce Development Center – offering an array of counseling, testing, training, and referral programs for the unemployed
- Two food pantries
- Department of Human Services – provides a variety of income maintenance and case management programs to assist persons and families
- Substance Abuse Services Center (SASC) – offers substance abuse counseling and therapy groups
- Red Cross, Salvation Army, Operation New View, St Vincent de Paul – offer crisis-oriented services and emergency funds

- Catholic Charities, Hillcrest Family Services and Lutheran Services – offer case management and counseling services

The Homeless Advisory Board includes members from area shelters, non-profits, and relevant organizations to the homeless population in Dubuque. The Board meets to discuss current issues homeless clients are facing, trends within the shelters and community resources that are useful to the homeless population.

- 5) Has any representative of your program been an active participant in the Iowa Council on Homelessness? (*Note that anyone can participate in council meetings even if not a voting member.*) Briefly describe. **(3 points)** City of Dubuque staff as administrator of the grant always participate by phone and/or e-mail in council activities and offer feedback/comments when requested. Project Concern, as the sponsor agency, also participates whenever possible. City staff shares all the information from the council activities with Project Concern. City staff asks questions when staff are unsure of a policy/procedure in order to increase knowledge by utilizing the information shared by the Iowa Finance Authority, Iowa Council on Homelessness and HUD. City staff has benefited from networking, best practices discussions, and legislative/HUD updates. We appreciate the explanations that the Council has provided on how the Iowa Balance of State CoC operates and also providing updates; it has helped staff tremendously. City staff also joins the Great Plains and Rocky Mountain Regional Forum to learn more information and obtain best practices.
- 6) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(2 points)** Trisha Conner, Program Coordinator, is serving on the Peer to Peer Homeless Symposium Conference planning committee and Amy Ronek, Executive Director of Project Concern, is serving on the Coordinated Intake committee. Project Concern collects data and enters the data into the HMIS system to enhance the state of Iowa's CoC data collection.

BUDGET AND CAPACITY (14 points)

- 7) HUD Grant Monitoring: Check the box to describe any HUD CoC Project monitoring results during the current program year and the previous two program years (select only ONE option): **(2 points)**
- No monitoring visits from HUD **(2 points);**
 - Monitoring visit(s) from HUD with no findings or concerns **(2 points);**
 - Monitoring visit(s) from HUD with fewer than three findings or concerns, all of which have been resolved in the time requested by HUD **(1 point);**
 - Monitoring visit(s) from HUD with more than three findings or concerns, and/or findings or concerns that were not resolved in the time requested by HUD **(no points).**

- 8) Will the amount requested for Administration Costs in the E-snaps Project Application be less than or equal to 7% (or the amount listed on the GIW)? **Yes**/No (circle) (1 point for “yes”; no point for “no”)
- 9) Is your agency drawing down CoC funds from HUD at least quarterly? **Yes**/No (circle) (1 point for “yes”; no point for “no”)
- 10) Spending history: Provide your project’s spending history as follows. All information should reflect the most recently-completed operating year for which an APR has been submitted: (10 points)
- Project operating year end date: 06/30/2015
 - Amount of grant: \$75,103
 - Total funds expended: \$75,103
 - Funds remaining (unexpended funds): \$0.00
 - Unexpended funds percentage (d) / (b): 0% (10 points if funds were fully expended (0% unexpended); 9 points if up to 1% of funds are unexpended; 8 points if up to 2% of funds are unexpended; 7 points if up to 3% of funds are unexpended, and so forth down to zero points if 10% or more of funds are unexpended)

PRIORITIZATION: PROJECT TYPE, CHRONICALLY HOMELESS, LITERALLY HOMELESS, & HOUSING FIRST (34 points)

- 11) Indicate the project type. Select only **ONE** (this should match your earlier project type indicated). (9 points)
- Permanent Supportive Housing (9 points)
 - Rapid Rehousing (9 points)
 - Transitional Housing exclusively for DV, youth, or substance abuse (4 points)
 - Transitional Housing for the general homeless population (no points)
 - Supportive Services Only (no points)

The Iowa Balance of State CoC has adopted HUD CPD 14-012, Notice on Prioritizing Persons Experiencing Chronic Homelessness in PSH:
<https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>. For PSH projects, also note that the Iowa Council on Homelessness voted in 2015 to require all PSH projects to prioritize all beds available through turnover to the chronically homeless.

- 12) Open the 2016 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here when the competition has opened: (2 points)
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2016 Competition. (If your project is not listed in the HIC, explain why not.)
- Which row on the HIC lists your project? 114

- b. How many total beds are listed for your project (Column U)? 23
- c. How many total beds are for chronically homeless (dedicated or prioritized) (Column L) 23
- d. What is HIC utilization rate (Column V) 100%

13) Answer the following as applicable (answer only (a) OR (b)): **(3 points)**

- a. PSH projects:
 - i. Given the answers to the above question, what is your project's percentage of beds committed to the chronically homeless? **(1 point)** 100%
 - ii. How many beds does your project anticipate being made available through turnover in the upcoming grant year? **(1 point)** 1 bed
 - iii. How many beds made available through turnover is your project committing to chronically homeless in the upcoming grant year (should be 100%)? **(1 point)** 100%
- b. For non-PSH projects:
 - iv. What specific steps is your agency taking to increase the number of PSH beds for the chronically homeless in your community? **(3 points)**

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness.

14) Prioritizing those who are unsheltered or accessing emergency shelter: **(10 points)**

- a. Based on your most recently submitted program year APR, what is the total number of participants that entered your program? 30 households with 34 adults and 11 children **(1 point)**
- b. Based on your most recently submitted program year APR, how many participants entered the program as unsheltered or from an emergency shelter? 100% of the households. 30 households with 31 adults- the other 3 adults were not heads of household or spouse but were added members of the household due to some reconciliations **(1 point)**
- c. Based on your responses above, what is the percentage of participants that entered your program unsheltered or from emergency shelter (b/a)? 100% **(8 points for 100%; 7 points for higher than 95%; 6 points for higher than 90%; 5 points for higher than 85%; 4 points for higher than 80%; no points for lower than 80%)**

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:

- *Housing First/Rapid Rehousing Webinar:*
http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar.
- *Housing First Checklist:*
http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in.

- HUD’s SNAPS In Focus, “Why Housing First:”
<https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.

15) (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following (select all that apply): **(10 points total)**

- Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); **(1 point)**
- Active or history of substance abuse; **(1 point)**
- Having a criminal record with exceptions for state-mandated restrictions; **(1 point)**
- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). **(1 point)**
- None of the above (click this if all of these barriers still exist). **(no points)**

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. **Please also attach a copy of the project’s termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.**

- Failure to participate in supportive services; **(1 point)**
- Failure to make progress on a service plan; **(1 point)**
- Loss of income or failure to improve income; **(1 point)**
- Being a victim of domestic violence; **(1 point)** or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. **(1 point)**

(c) Verify that the project’s termination policy clearly matches with the responses above. **(1 point for Yes; no point for No)** Yes/No
In all circumstances practices and policies are in place to prevent terminations. Terminations are a very last resort and only when the violation is a serious lease violation.

PERFORMANCE (36 points)

In July 2014, HUD released “Systems Performance Measures: An introductory guide to understanding system-level performance measurement.” The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>.

Two measures determined by HUD to be key in permanently exiting homelessness are:

- *The percentage of adults who obtain or increase employment or non-employment cash income over time.*
- *The percentage of participants who obtain or increase non-cash mainstream benefits.*

16) Identify whether the project includes the following activities: **(10 points)**

- Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs? **(2 points)**
- Use of a single application form for four or more mainstream programs? **(2 points; all programs should mark yes as Iowa has this available to all)**
- At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? **(2 points)**
- Project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? **(2 points)**
- The staff person providing the technical assistance completed SOAR training in the past 24 months? **(2 points)**

17) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	Subrecipient	As needed
Assistance with Moving Costs	Partner	As needed
Case Management	Subrecipient	Weekly
Child Care	Partner	As needed
Education Services	Partner	As needed
Employment Assistance and Job Training	Partner	As needed
Food	Partner	As needed
Housing Search and Counseling Services	Subrecipient	As needed
Legal Services	Partner	As needed
Life Skills Training	Subrecipient	As needed
Mental Health Services	Partner	As needed
Outpatient Health Services	Partner	As needed
Outreach Services	Subrecipient	As needed
Substance Abuse Treatment Services	Partner	As needed
Transportation	Partner	Monthly
Utility Deposits	Partner	As needed

18) Outcomes and costs per outcome. Complete **ONE** of the following charts as applicable. (16 points; 2 points for each response)

For Permanent Supportive Housing projects:

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.
<p>This project provides permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. Housing stability is a major program performance measure. The project is set up as a Sponsor-based project, meaning the Sponsor (Project Concern) enters into contracts with area property owners to rent the units to program participants. Program participants enter into a sub-agreement with Project Concern to rent the units provided. The rental assistance is provided without a designated length of</p>	<p>The total budget from the CoC grant was \$75,103 to cover rental assistance and admin costs. The total actual rental assistance for the year of the most recently completed APR was \$78,324. Thirty households were served averaging monthly</p>	<p>The project budgeted for this grant was \$71,172.00 for rental assistance and \$3,931 for admin costs totaling \$75,103.</p>	<p>The unit cost is the rental assistance for each household served to assist homeless persons with a disability in permanent supportive housing to provide housing stability. The average monthly cost of the rental assistance per household was \$217.57. The average monthly cost per person served was \$145.04. A total of 30 households were served consisting of 25 households without children and 5 households with children. Each household served received supportive services. The program has affected many persons' lives and has provided opportunities</p>	<p>Of the 45 persons that were provided permanent, supportive housing, 21 persons exited the program. The total number of households that exited the program was 15 households. 94% of those exiting the program retained housing stability. One household consisting of 4 persons exited the program and refused to disclose the destination.</p>	<p>15 Households maintain permanent housing with supportive services with the CoC funds. The 15 households consist of 24 persons.</p>	<p>Costs described were calculated by the number of households served and the monthly cost of rental assistance paid on behalf of the household. Any other costs in this section states whether those costs are per household or per person. Costs described in supportive services are documented costs from service</p>	<p>The number of households and persons exiting to permanent housing were documented destination of each household. Only one household consisting of 4 persons refused to supply and document the destination of the future</p>

<p>stay. Grant funds are used to pay for the rental assistance for each household.</p> <p>Supportive Services are not included in the CoC grant dollars; however, a total of \$781,744.87 dollars was attributed to the Sponsor Agency for the case management and to partner agencies to provide substance abuse treatment services, counseling services, mental health services, health care, life skills and employment assistance.</p> <p>This project serves homeless individuals/families with disabilities. The majority have serious mental illness that require additional health services and counseling. This project provides those services through our partner agencies match.</p>	<p>rental assistance \$6,527. Therefore, the average cost per household that received rental assistance on a monthly basis was \$217.57 rent dollars per household. The total number of persons served including children in the household was 45 persons. Breaking the actual costs down on a monthly basis means that it cost</p>		<p>for homeless individuals/families with disabilities in a very positive manner. Housing stability is the first and primary goals while focusing on the chronically homeless with disabilities. The measureable outcome is the housing stability. The majority of the participants have made substantial progress in mental health and substance abuse disorders that doesn't show on paper when looking at income measures; however, the housing stability does reflect the efforts and commitments and the joint efforts within our community to obtain desired outcomes. In the most recently completed APR 89% of the participants had reached the goal of Housing Stability or 40 persons out of 45 participants for the year. In reviewing the number of households rather than persons that reached</p>	<p>One other household consisting of one person voluntarily left the program to enter a psychiatric hospital or facility. 15 households remained on the program retaining housing stability with supportive services. 94% of all households served retained permanent, supportive housing.</p>		<p>providers per person. The supportive services costs are tracked on a monthly and an annual basis.</p>	<p>housing.</p>
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	<p>\$145.04 per person per month to receive rental assistance. The City paid for the actual rent amounts that were above the allotted rental assistance payments in the CoC grant.</p> <p>The total case management cost was \$17,946; life skills provided was \$8,788; substance abuse treatment services was \$956.25; Counseling Services</p>	<p>housing stability, the stability rate achieved was 94%.</p>				
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	<p>totaled \$16,900.50 and mental health services and health care totaled \$737,054.12.</p>						
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For Rapid Rehousing projects:

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include a measurable outcome (i.e., one episode of one month's rent provided)	Number of individuals/families served using all funds who maintain housing for at least three months after exit.	Number of individuals/families served using CoC funds who maintain housing for at least three months after exit.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to verify housing status three months after exit.

For Transitional Housing projects:

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

For Supportive Services Only projects:

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

HMIS PROJECTS ONLY (70 points; in lieu of Questions 11 – 18 above)

1) HMIS-only questions:

- a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**
- b. Are the following plans in place:
 - i. Privacy Plan? **(1 point)**
 - ii. Security Plan? **(1 point)**
 - iii. Data Quality Plan? **(1 point)**
- c. How are these plans reviewed by the CoC and HMIS Lead regularly? **(3 points)**
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**
- e. What was the percentage of null or missing values for the Universal Data Elements for the 2016 Point-in-Time count? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**
- f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**
- g. Were PIT results reported to HUD in HDX by the 2016 deadline? **(3 points)**
- h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT? **(3 points)**
- i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**
- j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**
- k. How does the HMIS Lead respond to identified HMIS-related CoC project needs? (provide specific examples including how HMIS user satisfaction is evaluated) **(10 points)**
- l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**
- m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**
- n. How is the HMIS Lead supporting non-HMIS agencies in the CoC with data collection and reporting needs? **(10 points)**